

**Instructor:** Cynthia Francisco

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**MyMathLab Tech Support:** 1-800-677-6337 or [http://www.mymathlab.com/contactus\\_stu.html](http://www.mymathlab.com/contactus_stu.html)

**Mathematics Learning Resource Center (MLRC) front office:** CLB 420, 744-5818

**Course web page:** Most of our coursework will be in MyMathLab, which is online system that helps us provide you with a personalized College Algebra experience. Go to [http://www.pearsoncustom.com/ok/osu\\_math/](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:

- On the first day of class, two sections will meet in the same room. Your section number determines which focus group you will meet with weekly.
- You will meet with your focus group approximately once per week. See your focus group's calendar for specific dates.
- You should not schedule any other obligations during times that your class is scheduled in the registrar's system, even if there is nothing on your focus group's calendar. Periodically, unforeseen events require us to use one of those times for a rescheduled class or for an exam.
- 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 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 9:00pm. 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 MLRC on the 4<sup>th</sup> 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 Sunday from 1:00 p.m. until 9:00 p.m., Monday through Thursday from 9:00 a.m. until 9:00 p.m., and Friday from 9:00am 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, first thing in the morning, and on Sundays.
- 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:** Completion of the second course in the high school algebra curriculum, Algebra II, or Intermediate Algebra (MATH 0123). Some minimal familiarity with a graphing calculator.

**Required Textbook Package and Supplies:**

- MyMathLab Access or Textbook Package. You are required to purchase a bundle that includes MyMathLab access, a spiral-bound custom textbook, and a graphing calculator manual. The text is *College Algebra: Graphs and Models (4<sup>th</sup> edition)* by M. Bittinger, J. Beecher, D. Ellenbogen, and J. Penna. Addison Wesley, 2009, and the ISBN for the custom bundle is 0558669727. 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 or TI-84Plus for class 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 MLRC lab.** The MLRC 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	100 points		
Homework Quizzes	100 points	720-800	A
Exam 1	100 points	640-719	B
Exam 2	100 points	560-639	C
Exam 3	100 points	480-559	D
Final Exam	200 points	0-479	F
Total	800 points		

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

**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, attendance has two components: attending your assigned focus group and attending the math lab for three hours per week. Half of your participation grade will be based on focus group attendance and participation. The other half of your participation grade will be based on the percentage of weekly lab requirements you meet successfully. (Note that you must complete **all three hours, measured in 15-minute blocks**, to get your participation points for the week.) Data from similar courses at other universities shows that the vast majority of students who earn high participation points receive an A, B, or C in the course.

*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).

**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. Bring your student ID to each exam. *Make-up exams* will be given only for **serious, unavoidable, documented** conflicts, and *only if* your request for a make-up examination is approved by your instructor **in advance**. 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, it may be given the last day of Finals Week during the period scheduled for make-up exams; in certain circumstances, it may be possible to arrange a mutually agreeable time during the testing window for that hourly 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 will 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.** We also recommend that you print the page showing that you have signed up.

- Exam 1:** Computer part testing window: Fri, Mon, Tues, Sept. 17, 20, 21  
Written part: Wednesday, Sept. 22, in class
- Exam 2:** Computer part testing window: Fri, Mon, Tues, Oct. 22, 25, 26  
Written part: Wednesday, Oct. 27, in class
- Exam 3:** Computer part testing window: Fri, Mon, Tues, Nov. 19, 29, 30  
Written part: Wednesday, Dec. 1, in class
- Final Exam:** Monday, December 13, 10:00-11:50 a.m. in CLB 101

**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. Your homework assignments will all 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 homework. 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 homework will be due at 11:59pm. At the end of the semester, I will drop your lowest homework score.

**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 800 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://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.

**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 Spring 2010 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. 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.

**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!

Week #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Aug 22	Aug 23 Class	Aug 24	Aug 25 Class	Aug 26	Aug 27	Aug 28 Lab closed
2	Aug 29	Aug 30	Aug 31 HW 1	Sept 1 Class Quiz 1	Sept 2	Sept 3	Sept 4 Lab closed
3	Sept 5 Lab closed	Sept 6 Lab closed	Sept 7 HW 2	Sept 8 Class Quiz 2	Sept 9	Sept 10	Sept 11 Lab closed
4	Sept 12	Sept 13	Sept 14 HW 3	Sept 15 Class Quiz 3	Sept 16	Sept 17 <b>Exam 1C Window</b> ←	Sept 18 Lab closed
5	Sept 19	Sept 20 <b>Exam 1C Window continued</b> →	Sept 21	Sept 22 Class <b>Exam 1W</b>	Sept 23	Sept 24	Sept 25 Lab closed
6	Sept 26	Sept 27	Sept 28 HW 4	Sept 29 Class Quiz 4	Sept 30	Oct 1	Oct 2 Lab closed
7	Oct 3	Oct 4	Oct 5 HW 5	Oct 6 Class Quiz 5	Oct 7	Oct 8	Oct 9 Lab closed
8	Oct 10	Oct 11	Oct 12 HW 6	Oct 13 Class Quiz 6	Oct 14	Oct 15 Lab Closed	Oct 16 Lab closed
9	Oct 17 Lab closed	Oct 18	Oct 19 HW 7	Oct 20 Class Quiz 7	Oct 21	Oct 22 <b>Exam 2C Window</b> ←	Oct 23 Lab closed
10	Oct 24	Oct 25 <b>Exam 2C Window continued</b> →	Oct 26	Oct 27 Class <b>Exam 2W</b>	Oct 28	Oct 29	Oct 30 Lab closed
11	Oct 31	Nov 1	Nov 2 HW 8	Nov 3 Class Quiz 8	Nov 4	Nov 5	Nov 6 Lab closed
12	Nov 7	Nov 8	Nov 9 HW 9	Nov 10 Class Quiz 9	Nov 11	Nov 12	Nov 13 Lab closed
13	Nov 14	Nov 15	Nov 16 HW 10	Nov 17 Class Quiz 10	Nov 18	Nov 19 <b>Exam 3C Window</b> ←	Nov 20 Lab closed
14	Nov 21	Nov 22	Nov 23	Nov 24 Lab closed	Nov 25 Lab closed	Nov 26 Lab closed	Nov 27 Lab closed
15	Nov 28 Lab closed	Nov 29 <b>Exam 3C Window continued</b> →	Nov 30	Dec 1 Class <b>Exam 3W</b>	Dec 2	Dec 3	Dec 4 Lab closed
16	Dec 5	Dec 6	Dec 7 HW 11	Dec 8 Class Quiz 11	Dec 9	Dec 10	Dec 11 Lab closed
17	Dec 12	Dec 13 Final Exam 10:00-11:00 a.m.	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18 Lab closed

## Register for MyMathLab

Follow these steps from any computer as soon as possible after your first class.

To register you will need:

1. Your **OSU email address**
2. The MyMathLab **Course ID** for your *group* is **francisco03424**  
Note: Two sections met in the same classroom on your first day of class; make sure you enter the Course ID for the section in which you registered.
3. MyMathLab **Student Access Code** that is packaged with your textbook.

Steps to Register:

1. If you would like detailed instructions with screen shots, go to [www.math.okstate.edu/~cynthia/1513withMML/RegisterMML.pdf](http://www.math.okstate.edu/~cynthia/1513withMML/RegisterMML.pdf)
2. Open Internet Explorer, Firefox, or Safari. If you are in the math lab, you must use Internet Explorer. Go to [http://www.pearsoncustom.com/ok/osu\\_math/](http://www.pearsoncustom.com/ok/osu_math/) (in the lab, you can find this link under Favorites) and click on the MyMathLab icon.
3. Look for “Students” on the right side of the screen and click on **Register**
4. Follow the directions on the screen. Enter the **Course ID** for your section (see above).
5. When prompted, enter your **Student Access Code** (packaged with your text).
6. In the **School Location** section, select United States, and enter the **Zip Code** 74078 to find Oklahoma State.
7. When you have finished registering and see the Confirmation screen, log in to Course Compass and click on your course. If you are on your home computer, you should click on **Browser Check** to make sure that you have the latest version of players that you will need.
8. Click on **How to Enter Answers** for an introduction to entering answers in MyMathLab.

Need help? Come to the math lab! There will always be a tutor or instructor there to help.

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## MLRC College Algebra Lab Information

**Hours:**

Monday-Thursday 9:00am-10:00pm

Friday 9:00am-5:00pm

Sunday 1:00pm-9:00pm

\*\*The lab will be closed on university holidays; see your focus group calendar. Any other lab closures will be announced in advance.

**Location:** Check in at the Information Desk in

CLB 420. The lab is located across the hall in CLB 406.

**First Visit:** Bring your OSU ID, and make sure that you know your O-Key Account Username. (To find your O-Key Account Username, log in to [okey.okstate.edu](http://okey.okstate.edu), and look for O-Key Account Username under your name.)

**Every Visit:** Bring your OSU ID and **always check-in and check-out** at the Information Desk. If you do not check-in **and** check-out, the time of that visit will not be recorded and can not be retrieved!