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MyMathLab Tech Support: 1-800-677-6337 or 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 an online system that helps us provide you with a personalized College Algebra experience. Go to www.coursecompass.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 MLRC 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 10:00 p.m., Friday from 9:00am until 5:00pm and Sunday from 5:00pm until 9:00pm, 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.

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 **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, 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. Print the page showing that you have signed up.**

Exam 1: Computer part testing window: February 2-6

Written part: Feb 7, in class

Exam 2: Computer part testing window: March 8 - 12

Written part: March 13, in class

Exam 3: Computer part testing window: April 12 - 16

Written part: April 17, in class

Final Exam: Thursday May 3, 2012 4:00 – 5:50pm AG Hall, Room 107

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:

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. **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!