

Math 1220 College Algebra

COURSE DESCRIPTION

In this course, students will review the following topics: real number operations and properties; factoring; rational expressions, equations, and inequalities; exponents; functions and their graphs, including linear, quadratic, polynomial, rational, exponential, and logarithmic; systems of equations; and theory of equations.

Math 1220 (College Algebra) is a four credit hour course that meets five (5) 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 Professor/Instructor monitors student progress and assists students. Students may also receive guidance from Math Emporium Assistants. Students have access to video lectures on all course topics, as well as an online textbook (E-Book), and may periodically have short, in-class lectures.

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

In class: ONLY scientific calculators are allowed; NO external graphing calculators, NO phones, NO smart watches, etc.

For assessments: The ME-provided scientific calculators will be the only external calculators allowed.

COMPUTERS

In class: Students must use the ME-provided laptops for ALL work and assessments during class, NO personal computers.

Outside of class: Students will of course use their own computers, or those in computer labs on campus.

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 successfully complete the course early – including the final exam – then you are done and do not need to attend class!]*

Attendance accounts for **10%** 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.

NEW: You must swipe out anytime you leave the classroom and swipe back in when you return.

NOTE: If you forget to swipe out at the end of class, you will not receive credit for attending class that day.

Students are expected to spend **AT LEAST 3 – 6 hours per week OUTSIDE** of class on their coursework! Students are also expected to ask for help with material (or about course procedures) as soon as they need it so 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.

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.*

* The BG Perspective Learning Outcomes will be assessed using Part 2 of the Final Exam.

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.*

COURSE PROCEDURES

During the first week of class, there will be an Initial Knowledge Check (IKC) in ALEKS for new students, or a Comprehensive Knowledge Check (CKC) for returning students. These Knowledge Checks are VERY important and should be taken seriously. ALEKS uses Knowledge Checks 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. All coursework is to be recorded in an organized notebook, which is part of the final course grade. (*Please see* Notebook section on next page.)

There will be three (3) regular Exams and a comprehensive Final Exam (in two parts), all of which MUST BE TAKEN IN THE CLASSROOM on ME-provided laptops.

Exam 1 will be taken as soon as the Chapter 1 Topics and Knowledge Check have been completed, or by the Exam 1 due date, whichever comes first. Exam 2 will be taken as soon as the Chapter 2 Topics and Knowledge Check have been completed, or by the Exam 2 due date, whichever comes first. Exam 3 will be taken as soon as the Chapter 3/4 Topics and Knowledge Check have been completed, or by the Exam 3 due date, whichever comes first. The Final Exam, Parts 1 and 2, will be taken in order as soon as the Chapter 5 Topics and Knowledge Check have been completed, or during Final Exam week, whichever comes first.

IT IS YOUR RESPONSIBILITY TO FOLLOW THE ME (Math Emporium) IMPORTANT DATES SCHEDULE (*Please see* page 6 of this syllabus) IN ORDER TO SUCCESSFULLY COMPLETE YOUR COURSE THIS SEMESTER! This important schedule is also posted in ALEKS – Instructor Resources – Math Emporium Information.

Additionally, your weekly number of Topics completed, completion of the Chapters/Objectives, Notebook, and Attendance all count toward your final course grade. Please pay close attention to your ALEKS home page regarding weekly goals to avoid losing points.

NOTEBOOK

All students are required to keep an organized Notebook which includes but is not limited to: video lecture notes, learning page notes, topics work (and other practice or review work), Knowledge Checks, and journal entries. *Please see Notebook Rubric* on page 6 for grading requirements.

EXAM POLICY

All regular Exams and the Final Exam (FE), Parts 1 and 2, **MUST** be **TAKEN IN THE CLASSROOM** on a Math Emporium laptop.

Students may earn a retake of each Exam, including Parts 1 and 2 of the FE, **ONLY IF** all of the corresponding Chapter Topics, Knowledge Checks, and first take of the Exams are completed **BEFORE** the **EXAM DUE DATE** and the **RETAKE IS COMPLETED ON OR BEFORE** the **EXAM DUE DATE**. These Exams will be graded for partial credit.

If not completed early, students **MUST** take the Exam on the Exam Due Date even if the Chapter Topics and/or Knowledge Check have not been completed. If the Topics **AND** Knowledge Check are not completed, the Exam **WILL NOT** be graded for partial credit. Failing to take an Exam on or before the Due Date will result in a grade of 0 for that Exam.

Exam Due Dates will only be extended for documented, excusable absences/emergency situations.

Only the best score from each take of each Exam, including FE Parts 1 and 2, will count in the final course grade. **NOTE:** No exam may be retaken on the same day.

FINAL GRADES

Weekly Topics Grade	10%	(The number of weekly REQUIRED topics varies by Chapter/Objective.)
Chapter 1 Completion	5%	(103 goal topics required)
Chapter 2 Completion	5%	(130 goal topics required)
Chapter 3/4 Completion	5%	(132 goal topics required)
Chapter 5 Completion	2%	(9 goal topics required)
Exams	30%	(3 @ 10% each)
Final Exam	30%	(2 parts @ 15% each)
Attendance	10%	(See Instructor Information Sheet for exact point policy.)
Notebook	3%	(See last page for grading rubric.)

To calculate your final course grade, go to Instructor Resources in ALEKS and download the posted Grade Calculation Sheet. Use your category scores from the ALEKS Gradebook to fill in the Grade Calculation Sheet. **NOTE:** Your overall grade in ALEKS may NOT reflect your current grade in the course.

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

$$\text{Final Grade} = 0.1 * (\text{Weekly Topics Grade}) + 0.05 * (\text{Ch 1}) + 0.05 * (\text{Ch 2}) + 0.05 * (\text{Ch 3/4}) + 0.02 * (\text{Ch 5}) + 0.1 * (\text{Ex 1}) + 0.1 * (\text{Ex 2}) + 0.1 * (\text{Ex 3}) + 0.15 * (\text{FE Pt 1}) + 0.15 * (\text{FE Pt 2}) + 0.1 * (\text{Attendance}) + 0.03 * (\text{Notebook})$$

The grading scale is as follows:

90% - 100%	A
80% - 89%	B
70% - 79%	C
Less than 70%	NC

This course is graded *A/B/C* or *NC* (No Credit). Passing grades (of *A*, *B*, or *C*) are calculated into the GPA, while a grade of *NC*/No Credit is **NOT** calculated into the GPA.

HOWEVER, failure to take the Final Exam will result in a grade of “F” that negatively impacts the GPA, unless there is prior Professor consent.

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 a combined 70% average, or higher (without partial credit grading), on the Final Exam!

MATH EMPORIUM DIRECTOR AND COORDINATOR

If you have any problems or concerns, please first discuss the issue with your Professor. 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 Professor, 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.

BGSU EMAIL

YOU ARE REQUIRED TO CHECK your BGSU email DAILY for important information from the ENTIRE ME EDUCATIONAL STAFF!

WHEN EMAILING: Please be sure to **INCLUDE** your **COURSE** and the **TIME** your class meets in the **SUBJECT LINE**. (For example – **SUBJECT: Math 1220 8:30 AM**)

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

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. *Please see* <http://www.bgsu.edu/accessibility-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 see* www.bgsu.edu/bgsucares/title-ix.html 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.

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, non-Emporium calculators, smart watches, etc.) during an exam WILL RESULT IN A GRADE OF ZERO FOR THAT EXAM, AND A REPORT OF ACADEMIC DISHONESTY TO THE DEAN.* *** *Please see previous paragraph, "Academic Honesty," for more information.*

DROPPING/ADDING

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 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 drop a course with no record on the transcript.

PLEASE NOTE:

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

- the student stops attending the class without processing a withdrawal [**this includes failure to take final exam**];
- the student has never attended the class and has not processed an official withdrawal.

These provisions apply to the *A/B/C/No Credit* grading system. **Students taking courses that are graded *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. {As stated above, this includes failure to take the Final Exam.}**

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. **Please see their website** at www.bgsu.edu/learning-commons.html for current hours of operation and additional information.

Math 1220 Notebook Rubric

Category	3	2	1	0	Points
Notes	Has notes for every day	Has notes for most days	Has notes for some days	Has notes for very few (or no) days	
Practice and Knowledge Check Work	Has all practice & KC work (required by student) written out	Has most practice and KC work (required by student) written out	Has some practice and KC work (required by student) written out	Has very little (or no) practice and KC work (required by student) written out	
Journal Section	Has at least 3/4 of the journal entries	Has at least 1/2 of the journal entries	Has at least 1/4 of the journal entries	Has less than 1/4 of the journal entries	
Labels	All work is labeled	Most work is labeled	Some work is labeled	Very little (or no) work is labeled	
Dates	All work is dated	Most work is dated	Some work is dated	Very little (or no) work is dated	
Total Points					

Spring 2020	IMPORTANT DATES	Math Emporium
Monday, January 27th	1st day of classes	
Thursday, February 20th	Complete Chapter 1 Topics and Knowledge Check to earn Partial Credit Grading	
<i>Friday, February 21st</i>	Due Date Exam 1 Take/Retake: All students MUST TAKE EXAM 1 if not already taken! Exam 1 retake, if earned, also due today.	
Friday, February 28th	Last Day to Complete Chapter 1 Topics	
March 16th - 20th	Spring Break -- No Classes	
Thursday, March 26th	Complete Chapter 2 Topics and Knowledge Check to earn Partial Credit Grading	
<i>Friday, March 27th</i>	Due Date Exam 2 Take/Retake: All students MUST TAKE EXAM 2 if not already taken! Exam 2 retake, if earned, also due today.	
Friday, April 3rd	Last Day to Complete Chapter 2 Topics	
Thursday, April 30th	Complete Chapter 3/4 Topics and Knowledge Check to earn Partial Credit Grading	
<i>Friday, May 1st</i>	Due Date Exam 3 Take/Retake: All students MUST TAKE EXAM 3 if not already taken! Exam 3 retake, if earned, also due today.	
Friday, May 8th	Last Day to Complete Chapter 3/4 Topics	
Sunday, May 10th	Last Day to Complete Chapter 5 Topics and Knowledge Check	
Monday - Friday, May 11 - 15	Final Exam Week: ATTENDANCE DURING YOUR OFFICIALLY SCHEDULED FINAL EXAM TIME IS MANDATORY FOR ALL STUDENTS WHO HAVE NOT COMPLETED THE COURSE.	

Monday thru Friday Classes SP20