

Instructor: Stacey Harmon**Phone:** 405-744-7746**Office:** MSCS 504**Email:** hstacee@okstate.edu**Office Hours:** Tuesday 12noon-1pm or by appointment**MyMathLab Tech Support:** 1-800-677-6337 or http://www.mymathlab.com/contactus_stu.html**Mathematics Learning Success Center (MLSC):** CLB 420, 744-5818

Course web page: Most of our coursework will be in MyMathLab, which is an online system that helps us provide you with a personalized College Algebra experience. Go to www.mymathlab.com or http://www.pearsoncustom.com/ok/osu_math/. Notice the links across the top to course documents, including weekly task lists and calendars. Click on the MyMathLab logo and log in. You will complete homework and homework quizzes in MyMathLab, where you will have access to many resources, including videos, an online textbook, sample problems, and instant feedback on your work. You should regularly check MyMathLab for announcements and other course information.

Course Structure:**Class:**

- You will meet with your focus group once per week. See your focus group's calendar for specific dates.
- In your focus group, your instructor will answer questions and preview the next week's work.
- Attendance is required. Unavoidable absences must be discussed in advance with your instructor for consideration of special accommodations.
- You should keep track of your attendance and of due dates using your focus group calendar.

Lab:

- You will do much of your learning in the math lab, with one-on-one help from instructors and tutors when you need it.
- Attendance in the lab for a minimum of **three hours per week, measured in 15-minute blocks**, is required. **There is no partial credit for lab attendance below this minimum 3 hour requirement.** For more details about how these hours are computed, read the Lab Time Log Sheet carefully. You should plan to spend additional time each week, in the lab or elsewhere, to master the material.
- Your lab week starts the day after your focus group meets each week and ends the next week on the day your focus group meets. For example, if your focus group meets on Wednesdays, then your lab week starts on Thursday morning at 9:00am and ends on the next Wednesday at 10:00pm. Any exceptions to this routine will be announced in advance.
- No make-up time will be allowed for missed lab time.
- The math lab is in the MLSC on the 4th floor of the Classroom building. When you arrive, you must check in at the information desk in CLB 420. The math lab is across the hall in CLB 406.
- The lab is open Monday through Thursday from 9:00 a.m. until 9:00 p.m., Friday from 9:00am until 5:00pm and Sunday from 1:00pm until 5:00pm, except on university holidays. Periodic changes in operation will be announced in advance. The lab is usually the least crowded in the evenings and first thing in the morning.
- You are expected to work only on math while in the lab. If an instructor or tutor finds that you are doing something other than math, you may lose *all* of your lab attendance points for that week, even if you have completed all required hours. **No cell phone use is allowed in the lab.**
- You should keep track of your lab hours each week using the Lab Time Log Sheet.

Course Prerequisites: A minimum score of 30 on the required ALEKS assessment. Some minimal familiarity with a graphing calculator is expected.

Required Textbook Package and Supplies:

- MyMathLab Access or Textbook Package. You are required to purchase a bundle that includes MyMathLab access, a custom textbook, and a graphing calculator manual. The text is *College Algebra: Graphs and Models (5th edition)* by M. Bittinger, J. Beecher, D. Ellenbogen, and J. Penna. Addison Wesley, 2009. Note: If you do not register for MyMathLab immediately, you will not be able to complete required homework, quizzes, and exams. You are responsible for registering in time to meet all course deadlines.
- Graphing Calculator. You are required to have a graphing calculator for this course. I will be using a TI-83Plus for classroom demonstrations. You may check out a TI-83/TI-83 Plus graphing calculator from the Math Department (401 MS) for use during the semester while the supply lasts; there is NO charge.
- Headphones. You will need a set of headphones so that you can listen to online explanations in the lab. **You are required to bring headphones every time you work in the MLSC lab.** The MLSC instructors and tutors will often direct you towards these resources, and we won't be able to help you if you don't have headphones with you.
- Journal. You should keep a three-ring binder that includes all of your work in the class. You should take notes on online lectures and the textbook. You should also work out all homework problems and quiz problems in your notebook. Instructors and tutors will frequently need to see your work and notes to be able to help you. *Keep your journal entries organized and labeled!* Your participation score and/or homework/quiz score could suffer if you are unable to present this journal information when asked.

Course Evaluation:.

		<u>Total Points</u>	<u>Letter Grade</u>
Participation	100 points		
Homework	250 points		
Homework Quizzes	100 points	900-1000	A
Exam 1	100 points	800-899	B
Exam 2	100 points	700-799	C
Exam 3	100 points	600-699	D
Final Exam	250 points	0-599	F
Total	1000 points		

Notes: 1. Final grades will not be curved.

Attendance and Participation: Daily attendance is critically important. It is difficult, and sometimes impossible, to succeed in a college course without regular attendance. In this course, your participation grade is based on attending your assigned focus group, completing section summaries etc., and attending the Mathematics Learning Success Center (MLSC) math lab for three hours per week. Data from similar courses shows that the vast majority of students who earn high participation points receive an A, B, or C in the course.

(Note that you must complete **all three hours, measured in 15-minute blocks**, to get your participation points for the week.)

Of course, you won't get anything out of the focus group or lab hours if you are there physically but not mentally or if you are unprepared. If you do not actively participate in the focus group activities, your participation grade will suffer, even if you have few or no unexcused absences. Similarly, you are expected to work only on math in the math lab (see the Lab section above). At the end of the semester your lowest participation score will be dropped.

Examinations: There will be three (3) fifty-minute examinations with a maximum possible score of 100 points each; each exam will include a written portion (30 points) given in your usual focus group and a computer portion (70 points) given in a computer lab. The final exam will be comprehensive and will be entirely written, it will be worth a maximum possible score of 250 points. Bring your student ID to each exam. *Make-up exams* will be given only for **valid, unavoidable, documented** conflicts, and *only if* the request for a make-up examination is approved by your instructor **in advance** for known conflicts or in a timely manner when extenuating circumstances arise. If this condition is not satisfied, it is understood that the opportunity to take a make-up examination is voided. If you are approved for a make-up exam, a mutually agreeable time during the testing window will be arranged if possible. If a time during the testing window cannot be arranged the percentage on the Final will be used as the score for the missing exam.

Exam Dates: Our exams will be held on the following dates; mark your calendar NOW! Notice that written exams are given during regular class meetings.

Computer Exam Testing Windows: You will sign up online for a time during the given windows to take the computer portion of each exam. More information will be given in class about how to sign up for an exam time. Time slots will be available on a first-come, first-serve basis, and you will have a limited period of time during which you may sign up. **Failure to sign up during the sign-up time or failure to attend your chosen exam session could lead to a 0 on that computer exam. Immediately after you sign up online, you should logout of the exam scheduling application, log back in, and double check that you signed up successfully for the time that you intended. Print the page showing that you have signed up.**

Exam 1:	Computer part testing window: September 13-17, 2012 Written part: Tuesday, September 18, 2012 10:30am-11:20am, HSCI 331
Exam 2:	Computer part testing window: October 11-15, 2012 Written part: Tuesday, October 16, 2012 10:30am-11:20am, HSCI 331
Exam 3:	Computer part testing window: November 8-12, 2012 Written part: Tuesday, November 13, 2012 10:30am-11:20am, HSCI 331
Final Exam:	Thursday December 13, 2012 12:00noon-1:50pm CLB 313

Sample Exams: Before each exam, you will have access to a sample test in MyMathLab. You can take these exams as many times as you want, and you will get a different assortment of problems each time. During your exam weeks, you will not be required to spend three hours in the lab; instead, to earn lab credit for an exam week, you must score *at least 60% on at least three separate attempts* of the sample test.

Homework: Doing lots of problems is a great way to learn mathematics. Most of your homework will be on MyMathLab, which provides you with on-demand resources and with immediate feedback. When you get a problem incorrect, I expect you to use the online resources and try again. You should be able to get 100% on every online homework assignment. Do not wait until the last minute to do homework; technical difficulties will not excuse an incomplete homework. **Late homework will not be accepted.** See your focus group calendar for due dates; all online homework will be due at 11:59pm. At the end of the semester, your lowest online homework score will be dropped. There will also be Homework Worksheets corresponding to each online homework assignment. The homework worksheets will be collected during Focus Group meetings.

Homework Quizzes: Homework quizzes give you an opportunity to test yourself and see how well you have mastered the material after completing regular homework. Homework quizzes will be done online, and **no late quizzes will be accepted**. Again, do not wait until the last minute, as technical difficulties will not excuse a missed quiz. See your focus group calendar for due dates; all quizzes will be due at 11:59pm. At the end of the semester, I will drop your lowest quiz score. A few notes about quizzes:

- You must get at least 80% on your homework before MyMathLab will let you attempt that week's quiz. Remember that 80% is the bare minimum; you should be able to get 100% every week.
- You may attempt each quiz up to ten times before the due date. Your best score will count.
- Quizzes are preparation for your exams. If you refer to your homework or notes as you work on your quizzes, you will not be testing yourself for your exam. Your exam scores will likely suffer.
- Study for quizzes before your first attempt and between each attempt. Practice with your homework or MyMathLab's study plan.
- We recommend that you take each quiz at least four times, even if you have already gotten a 100% on the quiz. Quizzes change each time you take them, and repeated attempts increases your odds of seeing a wide variety of problems. Remember that your goal is to learn the material for exams.

Grades Displayed in MyMathLab: MyMathLab uses a weighted grade system; essentially it predicts your course grade if all of your averages (HW average, quiz average, exam average, and participation average) stay the same from that moment forward. In other words, throughout the semester, MyMathLab projects what your score will be out of the total of 1000 points. This method typically gives a good idea of where you stand. Please note, however, that the point totals on the "Show Overall Score" may seem confusing and misleading; we recommend that you ignore these point totals and focus instead on your overall average in the course and on your average in each category.

Getting Help in the Lab: We encourage you to ask the instructor or tutor on duty in the lab when you have questions or concerns. You should be prepared to ask specific questions. We will not give you an overview of the content or summarize the book for you. You should have already taken notes on the online lectures, read through and taken notes on the relevant portions of the textbook, and attempted some problems. Be prepared to tell the instructor or the tutor where you are stuck or what concepts are still confusing to you, and we will be happy to help.

Syllabus Attachment: OSU has compiled useful information that applies to all classes at <http://academicaffairs.okstate.edu/faculty-a-staff/47-syllabus-fall>

This website includes add/drop/withdrawal dates, university holidays, accommodations for students with disabilities, academic resources, and much more. You are responsible for reading this information. A copy of the syllabus attachment is attached to this class syllabus.

Academic Integrity: The university has explicit rules governing academic integrity. Please consult the Syllabus Attachment mentioned above. Working with another person or in study groups can be helpful in learning the material. I encourage you to work together if you find it helpful. However, **all written and online work submitted must be your own**. Copying someone else's solution, showing your written solution to someone else, or having another person complete your online work is prohibited; such behaviors are violations of academic integrity and will be treated according to the University's policy.

Special Accommodations for Students. "If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services (315 Student Union). Please advise your instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely

implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations." (OSU Fall 2012 Syllabus Attachment) **If your accommodations include testing in the Testing Center, you must notify your instructor at least 72 hours before your exam.** If you do not notify your instructor at least 72 hours in advance, you will be expected to take the exam with your class in the regular class location without special accommodations.

Drop and Withdrawal Policy (General University Policy 2-0206). "Dropping" means withdrawing from a specific course while "withdrawal" means withdrawing *from all courses* and leaving the University for the balance of the term. IT IS YOUR RESPONSIBILITY TO KNOW AND COMPLY WITH ALL DEADLINES. Reasons similar to those listed below will NOT result in approval for dropping a course after the deadline (from OSU Policy 4.03):

- a. Student's lack of knowledge or misunderstanding of the deadline.
- b. Student waited to get the results of an exam or other assignment.
- c. Student's grades have declined since the deadline.
- d. Student doesn't need the course for graduation.
- e. Different deadlines existed at a previous school.

Incomplete Grade. The grade of "I" is given to students who satisfactorily completed the majority of the course work and whose work averages "D" or better, but who have been unavoidably prevented from completing the remaining work of the course. A condition that the students must repeat the course in order to remove the "I" is not permitted. The maximum time allowed for a student to remove an "I" is one calendar year.

Final Note: Any changes in this syllabus will be communicated to you by the instructor in class or on our MyMathLab site. If you have questions about anything, please ask!