

## Extended syllabus for Beginning and Intermediate Algebra, MATH 0003

Spring 2015

**COURSE NAME:** Beginning and Intermediate Algebra (MATH 0003)

**REQUIRED SOFTWARE:** MYLABSPPLUS software

**REQUIRED MATERIALS:** TI-84 or below

**COURSE COORDINATOR:** Gretchen Thompson, SCEN 219; gmthomps@uark.edu

**PURPOSE:** To provide the essential prerequisite skills to take College Algebra.

**MASTER SYLLABUS:** You are responsible for reading the MRTC Master Syllabus on the MRTC Webpage at:

<http://mrtc.uark.edu/7249.php>

Information about the textbook, software, and websites are located there.

**CLASS TIME AND LAB TIME:** The course has two components: class sessions with your instructor and lab sessions in SCEN 209, 211 or 212. The class meets for 50 minutes three (3) times per week with your instructor. Your instructor will be there every day; you are expected to do the same. The lab sessions REQUIRE you to work on the course (doing homework, quizzes and reviews) for a total of at least 60 minutes each week. There will be approximately 14 weeks of lab minutes required (this includes the first week of school). **Lab minutes are part of your grade!!!** If you do not meet the lab requirement, points will be prorated based upon the number of minutes completed.

Lab minutes are monitored by a computer program. You MUST login to the software by using your university ID and then you MUST logout when leaving the teaching lab. Always check the monitor to make sure you have logged in or out correctly. If you fail to login, you will **NOT** receive credit for those minutes in lab. If you fail to logout, you will **NOT** receive credit for any minutes for that lab session. It is your responsibility to remember to login and to logout.

The use of cell phones, text messaging or any activity other than working on this math course is not permitted in the labs. Lab supervisors will be monitoring the rooms. If you need to use the phone, you MUST LOGOUT and leave the room to talk/text message on the phone. When you return you must log in again. Failure to abide by these rules is a violation of the Academic Integrity Policy.

The lab minutes will periodically be posted in the gradebook.

**HOMEWORK:** Homework assignments are done on the computer and are graded by the computer. **Each quiz has a prerequisite homework completion score requirement before you can begin the quiz. The prerequisites can be seen at any time by "hovering" over the green flag next to the quiz in MLP.**

The computer grades the homework and posts your score immediately in the Gradebook. If you believe an error was made in the grading, please notify your instructor as soon as possible. You may work on each assignment to improve your grade until it is due by clicking on the navigational tab HOMEWORK on the opening page of the course. Each assignment has a due date and time. It is clearly marked in the online course and in the Calendar in the software.

**ONLINE QUIZZES:** There are 15 graded online quizzes. The online quizzes will be taken outside of class time at “home”. This is the case for all quizzes except Quiz 2 has two parts; Quiz 2: Part A will be taken in SCEN 203, and you will only receive 1 attempt, while Quiz 2: Part B will be taken at home. You will have 2 attempts for each quiz taken at “home” with only the highest score counted as your grade for the quiz. 2 of your online quizzes with the lowest scores will be dropped at the end of the semester.

**MAKE-UPS QUIZZES/HOMEWORK:** Make-ups for online quizzes and homework assignments are **allowed**. The ability to take make-ups is based on your participation points in the class. If you miss a quiz, would like an extra attempt at a quiz, or a 24 hour extension on your homework email your instructor to determine if you have enough participation points.

You can exchange your attendance points for an extra attempt on a quiz, to be taken in a 24 hour period; or you may exchange your attendance points for a 24 hour extension on a homework assignment. The assignments you are requesting extra attempts on **MUST** come from the unit that is currently being taught, not a previous or future unit. Below is a chart of how the points work.

<b>Attendance</b>	<b>5 points a day may be earned</b>
<b>Quizzes</b>	<b>Cost 15 points</b>
<b>Homework</b>	<b>Cost 10 points</b>

**TESTING:** There will be 3 unit tests. The prerequisites for each test can be found on MLP. These tests must be taken in the Testing Lab, SCEN 203, on one of the scheduled days. The tentative testing dates are below. The hours of operation for the testing lab will be posted outside the testing lab. There are a limited number of computers in the testing lab and they are available as first come first served. You must show your university issued ID in order to take a test. Only one attempt is allowed for each test. You will have up to 75 minutes to take the test. Each test is designed for 50 minutes, but 10 minutes additional time is allowed to compensate for the extra time needed for typing in your answers and another 15 additional minutes is allowed for possible computer/internet problems during the test. If there are computer/internet problems during your test that are less than 15 minutes, you will not be given any additional time to complete the test. If the problem lasts for more than 15 minutes, you will be instructed what to do. You **MUST** show your university issued ID in order to take the test. The only other thing you need to bring is an approved calculator and a pencil or pen. Scrap paper will be provided if you ask for it.

After submitting the test your test score will be displayed and you will be allowed to review the test by clicking on REVIEW TEST. While reviewing the test you will be able to see the correct answer and your answer. If you feel a mistake was made in the grading or that you **MIGHT** deserve partial credit, you may request a "pink slip" from the proctor. You will need to complete this form with clear explanations. Your scrap paper, calculator and pink slip must be turned in before you leave the room.

**TESTING LAB ACADEMIC POLICY:** See Testing Lab/Center Guidelines

**MAKE-UP TEST POLICY:** You really do NOT want to miss a test. However, if you must, email your instructor as soon as possible. Most make-up tests will be given at the end of the semester. There will be no partial credit or pink slips. Taking a make-up test at the end of the semester will be more difficult than taking the regularly schedule test.

**TENTATIVE DEADLINE FOR TEST DATES:**

**Test #1:** Thursday, February 5; Friday February 6

**Test #2:** Thursday, February 26; Friday February 27

**Test #3:** Sunday, April 12; Monday, April 13

**EOC EXAM:** Thursday, April 16; Thursday, April 23; Sunday, April 26

**EOC EXAM:** You will receive up to three (3) attempts at the final exam on the specific dates shown above. The final exam must be taken on the computer in the testing center. **NOTE: the exam times for this course are not based on the time the class meets.** Only the highest score will count if you choose to make multiple attempts. You must show your university issued ID in order to take the exam.

**PARTICIPATION:** Attendance is required for the traditional class meetings and roll will be taken **EVERY** day. Participation counts toward your final grade. If you are absent, it is your responsibility to check the due dates for any online course work that is due in addition to anything that your instructor may have assigned. You can expect a variety of participation work that will be graded and count toward your final grade.

Also, each day you come to class **AND** participate (contribute to the class) you will be awarded participation points. Participation points may be used for extra attempts on quizzes and homework assignments.

**SPECIAL NOTE ABOUT FRACTIONS VERSUS DECIMALS FOR ANSWERS:** If the answer is NOT an integer AND the program does NOT indicate that it will accept a decimal then the answer should be written as a FRACTION IN REDUCED FORM. In general all answers should be integers or fractions unless otherwise specified.

**DETERMINATION OF YOUR GRADE:** Your grade is determined by your scores on the three tests and the EOC exam and the remaining percentage is determined by your scores on the homework assignments, quizzes, lab points and participation grades. Your instructor will upload the participation grades into the software at the end of the semester. The final letter grade is based on the following percentage scale:

A = 90.0%-100%; B = 80.0%-89%; C = 70.0%-79%; D = 60.0%-69%; F = 0-59.9%

The breakdown of grades for this course is shown below:

Lab Mins	5%
Homework	5%
Quizzes	10%
Test 1	13%
Test 2	13%
Test 3	13%
Project	10%
Participation	10%
EOC Exam	21%