

## Course Syllabus: Beginning Algebra

Math 0003

Spring 2022

### Contact Information

Instructor: Mrs. Jessica Hancock

Office: Bolin 118J

Office hours: MWF 1215 – 1345, W 1015 - 1045

Office phone: (940) 397-2809

E-mail: [jessica.hancock@msutexas.edu](mailto:jessica.hancock@msutexas.edu)

### Course Description

This course is designed to teach students topics in elementary algebra which will prepare them for Intermediate Algebra. Students must earn a "C" or better in this course to advance to 1003 Intermediate Algebra.

### Instructional Materials

MyLab (MML): This online course management program from Pearson Publishing is used for all assignments in the course. A specific MML course has been created for your class. Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so prior to the opt-out date. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Please contact the MSU Bookstore if you have any questions about the opt-out process.

Additional Information: There is an eBook within MyMathLab, so purchasing a print copy is optional.

### Homework

An online homework assignment has been created for each textbook section covered in class. Online homework problems may be printed, and the answers entered at a later time. Homework problems are also available from the book but these will not be graded. Your lowest four homework scores will be dropped and the remaining scores will be averaged to determine your homework grade for the course. The assigned problems represent a minimum number of problems to be worked. You are strongly encouraged to work additional problems.

### Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Attendance is an essential component of this course and will be checked in every class. If you are absent from more than 4 classes on or before March 21 (last drop day), you may receive a grade of "F" for excessive absences (regardless of your grade average for the course).

### Excused or Unexcused Absences

Absences are not categorized as excused or unexcused. All absences from class will be counted as official absences except authorized absences as defined in the Student

Handbook. If you miss class due to hospitalization or a death in your family, you should notify the Dean of Students immediately. Absences due to required participation in university-sponsored activities must be approved by the Athletic Director and the Vice President for Academic Affairs. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence.

### Grading

Assignments	Points
Homework	100
4 Exams	400
Final Exam	200
Total Points	700

Total points for final grade.

Grade	Points
A	630 to 700
B	560 to 629
C	490 to 559
D	420 to 489
F	Less than 420

### Make Up Exams

If a test is missed, it is generally not possible to take a make-up test. It is the student's responsibility to communicate with the instructor immediately and preferably before the test. A make-up test may be given, per the instructor's discretion, prior to the return of that test to any Beginning Algebra class; otherwise, a grade of "0" will be recorded. The final exam (scaled appropriately) can be used to replace the lowest test grade.

### Final Exam

The final exam is mandatory for all students in Developmental Mathematics courses. Failure to take the exam will result in an exam grade of "0"; there is no make-up final exam. The final exam, as scheduled by the university, is on Wednesday, May 4, 2022 from 1:00 – 3:00. Make arrangements well in advance for this important date.

### Drop Policies

**Instructor Drops:** Instructors may drop a student from class for disruptive conduct, consistently failing to complete class assignments, as well as excessive tardiness or excessive absences. A student dropped for any of these reasons will receive a course grade of "F".

**Student Drops:** If you wish to drop this course, you must first contact your instructor. Students who have not met the readiness standards of the Texas Success Initiative must continue to attend class and may not drop this course prior to Monday, March 7, 2022. The last day to drop in order to receive a "W" is 4:00 p.m. on Monday, March 21, 2022. Drops after this date will receive a grade of "F". Students receiving financial aid should contact the financial aid office before initiating a student drop.

### Computer Requirements

This class requires you to have access to a computer (with Internet access) to complete your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!**

### Late Arrivals and Disruptions

Any late arrival to class may be counted as an absence at the instructor's discretion. Students who need to leave class prior to the dismissal of class should speak to the instructor beforehand in order to not incur an absence. It is disruptive to the classroom environment for students to leave class for personal reasons and then return to the classroom. It is the policy of the University that dependent children not be cared for in campus offices and classrooms. Students should turn off all cellular devices during class.

### Services for Students With Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### College Policies

#### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

#### Academic Misconduct Policy & Procedures

Students should refer to the current MSU Student Handbook and Activities Calendar and the MSU Undergraduate Bulletin for university policies on academic dishonesty, class attendance, student rights & activities.

[Student Handbook 2017-18](#)

#### Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.