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**Classroom:** 102 CLB

**Syllabus Attachment.** OSU has compiled useful information that applies to all classes at <http://academicaffairs.okstate.edu/faculty-a-staff/48-syllabus-spring>

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 and having any questions answered. A copy of the syllabus attachment is part of this syllabus.

**This study of College Algebra involves the use of technology** – the use of the graphing calculator has been carefully integrated into the delivery throughout. Technology can be a tremendous aid in learning mathematics only if it is used *appropriately*. Technology is not a "quick fix" to learning functions or any mathematics! Because of the importance of technology today, a goal of the course is that you are comfortable with it and that you know when it is *appropriate* to choose it in learning mathematics. I think you will find technology is a great asset in learning mathematics.

**Course Prerequisites.** Completion of the second course in the high school algebra curriculum, Algebra II, or Intermediate Algebra (MATH 0123) or equivalent. Some minimal familiarity with a graphing calculator such as the Texas Instruments TI-83 or TI-83Plus is required. Scoring a minimum of 25 (30 preferred) on the required ALEKS Assessment. (Successful completion of ALEKS Learning Module(s) in the first few weeks of class will allow course enrollment.)

**Course Objectives.** To learn college-level algebra and to complete the college mathematics requirements for further study of mathematics and of mathematically-dependent subjects.

**Required Textbook Package and Supplies.**

- ***Textbook Package.*** You are required to have the textbook package for the course which consists of the textbook *College Algebra - Graphs and Models (4th edition)* by M. Bittinger, J. Beecher, D. Ellenbogen, and J. Penna. Addison Wesley Longman, Inc. , 2009 and the manual *Graphing Calculator Manual* by J. Penna, 2009.
- ***Graphing Calculator.*** You are required to have a graphing calculator for this course. I will be using a TI-83 Plus graphing calculator for some class demonstrations. You may check out a TI-83/TI-83 Plus graphing calculator from the Mathematics Department (401 MS) for use during the semester while the supply lasts; there is NO charge.

**Course Evaluation.** There will be a total of 840 points possible in this course, distributed among homework, quizzes, ALEKS, attendance, hourly exams, and the final exam as shown below. Notice that the final exam score counts twice; thus, it actually contributes 200 points to your grade. Participation can also help your grade.

Course grades will be determined according to the following distribution.

Homework	150 points	Letter grades will be assigned according to the following scale.	
Quizzes	100 points		
ALEKS	40 points		
Attendance	50 points		
Examination 1	100 points	756 - 840 points	A
Examination 2	100 points	672 - 755 points	B
Examination 3	100 points	588 - 671 points	C
Final Examination	200 points	504 - 587 points	D
		0 - 503 points	F
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TOTAL	840 points		

- Notes.**
1. Final grades will not be curved.
  2. Your class attendance record will be reported along with your course grade.

**Examinations.** There will be three (3) fifty-minute examinations with a maximum possible score of 100 points each and a 100 point comprehensive final examination which will be recorded twice. *Make-up examinations* will be given only for **documented, valid and unavoidable** conflicts, and your request to present a make-up examination is made **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 present a make-up examination is voided. In the instance that a make-up examination is appropriate, it will be scheduled at a convenient time for both student and instructor, but no later than the last day of Finals Week during the period scheduled for make-up exams. Bring your student ID to each examination.

**Exam Dates.** Our exams will be held on the following dates; mark your calendar NOW!

**Exam 1: Date: 2/08/2012 – Sections: R1-R7; 1.1-1.6**

**Exam 2: Date: 3/14/2012 – Sections: 2.1-2.5; 3.1-3.5**

**Exam 3: Date: 4/18/2012 – Sections: 4.1-4.6; 5.1-5.6**

**Final Exam: Date: 5/03/2012 - 4:00-5:50pm (AGH 320)**

**Homework Grade.** All homework will be collected and selected problems will be graded. Homework must be turned in during class on the date it is due; you must be present for the entire class session to turn in homework. **NO LATE HOMEWORK WILL BE ACCEPTED BY THE INSTRUCTOR.** The total number of points possible on homework assignment may exceed 100 points; however, your homework grade will not exceed 100 points.

Homework assignments must be submitted in the following manner:

1. Your name will be prominently displayed in the upper right corner of each page.
2. Textbook page and problem numbers will be prominently displayed.
3. Problems will be submitted in the order in which they were assigned.
4. The pages will be stapled together in the upper left corner.
5. Your name will be prominently displayed in the upper right corner of the back of the last page.
6. You must show all work to receive credit.

If these steps are not met, your homework may be returned to you with the assigned grade of 0.

**Quizzes.** There will be announced and unannounced quizzes during the semester. The total number of points possible on quizzes may exceed 100 points; however, your quiz grade will not exceed 100 points. There will not be make-up quizzes.



**ALEKS:** Students scoring 25 or above on the required pre-semester ALEKS Assessment will be awarded the ALEKS course points. All others will be required to complete the College Algebra Learning Module(s) while spending an hour per week for the first six weeks in the MLRC Lab. (This is additional time to earning participation points.) ALEKS course points will be awarded based on your performance on the ALEKS learning module material and your required time spent in the lab.

**MLRC: Mathematics Learning Resource Center** - The MLRC is an invaluable resource to support your mathematical learning. The MLRC is located on the 4<sup>th</sup> floor of the Classroom Building (Check in at CLB 420). For more information, visit the MLRC website at [www.math.okstate.edu/mlrc](http://www.math.okstate.edu/mlrc), or call 405-744-5818 or 405-744-5688.

**Class Attendance and Participation (50 points maximum):** At least once per day, I will take attendance in some way. For each absence in excess of 2 (2 absences will be forgiven for "life happens"), 5 points will be deducted from the maximum of 50. You must be in class for the entire class session to be counted as present. Since this attendance score can only help your semester grade, absences will not be excused.

**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. The drop and withdrawal dates are noted on the syllabus attachment. 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.

**Academic Integrity.** The university has explicit rules governing academic integrity. Please consult the OSU Spring 2012 Syllabus Attachment mentioned above.

Working with another person or in study groups on problems can be helpful in learning the material. I encourage you to work together if you find it helpful. However, **all written and on line work submitted must be your own.** Copying someone else's problem solution, showing your written solution to someone else, or having another person complete your on line work is prohibited; such behaviors are regarded as violations of academic integrity and will be treated according to the University's policy. In order to be successful in learning the material and doing well on the examinations you must think very hard about the problems themselves **before** discussing them with anyone else.

**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. Please advise the 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. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 405-744-7116 or go to <http://sds.okstate.edu/>." (OSU Spring 2012 Syllabus Attachment)

**Office Hours.** I encourage you to come talk to me during my office hours (or email for an appointment if you can't make any of those times) when you have questions or concerns. When you come to my office hours or to the MLRC, you should come prepared with specific questions. You should have already reviewed your lecture notes, read through and taken notes on the relevant portions of the textbook, and attempted some problems. Be prepared to tell me or the tutor where you are stuck or what concepts are still confusing to you, and we will be happy to help.

**Final Note. Any changes in this syllabus will be communicated to you by the instructor in class or on our course website.**