

MISTAKES
ALLOW
THINKING TO
HAPPEN

MA 116C-700
~~College Algebra Web Course~~
Fall 2021

The only way
to ~~learn~~
mathematics
is to ~~do~~
mathematics.
PAGAL PISALANOS

I welcome you to my math course! I'm looking forward to working with you this semester. It is my intention to help you as much as I can to achieve success in this course. I am looking forward to you achieving your goals and making me proud. I am rooting for you so let get this done. Please do not hesitate to reach out to me if I can be of any assistance. Stay safe and GO TOPS!

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)

Email: michelle.jones@wku.edu

Google Voice Phone: 270.883.1336

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	Other times available by appointment only
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		

Due to uncertainty with COVID 19 and its variants, you will be required to sanitize your hands and wear a mask when entering my office. I will provide the hand sanitizer. Students can also schedule virtual appointments via my calendly link:

<https://calendly.com/michelle-jones-wku-math>

Clicking on this link will allow you to see my availability in 30-minute increments. If you require a longer appointment, please schedule two back-to-back appointments. Once you

schedule an appointment, a zoom meeting will be created and placed in my calendar. You will also receive email verification of the appointment with the option to add to your calendar. If you would like to meet with me virtually and these times do not fit your schedule, please send an email to me at michelle.jones@wku.edu to discuss alternate meeting times.

Course Sites:

1. **Pearson MyMathLab:** This site is linked to your blackboard course and can 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://wku.blackboard.com/>
This site is only used to deliver information, non-Pearson assignments, and to record grades. If you experience technical issues, please contact the WKU IT Help Desk at (270)745-7000.

Required Materials:

- (1) MyMathLab student access code – **Code provided using First Day Inclusive Access. Check Blackboard for instructions. Please do not purchase a code.**
- (2) Reliable internet
- (3) Graphing Calculator **(TI-83 or TI 84 recommended. No TI-89 or casio calculators allowed. If you bring an unauthorized calculator to a proctored exam, you will not be allowed to use it). Calculator problems MUST be solved using a graphing calculator.**
- (4) A positive attitude
- (5) A desire to learn

Description: This course is designed to provide a solid foundation in algebra. Graphing and problem solving are integrated throughout the study of polynomial, absolute value, rational, radical, exponential, and logarithmic functions. Graphing calculator required.

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 number of assignments is the same as those in a face-to-face section. The amount of work due each week is the same as what's required in an enhanced face-to-face section. The only difference is that instead of in class lectures, you will have access to video lectures for each section. Please know that I am available to help you succeed virtually, via email, or via phone. If you are in the WKU area, please feel free to take advantage of my on-campus office hours.

In order to be successful in this class, you **MUST** be dedicated, persistent, and motivated. You must be 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. Assignments are numbered and must be completed in order. Skipped assignments automatically receive a grade of zero. It is recommended that you devote some time and attention to the course at least 4 days per week. How much time you spend each day is up to you, but this will help you to stay on track. Those who keep up with everything generally have little stress in the course. Those who fall behind at any point typically experience stress and generally do not do well. It can be a challenge to play catch up.

Course Objectives: Upon successful completion of this course (earning a course grade of C or better), students will be able to:

- understand functions, graphs and models
- solve functions and equations that are linear, quadratic and complex
- solve polynomial and rational functions both analytically and graphically
- solve and understand the use of application problems involving various functions
- solve exponential and logarithmic functions

Course Requirements: Late assignments are assessed a 10% penalty. This does not include study guides (see study guides below). Late assignments must be submitted by the next due date on the course calendar.

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 deadlines. They will be completed using the Pearson MyMathLab Site, which you will access via a link on 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 assignments. These exercises will help you master the material. If you have any questions over the homework, please reach out to me. There are also varieties of resources available to you on the website. You should realize that homework is time consuming, but it is necessary for your mastery of the material.

Skills Check Projects: These are real world assignments that are designed to test your comprehension of the chapter concepts in selected modules.

Study Guides: Study guides cannot be submitted late. If you miss the due date on these assignments, you've missed the due date. 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 can redo the study guides as many times as you like before the due date has passed. Please do not wait until the last minute to complete the study guides. Students who complete the study guides with at least 70% accuracy will earn five extra credit points on the corresponding opportunity.

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 Chromebook or 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.
- 4.

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 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.

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. More information will be provided via blackboard announcements. 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 40% 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.

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 information on scheduling 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

OR

WKU Main Campus
Garrett Conference Center
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.

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

Opportunities	25%
Homework & Assignments	25%
Skills Check Projects	10%
Proctored Midterm	20%
Proctored Final	20%

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

Please refrain from sending emails pleading for extra credit and/or mercy regarding final semester grades. Such emails are not likely to be answered.

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.

Hours of Operation:

Mondays	12:00 – 4:30
Tuesdays	12:30 – 4:30
Wednesdays	12:00 – 4:30
Thursdays	12:30 – 4:30
Fridays	12:00 – 2:00

2. **Main Campus - The Learning Center (TLC)** is located in Downing Student Union (DSU) 2141. Should you require academic assistance with your WKU courses, TLC provides free supplemental education programs for all currently enrolled WKU students. The Learning Center at DSU offers certified, one-on-one tutoring in over 200 subjects and 8 academic skill areas by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring) and a computer lab to complete academic coursework. For more information or to schedule a tutoring appointment, please call TLC at (270) 745-5065 or visit the website. www.wku.edu/tlc

WKU Resources and Information:

WKU Statement of COVID-19: All students are strongly encouraged to [get the COVID-19 vaccine](#). Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in [Kentucky](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases

through the Student Accessibility and Resource Center ([SARC](#)): [270-745-5004](tel:270-745-5004) (voice), [270-745-3030](tel:270-745-3030) (TTY), or [270-288-0597](tel:270-288-0597) (video).

All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-2019. The assistance line is available to answer questions regarding any Covid-19 related issue. This guidance is subject to change based on requirements set forth by public health agencies or the office of the governor. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill

Special Note: It is important to communicate with your professor. I will evaluate cases of unexpected illness or life altering events on a student-by-student base. Please do not wait until the last minute to reach out to me.

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 23 rd	Classes begin
August 30 th	Last day to add a semester course or drop without a grade
August 31 st	\$50 Schedule change fee begins
September 6 th	Labor Day – University closed
October 14 th – 15 th	Fall Break – No classes (University offices open)
November 1 st	Last day to drop a class with a grade of “W” and last date to audit
November 22 nd	Professor Jones’s birthday (No gifts, just a happy birthday wish ☺)
November 24 th – 26 th	Thanksgiving Break – University closed
December 3 rd	Roster freeze (No late adds or withdrawals)
December 6 th – 10 th	Final Exams
December 11 th	College Recognition Ceremonies
December 14 th by noon	Semester grades due

Good Luck and Study Hard!
Remember, I’m just a phone call or an email away!

Disclaimer: Instructor reserves the right to make changes as needed.