

## **MATH 105-700 – Coreq Support for Algebra 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.

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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:**

1. **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.
2. <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:**

- (1) MyMathLab student access code
- (2) Graphing Calculator (***TI-83 or TI 84 preferred***)
- (3) A positive attitude
- (4) A desire to learn

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**Description:** This course is designed to provide co-requisite support for students in Math 115C, Math 116C, or Math 123. Topics include functions, graphs, and fundamental concepts of algebra. This course is required for students taking MA 115C, MA 116C, or MATH 123 that would have previously been placed in DMA 096C.

**Corequisites:** This course is required for students enrolled in MA 115C, MA 116C or MATH 123 if your:

- Math ACT score is below 20
- Math SAT score is below 520
- WKU Math Placement Exam (MPE) score is below 12

**Since this course is a co-requisite course for the above-mentioned courses, MATH 105 cannot be dropped unless you are also withdrawing from your MA 115C, MA 116C, or MATH 123 course.**

**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 or similar to those in a face-to-face class, but you do not have an in class instructor. You will have 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 very 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:** Upon successful completion of this course (earning a course grade of C or better), students will be able to:

- Review concepts with real numbers;
- Review order on the number line;
- Review absolute value;
- Review operations with real numbers;
- Review interval notation;
- Review integers as exponents;
- Review order of operations;
- Review introduction to polynomials and operations on polynomials;
- Review factoring;
- Review solving equations and solving inequalities;
- Review simplifying rational expressions and operations on rational expressions and;
- Review Rational exponents.

## Course Requirements:

**Just in Time Review:** These are Co-requisite support assignments for students who are enrolled in Math 115C, Math 116C, or Math 123. These assignments will be reported as your grade in the MATH 105 Co-requisite support for algebra course. Topics include functions, graphs and fundamental concepts of algebra. These assignments are designed to provide remediation over topics you will need to have success in the course Math 115C, Math 116C, or Math 123.

The assignment for each review 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 master the material. If you have any questions over the homework, there are varieties of resources available to you on the website including 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.

**Opportunities:** I call tests opportunities. They are your opportunities to show me which concepts you have mastered. There will be three opportunities this semester. **You will be 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.**

**Just in Time Comprehensive Exam:** This is your opportunity to show me which concepts you have mastered. The final exam will be proctored at an approved testing site. It will be administered using paper and pencil. It is your responsibility to schedule your proctored exam. **Please refer to the course calendar for dates. Missing an opportunity is a serious matter and make ups will not be given.** If you miss one opportunity, either the jut in time proctored final exam will replace it. If you miss more than one opportunity, only one will be replaced and all others will receive a grade of zero.

Just in Time Remediation Assignments	45%
Opportunities	30%
Just in Time Comprehensive Exam	25%

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:

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

- 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](http://www.wku.edu/tlc)

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

M. Jones MATH 105-700

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Appointments are required for both local and off campus testing! You will receive information on scheduling your proctored exam from the DELO Testing Center in a few weeks.

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

WKU South Campus

OR

WKU Main Campus

2355 Nashville Road

Garrett Conference Center

Room C240

Room 101

Bowling Green, KY 42101

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). If you do not go through the WKU testing center, it is your responsibility to provide the WKU testing center with the appropriate information 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](mailto: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

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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 <sup>th</sup>	Classes begin
September 2 <sup>nd</sup>	Labor Day – No classes
September 3 <sup>rd</sup>	Last day to add a semester course or drop w/o a grade
October 3 <sup>rd</sup>	\$50 Schedule change fee begins
October 10 <sup>th</sup> – 11 <sup>th</sup>	Fall Break – No classes
November 4 <sup>th</sup>	Last day to drop a class with a grade of “W” and last date to audit
November 27 <sup>th</sup> – 29 <sup>th</sup>	Thanksgiving Break – No classes
December 9 <sup>th</sup> – 13 <sup>th</sup>	Final Exams

**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.

**Homework:** This is where you will complete the just in time remediation assignments and homework modules.

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

**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
1. Click on the chapter (for example chapter 1)	1. Click on the chapter (for example chapter 1)
2. Click on the section (for example section 1.1)	2. Click on the section (for example section 1.1)

3. Click video presentation to watch the lecture	3. Click view multimedia e-text 4. Use left and right arrows in the upper left corner of the screen to navigate
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**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.

**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 Just in Time Remediation Assignments:**

Click on the assignment (for example Just in Time Remediation #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.

**Good Luck and Study Hard!!**