

## MA 109C-700 – General Mathematics Course Summer 2020

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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**Office:** College High Hall (COHH) 4102

**Phones:** 270.745.4231 (work)

270.883.1336 (google voice)

**Office Hours:** I can be reached primarily via email. There is no scheduled time, but I do check email regularly throughout the day and evening. I will respond to messages promptly. You can expect a response the following day for messages received after 10:30 p.m.

If you would like to meet with me virtually via zoom, you may do so by scheduling an appointment. Appointments may be scheduled using email or phone. When calling my office, please leave a voicemail. I will receive your voicemail through my email. I will return all phone calls from my cell phone, but the caller ID will be turned off.

### Course Sites:

1. <http://www.ecourses.wku.edu>

This is where you will find important course information, discussion board and skills check assignments.

2. <http://www.coursecompass.com>

**You will access this site through blackboard. This is where you will complete homework, study guides, and opportunities.**

### Text & Required Materials:

- (1) MyMathLab student access code (can be purchased through Pearson. You will not need a course ID since your course is already linked to blackboard)
- (2) Scientific Calculator
- (3) A positive attitude
- (4) 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 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 highly recommended that you devote some time and attention to the course at least 4 - 5 days a week. The course only lasts for five weeks. 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:**

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:** (Late assignments are assessed a 15% penalty. Late assignment are due by the following due date on the course calendar. Study guides cannot be completed late – see below).

**Discussion Boards:** Students will participate in discussion board assignments and will receive a grade for each assignment. Instructions for each assignment are posted on blackboard.

**Homework:** Homework for each module is preassigned with strict but reasonable deadlines. They all will be completed online via the course compass site. 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.

**Skills Check Projects:** Some modules will include these assignments. They are designed to check your knowledge of the module concepts.

**Study Guides:** Study guides are not required or calculated in your semester grade. However, you're encouraged to complete them as practice for the opportunities in each module. Study guides are designed for you to practice and gauge your preparedness for the opportunities. You may redo the study guides as many times as you like before the due date. Please do not wait until the last minute to complete the study guides. Students who complete the study guides with at least 60% accuracy will earn five extra credit points on the corresponding opportunity. You will not have access to study guides after the due date has passed.

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

**Final: The final exam will be completed on blackboard using the Respondus Lockdown Browser. Chromebooks do not support this browser. There is an assignment on blackboard where you can test the lockdown browser. It is strongly recommended that you test it before final exam time. Please refer to the course calendar for final exam dates. The final is comprehensive over all of the course modules. Missing an opportunity is a serious matter and make ups will not be given.** If you miss one opportunity, the comprehensive final may replace it. If you miss more than one opportunity, only one may 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	40%
Homework & Discussions	25%
Skills Check Projects	10%
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

**Emails pleading for extra credit and/or mercy regarding final semester grades will not be answered.**

**Math Assistance Options:** Should you require academic assistance with this course, or any other General Education Course, there are other places that can provide you with help.

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.

<b>Hours of Operation:</b>	<b>Monday –Thursday</b>	<b>TBA</b>
	<b>Friday</b>	<b>TBA</b>

**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 dishonestly may seek relief through the Student Complaint Procedure, (See WKU Student Catalog).

**Student Accessibility Resource Center (SARC):** Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) must contact **SARC (270) 745-5004 or (270) 745-3030 TTY**. Per university policy, please **DO NOT** request accommodations directly from the professor or instructor without a letter of accommodation from SARC. If you have an accommodation letter, please see 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, (270)745-3159.**

**Important Dates to Know:**

May 18 <sup>th</sup>	Classes begin
May 25 <sup>th</sup>	Memorial Day (No Classes)
June 19 <sup>th</sup>	Final Exam

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

<b>Module</b>	<b>Chapter Content</b>
Module #1 (Chapters 7 & 2)	Chapter 7.1 Chapter 2.1 Chapter 2.2 Chapter 2.3 Chapter 2.4
Module #2 (Chapter 9)	Chapter 9.1 Chapter 9.2 Chapter 9.3 Chapter 9.4 Chapter 9.5
Module #3 (Chapters 10 & 11)	Chapter 10.1 Chapter 10.2 Chapter 10.3 Chapter 10.5 Chapter 11.1 Chapter 11.2 Chapter 11.3
Module #4 (Chapter 12)	Chapter 12.1 Chapter 12.2 Chapter 12.3 Chapter 12.4 Chapter 12.5
Module #5 (Chapter 13)	Chapter 13.1 Chapter 13.2 Chapter 13.3 Chapter 13.4 Chapter 13.5
Final	Chapters 7.1, 2, 9, 10, 11, 12, & 13

**Pearson Course Navigation Menu:** You will access the Pearson site through blackboard.

**Dashboard:** This is where you enter the course.

**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 are optional, but strongly encouraged.** 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 blackboard 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"> <li>1. Click on the chapter (for example chapter 7)</li> <li>2. Click on the section (for example section 7.1)</li> <li>3. Click video presentation to watch the lecture</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the chapter (for example chapter 7)</li> <li>2. Click on the section (for example section 7.1)</li> <li>3. Click view multimedia e-text</li> <li>4. Use left and right arrows in the upper left corner of the screen to navigate</li> </ol>

**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 will automatically save what you've entered to a certain point.

### **Completing Study Guides & Opportunities:**

**If you do not complete the study guide before the due date, you will not be allowed to take it. You will only receive extra credit if it is completed with at least 60% accuracy.**

Click on the assignment (for example study guide opportunity #1 or opportunity #1). 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 are strongly encouraged before taking 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 or opportunities! 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. You will not be able to review opportunities until the due date has passed (including late due date).

To access opportunities, click on the assignment (for example opportunity #1). 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 lose access 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.).

**The final exam must be taken by Sunday, June 21<sup>st</sup>.  
Remember I'm just an email or phone call away.  
Good Luck and Study Hard!**