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**Syllabus Attachment.** OSU has compiled useful information that applies to all classes at  
<http://academicaffairs.okstate.edu/faculty-a-staff/48-syllabus-spring>

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. A copy of the syllabus attachment is part of this document.

**This study of College Algebra involves the use of technology** – the use of the graphing calculator has been carefully integrated into the delivery throughout. Online methods may also be 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.** Completion of the second course in the high school algebra curriculum, Algebra II, or Intermediate Algebra (MATH 0123) or equivalent. Some minimal familiarity with a graphing calculator such as the Texas Instruments TI-83 or TI-83Plus is required. Scoring a minimum of 25 (30 preferred) on the required ALEKS Assessment. (Successful completion of ALEKS Learning Module(s) in the first few weeks of class will allow course enrollment.)

**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 Package.** You are required to have the textbook package for the course which consists of the textbook *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 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 840 points possible in this course, distributed among homework, notebook, quizzes, ALEKS, hourly exams, and the final exam as shown below. Notice that the final exam score counts twice; thus, it actually contributes 200 points to your grade. Participation and attendance can also help your grade.

Course grades will be determined according to the following distribution.

Homework	150 points	Letter grades will be assigned according to the following scale.	
Notebook	50 points		
Quizzes	100 points		
ALEKS	40 points		
Examination 1	100 points	756 - 840 points	A
Examination 2	100 points	672 - 755 points	B
Examination 3	100 points	588 - 671 points	C
Final Examination	100 points	504 - 587 points	D
Final Examination	100 points	0 - 503 points	F
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TOTAL	840 points		



**Notes.**

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 one of the two (2) Final Examination scores provided it improves your grade *and* you earned at least one passing grade on these assessments. The Attendance Score will not be used to replace a homework, notebook, quiz or ALEKS Learning Module score.

**Examinations.** There will be three (3) fifty-minute examinations with a maximum possible score of 100 points each and a 100 point comprehensive final examination which will be recorded twice. *Make-up 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, it will be scheduled at a convenient time for both student and instructor, but no later than the last day of Finals Week during the period scheduled for make-up exams. Bring your student ID to each examination.

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

**Exam 1: Friday February 10 over R.1-R.7, 1.1-1.6 & 2.1-2.3**

**Exam 2: Friday March 16 over 2.4-2.5, 3.1- 3.5 & 4.1-4.6**

**Exam 3: Wednesday April 18 over 5.1-5.6 & 6.1-6.2**

**Final Exam: Thursday May 3 4:00-5:50pm AGH 101**

**Homework Grade.** All **homework** will be collected and selected problems will be graded. Written homework must be turned in during class on the date it is due; you must be present for the entire class session to turn in homework. Online homework must be completed by 11:59pm on the date it is due. **NO LATE HOMEWORK WILL BE ACCEPTED BY THE INSTRUCTOR.** The total number of points possible on homework assignments will exceed 150 points; however, your homework grade will not exceed 150 points.

Written homework assignments must be submitted in the following manner:

1. Your name will be prominently displayed in the upper right corner of each page.
2. Textbook page and problem numbers will be prominently displayed.
3. Problems will be submitted in the order in which they were assigned.
4. The pages will be stapled together in the upper left corner.
5. Your name will be prominently displayed in the upper right corner of the back of the last page.
6. You must show all work to receive credit.

If these steps are not met, your homework may be returned to you with the assigned grade of 0.

**Quizzes.** There will be announced and unannounced quizzes during the semester. The total number of points possible on quizzes will exceed 100 points; however, your quiz grade will not exceed 100 points. **Quizzes may not be made up.**

**Notebook.** You will keep a notebook that contains the following sections: homework problems; quizzes; exams; ALEKS; and lecture notes. The notebook will be collected and graded several times during the semester.

**ALEKS:** Students scoring 25 or above on the required pre-semester ALEKS Assessment will be awarded the ALEKS course points. All others will be required to complete the College Algebra Learning Module(s) while spending an hour per week for the first six weeks in the MLRC Lab. (This is additional time to earning participation points.) ALEKS course points will be awarded based on your performance on the ALEKS learning module material and your required time spent in the lab.



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

**Attendance/Class Participation Score.** Daily attendance is critically important. It is difficult, and sometimes impossible, to succeed in a college course without regular attendance. To encourage good habits, attendance, participation, and MLRC participation may be used to improve your grade. Based on how often you attend and participate in class and on how often you get help in the MLRC, you will be assigned an "Attendance/Participation Score." Throughout the semester, you may earn an Attendance/Participation Score of up to 100 points. This optional score is a privilege that allows students who put forth good effort to improve their grade directly. Keep in mind that satisfying these conditions is also critical to your overall success in the class; without these efforts, you are much less likely to be successful in the course, independent of this extra grade opportunity.

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 in excess of 2 (2 absences will be forgiven for "life happens"), 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.
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 MLRC Points on that day.

You may start earning participation points Monday January 9. The last day to earn participation points is Friday April 27. (The MLRC will be open during Finals Week, but participation points will not be earned.) The MLRC will keep a record of your MLRC Participation 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.** I also encourage you to keep a log of the dates and times that you visited for your own reference. MLRC Participation 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 O-Key Account Username (log in at [okey.okstate.edu](http://okey.okstate.edu) to find it) 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 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 one of the two (2) Final Examination scores provided it improves your grade *and* you earned at least one passing grade on these assessments. The Attendance Score will not be used to replace a homework, notebook, quiz or ALEKS score.



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. The Class Attendance Score (40 points maximum) is achieved by your regular attendance at class sessions. Experience has shown a definite correlation between good class attendance and good grades. Your Class Attendance Score is determined by your total number of absences during class sessions. Attendance will be taken during each class session; you must be present for the entire class session in order to be counted as present. For each absence (in excess of 2), 4 points will be deducted from the maximum of 40 points. Note. 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. If you do not actively participate in the class activities, your attendance/participation grade will suffer, even if you have few or no unexcused absences. In addition, if you have not completed the necessary preparation for class, you will lose attendance points. 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 9:30am. 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 10:20am.

**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 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 Spring 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 Spring 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 MLRC, 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.**