



Beginning Algebra
Math 0003-X20 SPRING 2022

Course Essential Information

Instructor: M. L. Jones

Office: Bolin 118C

Office hours: MW 3:00–4:30; TR 3:30–4:30

Office phone: (940) 397-4276 (do not leave a voicemail – email is best)

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Course Description: This course is designed to include topics in elementary algebra which will prepare each student for the co-requisite mathematics course that will fulfill the core requirements of the student's degree plan. Students must earn a "C" or better in this course to advance to the next required mathematics course.

Textbook: Beginning & Intermediate Algebra by Lial/Hornsby/McGinnis, 7th edition. Available as e-test with MyMathLab (see below) so no need to purchase a hard copy of textbook.

Required Materials/Expenses: MyMathLab (MML) course management program from Pearson Publishing is REQUIRED and is described in more detail below. Access to a laptop or desktop computer with a webcam and internet connection is required. Chromebooks, tablets, and mobile devices will not satisfy the technical specifications for any proctored assessments that may be required. The fee-per-use service ProctorU may be used for the required comprehensive final exam. In addition, a simple calculator is recommended and a spiral notebook (or loose-leaf binder) is required.

Computer Requirements: This class requires you to have access to a computer with a webcam and a strong internet connection to complete assignments and to take proctored assessments. Computers are available for student use throughout the campus. This means that your personal computer or internet being down is not an excuse for missing a deadline!

Assignments are due by the published due date, and technical difficulties with a personal computer will not be considered sufficient reason for the instructor to allow students extra time to submit assignments. If you have technical difficulties using a personal computer, first check your computer security settings, your pop-up settings, and/or try a different browser. If you continue to have technical difficulties, then you will need to contact either the MSU D2L support page or Pearson's MML customer technical support.

Desire2Learn: D2L is an integral part of this course. This class has a designated course homepage on D2L which you are required to login to every weekday Monday through Friday until further notice (at least through the first unit test). You are responsible for all information posted in the News announcements on our D2L homepage. The link to our specific MML course is located on the D2L homepage

** MyMathLab is a REQUIRED portion of this course.**

MyMathLab (MML): This online course management program from Pearson Publishing is used for most assessments in the course. A specific MML course has been created for your class and is linked from the D2L course. Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for these required course materials on their student account with the Business Office. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Any student who wishes to opt-out of the Program and purchase the required course materials on their own must do so prior to the indicated in that email. Please contact the MSU Bookstore if you have any questions about the opt-out process. If you opt-out of this program, then you will need to purchase MML, either from the campus bookstore or directly online from the publisher. When using MML for the first time in this course, you will need to run a browser check and download necessary plug-ins including the Pearson Lockdown Browser.

Help/Tutoring Resources: Office hours listed above are subject to change and any change will be promptly communicated via D2L. Information will be communicated via D2L on how to request alternate times as well as virtual options. In general, I endeavor to reply to all emails received in a timely manner and within 24 hours; however, emails received after 5:00pm weekdays or over the weekend should not expect a reply before my next scheduled office hours. An additional and excellent resource is MSU's Tutoring & Academic Support (TASP) center. The TASP office is located on the first floor of Moffett Library. TASP offers tutoring both by appointment and on a walk-in basis for students on campus. Check out TASP on the MSU website under Academics for additional information.

Attendance and Participation Policies

Attendance/Participation

Attendance is an essential component of this course and is required. If this were a traditional face-to-face class, the attendance policy for Math 0003 would state: If you are absent from more than four classes, you may receive a grade of "F" for excessive absences and lack of participation. In this online course, daily attendance, at a minimum level, corresponds to logging into the D2L course homepage and reading the daily News post every weekday Monday – Friday. This daily login serves the same purpose as taking attendance in a traditional class. The daily News posts on D2L serve as a fundamental and primary source of information from the instructor to the class. Students are responsible for being aware of all information communicated through these posts. Online attendance expands to include participation in required activities such as discussion forums, specific check-in activities, adhering to communication requests, and completing homework assignments in a timely manner.

Excused or Unexcused Absences

This policy will be interpreted in accordance with the attendance requirements stated above. 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.

Drop Policies

Instructor Drops: Instructors may drop a student from class for disruptive conduct which could include inappropriate comments made via email or discussion forums, consistently failing to complete class assignments, as well as excessive absences as outlined above. 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. Students receiving financial aid should contact the financial aid office before initiating a student drop.

Withdrawal Date

Last Day to drop with a grade of "W" is March 21, 2022.

Course Structure and Schedule

The course is designed to be completed in a sequential manner and to maintain the same general pacing as a traditional face-to-face class. The course content consists of four units of study. There is a pronounced structure of prerequisites as you progress through MML in each unit: homework > quiz > homework > quiz > unit test. This progression through the MML coursework has built-in minimum grade requirements in order to help increase student success.

Evaluation/Grading Policies

D2L Assignments/Assessments

There are various graded activities that are only accessed through D2L; examples include all required discussions and any D2L quizzes/tests.. Individual D2L log-in activity, including access of available instructor-created supplemental material, is required and will be closely monitored. Any D2L-generated grades will be manually added to your MML gradebook so that all course grades will be located in one place. The full D2L gradebook is not utilized in this course.

MML Homework

A MML online homework assignment has been created for each textbook section included in the course. You are required to keep your assignments organized in a spiral notebook (or loose-leaf binder) in which you will write out the step-by-step work needed to solve each problem. You may be asked to present evidence of your work during "spot checks", tutoring sessions, or as documentation. MML assignments are set up to allow you multiple opportunities to get credit for each problem and thus attain a very good homework grade. There are numerous and varied supplemental media resources provided as part of MML. Even though these items are not always specifically required for completion of an assignment, be aware that these types of resources are available to you as additional tools to aid in your understanding of the material.

Forward progress requirement: You must make at least a 70% on each homework assignment in order to continue to the next assignment or quiz and maintain forward progress in the course.

Homework Due Dates: Each MML assignment will have a specified due date – both date and time of day. The assignment will be available to work on for several days before its due date and must be completed before this specified time in order to receive full credit. After the due

date, the assignment will still be accessible but will incur a late penalty and a 25% deduction in the grade. The late penalty will only apply to those problems completed after the due date. If the assignment was not started before the due date, it will show as "past due". The assignment will remain available in late "past due" mode until the day of the unit test over the included material; after the unit test, the assignment can no longer be completed and all "past due" assignments will automatically be updated to zeroes in the MML gradebook.

Quizzes

Short quizzes are also included as part of the course work grade generated in both MML and on D2L. On MML a quiz cannot be opened and attempted until after the pertinent homework assignments are completed successfully. Unlike the homework assignments, you only get one opportunity to answer each question correctly. Students are allowed two attempts at each quiz. At the end of the semester, the lowest quiz score will be dropped before computing the final course grade. Some quizzes may be administered directly through D2L; such information will be communicated in more detail as needed. Expect quizzes to be proctored in the same manner as tests (see description below).

Forward progress requirement: You must make a minimum grade of 60% on a quiz in order to continue to the next assignment listed on MML and maintain forward progress in the course.

Tests

There are four unit tests, each worth 100 points. All tests in the course will be administered online and will utilize either the Respondus Lockdown Browser/Monitor available through both D2L and MML or the fee-per-use service ProctorU both of which involve live video proctoring.

Standard Time Window for Assessments

Each quiz/test will be available during a specific window of time which will be communicated in advance via the daily News posts on the D2L course homepage. Until further notice, the standard time window for this class this semester will be from 10:00am to 3:00pm on quiz/test days. This time window is subject to change and will be communicated via the News posts on D2L. Any student with an authorized time conflict with the standard time window may request an alternate time window. Any such request for a time accommodation needs to be received before 5:00pm on the day before the quiz/test. Authorized time conflicts include class schedules, required sports practices, and employment work hours.

Final Exam

The final exam is required for course completion. It is comprehensive and worth 200 points. It must be proctored and it may utilize the fee-based ProctorU service. As previously stated, online options for proctoring an exam result in an additional expense for the student and require the use of a webcam. There is no makeup available for the final exam. The final exam is tentatively scheduled for April 27 or 28, 2022.

Grading

There will be four unit tests, a comprehensive final exam, and a coursework grade which will be generated from all required assignments and quizzes (both D2L and MML). This semester the maximum number of total points possible is 700 points, and the point breakdown is as follows:

- Test #1 – 100 points
- Test #2 – 100 points
- Test #3 – 100 points

- Test #4 – 100 points
- Final exam – 200 points
- Assignments, including MML homework and D2L required participation items – 50 points
- Quizzes, including MML and designated D2L items – 50 points

The final course grade will be determined by the earned percentage of possible points. The point range for each letter grade is as follows: 630-700 points earns an A, 560-629 points earns a B, 490-559 points earns a C, 420-489 points earns a D, and below 420 points earns an F.

Exception to the above point breakdown: In general, the course grade cannot be more than one letter grade higher than the grade earned on the comprehensive final exam.

Make-up Policy

Make-up tests are generally not allowed, so a missed test will result in a grade of "0". Per the instructor's discretion, a make-up test may be considered only in exceptional situations and only with timely, preferably pre-test, communication from the student. In extenuating circumstances that include prompt communication by the student, it may be possible to replace the zero on one missed test with the grade earned on the comprehensive final exam up to a maximum grade of 70%. This is at the instructor's discretion and is determined on a case-by-case basis. Make-up quizzes will not be given; a missed due date, for any reason, for a quiz will result in an automatic grade of "0" on the quiz. There is no make-up option for the final exam.

Important Notice

Changes in the course syllabus, policies and procedures, assignments, and schedule may be made at any time at the discretion of the instructor.

University Policies & Services

The following is a quick link to essential student resources available at MSU:

https://msutexas.edu/academics/scienceandmath/student_resources.php

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

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](#)

MSU Texas Return to Campus Plan

A comprehensive plan that includes new procedures designed to help protect you and those you love.

<https://msutexas.edu/return-to-campus/msu-texas-commitment.php>