

## Course Syllabus: **College Algebra**

Math 1233 Section 102/104 Fall 2021

### Contact Information

Instructor: Dr. Michelle Knox

Office: BO 118A

Office hours: Monday 2-2:50pm, Wednesday 11am-12:20pm,  
Thursday 1:30-2:50pm, Friday 2-2:50pm  
other times by appointment

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### Course Description

Equations, inequalities, polynomials, rational expressions, exponents, logarithms, radicals, functions, graphs. (This course is designed for students planning to take additional mathematics.)

### Textbook & Instructional Materials

#### **Required:**

My Math Lab associated with the textbook College Algebra with Modeling and Visualization Sixth edition by Rockswold. *You are required to have a scientific calculator and bring it to class every day. A physical textbook is not required.*

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 (09/07/21). 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.

**Calculator Requirement:** You must have a scientific calculator such as a TI30XS. Bring your calculator with you to class daily. If you use a graphing calculator, it cannot be a CAS calculator. Any student that attempts to use a CAS graphing calculator on a quiz or an exam will receive a zero on the quiz or exam. Further, additional penalties, as outlined under the Academic Misconduct Policy, may apply.

### Attendance Policy

Attendance will be taken at the beginning of every class. Any student who is late or who leaves early may be counted as absent. This will result in a zero on any quiz or other assignment for the day. **Any student who misses seven or more classes may be dropped from the course.**

If you miss class, it is your responsibility to

1. get notes from another student for the day(s) you missed, and
2. see Dr. Knox before the next class for any handouts from the day(s) you missed.

### Grading

Table 1: Points allocated to each assignment

Assignments	Points
Quizzes (10 at 10 points each)	100
Homework	30
Exams (4 at 100 points each)	400
Final Exam	100
Total Points	630

Table 2: Total points for final grade out of 630.

Grade	Points
A	567
B	504-566
C	441-503
D	378-440
F	Less than 378

### Homework

Homework is based on your homework score from My Math Lab. There are due dates given within MyMathLab for each assignment. Each due date time is the start of class on the day the homework assignment is due. Students may work on an assignment past the due date until the start of the next class, but there will be a 30% penalty on any problem completed during this late period.

Problems within a homework assignment that are completed before the time the assignment is due are awarded full credit. Once an assignment has passed its final due date, you may access it through the MyMathLab gradebook and work on problems within the assignment without changing your grade on the assignment.

The lowest two homework scores will be dropped from your final homework score at the end of the semester.

Dr. Knox reserves the right to collect work associated with your MML homework assignments at any time.

### Quizzes

There will be twelve quizzes given throughout the semester, each worth ten points. Only ten of the quizzes will count toward your final grade. **Makeup quizzes will not be given for any reason.**

The first quiz will cover material from the syllabus and will be administered on D2L. A student who fails to take this quiz will receive a 0 for that quiz. You have until 5:00pm on Friday, August 27, 2021, to complete the syllabus quiz.

Dr. Knox will drop the lowest two quiz scores at the end of the semester. However, no quiz scores will be dropped at the end of the semester for a student that receives a 0 on a quiz for academic dishonesty or for failure to take the syllabus quiz.

#### Exam Dates

The tentative exam dates are as follows:

Exam 1: Monday, September 20, 2021

Exam 2: Wednesday, October 13, 2021

Exam 3: Wednesday, November 3, 2021

Exam 4: Wednesday, December 1, 2021

Final Exam: Wednesday, December 8, 2021, 1:00-3:00pm

***If an exam is missed, every effort must be made by the student to notify Dr. Knox in a reasonable amount of time before the exam.*** It is best to call Dr. Knox rather than email her when you miss an exam.

#### Desire-to-Learn (D2L)

You will access MyMathLab through the MSU D2L program. You can log into [D2L](#) through the MSU Homepage. On D2L I will post any announcements and reminders that I feel will be helpful as we go through the semester. I may post links to math videos that I think you will find helpful (such as extra examples). I will also post grades within D2L.

#### Cell Phone Policy

Please turn these off or place on silent prior to the beginning of class. All cell phones must be placed face down on the desk/table in front of you. Use of a cell phone or any other unauthorized electronic device (including earbuds) 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 cell phone 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. Using a cell phone during a test or quiz will result in one of the penalties listed under the academic misconduct policy given in this syllabus.

#### Technology Requirements

Some quizzes and exams may be given online in this course. These quizzes and exams may be proctored. You are required to have access to technology that allows for online proctoring (such as the Respondus Monitoring and Lockdown Browser through D2L). You can find more information on these requirements on page 16 of the [MSU Texas Task Force to Return to Campus](#) document. In particular, you will need access to a computer with a webcam (not a Chromebook).

or a cell phone, ipads are compatible but not any other type of tablet) with the ability to download/use the appropriate D2L software.

#### Academic Misconduct Policy

All work that you do that contributes to your course grade must be your own work. Any evidence that you submitted work that is not your own is considered an act of academic dishonesty. An act of academic dishonesty will be reported to the university and will result in one of the following academic sanctions:

- Receiving a 0 on the homework assignment, quiz, or exam. No quiz scores will be dropped at the end of the semester for a student that receives a 0 on a quiz for academic dishonesty.
- Receiving a 0 for the entire quiz grade for the semester or the entire homework score for the semester.
- Receiving an F in MATH 1233.
- Receiving an F in MATH 1233 that will remain permanently on your transcript and within your MSU GPA.

On homework, you may get assistance from others, but you are responsible for understanding what you submit. Never let someone borrow your work. If you want to help someone understand how to work a problem, talk to them and give them advice or pointers, but never give them your completed work. In addition, copying solutions from online resources or using an app to complete your homework is considered cheating. The university's academic dishonesty policy can be found at

[https://msutexas.edu/student-life/\\_assets/files/handbook.pdf](https://msutexas.edu/student-life/_assets/files/handbook.pdf)

#### 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](#).

#### Campus Carry Rules/Policies

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with

state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules and Policies](#).

## When you need help with this course, where can you go?

### 1. To your professor's office

You can attend office hours hosted by Dr. Knox. When you do so, you will get one-on-one help from the instructor who is teaching the course you are taking. Please note that Dr. Knox will have two options for attending her office hours this semester: virtual and in person. If you attend her office hours in person, you will be required to wear a face mask in her office. If you attend her office virtually, you will use zoom. (There is a link to Dr. Knox's virtual office hours in D2L under content.)

You should have with you both your notes and all of the related work that you have done over the topics you are seeking help with.

### 2. The *Tutoring and Academic Support Program (TASP)*, located in Moffett Library, offers free additional tutoring in math as well as other courses. You can find out more about their services by visiting their office or searching TASP on the MSU website. They offer tutoring Monday through Thursday 11:00am-6:00pm and Sunday 2:00pm-9:00pm. They also offer a Homework Help Lounge on Sunday-Thursday 2-9pm where you can work on math and get assistance from tutors as needed.