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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 and having any questions answered.

This study of College Algebra involves the use of technology – the use of the graphing calculator has been integrated into the delivery throughout. Online methods are also used. 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. A minimum score of 30 on the ALEKS assessment. Some minimal familiarity with a graphing calculator such as the Texas Instruments TI-83 or TI-83Plus is also required.

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.** *College Algebra - Graphs and Models (4th edition)* by M. Bittinger, J. Beecher, D. Ellenbogen, and J. Penna. Addison Wesley Longman, Inc. , 2009.
- **MML Access Code.** You will need to purchase an access code for MML from the bookstore or online as you register for MyMathLab.
- **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 1000 points possible in this course, distributed among homework, quizzes, attendance, MLSC participation, hourly exams, and the final exam as shown below.

Course grades will be determined according to the following distribution.

Homework	250 points	Letter grades will be assigned according to the following scale.	
Quizzes	100 points		
Attendance	50 points		
MLSC Participation	50 points		
Examination 1	100 points	900-1000 points	A
Examination 2	100 points	800-899 points	B
Examination 3	100 points	700-799 points	C
Final Examination	250 points	600-699 points	D
		0-599 points	F
TOTAL	1000 points		

Note: 1. Final grades will not be curved.

Examinations. There will be three (3) fifty-minute examinations with a maximum possible score of 100 points each and a 250 point comprehensive final examination. *Make-up midterm 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, your make-up examination score will be equal to your percentage score on the final examination. In general, make-up final examinations are not given and more than one make-up examination is not permitted. Bring your student ID to each examination.

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

Exam 1: Monday September 17 over 1.1-1.6 & 2.1-2.5

Exam 2: Monday October 15 over 3.1- 3.5 & 4.1-4.5

Exam 3: Monday November 12 over 5.1-5.6 & 6.1-6.4 & 7.4

Final Exam: Thursday December 13 12:00noon-1:50pm CLBN 102

Homework Grade. Homework will be completed primarily online using the MyMathLab (MML) program. Homework Worksheets will also be completed each week. The total number of points possible on homework assignments may exceed 250 points; however, your homework grade will not exceed 250 points.

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.

Attendance/Class Participation Score. Daily attendance is critically important. It is difficult, and sometimes impossible, to succeed in a college course without regular attendance. 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"), 4 points will be deducted from the maximum of 50 points. 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.

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

MLSC Participation. In addition to participating in class daily, you can also earn points by using the free resources at the Mathematics Learning Success Center (MLSC). You may earn up to 50 points in the following ways:

- 2 MLSC Points for each 30-59 minutes spent at the MLSC in one sitting.
- 4 MLSC Points for each 60+ minutes spent at the MLSC in one sitting.
- You may earn up to a 4 MLSC Points on any particular day. You may, of course, visit the MLSC as much as you would like in a day, but you are limited to earning 4 MLSC Points on that day.

You may start earning participation points Monday August 20, 2012. The last day to earn participation points is Friday December 7. (The MLSC will be open during Finals Week, but participation points will not be earned.) The MLSC will keep a record of your MLSC Participation Points and will report your score to me. **To ensure that your points are recorded each time that you go to the MLSC, make sure that you check in with your OSU Student ID and identify yourself as a College Algebra student.** I also encourage you to keep a log of the dates and times that you visited for your own reference. MLSC Participation Points will not be recorded if you check into the MLSC during the time your class meets.

The first time you go to the MLSC:

- Bring your O-Key Account Username (log in at okey.okstate.edu to find it) and your OSU Student ID Card to the MLSC check-in (420 CLB).
- Be sure you know the COURSE AND SECTION in which you are enrolled.

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

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

More on Class Attendance. Class attendance involving active participation is a very important element in your success in learning College Algebra. **YOU ARE EXPECTED TO ACTIVELY PARTICIPATE IN EACH CLASS SESSION.** Experience has shown a definite correlation between good class attendance and good grades. 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. Of course, you won't get anything out of the class if you are there physically but not mentally or if you are unprepared. Simply showing up to class is not enough.

Because of the value I place on our class sessions as active learning opportunities, I ask that you assume responsibility for being physically present no later than time the class is scheduled to start, 8:30am. If you do miss a class session, you are responsible for finding out what you missed from a classmate, including any announcements and notes from class discussions. I also realize that you may have a class that follows this one; I will dismiss each class session promptly at time the class is scheduled to end, 9:20 am.

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 complete 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 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 Fall 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 MLSC, 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.

Register for MyMathLab

Follow these steps from any computer as soon as possible. Assistance will be available in the CLB 406 Lab beginning Monday August 20 (see below for hours).

To register you will need:

1. Your **OSU email address**
2. The MyMathLab **Course ID** for your *group* is **petty41777**
3. MyMathLab **Student Access Code** (purchased at the bookstore or online as you register)

Steps to Register:

1. Open Internet Explorer, Firefox, or Safari. If you are in the math lab, you must use Internet Explorer. Go to www.mymathlab.com or http://www.pearsoncustom.com/ok/osu_math/ (in the lab, you can find this link under Favorites) and click on the MyMathLab icon.
2. Look for "Students" on the right side of the screen and click on **Register**
3. Follow the directions on the screen. Enter the **Course ID** for your section (see above).
4. When prompted, enter your **Student Access Code**.
5. In the **School Location** section, select United States, and enter the **Zip Code 74078** to find Oklahoma State.
6. 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.
7. 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.

MLSC College Algebra Lab Information

Hours:

Monday-Thursday 9:00am-9:00pm
Friday 9:00am-5:00pm
Sunday 1:00pm-5:00pm

Location: Check in at the Information Desk in CLB 420. The lab is located across the hall in CLB 406.

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

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, 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!