

Course Description

Our Math Emporium (ME) ALEKS courses have a scheduled, but self-paced, mastery design which makes it possible for a student to complete one or more courses in less than a semester. These courses are not online courses, but they are web-assisted. This means that students have an assigned classroom time and that 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. Students will 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.

Required Course Materials

This is an ALEKS-based course using Miller/O'Neill/Hyde: Pre, Beginning, and Intermediate Algebra, 4th Ed. (McGraw Hill) – ALEKS 360. An eText 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 a calculator is provided within ALEKS.*

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 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 and are not taking another math course this semester, then you are done and do not need to attend class! You will receive full attendance credit for any remaining classes.]*

***** Math Emporium Attendance Policy *****

Regular class attendance and daily work in ALEKS is vital to student success in this course! ATTENDANCE will be taken daily using your student ID. PLEASE BRING your BGSU photo ID to EVERY CLASS for attendance! You will be REQUIRED TO SWIPE IN AND OUT FOR ATTENDANCE CREDIT EVERY CLASS TIME. (Note: If you FORGET to swipe OUT, you will NOT RECEIVE CREDIT FOR ATTENDING class that day. Attendance counts as 10% of the overall grade.)

Class Attendance, Participation, and General Expectations

Students should expect to spend **at least 6 – 9 hours a week outside** of the scheduled class time 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 also utilize other resources, some of which include: attending instructor office hours, visiting The Learning Commons, forming study groups, reading the provided eText, and watching online videos.

Course Procedure

There will be an Initial Knowledge Check in ALEKS to see what you already know and guide you through what you still need to learn to get course credit. There will be intermediate ALEKS Progress Checks that must be

completed within a 24-hour window after being alerted, but may be completed outside of the classroom. The Final EXAM must be taken in the classroom during a prearranged time. Your time in the ALEKS system, number of topics completed, completion of objectives, attendance, and the Comprehensive Final Exam all count toward your course grade. The system will tell you how much time you have completed and still need to complete and how many topics you have completed and still need to complete each week. Pay close attention to these alerts to avoid losing points.

2+-in-1: Opportunity to complete at least TWO courses in ONE semester!!

During the FALL and SPRING semesters, it's possible to complete **TWO to FOUR COURSES IN ONE SEMESTER!** Please note, you will only be given credit for the highest 2 courses. Any student wishing to complete **multiple courses** MUST finish at least their first course by the 8-week mark. [This is generally right after fall break or right before spring break.] **Discuss this with your instructor or one of the Math Emporium Co-coordinators if you are interested!**

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.

Exam Policy

Any Final Exam MUST be TAKEN IN THE CLASSROOM on a Math Emporium laptop.

DURING the EXAM: Keeping your cell phone on your lap or in your pocket, or having other prohibited materials out during an exam, may result in a zero grade for that exam and a report of academic dishonesty to the Dean. ***** USING your cell phone (or any other prohibited device or material) during an exam without prior authorization WILL RESULT IN A REPORT OF ACADEMIC DISHONESTY TO THE DEAN. *** This includes using a calculator! Please see previous paragraph, "Academic Honesty,"** for more information.

A student has a possible total of two takes for the final exam, IF –

The first take of the **final exam** is done on or before the last day of your regular class meeting!

***** If you are ready to take the final exam on or before your last regular class time, please make arrangements with your instructor to set up a suitable 2-hour time period for completing the final exam.**

EXTRA CREDIT OPPORTUNITY!

Keep an organized notebook following the rubric included on page 5 of this syllabus.

Completed notebook project is due by the last day of class or when you take your final exam for a maximum of 3%.

PLEASE NOTE: This can make a huge difference in your final grade for the course! Your extra credit percentage points may NOT show up in your Overall Score in ALEKS. In this case, any points earned will be added to your Overall Score when final grades are calculated at the end of the semester.

Final Grades

Final Grades for Math 90X, 95X, and 1210 are based on:

Attendance	10%	
Time	5%	(8 HRS PER WEEK REQUIRED)
Topics	15%	(30 TOPICS PER WEEK REQUIRED)
Objectives	50%	
Final Exam	20%	

To calculate your final course grade go to the ALEKS Gradebook to find the category percentages for the formula:

Final percent = 0.10*(Attendance percentage) + 0.05*(Time percentage) + 0.15*(Topics percentage) + 0.50*(Objectives percentage) + 0.20*(Final exam percentage)

The grading scales are as follows:

Math 90X and 95X

90% - 100%	A
80% - 89%	B
70% - 79%	C
Less than 70%	NC/No Credit

Math 1210

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

A passing grade of "C" / 70% 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 the Final Exam !!

Students Registered with Disability Services

Students who have or acquire a disability which raises academic concerns may contact the Office of Disability Services, located at 38 College Park Office Building, 419-372-8495 (voice) and 419-372-8496 (fax), 419-372-9455 (tty), dss@bgsu.edu. If a student is currently registered with the Office of Disability Services, the student is required to give the instructor a copy of any official paperwork so that the Co-coordinators can make the 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. Or turn it in as soon as you get it during the semester if it's not available the first week.

PLEASE NOTE: When taking exams in the Office of Disability Services, all classroom exam rules apply. **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 Affairs at 419-372-9636 for more information.

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/archived-catalog/fall-2016.html> 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.

Math Emporium Co-coordinators

If you have any problems or concerns, please first discuss the issue with your instructor. If the issue cannot be resolved, contact one of the ME Co-coordinators. The ME Co-coordinators are Michelle Heckman, mheckma@bgsu.edu, and Konra Holman, konradh@bgsu.edu. Their office is located in 204 OLSC, across the hall from the ME classroom.

The Learning Commons

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 (which includes CALCULATORS). They also have FREE, one-hour, one-on-one tutoring sessions available by appointment! **Please see the TLC website** at www.bgsu.edu/learning-commons.html for current hours of operation and additional information.

Department Mediator

If you have a problem or concern that cannot be resolved by discussing the issue with your teacher or the ME Co-coordinators, 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/departamental-mediator.html> for more information.

PLEASE CHECK your BGSU email DAILY for important information from your instructors & from the ME Co-coordinators!

WHEN EMAILING: Please be sure to INCLUDE your COURSE and the DAY & TIME your class meets in the SUBJECT LINE. (For example: Math 1220 MWF 11:30 a.m.)

This will help your Instructors and the Co-coordinators respond to your email more quickly!

Emporium Extra Credit: Note-Taking Project Rubric

NAME: _____ DATE SUBMITTED: _____

INSTRUCTOR: _____ COURSE DAY/TIME: _____

		3%	2%	1%
Neatness	Handwriting	Always neat and legible	Mostly legible	Barely legible
	Notebook Condition	All notes are together in one binder or notebook	Notes are in a few places but can be found with some hunting	Notes are everywhere and difficult to find
Organization	Content	Most notes are labeled	Some notes are labeled	Few notes are labeled
		The notes are all in order and dated	Notes are in order, but there are not dates	Notes are not in order and are not dated
Required Elements	Learning Pages	There are notes from most learning pages	Some learning pages are in the notes	Few learning page notes can be found
	eText and Video Notes	Many pages of notes from the eText and/or videos can be found in the notebook	Some notes from the videos and eText can be found	Few notes from the videos or e-Book
	Homework Notes	There are homework problems from most required sections	Some homework problems are in the notes	Few homework problems can be found