Instructor: Mrs. Julie Lewis
Office: MATH-327
Office Phone: 936-468-1880
Email: lewisjl5@sfasu.edu
Math Department Phone: 936-468-3805

Class meeting time and room: Tuesday and Thursday from 3:30 – 4:45 in MATH-359

Final Exam day and time: Thursday, May 10 from 1:00 p.m. – 3:00 p.m. No exceptions!

Office Hours: These hours have been set aside specifically to help students. I am available other times by appointment.

Purpose: The purpose of this course is to prepare students to be successful in entry-level credit math classes at SFA. (MTH 110, MTH 127, MTH 138, MTH 143, MTH 220)

Textbooks: No textbook is required, but the text Intermediate Algebra, 6th or 7th ed. by Dugopolski (McGraw Hill) may be used. Some copies of this book are available for checkout from my office.

Website: You will need an account on ALEKS. The access code can be purchased at local bookstores or online with a credit card. The URL is www.aleks.com. The Course ID for MTH 099.020 is X96PF-V49NX. Your 2-week temporary access code is C0725-7DAD1-947D0-E9A63.

Semester Grades: Your grade will be in two parts. “Part A” will be worth 40% of your semester grade. “Part B” will be worth 60% of your grade. Grades in both parts will be determined by the percent of the relevant ALEKS “pie” you master, a cumulative exam, your weekly progress, and a daily notebook. You must master (complete) the “Part A” pie before moving on to the “Part B” pie.

Note: Be sure to master the “Part A” pie by mid-semester. This assures that you will have mastered all the topics on the midterm, and it allows enough time to master the “Part B” pie by the end of the semester.

The grades for Parts A and B are weighted as follows: ALEKS pie percentage is worth 30%, the major exam is worth 60%, your weekly progress is worth 5%, and the daily notebook is worth 5%. Attendance and participation (being on-task during class) will also be factored into your final grade.

ALEKS Pie %: The “Pie %” will be determined by in-class Knowledge Checks (see details on next page). If your “Pie %” is at least 95%, I will give you 100% for the weekly progress portion of your grade.

Major Exam: There will be two major paper exams; the midterm exam (at the end of Part A) and the final exam (at the end of Part B and covering material from both parts). Both must be taken no later than the date listed on the calendar at the end of the syllabus.

Student IDs: You must show your student picture ID before major exams. No ID; no exam!

Weekly Progress: Weekly progress grades will be determined by dividing the number of ALEKS topics you master each week by 18 with two conditions. First, you can earn a weekly progress grade of up to 125% by doing more than 18 topics. Second, if you master fewer than 9 topics, your weekly progress grade will be zero. There will be about 13 or 14 weekly progress grades to average. Each of your weekly progress grades should be at least 100%. If not, this indicates that you are not on schedule to complete the course and thus are in danger of failing. Think of your weekly progress grade as either a pass or fail grade. 100% or better equates to a passing grade. Less than 100% equates to a failing grade.

Failure to Attend Class Penalty: Each absence over one (except as per policy A-10, Student Handbook) will reduce your final average by one point.
**Daily Notebook**: A portion of your grade comes from your Daily Notebook. When you do your ALEKS online exercises, keep your work organized in an orderly fashion in either a spiral bound or flip-top notebook (no loose-leaf paper!) When you work on ALEKS, write the following in your Daily Notebook:

1. Date
2. Name of the topic
3. Copy each problem
4. Show all the proper steps to the solution in your notebook. Be sure to include any necessary graphs.
5. After getting a solution, transfer the answer to the computer for feedback.

Your notebook will be graded on neatness, completeness, and organization. No credit will be given for sloppy, disorganized work! I will provide you with examples of proper mathematical organization. All class notes and other subject matter must go in a separate notebook!

Your grade for both parts of the course is calculated with this formula:

Part A Grade = 0.30(Pie %) + 0.60(Exam) + 0.05(Progress) + 0.05(Notebook)
Part B Grade = 0.30(Pie %) + 0.60(Exam) + 0.05(Progress) + 0.05(Notebook)

Your overall course grade will be no lower than the result of the following formula:

Overall Course Grade = 0.40(Part A Grade) + 0.60(Part B Grade) – # of Abs.

**Grading Scale**: To pass the course you must have an overall class average of at least an RC (70%). Your letter grade will be assigned according to the usual grading convention.

- 89.5% ≤ Grade ≤ 100% → RA
- 79.5% ≤ Grade < 89.5% → RB
- 69.5% ≤ Grade < 79.5% → RC
- 59.5% ≤ Grade < 69.5% → RD
- 0 ≤ Grade < 59.5% → RF

**Attendance is required**. Students are expected to attend all class meetings, arriving on-time and participating in class activities. If you are absent, you are responsible for determining what you missed and for being prepared for class when you return. Leaving class early will result in your being counted absent for the class session. Students that sleep in class, fail to participate, send or receive text messages, or conduct other activities not directly related to class will be counted absent and may be dismissed from class and/or docked participation points. Students on financial aid must attend or lose their funding.

**Makeup Policy**: There will be no makeup exams. A passing comprehensive final exam grade (70% or higher) will replace a lower midterm exam grade. There is no substitute for class attendance and consistent daily work. If a student must miss an exam due to an excused absence, special arrangements should be made in advance.

**Knowledge Checks**: A Knowledge Check is a computerized evaluation of how much you have learned (and remembered) since starting the program. You will be given automatic Knowledge Checks on a regular basis by the ALEKS system. These may occur during class or during your personal study time. When taking a Knowledge Check it is critical that you NOT use any notes, books, tutors, outside calculators, websites, or other aids. A Knowledge Check is trying to evaluate what you know so that the ALEKS program can design your next study path. In addition to the automatic Knowledge Checks, I will schedule several in-class Knowledge Checks that must be taken during class. These in-class Knowledge Checks are proctored. The use of any aids during any (proctored or not) Knowledge Check will be considered cheating.

If you use artificial means to fool the system, you will ultimately fail the course because you will not learn the material that will be on the in-class exams and you will not perform well on the in-class Knowledge Check that determines your pie grade.

**In-Class Knowledge Checks**: Your ALEKS pie percentage will be determined by an in-class Knowledge Check. This Knowledge Check can be repeated multiple times IF you finish the material with enough time to spare. This process is excellent study for the corresponding exam.
Technology: No calculators other than the one provided by ALEKS are allowed during class practice, personal practice, or Knowledge Checks. The ALEKS program includes a calculator that is available at appropriate times. A four-function calculator will be permitted on major paper exams. **No cell phones, PDAs, or other electronic devices will be allowed during exams or Knowledge Checks!**

**Finishing Early:** It is possible to finish this course prior to the end of the semester. To finish early, you must complete (95 to 100%) the ALEKS pie as indicated by an in-class final Knowledge Check, and make at least a 70% on the comprehensive final exam. Let me know a few days before you finish your pie so I will have time to make out a final exam. Be sure to continue attending class until you actually take and pass the final. You can be practicing and studying during this time. If you do not make at least 70%, I will consult with you and assign a program for further study and schedule another final at a later date. In no case (except for WH grades), will any finals be given after the official final exam date for this course.

**Cell Phone Policy:** Upon entering the classroom, please turn cell phones off and place them face-down on your desk. Think of our classroom as a no cell-phone zone. In the case of an expected emergency phone call, please inform your instructor before class.

**Personal Computer Policy:** I ask that students not use personal computing devices during class unless proper documentation requesting such permission is provided to the instructor prior to such use.

**FREE Tutoring:** To sign up for free tutoring, go to the Academic Assistance and Resource Center (AARC) webpage (http://library.sfasu.edu/aarc/) and click the "Weekly Appointments" link. If you sign up early enough, you can reserve an individual tutor for the entire semester. A walk-in table is also available 1:00 – 8:00 Mon-Thurs, and 4:00 – 8:00 Sunday. The AARC is on the right side of the first floor of Steen Library.

**Commitment:** You must make a commitment to attend every class, to arrive on time and to stay the entire time. You must make a commitment to work in class by taking notes and/or working the ALEKS exercises. **You must make an additional commitment of doing work outside of class.** Remember the college rule: "For every one hour in class, students should spend two to three hours out of class." This is high school material, but it is not a high school class! This is a class for adults. You must make a commitment to get help when you don’t understand what you are being asked to do. The more committed you are, the more successful you will be.

**Participation:** Bring notebook, and writing instrument to each class. You must be attentive to the task at hand, and be prepared to take notes when appropriate. Be respectful of your peers and instructor. Texting during class (or other off-task activities) will be cause for dismissal. Students who do not attend class regularly or who perform poorly on class work may be referred to the Early Alert (ICare) Program. This program provides students with resources and other assistance that is available to help SFA students succeed.

**Acceptable Student Behavior:** Be respectful; be courteous. Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. The instructor shall have full discretion over what behavior is appropriate in the classroom.

**Disabilities:** Students with Disabilities: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**Placement:** Students not exempt from testing who score below 350 on the TSI Assessment will be placed into developmental math courses by the Academic Advising Center. Placement into an entry-level credit math class (MTH 110, 127, 138, 143, or 220) is based on a TSI Assessment score of at least 350 or at least an RC in MTH 099. Our purpose in this class is to prepare you to pass the credit math classes listed above.

**NOTE:** “Passing” the TSI Assessment does not equate to passing MTH 099! If you place out of MTH 099 during the semester, you should continue participating in the course to prepare for credit math, otherwise you will receive a QF final grade in MTH 099. **The placement test does not prepare you for credit math!** If you plan to place out of MTH 099, you should try this before the last date to drop/add so you can switch courses.
Drops and Repeats: Students in state-funded Texas colleges and universities are not be allowed to drop (with a grade of W) more than six courses total, including courses from transfer schools. In addition, the state will fund a maximum of 18 total hours (including repeats) of non-credit coursework. After that limit is reached, students will pay much more per class. For more information, contact the Registrar's Office or your instructor.

Withheld Grades Semester Grades Policy (A-54): Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

Excused Absence: Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Students missing classes, other than university-sponsored trips, may contact the Office of Student Rights and Responsibilities (OSRR) and request that an absence notification be sent to the instructor(s). The notification is not an excuse, and is not evaluated by OSRR. The notification is only provided as a courtesy to the student and the student's instructor(s). Students remain responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory.

Dead Week: It is possible that a major exam may be given during dead week. This serves as written notification before the 12th class day as required by Policy A-15 (Dead Week.)

Academic Integrity (A-9.1): Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Calendar:

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<th>Evaluation Name</th>
<th>Date</th>
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<tr>
<td>Part A Initial Knowledge Check</td>
<td>Tuesday, January 16, 2018</td>
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<tr>
<td>Scheduled Knowledge Check 1</td>
<td>Tuesday, February 06, 2018</td>
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<tr>
<td>MU for Scheduled Knowledge Check 1</td>
<td>Thursday, February 08, 2018</td>
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<tr>
<td>Comprehensive Midterm Knowledge Check 1</td>
<td>Thursday, March 01, 2018</td>
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<tr>
<td>Comprehensive Midterm Knowledge Check 2</td>
<td>Tuesday, March 06, 2018</td>
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<tr>
<td>Midterm Exam (Paper Exam)</td>
<td>Thursday, March 08, 2018</td>
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<tr>
<td>Part B Initial Knowledge Check</td>
<td>Should be no later than Tuesday, March 03, 2018</td>
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<tr>
<td>Scheduled Knowledge Check 1</td>
<td>Tuesday, April 10, 2018</td>
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<tr>
<td>MU for Scheduled Knowledge Check 1</td>
<td>Thursday, April 12, 2018</td>
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<tr>
<td>Comprehensive Final Knowledge Check 1</td>
<td>Tuesday, May 01, 2018</td>
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<tr>
<td>Comprehensive Final Knowledge Check 2</td>
<td>Thursday, May 03, 2018</td>
</tr>
<tr>
<td>Parts A and B Final Exam (Paper Exam)</td>
<td>Thursday, May 10, 2018 from 1:00 p.m. - 3:00 p.m.</td>
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