

## Math 1513 (Section 08): College Algebra Monday

Fall 2012

**Instructor:** Ken Gann

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**Office Hours:** 8:00-8:50am M, W or by appointment

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

**Mathematics Learning Success Center (MLSC):** 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.mymathlab.com](http://www.mymathlab.com) or [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:

- 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 MLSC 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 Monday through Thursday from 9:00 a.m. until 9:00 p.m., Friday from 9:00am until 5:00pm and Sunday from 1:00pm 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 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, it will be worth a maximum possible score of 250 points. 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, a mutually agreeable time during the testing window will be arranged if possible. If a time during the testing window cannot be arranged the percentage on the Final will be used as the score for the missing 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 could 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.

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| <b>Exam 1:</b>     | Computer part testing window: Sept. 19,20,21<br>Written part: Monday September 24, 12:30pm CLB 307   |
| <b>Exam 2:</b>     | Computer part testing window: October 17,18,19<br>Written part: Monday October 22, 12:30pm CLB 307   |
| <b>Exam 3:</b>     | Computer part testing window: November 14,15,16<br>Written part: Monday November 19, 12:30pm CLB 307 |
| <b>Final Exam:</b> | Thursday December 13, 2012 12:00noon-1:50pm PS 103   |

**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. Most of your homework will 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 online homework assignment. 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 online homework will be due at 11:59pm. At the end of the semester, your lowest online homework score will be dropped. There will also be Homework Worksheets corresponding to each online homework assignment. The homework worksheets will be collected during Focus Group meetings.

Fall 2012 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!



### 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 gann00665
3. MyMathLab **Student Access Code** that is packaged with your textbook.

**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](http://www.mymathlab.com) or [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.
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** (packaged with your text).
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.**

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### 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](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!





# OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT FALL 2012

<http://academicaffairs.okstate.edu/faculty-a-staff/47-syllabus-fall>

WE ARE VERY CONCERNED ABOUT YOUR SUCCESS AS A STUDENT AT OSU. THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

## IMPORTANT DATES

Last day to add a class (without instructor permission)	8/27/2012
Last day to drop a course with no grade and no fees charged for courses	8/27/2012
Last day to withdraw completely from the University and receive a 100% refund	8/27/2012
Last day to add a class (requires instructor & advisor permission)	8/31/2012
Last day to drop a course with an automatic "W" and receive a 50% refund (requires advisor signature)	8/31/2012
Last day to withdraw completely from the University and receive a 50% refund	8/31/2012
Last day to post 6 week grades for 1000 & 2000 level courses	10/2/2012
Last day to file diploma application (for name to appear in Fall Commencement program)	11/01/2012
Last day to drop a class with an automatic "W"	11/09/2012
Last day to withdraw completely from the University with an automatic grade of "W"	11/09/2012
Last day to withdraw completely from all OSU classes with an assigned grade of "W" or "F"	11/30/2012
Pre-Finals week	12/3- 12/7/2012
Final examinations	12/10 - 12/14/2012

Note: For outreach, internet, and short course drop/add dates, see the Short Courses link on the Registrar's Academic Calendar webpage.

## FALL SEMESTER HOLIDAYS

Labor Day	9/3/2012
Fall Break	10/05/2012
Thanksgiving Break*	11/21 - 11/23/2012

\*University closed Thursday & Friday, no classes Wednesday

## DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

**Dropping a Course** (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. (Remedial courses cannot be dropped without written permission of the advisor.) *After the twelfth week (November 09, 2012), a course may be dropped by petition but only when verifiable extenuating circumstances can be demonstrated.* Verifiable extenuating circumstances must be reasons beyond your control, such as illness or accidental injury. Poor performance in class is not an extenuating circumstance. You must obtain a petition to drop a course after the deadline. The Late Drop Committee must then approve the petition in order for it to be processed.

**Withdrawing** from the university means that you are dropping *all* of your courses and *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week (November 30, 2012). The withdrawal process is initiated in your dean's office. For additional information and dates, go to: <http://academicaffairs.okstate.edu/policies-a-procedures/35-adding-a-dropping-policy>.

## ACADEMIC INTEGRITY POLICY

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. Go to [academicaffairs.okstate.edu](http://academicaffairs.okstate.edu) for a short video on OSU's academic integrity policy and additional information.



## CLASS ATTENDANCE IS IMPORTANT

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence.

**SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.** If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

If you must be absent from classes due to illness or other extenuating circumstances, it is your responsibility to notify instructors at the earliest possible time and determine if missed assignments can be submitted.

## PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade