

MISTAKES  
ALLOW  
THINKING TO  
HAPPEN

**MATH 116E-700**  
**~~College Algebra Web Course~~**  
**Fall 2023**

The only way  
to learn  
mathematics  
is to do  
mathematics.  
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Welcome 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 yourself proud. I am rooting for you so let's 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. It is your responsibility to follow 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](mailto:michelle.jones@wku.edu) (Please do not email me through Blackboard. I will not check it.)

**Google Voice Phone:** 270.883.1336

Feel free to call and/or text between the hours of 8:00 am – 9:00 pm. When calling, you will be prompted to leave your name. Please do so if you would like me to answer the call. This allows me to know who I will be communicating with. When texting, please identify yourself at the beginning of the text so I will know who I will be communicating with.

**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 9:00 p.m. will be read the next day. You can expect a response within 24 hours. 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	11:30 – 12:30	Other times available by appointment only
Tuesday	8:45 – 9:15	11:15 – 12:15	
Wednesday	8:30 – 9:00	11:30 – 12:30	
Thursday	8:45 – 9:15	11:15 – 12:15	
Friday	By appointment only		

I will also have virtual office hours throughout the week on an appointment basis. All times are in the Central Standard Time zone. Students can schedule 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](mailto:michelle.jones@wku.edu) to discuss alternate meeting times.

I can also be reached via email. There is no scheduled time, but I check email regularly. I will respond to messages promptly. Messages received after 9:00 p.m. will be read the next day. You can expect a response within 24 hours.

**Course Sites: (You will have assignments on both sites. You will find assignment locations in each module folder)**

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 (homework and opportunities).** The average on this site does not take into consideration weighted averages or offline assignments. Please refer to the blackboard gradebook for semester averages.
2. **Blackboard:** **This site is only used to deliver information, non-Pearson assignments, and to record grades.** <http://wku.blackboard.com/> (If you experience technical issues, please contact the WKU IT Help Desk at (270)745-7000).

**Required Materials:**

- (1) MyMathLab student access code – **Code reveal provided using course material link in blackboard. Please do not purchase a code. Instructions will be provided on Blackboard in the course orientation announcement.**
- (2) Reliable internet access. **Please have a backup plan in case your internet is unstable. Problems with the internet, your PC, laptop, or any other device will not be considered a valid excuse for missing assignments!**
- (3) Graphing Calculator (**TI-83 or TI 84 recommended. No TI-89 or Casio calculators allowed. Please note: if you use an unauthorized graphing calculator on non-proctored exams, it will only harm you overall. 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. Feel free to work ahead! The proctored exams must be completed during the times shown on the course calendar.

**Regular and Substantive Interaction:** The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Weekly announcements that inform students of upcoming due dates.
- Timely and detailed feedback on assignments provided within one week of the late submission due date.
- Follow up emails to students who have struggled with course assignments.
- Scheduled virtual office hours.

**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 that appears 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 about 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.

**Module Reflection Assignments:** These assignments are designed to help students develop a growth mindset after each module. These assignments move the focus from performance to learning. Reflection allows you to make sense of the concepts and/or experience in relation to yourself, others, and the conditions that shaped the concepts and/or experience. It can also help you generalize and consider how the mathematics learned can be applied elsewhere.

Without mathematics,  
there's nothing you can do.

Everything around you  
is mathematics.

Everything around you  
is numbers.

-Shakuntala Devi

**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. There will be five opportunities this semester. They are your opportunities to show me which concepts you have mastered. Students who give serious attention to the study guides are typically successful on the opportunities. Opportunities are taken online using Pearson MyMathLab. Students are on an honor system and must complete these opportunities without notes or assistance. Each opportunity is roughly 4% of your semester grade. Using assistance does nothing to prepare you for the proctored assessments over the same material, which accounts for 45% (midterm and final) of your semester grade.

**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.

**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.**

**Proctored Midterm and Final:** Both the midterm and final exam must be taken at an approved testing center. These are administered as paper and pencil assessments. 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 45% 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 Distance Learning Testing Center (DLTC) in a few weeks.

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

WKU South Campus  
2355 Nashville Road  
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). The DLTC will distribute your exams to your chosen proctor. Because of this, you must communicate with the DLTC even if you do not plan to test with them. It is your responsibility to provide the DLTC with the appropriate information about your proctor site 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	20%
Homework	20%
Assignments	15%
Proctored Midterm	25%
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: TBA

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

Hours of Operation: TBA

## **Course Policies:**

**Attendance Policy:** Written University Policy, states, “Registration in a course obligates the student to attend regularly. In a semester-based online class, this means signing into Blackboard to review and complete assignments as prescribed in the course calendar. Students enrolled in online semester-based classes who, without previous arrangement with the instructor or department, fail to login to Blackboard during the first week of classes MAY be dropped from the course.”

**Calculator Policy:** The course will be taught using the TI-84 graphing calculator. Students may use the TI-83 or TI-84 graphing calculator. **TI-89, Casio model graphing calculators, and cell phone calculators are not allowed in this course under any circumstances. If you use an unapproved graphing calculator on your opportunities, it will only harm you overall. These unapproved graphing calculators will not be allowed on proctored exams. You should get used to using the required calculators.** Please contact your professor with any concerns regarding calculator requirements.

## **WKU Resources and Information:**

**WKU Statement of COVID-19:** All students are strongly encouraged to [get the COVID-19 vaccine](#). 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](http://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 basis. 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](mailto:sarc.connect@wku.edu). Please do not request any accommodation 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>.

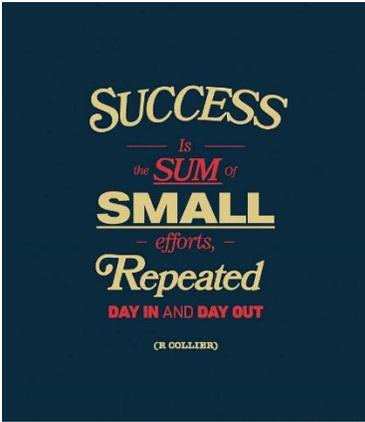
Please note that while you may report an incident of sex-gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would 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 21 <sup>st</sup>	Classes begin.
August 23 <sup>rd</sup>	Last day to add a semester course or drop without a grade.
August 24 <sup>th</sup>	\$50 Schedule change fee begins.
September 4 <sup>th</sup>	Labor Day – University closed.
October 2 <sup>nd</sup> – 3 <sup>rd</sup>	Fall Break –University closed.
October 18 <sup>th</sup>	Last day to drop a class without a grade and to change audit to credit.
October 30 <sup>th</sup>	Last day to drop a class with a grade of "W" and last date to audit.
November 22 <sup>nd</sup>	Professor Jones's birthday (No gifts, just a happy birthday wish ☺)
November 22 <sup>nd</sup> – 24 <sup>th</sup>	Thanksgiving Break – University closed.
December 1 <sup>st</sup>	Roster freeze (No late adds or withdrawals processed)
December 4 <sup>th</sup> – 7 <sup>th</sup>	Final Exams
December 8 <sup>th</sup>	College Recognition Ceremonies
December 12 <sup>th</sup> by noon	Semester grades due

**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 basis. Please do not wait until the last minute to reach out to me.



**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.*