

MA 109C-700 – General Mathematics Course Fall 2019

This syllabus gives a detailed explanation of the policies and procedures for this course. You are responsible for abiding by all of the rules and policies stated in this syllabus. Read it very carefully and refer to it throughout the semester. Please ask for clarity on any item that is unclear to you.

Associate Professor of Mathematics: Michelle S. Jones (She/Her/Hers)

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Phone: 270.745.4231

Office: College High Hall (COHH) 4102

Office Hours: I can be reached primarily via email. There is no scheduled time, but I will check email regularly. I will respond to messages promptly. Messages received after 9:30 p.m. will be read the next day. You can expect a response within 24 hours during the week and 48 hours during the weekend. I will respond within 24 hours on those weekends that assignments are due. Feel free to take advantage of my regular office hours if you are on or near campus or call me in my office during these times.

Monday	8:30 – 9:00	10:15 – 11:30
Tuesday	8:45 – 9:15	11:15 – 12:15
Wednesday	8:30 – 9:00	10:15 – 11:30
Thursday	8:45 – 9:15	11:15 – 12:15
Friday	By appointment only	

Course Sites:

- Pearson MyMathLab:** This site will be linked to your blackboard course and should be accessed via blackboard. **This site will be used for completing online math assignments only.** The average on this site does not take into consideration offline assignments. Please refer to blackboard for semester averages.
- <http://www.ecourses.wku.edu>
This site is only used to deliver information and to record grades. All online assignments are found by clicking on the Pearson MyMathLab link in your blackboard course.

Text & Required Materials:

- MyMathLab student access code
- Scientific Calculator (**No graphing calculators allowed.** Please note: if you use a graphing calculator on unproctored exams, it will only harm you in the long run. **Graphing calculators will not be allowed on proctored exams. You should get used to a scientific calculator.**)
- A positive attitude
- A desire to learn

Description: Terminal course for non-science majors suggested for the student who has satisfactorily completed minimum high school math requirements and needs no further work in algebra. Topics include sets, introduction to probability and statistics, geometry and consumer mathematics.

Course Design Overview: Many students assume that a Web course will be easier than a face-to-face class. **Please believe me when I say this is not true!** The assignments are the same as those in a face-to-face class, but you do not have an in class instructor. However, you will have access to video lectures over each section. You do not have the regular face-to-face interactions with your peers and instructor. In order to be successful in this class, you **MUST** be dedicated, persistent, and motivated. You must be a self-regulated person who is able to organize and manage your time well. The course calendar and assignments are prescribed and it is up to you to keep track of assignment due dates. It is recommended that you devote some time and attention to the course at least 3 - 4 days a week. How much time you spend each day is up to you, but this will help you to stay on track and not fall behind. Those who keep up with everything generally do well in the course. Those who fall behind at any point generally do not do as well because it can be very difficult to catch up.

Course Objectives:

After successful completion of this course, students will be able to:

- understand and solve problems involving Venn diagrams, combinations and permutations
- understand basic rules of probability, expected value and conditional probability
- solve problems involving measures of central tendency and measures of dispersion
- solve problems using the normal distribution curve
- calculate the margin of error in polls
- calculate simple interest, compound interest and annuities
- solve geometry problems involving perimeter, area, volume and surface area

Course Requirements:

Math Autobiography: In this assignment, you will write your mathematical autobiography. This will give me the opportunity to get to know each of you a little better since I may not have the chance to meet you in person. **Instructions for completing this assignment are posted on blackboard.**

Discussion Board: In this assignment, you will complete the “Getting to Know You” discussion board assignment. **Instructions are posted on blackboard.**

Homework: Homework for each module is preassigned with strict but reasonable deadlines. They all will be completed on the course compass site, which you will access via blackboard. Students are required to have access to a computer with an internet connection. If you do not have a personal computer, there are computer labs around campus that you can use to complete the homework. These exercises will help you understand the material. If you have any questions over the homework, please don't hesitate to reach out to me. There are also resources available to you on the website, which includes the option to email me for assistance. You should realize that homework is time consuming, but it is necessary for your mastery of the material. The average of the homework from each module will be recorded as one homework grade to blackboard.

Study Guides: Study guides are not calculated in your semester grade. **However, you are required to complete them in order to gain access to the opportunities for each module.**

Each study guide has a minimum grade requirement, which you must obtain in order to gain access to the opportunity. You may redo the study guides as many times and you like before the due date. **Please do not wait until the last minute to complete the study guides. If you do not meet the minimum score, you will not be able to access the opportunity! If you cannot access the opportunity, you will earn a grade of zero.**

Opportunities: I call tests/exams opportunities. They are your opportunities to show me which concepts you have mastered. There will be six opportunities this semester. **You are required to download a lockdown browser. The lockdown browser is currently not compatible with mobile devices. Therefore, opportunities must be taken on a desktop or laptop computer.** The Pearson lockdown browser is a separate application for PCs and Macs that has to be installed on computers where locked-down tests or quizzes are taken. Students working on their own machines will be prompted to install the lockdown browser when they try to take a locked-down test or quiz.

To install on a PC:

1. From Browser Check, click the link to “install the Pearson lockdown browser”.
2. Save the executable file to your local disk.
3. Double-click to run the executable setup and installation program.

To install on a Mac:

1. From Browser Check, click the link to “install the Pearson lockdown browser”.
2. Save the install package folder to your desktop.

IMPORTANT: If your Mac has File Vault installed, please save the package installer to /Users/Shared so that the lockdown browser will have the correct folder paths. If you see a “Configuration Alert” error message during installation, you should also move the installer package as described.

Before launching the Pearson lockdown browser, be sure to exit all open programs—except for the XL/MyLab you’re in. If there are any open applications, the lockdown browser will display a prompt and offer to close them for you.

Please download the lockdown browser immediately to make sure that it is working. If you wait until the last minute to download it, you may run into problems. If you run into problems, this may prevent you from completing the opportunities by the assigned due date.

Proctored Midterm and Final: Both the midterm and final exam must be taken at an approved testing center. Please refer to the course calendar for dates. The midterm is comprehensive over the first portion of the course and the final is comprehensive over the second portion. If you miss the midterm, you will be required to complete a comprehensive final exam over the entire course. If you miss the midterm, the comprehensive final will account for 50% of your semester grade. **Missing an opportunity is a serious matter and make ups will not be given.** If you miss one opportunity, either the proctored midterm or the proctored final will replace it (depending on which opportunity is missed). If you miss more than one opportunity, only one will be replaced and all others will receive a grade of zero.

Semester Grade: The grade you receive in this course will be determined as follows:

Opportunities	25%
Homework & Assignments	25%
Midterm	25%
Final	25%

The semester letter grades will be no lower that indicated by the scale at the end of this section. Students who show significant improvement during the semester will considered individually.

90 - 100	A	Superior college level work
80 - 89	B	Above average college level work
70 - 79	C	Average college level work
60 - 69	D	Questionably unacceptable college level work
0 - 59	F	Unacceptable college level work

Math Assistance Options: Please don't hesitate to reach out to me for assistance. You can also seek academic assistance with this course at the following locations:

1. **Main Campus - The Math (Tutoring) Lab** is located on the 2nd floor of College High Hall (COHH-2124). Undergraduate and graduate tutors and faculty volunteers are there each day to provide individual assistance to students in Math 096, 109, 116, 117, 118, 119.

Hours of Operation:	Monday –Thursday	8:30 a.m. - 4:30 p.m.
	Friday	8:30 a.m. - 2:00 p.m.

2. **Main Campus - The Learning Center (TLC): Located in Downing Student Union (DSU)**

Should you require academic assistance with your WKU courses, The Learning Center provides free supplemental education programs for all currently enrolled WKU students. TLC @ DSU offers certified, one-on-one tutoring in over 200 subjects by appointment. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring). Please call TLC @ DSU at (270) 745-6254 for more information or to schedule a tutoring appointment. www.wku.edu/tlc

Hours of Operation:	Monday – Thursday	8:00am – 7:00pm
	Friday	8:00am – 4:00pm

Proctor Information: The midterm and final will be proctored at an approved testing site. It will be administered using paper and pencil. It is your responsibility to schedule your proctored exams. Appointments are required for both local and off campus testing! You will receive more information on scheduling your proctored exams from the DELO Testing Center in a few weeks.

Local Students: You will take your exams at the following location:

WKU South Campus
2355 Nashville Road
Room C240
Bowling Green, KY 42101

Please visit the testing center using the following link: <http://www.wku.edu/testing/>
Feel free to contact the staff at (270) 745-5122 if you have any questions.

Non-local Students (Outside of Bowling Green area): If you are unsure of where to find a testing center in your area, please go to <http://www.wku.edu/testing/ky-proctors.php> or <http://www.ncta-testing.org/cctc/find.php>. It is your responsibility to schedule a time to take both proctored exams (midterm and final). You must schedule with both the WKU Testing Center and your local center to ensure the timely delivery of your testing materials. If you have any questions, please let me know.

WKU Resources and Information:

Academic Dishonesty: University policy states, “Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of Judicial Affairs for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course-involving academic dishonesty may seek relief through the Student Complaint Procedure, (See WKU Student Catalog).

Student Accessibility Resource Center (SARC): In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union room 1074. SARC can be reached by phone at (270)745-5004 [(270)745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from the Student Accessibility Resource Center. If you have an accommodation letter, please inform me and I will be more than happy to assist you.

Title IX: WKU is committed to supporting faculty, staff, and students by upholding WKU’s Title IX Sexual Misconduct Policy (#0.2070). Under this policy, discrimination, harassment, and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment, and/or sexual misconduct, you are encouraged to report it to the Title IX coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. You can view this policy at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf>.

Please note that while you may report an incident of sex-gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.

Counseling Services: They believe that the university experience should be challenging, not overwhelming, and universities have a duty to support students as they are being challenged. To this end, the WKU Counseling and Testing Center is committed to promoting the academic mission of the university by providing a variety of psychological services to students that will augment recruitment, retention, and graduation by strengthening students’ capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. The Counseling and Testing Center also advances the university’s mission by providing educational programming, training, and consultation to the students, faculty, staff, and constituents of WKU.
Counseling and Testing Center, 409 Potter Hall, 745-3159.

Important Dates to Know:

August 26 th	Classes begin
September 2 nd	Labor Day – No classes
September 3 rd	Last day to add a semester course & last day to drop a
course w/o a grade	\$50 Schedule change fee begins
October 3 rd	
October 10 th – 11 th	Fall Break – No classes
November 4 th	Last day to drop a class with a grade of “W” and last date to audit

November 27th – 29th
December 9th – 13th

Thanksgiving Break – No classes
Final Exams

Course Outline: This shows you the sections that are covered in each module. You should watch the video lecture for each section.

Module	Chapter Content	Duration
Module #1 (Chapters 7 & 2)	Chapter 7.1 Chapter 2.1 Chapter 2.2 Chapter 2.3 Chapter 2.4	3 weeks to complete
Module #2 (Chapter 9)	Chapter 9.1 Chapter 9.2 Chapter 9.3 Chapter 9.4 Chapter 9.5	2 weeks to complete
Module #3 (Chapter 10)	Chapter 10.1 Chapter 10.2 Chapter 10.3 Chapter 10.5	3 weeks to complete
Midterm	Chapters 7, 2, 9, & 10	1 week to complete
Module #4 (Chapter 11)	Chapter 11.1 Chapter 11.2 Chapter 11.3	2 weeks to complete
Module #5 (Chapter 12)	Chapter 12.1 Chapter 12.2 Chapter 12.3 Chapter 12.5	2 weeks to complete
Module #6 (Chapter 13)	Chapter 13.1 Chapter 13.2 Chapter 13.3 Chapter 13.4 Chapter 13.5	3 weeks to complete
Final	Chapters 11, 12, & 13	1 week to complete

Course Compass Navigation Menu: Go to blackboard and click on the Pearson MyMathLab Site link to login.

Dashboard: This is where you enter the course.

Announcements: This is where you will find any announcements

Course Documents: This is where you will find a copy of important documents for this course. This includes the syllabus, course calendar, proctor information, midterm formulas, and final formulas. The midterm and final formulas give you an idea of what will be provided for you on

each of those exams. You will not be able to bring them to the testing center. There will be copies attached to your exams.

Homework: This is where you will complete the homework modules.

Study Guides & Opportunities: This is where you should go to complete the study guides and opportunities (my word for test). **The study guides must be completed with a minimum score in order to access the study guides.** If you are successful on the study guides, you should be successful on the opportunities.

Study Plan: An individualized plan to practice on various objectives. **This is not a part of your grade and is not required!**

Gradebook: This is where you can see your results on the assignments completed on the course site only. This grade book does not take into consideration that the grades are weighted. It also does not consider offline assignments. I will also post grades to blackboard after each module. Blackboard will display your true semester average.

Chapter Contents: Displays all chapters in the textbook. The chapters that are not covered are not available for viewing. This is where you should go to watch the video lectures for each section. This is also, where you will access the multimedia e-text for the course.

To watch video lecture	To access e-text
<ol style="list-style-type: none">1. Click on the chapter (for example chapter 7)2. Click on the section (for example section 7.1)3. Click video presentation to watch the lecture	<ol style="list-style-type: none">1. Click on the chapter (for example chapter 7)2. Click on the section (for example section 7.1)3. Click view multimedia e-text4. Use left and right arrows in the upper left corner of the screen to navigate

Tools for Success: This is where you can go for a graphing calculator tutorial, video podcasts or algebra review. You can download video podcasts to watch in iTunes. You can also review vocabulary and mathematical concepts.

Multimedia Library: This is a great resource! You can access power point presentations for each section. You can also access the video lectures and multimedia textbook for each chapter.

Discussions: This is where you will find any discussion board assignments. There's only one for this course.

Course Tools: You can email me directly from here. There is also a chat & class live feature available. If there is ever a time when you'd like to meet online just let me know and we can arrange it through this feature.

Completing Homework Assignments:

Click on the assignment (for example homework module #1). The questions for that module are displayed. Click on the question you would like to work on. Each question has a set of resources that can be used to assist you in solving the problem.

- Help me solve this is an interactive tutorial which will have you input responses as it explains the concept. Once you have entered your response, click check answer to see if you're on the right track. Once you've finished click on close. You will be directed back to the homework exercise where you can apply what you've just learned.
- View an example is just like the help me solve this except it is not interactive.
- Video - Some questions have a video attached. If you are confused about how to solve it, you can watch the video. Once you've watched the video you can go back to the exercise and apply what you've learned.
- Textbook takes you directly to the page where this concept is explained. Once you've read those pages, you can exit and return to the exercise.
- Ask my instructor sends me an email of the problem you are working on. Please use this feature if you wish for me to help you with a problem. When you click this button, it automatically populates an email for me. There is a box where you can type a message to me. Please type something in the box otherwise; I have no idea of how to assist you.
- Print allows you to print out one problem or the whole assignment. (Warning the problems typically will print one to a page so it may use loads of paper!)

Please use the palette to the left for entering fractions, radicals, exponents, subscripts, etc.). Homework does not all have to be completed in one sitting. You can save your responses and return to them up until the due date. In the case of power failure, the site should automatically save what you've entered to a certain point.

Completing Study Guides:

If you do not complete the study guide with the required mastery before the due date, you will not be allowed to take the opportunity. You will receive a grade of zero. One zero can be replaced with either the midterm (if you miss opportunity #1, 2, or 3) or the final (if you miss opportunity #4, 5, or 6). If you miss more than one opportunity, only one grade will be replaced.

Click on the assignment (for example study guide opportunity #1). A popup is displayed letting you know what you must make in order to take the opportunity. You can work each study guide as many times as you need to feel prepared for the opportunity. These grades are not included in your semester average, but it is required to take the opportunity. Please use the palette to the left for entering fractions, radicals, exponents, subscripts, etc.)

You will not be able to access other websites. Attempting to do so will lock you out of the assignment. Click I am ready to start when you're ready to begin. Each question is displayed individually. Enter your response and click next question to move on. You can click previous question to go back to other questions. Once you're finished, click submit test. There are no tutorials or resources available for study guides! Once you've submitted your study guide, it gives you the option to review your test. It will show the correct responses to each question. If you got a question wrong, you can click on the red triangle to see what your response was to compare it to the correct one.

Completing Opportunities:

Click on the assignment (for example opportunity #1). If you have not completed the prerequisites, you will receive a warning letting you know what you must complete in order to

access this assignment. Otherwise, you will get the “Are you ready to start window”. It tells you how much time you have to complete the opportunity. It also gives you the option to view a tutorial on how to enter your answers before beginning. Once you begin an opportunity, you will not be able to use your back button or refresh button. Use the navigation features on the assignment window instead.

Do not click I am ready to start until you are ready to sit for the required time. You will not be able to access it once the time runs out. You will not be able to access other websites. Attempting to do so will lock you out of the assignment. Please use the palette to the left for entering fractions, radicals, exponents, subscripts, etc.).

Click I am ready to start when you’re ready to begin. Each question is displayed individually. Enter your response and click next question to move on. You can click previous question to go back to other questions. Once you’re finished, click submit test. There are no tutorials or resources available for opportunities! Once you’ve submitted your opportunity, it gives you the option to go to results. This takes you to all of your grades to this point. You will not be able to review your opportunities until the due date has passed.

**The final exam and midterm must be taken as outlined
in the course calendar
Good Luck and Study Hard!!**