COLLEGE ALGEBRA

MATH 1513   Fall 2010

Instructor: Gerri C. Petty
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Office Hours: Monday, Wednesday   11am – 12:20pm or by appointment
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Course Information: available at oc.okstate.edu

Syllabus Attachment: OSU has compiled useful information that applies to all classes at
          http://osu.okstate.edu/acadaffr/aa/syllabusattachment-Fall.htm
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 now and having any questions answered.

Course Objectives: To learn college-level algebra; to complete the college mathematics requirement for further study of mathematics and courses in business, social science, or engineering which are mathematics dependent.

Required Textbook Package and Supplies:
- **_Textbook Package_**. The required textbook is *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 graphing calculator for class demonstrations. You may check out a TI-83/TI-84 graphing calculator from the Mathematics Department (401 MS) for use during the semester while the supply lasts; there is NO charge**.** Check out times will be announced in class.

Course Evaluation:

Course grades will be determined according to the following distribution.

Letter grades will be assigned according to the following scale:

Homework	100 points	540 - 600 points	A
Examination 1	100 points	480 - 539 points	B
Examination 2	100 points	420 - 479 points	C
Examination 3	100 points	360 - 419 points	D
Final Examination	200 points	0 - 359 points	F
	600 points	Grades will not be curved.	

Please note: 1. Final grades will not be curved.
2. Your class attendance record will be reported along with your course grade.
3. *At the end of the semester*, your Attendance/Participation Score (100 points maximum) will be used to replace any one of the three (3) examination scores or half of the final exam score provided it improves your letter grade *and* you earned at least one passing grade on these assessments. Perfect scores on homework and 100 participation points do not guarantee a passing grade in this course.

Examinations: There will be three (3) fifty-minute examinations with a maximum possible score of 100 points each and a 200 point comprehensive final examination. Makeup Exams will be given **only if you request and obtain approval in advance** of the missed exam and only for very **serious and unavoidable** conflicts. If this condition is not satisfied, a grade of zero will be recorded for the missed exam. Makeup Exams will be scheduled during Finals Week. Bring your student ID to each examination.

Homework Grade: Homework must be turned in on or before the date it is due. <u>No late homework will be accepted by the instructor</u>.

> Homework assignments must be submitted in the following manner:
> -Your name and class number (to be provided) will be prominently displayed on each page.
> -Textbook page and problem numbers will be prominently displayed.
> -Problems will be submitted in the order in which they were assigned.
> -You must show all work to receive credit.
> -All pages should be stapled together.
> -Assignment should be folded lengthwise with your name written on the outside.

There will be 11 homework assignments worth 10 points each, for a total of 110 points available on homework. However, the homework grade may not exceed 100 points. These extra ten points are a buffer for those who have unusual circumstances or simply forget a homework paper, as <u>no late homework will be accepted by the instructor or the front office</u>.

MLRC: Mathematics Learning Resource Center - The MLRC is an invaluable resource to support your mathematical learning. They are located on the 4th floor of the Classroom Building (420 CLB, 405-744-5818). For more information, see the Attendance and MLRC Participation handout, visit the MLRC website at www.math.okstate.edu/mlrc, or call 405-744-5688.

E-Mails: Please include, on the subject line, your first and last name and when the class meets (i.e., Gerri Petty, MWF12:30). If this information is missing, the e-mail will not be read.

Cell Phones: Turn cell phones off during class. Cell phones are <u>not allowed out at any time</u> during class except under unusual circumstances and only when cleared in advance by the instructor. Use of cell phones, including texting, will result in an absence for the class period.

Attendance/Class Participation Score: You may earn up to 100 Participation Points. These points may be used to replace your lowest score on the first three exams or 100 points of the final exam. The participation point score is made up of two components: MLRC points and Class Attendance / Participation.

The 100 possible total points of the Attendance/Participation Score are split into two categories:
1. **Class Attendance and Participation (40 points maximum):** At least once per day, I will take attendance in some way. For each absence, 4 points will be deducted from the maximum of 40. You must be in class for the entire class session to be counted as present. You also must actively participate in class; otherwise, you may lose up to 4 points per day. Since this attendance score can only help your semester grade, absences will not be excused for any reason. Signing the class Attendance Sheet for another student is not permitted; if it is determined that a student signed in for another student, this unethical conduct will be regarded as a violation of Academic Integrity and the appropriate University policies will be employed.
2. **MLRC Participation (60 points maximum):** In addition to participating in class daily, you can also earn points by using the free resources at the Mathematics Learning Resource Center (MLRC). You may earn up to 60 points in the following ways:
   - 2 MLRC Points for each 30-59 minutes spent at the MLRC in one sitting.
   - 4 MLRC Points for each 60+ minutes spent at the MLRC in one sitting.
   - You may earn up to a 4 MLRC Points on any particular day. You may, of course, visit the MLRC as much as you would like in a day, but you are limited to earning 4 MRLC Points on that day.

   The first and last day that you can earn points will be announced in class. The MLRC will keep a record of your MLRC Points and will report your score to me. **To ensure that your points are recorded each time that you go to the MLRC, make sure that you check in with your OSU Student ID and identify yourself as a College Algebra Student.** You are encouraged to keep a log of the dates and times that you visited for your own reference. MLRC Points will not be recorded if you check into the MLRC during the time your class meets.

The first time you go to the MLRC:
- Bring your 9-digit Student ID Number and your OSU Student ID Card to the MLRC check-in (420 CLB).
- Be sure you know the COURSE AND SECTION in which you are enrolled.

Every time you go to the MLRC: Check in at the MLRC with your OSU Student ID Card.

A schedule of the times when the MLRC is open this semester will be distributed in class.

At the end of the semester, your Attendance/Participation Score (100 points maximum) will be used to replace any one of the three (3) examination scores or <u>one</u> of the two (2) Final Examination scores provided it improves your letter grade *and* you earned at least one passing grade on these assessments.

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 attached calendar. 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 Fall 2008 Syllabus Attachment mentioned above on the web.

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 (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 2008 Syllabus Attachment)

Class Records: For your own protection, each student should keep all graded work during the semester, as well as a log of MLRC visits (times and dates).

<u>Any changes in this syllabus will be communicated to you by the instructor in class.</u>