

MA 109-970 – General Mathematics Course On Demand

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 course. 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

Phone: 270.883.1336

Office: College High Hall (COHH) 4111

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 responded to on the next day. You can expect a response within 24 hours during the week and 48 hours during the weekend. 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	8:15 – 8:45	10:30 – 11:30
Tuesday	8:45 – 9:15	11:15 – 12:15
Wednesday	8:15 – 8:45	10:30 – 11:30
Thursday	8:45 – 9:15	11:15 – 12:15
Friday	By appointment only	

Course 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. This course fulfills the Quantitative Reasoning category for foundations courses in the Colonnade Program.

Course Sites:

1. **Course Compass** (<http://www.coursecompass.com>) (Please access this site through blackboard)
This site will be used for completing online course work only. The average on this site does not take into consideration offline assignments. Please refer to blackboard for semester average.
2. **E Courses** (<http://www.ecourses.wku.edu>)
There are some assignments on this site. The grade center on this site shows your accurate course grade.

Text & Required Materials:

- (1) MyMathLab student access code
- (2) ***Course ID: Not required for blackboard linked courses.***
- (3) Scientific Calculator ***(No graphing calculators allowed)***
- (4) A positive attitude
- (5) A desire to learn

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. You are not on your own. Please do not hesitate to reach out to me as often as needed!

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: Your first assignment is to 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:

Your second assignment is to complete the “Getting to Know You” discussion board assignment. **Instructions are posted on blackboard.**

Homework:

Homework for each module is preassigned. They all will be completed online via the course compass site. Students are required to have access to a computer with an internet connection. 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.

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 of 65%, which you must obtain before you can access

the opportunity. You may redo the study guides as many times as needed to obtain the minimum score. **Please keep in mind that you will not be able to take the opportunity until you have met the minimum score on the study guides.**

Opportunities:

I call tests opportunities. They are your opportunities to show me which concepts you have mastered. There will be six opportunities throughout the course. **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.

Proctored Midterm and Final:

Both the midterm and final must be taken at an approved testing center. Please contact the On Demand office at (270) 745-4158 to schedule your proctored exams. The midterm is comprehensive over the first three modules of the course and the final is comprehensive over the last three modules of the course.

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 than indicated by the scale at the end of this section. Students who show significant improvement during the semester will be considered individually. Anyone who scores 70% or better on the final exam will receive at least a grade of “D”.

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

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 (RSI) will take place in the following ways:

1. **Offering virtual office hours:** The office hours listed in my syllabus provide students with the exact days and times that I am available. There is a link on the blackboard course for students to schedule appointments to meet with me. Students who click the virtual office hours link will see my full availability. Students are encouraged to email me if the available hours do not meet their needs.
2. **Providing feedback on student’s coursework in every module:** Students can review their Pearson assignments and obtain feedback directly from the course site.
3. **Providing information or responding to questions about the content:** The Pearson site has a “Ask my Instructor” resource where students can email problems from the site directly to me. I also provide sample problems in each module that address content that most students struggle with.

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).

Disability Services:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) must contact **Student Disability Services, (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 the Office for Student Disability Services. 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](https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf) 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.

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	Section Video Length
Module #1 (Chapters 7 & 2) Linear Equations Set Theory	Chapter 7.1	13:49
	Chapter 2.1	8:05
	Chapter 2.2	9:15
	Chapter 2.3	13:11
	Chapter 2.4	9:52
Module #2 (Chapter 9) Geometry	Chapter 9.1	12:45
	Chapter 9.2	7:36
	Chapter 9.3	9:47
	Chapter 9.4	9:37
	Chapter 9.5	6:25
Module #3 (Chapter 10) Counting Methods	Chapter 10.1	5:49
	Chapter 10.2	9:11
	Chapter 10.3	11:18
	Chapter 10.5	11:59
Midterm	Chapters 7, 2, 9, & 10	

Module	Chapter Content	Section Video Length
Module #4 (Chapter 11) Probability	Chapter 11.1 Chapter 11.2 Chapter 11.3	9:01 10:32 10:15
Module #5 (Chapter 12) Statistics	Chapter 12.1 Chapter 12.2 Chapter 12.3 Chapter 12.4 Chapter 12.5	10:00 7:57 9:21 7:43 10:48
Module #6 (Chapter 13) Personal Financial Management	Chapter 13.1 Chapter 13.2 Chapter 13.3 Chapter 13.4 Chapter 13.5	15:56 6:52 10:30 11:49 13:41
Final	Chapters 11, 12, & 13	