

Course Syllabus: Beginning Algebra
Math 0003
Spring 2023

Contact Information

Instructor: Mrs. J Hancock

Office: BO 118J

Office hours: M/W 1-2pm and T/Th 9:00-10:30am

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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 Math (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; purchasing a print copy is optional.

MSU Texas Access & Affordability Program:

- Your course material is in D2L on the first day of class, for everyone in your class. Your Professor opted to have this course in the program to save you time and money.
- The money saving charge \$70.30 + \$5.80 tax has been added to your student account. Comparable pricing: Pub website= \$74.99 + tax.
- You have the choice to "opt out" of this special pricing and find your material on your own. If you prefer to "opt out", the instructions will be in your my.msutexas.edu email on the second day of class. Follow the instructions included therein.

For questions concerning the program or if you need assistance, please contact the Bookstore at follettaccess@msutexas.edu.

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. You may also print the homework problems and submit on paper on or before the due date listed on the Beginning Algebra Course Schedule for full credit. Each due date time is given in MyLabMath and will be given the day it is lectured. Homework may be turned in late for a 25% penalty until midnight prior to the test over the material. For instance, Section 2.5 is part of Test #1, hence, it can be turned in with late penalty until Feb. 9.

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.

To access homework: Log into D2L account and access this course (using matrix at top or scroll down to "My Courses" widget). Using the menu bar, select "Content". A new screen will open with "MyLab Math Course Home" listed center; select and a new URL will open in mylab.pearson.

NOTE: Make sure the "View" menu in the right hand corner has "Assigned" selected.

How to tackle your homework:

1. Complete as much of the homework the same day the material is taught in class.
2. Write down the number of the problem(s) that you were unable to complete and we will do them in class. There are several benefits of this:
 - a. It may imply I insufficiently covered a topic and more review for everyone may be needed.
 - b. We can do the problem "your way" which is very beneficial in understanding mathematical concepts.
 - c. **YOU ARE NOT ALONE!** If you have the question, four other students have the same question but are scared to ask. You paid for this class, ask the question.

Exam Dates

The tentative exam dates are as follows:

Exam 1: Friday, February 10, 2023

Exam 2: Monday, February 27, 2023

Exam 3: Wednesday, March 22, 2023

Exam 4: Friday, April 21, 2023

Final Exam: Wednesday, May 10, 2023, 1:00-3:00pm

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.

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

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

Make Up Exams

Make-up exams are not generally given; however, such exams may be given for an absence that is a result of a documented medical or personal emergency. If an exam is going to be missed due to an approved university activity, the student should request to take the exam early. For

missed exams, timely notification (for emergencies, on or before the scheduled day of the exam, and for approved university activities, a week prior to the scheduled day of the exam) is necessary to receive consideration to make up the exam or take the exam early. Once graded exams have been returned to the class, which usually occurs during the class meeting following the day of the exam, it will no longer be possible to make up a missed exam. No student will be allowed to make up more than one exam during the semester. 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 is scheduled by the university and will be May 10th from 1-3pm; location is TBD.

Drop Policies

Instructor Drops: Instructors may drop a student from class for disruptive conduct, cell phone use, 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 20, 2023. The last day to drop in order to receive a "W" is 4:00 p.m. on Monday, March 27, 2023. 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

Your homework may be completed on paper or online. If completed on paper, you must access the Pearson website to print out the homework problems. 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.

Cell Phone Policy

NO CELL PHONES! Use of a cell phone or any other electronic device (including earbuds) for personal use during class may result in the student's dismissal from class for the remainder of the period, in which case the student is counted absent and any graded work turned in on that day will receive a grade of zero. Continued violation of the no electronics use policy may result in a referral to the Dean of Students and/or the student may be withdrawn from the class by the instructor. **IF I SEE YOUR CELL PHONE DURING AN EXAM/QUIZ (even if you are not using it) YOU WILL RECEIVE AN "0" ON EXAM/QUIZ AND ASKED TO LEAVE.**

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.