

Math Emporium (ME) Course Information

Math 1220 Fall 2018

COURSE DESCRIPTION

In this course, students will review functions and their graphs, linear and quadratic functions, factoring. Polynomial and rational functions. Review of exponents. Exponential and logarithmic functions and their graphs. Systems of equations, theory of equations.

Math 1220 is a three (3) credit hour course that meets two (2) or three (3) days a week. It has a scheduled, but self-paced, mastery design. This course is not an online course, but it is web-assisted. This means that students have an assigned, mandatory classroom time and most coursework is completed on computers with internet access.

Time in the classroom is spent working in groups or individually while the instructor monitors student progress and assists students. Some mini-lessons may be given. Students may also receive guidance from Math Emporium Assistants. In-class lectures will not be given daily, but students have access to video lectures on all course topics, as well as an online textbook (E-Book).

REQUIRED COURSE MATERIALS

This is an ALEKS-based course using Miller/Gerken: College Algebra, 2nd Ed. (McGraw Hill) – ALEKS 360. An E-Book is included in this product. (You have already paid for this access through course fees and have nothing additional to purchase!)

CALCULATORS

NO CALCULATORS are allowed, except where one is provided within ALEKS, as designated by the calculator icon on the right side of the screen. Please do NOT use an external calculator while working in ALEKS to ensure you are prepared for your exams!

CLASS ATTENDANCE, PARTICIPATION, AND GENERAL EXPECTATIONS

Keeping up with the course schedule, attending class, and asking questions when necessary are all essential to a successful semester in the Math Emporium. **You are expected to attend every class on time for the full class period and actively participate in this course as a member of Ohio's premier learning community.**

[However, if you complete the course early – including the final exam – then you are done and do not need to attend class! You will receive full attendance credit for any remaining classes.]

Attendance accounts for **15%** of your overall final course grade. **PLEASE BRING your BGSU photo ID to EVERY CLASS for attendance!** You will be **REQUIRED TO SWIPE IN AND OUT FOR ATTENDANCE CREDIT AT EACH CLASS.** (Note: If you **FORGET** to swipe **OUT**, you will **NOT RECEIVE CREDIT FOR ATTENDING** class that day.)

Students are required to spend **AT LEAST 9 – 12 hours per week** on their coursework! **Students are also expected to ask for help with material, or about course procedures, as soon as they need it so that they do not fall behind schedule.** In addition to one-on-one help during class, students should utilize other resources, some of which include: attending instructor office hours, visiting The Learning Commons, forming study groups, reading the provided textbook (E-Book), and watching online videos.

COURSE PROCEDURES

During the first week of class, there will be an Initial Knowledge Check (IKC) in ALEKS. This IKC is VERY important and should be taken seriously. ALEKS uses this IKC to determine what you already know and guide you through what you still need to learn in order to successfully complete the course. During the semester, you will be assigned Progress Knowledge Checks (PKC) every time you complete 20 Topics AND 5 hours of work in ALEKS. These PKC's must be completed within a 24-hour window after notification and may be completed inside OR outside of the classroom.

There will be two (2) regular Exams, a Quiz, and a Comprehensive Final Exam (in two parts), all of which MUST BE TAKEN IN THE CLASSROOM.

Exam 1 will be taken as soon as the Objective 1 Topics and the corresponding Knowledge Check have been completed. Exam 2 will be taken as soon as the Objective 2 Topics and the corresponding Knowledge Check have been completed. The Quiz will be taken when the Objective 3 Topics and the corresponding Knowledge Check have been completed. Parts 1 and 2 of the Final Exam will be taken as soon as the Quiz has been completed.

IT IS YOUR RESPONSIBILITY TO FOLLOW THE TARGET SCHEDULE (posted in ALEKS – Instructor Resources – Math Emporium Information) IN ORDER TO SUCCESSFULLY COMPLETE YOUR COURSE THIS SEMESTER!

Additionally, your weekly number of topics completed, completion of your objectives, and attendance all count toward your final course grade. Please pay close attention to alerts from ALEKS regarding weekly goals to avoid losing points. **Please see page 3 of this syllabus for additional information on final grades and the grading scale.**

ACADEMIC HONESTY

The Instructors and students in this course will adhere to the University's General Codes of Conduct defined in the BGSU Student Handbook. Specifically, the Code of Academic Conduct (Academic Honesty Policy) requires that students do not cheat, fabricate, plagiarize or facilitate academic dishonesty. Students who passively engage in cheating (i.e., allowing others to cheat off of them) may receive the same consequences as the person copying. **Please see <https://www.bgsu.edu/catalog/academic-policies/academic-honesty.html> for more information.**

DURING an EXAM: * USING your cell phone (or any other prohibited device or material, including but not limited to notes, papers, notebooks, calculators, smart watches, etc.) during a quiz or exam WILL RESULT IN A GRADE OF ZERO FOR THAT QUIZ OR EXAM, AND A REPORT OF ACADEMIC DISHONESTY TO THE DEAN. *** Please see previous paragraph, "Academic Honesty," for more information.**

EXAM POLICY

Both regular Exams, the Quiz, and Parts 1 and 2 of the Comprehensive Final Exam MUST be TAKEN IN THE CLASSROOM on a Math Emporium laptop.

Students are allowed two takes of each Exam ONLY IF all of the corresponding objective topics and assessments are completed BEFORE the TARGET DUE DATES and IF TIME PERMITS. (This includes Exams 1 and 2 and both parts of the Final Exam.)

Students may only take the QUIZ ONE TIME and it MUST BE TAKEN in class, following the same procedures as Exams.

EXAM POLICY (continued)

No exam may be retaken on the same day.

Each part of the final exam may be taken only once during Final Exam Week during your officially scheduled exam time, if and only if you have completed all coursework.

EXTRA CREDIT OPPORTUNITY

Keep an organized notebook following the rubric included on page 6 of this syllabus.

Completed notebook project is due by the last day of class OR when you take your Final Exam, and may be worth a maximum of 3%.

PLEASE NOTE: Extra Credit can make a huge difference in your final grade for the course! Your percentage points WILL NOT show up in your overall total grade in ALEKS. INSTEAD, any points earned will be added to your final overall grade when grades are calculated at the end of the semester.

FINAL GRADES

Topics	15%	(at least 45 topics per week REQUIRED)
Objectives	15%	(3 @ 5% each)
Exams	30%	(2 @ 15% each)
Quiz	5%	
Final Exam	20%	(2 parts @ 10% each)
Attendance	15%	

To calculate your final course grade, go to Instructor Resources in ALEKS and download the posted Grade Calculation Sheet. Use your scores from the ALEKS Gradebook to fill in the Grade Calculation Sheet.

You may also go to the ALEKS Gradebook to find the category percentages and use this formula:

Final Percent = 0.15*(Topics percentage) + 0.15*(Objectives percentage) + 0.15*(Exam 1) + 0.15*(Exam 2) + 0.05*(Quiz percentage) + 0.10*(Final Exam – Part 1) + 0.10*(Final Exam – Part 2) + 0.15*(Attendance percentage).

The grading scale is as follows:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

A passing grade of “C” / 70% or better is required to move on to your next math course.

PLEASE NOTE: Even if your overall score is BELOW 70%, you can still show mastery of the course material and earn a passing grade in the course by getting 70% or better (without partial credit grading) on each part of the Final Exam!

STUDENTS REGISTERED with ACCESSIBILITY SERVICES

Students who have or acquire a disability, injury, or illness which raises academic concerns may contact Accessibility Services, located at 38 College Park Office Building [419-372-8495 (voice), 419-372-8496 (fax), 419-372-9455 (tty), access@bgsu.edu]. If a student is currently registered with Accessibility Services, the student is required to give the Instructor a copy of any official paperwork to allow us to make any necessary accommodations. Please give copies of your paperwork to your Instructor as soon as possible at the start of each semester, preferably NO LATER THAN the start of the SECOND WEEK of CLASSES. If it is not available the first two weeks of the semester, please turn it in as soon as you get it during the semester!

PLEASE NOTE: When taking exams in Accessibility Services, all classroom exam rules apply. Students with calculator accommodations MUST take the exam in Accessibility Services. **Please see** <http://www.bgsu.edu/disability-services.html> for more information.

BGSU VETERANS

Please see <http://www.bgsu.edu/registration-records/bgsu-veterans.html> or call Veteran Benefits at 419-372-9636 for more information.

TITLE IX INFORMATION

Bowling Green State University (BGSU) is committed to providing a safe learning environment for all students that is free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are antithetical to the university's mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered "Mandatory Reporters" and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit www.bgsu.edu/TitleIX to access information about university support and resources.

In order to promote an inclusive and constructive learning environment, demeaning, marginalizing, and otherwise negative language and behavior will not be tolerated in the classroom. Respect and courtesy toward the instructor, classmates, and classroom guests are expected. Language and behaviors that are disruptive, abusive, or harassing may result in disciplinary action as specified by the Student Code of Conduct.

DROPPING/ADDING/CHANGING GRADING OPTION

During the fall and spring semesters, a student may enroll in a course within seven calendar days from the beginning of classes; fourteen calendar days are allowed for a student to change the grading option without college approval or to drop a course with no record on the transcript. During summer term, students may enroll in courses during the first three calendar days of a given session; five calendar days are allowed for a student to change the grading option or drop a course with no record on the transcript.

After the above deadlines, a student may choose to change the grade option for a course with the approval of the college in which they are enrolled. The student is responsible for filing a schedule change form in the college office on or before the last day of the 12th week of fall and spring semesters. For summer and all other sessions, the student is responsible for filing a schedule change form in the college office before the 80% completion date.

After these dates exceptions may be granted only by the dean of the student's college. For information about withdrawing from a course after the drop date, see [Grading policies](#). Students should also consult the grading policies for a discussion of the S/U grading option.

ALSO NOTE:

A grade of "F" (failing) is assigned under the following circumstances:

-
- the student withdraws after the intervals described above;
 - the student stops attending the class without processing a withdrawal;
 - the student has never attended the class and has not processed an official withdrawal.

These provisions apply to the A-F, the S/U and the No Credit grading systems. **Students taking courses that are graded S/U or No Credit should be aware that it is possible to earn a grade of "F" if they do not follow the guidelines for withdrawing from a course.**

The previous grading information is from the student catalog. For more information, please see <https://www.bgsu.edu/catalog/academic-policies/grading-policies.html>, <https://www.bgsu.edu/archived-catalog> or <https://www.bgsu.edu/catalog/academic-policies.html>. You may also call the Office of Registration & Records (110 Administration Building) at 419-372-8441.

THE LEARNING COMMONS (TLC)

The Learning Commons provides free math tutoring services to all BGSU students and is located on the first floor of Jerome Library. In addition to tutoring, TLC also offers resources such as textbooks, computers, a variety of handouts, and a lending library. They also have FREE, one-hour, one-on-one tutoring sessions available by appointment! **Please see their website** at www.bgsu.edu/learning-commons.html for current hours of operation and additional information.

MATH EMPORIUM DIRECTOR AND COORDINATOR

If you have any problems or concerns, please first discuss the issue with your Instructor. If the issue cannot be resolved, contact the ME Director Michelle Heckman, mheckma@bgsu.edu, or the ME Coordinator Debra Trace, dtrace@bgsu.edu. Their office is located in 204 OLSC, across the hall from the ME classroom entrance.

DEPARTMENT MEDIATOR

If you have a problem or concern that cannot be resolved by discussing the issue with your Instructor, the ME Director, or the ME Coordinator, you may contact the Math Department Mediator. The Mediator for the Department of Mathematics and Statistics is: Dr. Kit Chan, 415 MSC, 419-372-7468, kchan@bgsu.edu. **Please see** <http://www.bgsu.edu/arts-and-sciences/mathematics-and-statistics/general-math-course-info/departmental-mediator.html> for more information.

YOU ARE REQUIRED TO CHECK your BGSU email DAILY for important information from your Instructor & from the ME Director and Coordinator!

WHEN EMAILING: Please be sure to INCLUDE your COURSE and the TIME/DAY your class meets in the SUBJECT LINE. (For example – SUBJECT: Math 1220 TR 2:30 PM)

This will help your Instructor, the Coordinator, and/or the Director respond to your email more quickly!

BGP Learning Outcomes*

1. *Interpret mathematical and statistical models such as formulas, graphs, tables, and schematics, and draw inferences from them.*
 2. *Represent mathematical and statistical information symbolically, visually, numerically, and verbally.*
 3. *Use arithmetical, algebraic, geometric and statistical methods to solve problems.*
 4. *Estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives, and select optimal results.*
- * To assess the BG Perspective Learning Outcomes, all students will take the BGP Quiz after completing Objective 3, or at the end of the semester, whichever comes first.

Course Learning Outcomes

1. *Complete operations with rational expressions.*
2. *Solve rational equations and inequalities.*
3. *Demonstrate an understanding of and create graphs for various functions.*
4. *Interpret, translate, and transform graphs of various functions.*
5. *Demonstrate an understanding of factoring and utilize the methods of factoring in problem solving.*
6. *Demonstrate an understanding of the laws of exponents and logarithms.*
7. *Solve systems of equations in two and three variables, and solve related application problems.*

Math Emporium Extra Credit: Note-Taking Project Rubric

		3%	2%	1%
Neatness	Handwriting	Always neat and legible	Mostly legible	Barely legible
	Notebook Condition	Notes are together in one binder or notebook	Notes may be in a few places	Notes are everywhere and difficult to find
Organization	Content	Most notes are labeled	Some notes are labeled	Few notes are labeled
		Most notes are in order & dated	Some notes are in order & dated	Few notes are in order & dated
Required Elements	Learning Pages	There are notes from most Learning Pages	Some Learning Page notes are present	Few Learning Page notes can be found
	E-Book / Video Notes	Notebook contains many pages of notes from the E-Book and/or Videos	Notebook contains some notes from the Videos and/or E-Book	There are few notes from the Videos and/or E-Book
	Knowledge Checks/Other Notes	There are many notes from Knowledge Checks or other work	There are some notes from Knowledge Checks or other work	There are few notes from Knowledge Checks or other work
		3%	2%	1%