MATH 0398.003 Introductory Algebra  
Fall 2023 Syllabus and Course Policy  
Department of Mathematics and Statistics

Instructor: James “Eli” Shirley  
Office: Math-323

Email: shirleyje@jacks.sfasu.edu

Math Department Phone: 936-468-3805

Class meeting time and room: TTh 12:30 – 1:45 in Math-216 (Bush Mathematical Sciences)

Final Exam day and time: Thursday, Dec. 14th 10:30 a.m. – 12:30 p.m.

Office Hours: These hours have been set aside specifically to help students:

MW: 12:30 – 2:00 PM, TR: 2:00 – 4:00 PM

Available other times by appointment.

Materials

- xyzHW All-Access Pass: This is required, and it includes an ebook. The access code can be purchased at local bookstores for about $65. The ISBN is 9781936368563. The code is cheaper ($45.00, no tax) online at www.xyzhomework.com. There is 15-day free access available at that website for students waiting on financial aid checks. The Course ID which you will need to enroll in the course is 39630. If you are repeating the course, see if you can reuse your old account instead of purchasing a new one.

- Textbook: Elementary Algebra, by Tumer and McKeague, (about $93 new, includes xyz All-Access Pass). Many students will profit by having a physical textbook, but this is not specifically required.

- Calculator: One recommended calculator is the TI-30XS Multiview (under $20). Other similar calculators are fine. Graphing calculators are not allowed. Calculators on phones, computers, tablets, etc. are not allowed. Students may not share calculators during exams.

- Notebook for HW, notebook for class notes, folder for class materials, pencils, etc.

Purpose: This is an algebra pathway course and its purpose is to prepare students to be successful in either SFA’s MATH 1314 CoReq (College Algebra), or SFA’s MATH 1324 CoReq (Finite Math).

Placement

- Students not exempt from testing who score below 350 on the TSI-A1 Assessment, or below 950 on the TSI-A2, or have less than a 6 on the math diagnostic will be placed into developmental math courses by the Student Success Center.

- “Passing” the TSI Assessment does not equate to passing MATH 0398! If you place out of MATH 0398 during the semester, you should continue participating in the course to prepare for your next course, otherwise you will receive a QF final grade in MATH 0398.

- Passing the TSI does not mean you are prepared for a credit course! If you plan to place out of MATH 0398, you should attempt this before the last date to change schedules (4:00 Tuesday, Sept. 12th) so you can switch courses.

Free Tutoring: The AARC (Academic Assistance and Resource Center) provides tutoring and mentoring services. It is located on the first floor of Steen Library on the right side in the lobby. They offer SI Groups, one-on-one tutoring, and the Math Walk-in Table. These services are available in-person, and some are available via Zoom. For more information, visit the AARC webpage (http://library.sfasu.edu/aarc/).

Grading Policy
Your final course grade will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily work (Online HW, HW Notebook, in-class quizzes, etc.)</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance and participation</td>
<td>5%</td>
</tr>
<tr>
<td>Exam Average (3 exams)</td>
<td>60%</td>
</tr>
<tr>
<td>Final Exam (comprehensive)</td>
<td>20%</td>
</tr>
</tbody>
</table>

Your letter grade will be assigned according to the usual grading convention:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>RA</td>
</tr>
<tr>
<td>80-89.9%</td>
<td>RB</td>
</tr>
<tr>
<td>70-79.9%</td>
<td>RC</td>
</tr>
<tr>
<td>60-69.9%</td>
<td>RD</td>
</tr>
<tr>
<td>Less than 60%</td>
<td>RF</td>
</tr>
</tbody>
</table>

- To pass the course you must have an overall class average of at least an RC (70%).
- As noted in the "Purpose" paragraph on page 1, this course is a pathway into a corequisite algebra course, however, students who earn an A in this course may choose either the CoReq or "regular" option for their credit math class.

**Attendance Policy**

- Regular attendance is expected and necessary for your success. Attendance will be recorded for all students, and will factor into final grades. The SFA attendance policy is available here: University Attendance Policy 6.7.
- Students who are tardy, don't participate, or engage in off-task behavior (cell phone, sleep, work on a different class, etc.) may be marked absent and asked to leave. You should attend class with the intention of learning, not just to be physically present.
- Students who must miss class because of special circumstances should let me know beforehand, if practical, or as soon afterward as possible.

**Makeup Policy**

- Quizzes: If you miss a quiz, or daily grade, you will receive a grade of 0. There are no make-up quizzes. Depending on how many we have, I will drop your lowest in-class daily grade.
- LatePasses: You have 5 Late Passes in xyz HW. When you use a LatePass, it extends the due date of an assignment for three days. For example, suppose you had an assignment due last Thursday at 11:59 pm, and it is currently Saturday. If you use a Late Pass on that assignment, it will now be due without penalty this Sunday at 11:59 pm. If you wait until Monday (more than three days since the original due date), your Late Pass won't work.
- Exams: If you miss an exam, you will receive a grade of 0. There are no retests. If you pass the final exam with at least a 70% and have fewer than three unexcused absences, one lower regular exam grade will be replaced by your final exam grade.

**General Policies and Information**

- I want to create a classroom environment in which students feel comfortable asking questions. Feel free to stop me during lecture to ask for clarification. Just raise your hand to get the floor for a question. There are no dumb questions.
- When I give your classmates the floor for questions or comments, please accord them the same respect and attention you give me. Students who disrespect or belittle their classmates will be asked to leave.
- Silence and put away all cell phones when you enter the classroom. Students who use their phones during class may be dismissed, depending on the circumstances. "Hiding" your cell phone in your lap or hoodie pocket to be used when I’m not watching is a sure recipe for distraction and ultimate failure!
- No calculators are allowed on the first exam. Part of the final will also be non-calculator.
- Student IDs: Be prepared to show your legible picture ID before exams. No ID, no grade!

**Participation:** Bring all your necessary supplies (textbook, calculator, pencil, paper, notebook) to each class. You must be attentive to the task at hand, take notes, and be prepared to participate in class activities. 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 iCare Program. This program provides students with resources and other assistance that is available to help SFA students succeed.

Time Commitment: (Credit and Contact Hours Policy 5.4) “The federal definition of a credit hour is an amount of work... that reasonably approximates not less than one hour of classroom... instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for [each] ... hour of credit...”

To this end, all students in courses offered by the Department of Mathematics and Statistics who wish to be successful should spend at least six hours outside of class each week (2 study hours x 3 credit hours). Expected activities to be completed in the time outside of class include reviewing notes from previous class meetings, reading assigned course resources, completing all assigned exercises and projects, and periodic exam study.

Acceptable Student Behavior: Classroom behavior and dress 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 10.4.) 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 and dress is appropriate in the classroom.

Definition of Academic Dishonesty: Academic dishonesty includes cheating, plagiarism, collusion, and misrepresentation. Articles IV, VI, and VII of the Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member*, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities. Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements. Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam. Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual...

Any student caught cheating, aiding another student in cheating, or appropriating the words or work of others without proper citation will be subject to academic discipline. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating, and to guard against making it possible for others to cheat. Penalties are given at the discretion of the instructor and range from receiving zeros for the work done to dismissal from the course and/or University. Violations are tracked by the dean's office.

*Students in this class are welcome to study any exams from past semesters.

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, 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 more information see: http://www.sfasu.edu/disabilityservices.
Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seek help. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
**The Dean of Students Office** (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents 936.468.7249 dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
www.sfasu.edu/humanservices/139.asp 936.468.1041

**The Health and Wellness Hub** “The Hub” www.sfasu.edu/thehub 936.468.4008 thehub@sfasu.edu
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

**Crisis Resources:**
- Burke 24-hour crisis line: 1-800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

**Additional Course Information:** See Extended Syllabus.

**Calendar:** The following calendar is tentative and subject to change with notification from your instructor. If you miss a class, be sure to contact your teacher or a classmate for the assignment.

<table>
<thead>
<tr>
<th>MATH 0398 Fall 2023 TTh Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Course Introduction</td>
</tr>
<tr>
<td>1.1 Order of operations</td>
</tr>
<tr>
<td>1.2 Sets of numbers, order, absolute value</td>
</tr>
<tr>
<td>1.3 Adding integers</td>
</tr>
<tr>
<td>1.4 Subtracting integers</td>
</tr>
<tr>
<td>1.5 Multiplication and division of integers</td>
</tr>
<tr>
<td>Schedule continued below.</td>
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<tr>
<td>1.6A Mult. and division of fractions</td>
</tr>
<tr>
<td>1.7 Properties of real numbers</td>
</tr>
<tr>
<td>Review</td>
</tr>
<tr>
<td>Outside Rev. Assignment (A’schyn. Min. 1)</td>
</tr>
<tr>
<td>Exam 1 (no calculators)</td>
</tr>
<tr>
<td>Topic</td>
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<tr>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>2.1 Simplifying expressions</td>
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<tr>
<td>2.2 Addition property of equality</td>
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<tr>
<td>2.3 Multiplication property of equality</td>
</tr>
<tr>
<td>2.4 Solving linear equations</td>
</tr>
<tr>
<td>2.5 Formulas and percent</td>
</tr>
<tr>
<td>2.6 Applications</td>
</tr>
<tr>
<td>Review</td>
</tr>
<tr>
<td>Outside Rev. Assignment (A'schyn. Min. 2)</td>
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<tr>
<td><strong>Exam 2</strong></td>
</tr>
<tr>
<td>3.1 Graphing ordered pairs</td>
</tr>
<tr>
<td>3.4 Slope</td>
</tr>
<tr>
<td>5.1 Exponent properties (part 1)</td>
</tr>
<tr>
<td>5.2 Exponent properties (part 2)</td>
</tr>
<tr>
<td>Scientific notation (from 5.1, 5.2, 5.3)</td>
</tr>
<tr>
<td>Review</td>
</tr>
<tr>
<td>Outside Rev. Assignment (A'schyn. Min. 3)</td>
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<tr>
<td><strong>Exam 3</strong></td>
</tr>
<tr>
<td>5.3 Operations on monomials</td>
</tr>
<tr>
<td>5.4 Adding/subtracting polynomials</td>
</tr>
<tr>
<td>5.5 Multiplying polynomials</td>
</tr>
<tr>
<td>5.6 Special products</td>
</tr>
<tr>
<td>Thanksgiving Break Nov. 18 through Nov. 26</td>
</tr>
<tr>
<td>6.1 Factoring out the GCF</td>
</tr>
<tr>
<td>6.2 Factoring trinomials, $a = 1$</td>
</tr>
<tr>
<td>6.3 Factoring trinomials, $a \neq 1$</td>
</tr>
<tr>
<td>6.4 Factoring differences of squares</td>
</tr>
<tr>
<td>Final review</td>
</tr>
<tr>
<td>Outside Review Assignment</td>
</tr>
<tr>
<td><strong>Comprehensive Final Exam (part calculator, part “no calculator”.)</strong></td>
</tr>
</tbody>
</table>
MATH 0398 - Introductory Algebra
Course Syllabus

Course Description: Computations and applications involving fractions, decimals, percent, ratio and proportion; properties of the real number system; linear equation solving; beginning algebraic concepts; geometry. Will not count toward any degree requirement including elective credit. May be required of students with a marginal background in mathematics.

Credit hours: 3

The following is an excerpt from SFA Policy 5.4:

The federal definition of a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;

2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

To this end, all students in courses offered by the Department of Mathematics and Statistics that wish to be successful should plan to spend a minimum of two hours outside of class for every credit hour associated with this course. Expected activities to be completed in the time outside of class include reviewing notes from previous class meetings, reading assigned course resources, completing all assigned exercises and projects, and performing periodic assessment preparation.

Course Outline:

Approximate Time Spent:

- Prime factorization and LCMs 25%
- Operations on common fractions
- Operations on decimals
- Percent conversions
- Exponents and order of operations
- Geometry
- Evaluating and translating expressions
- Sets of numbers, order, absolute value
- Adding signed numbers
- Subtracting signed numbers
- Multiplication of signed numbers
- Division of signed numbers
- Properties of real numbers, factoring, combining like terms 30%
- Removing parentheses, simplifying, order of operations
- Addition principle of equation solving
- Multiplication principle of equation solving
- General equation solving
- Evaluating formulas, and solving formulas for a specified variable
- Percent applications
• Other applications
• Solving inequalities

• Graphs and applications of linear equations
• More with graphing and intercepts
• Slope and applications
• Graphing using the slope and y-intercept

• Exponent properties
• Polynomials and terminology
• Addition and subtraction of polynomials
• Multiplication of polynomials
• FOIL and squaring binomials

• Factoring out common factors, factoring by grouping
• Factoring $x^2 + bx + c$
• Factoring $ax^2 + bx + c, a \neq 1$
• Factoring differences of squares
• General strategies for factoring
• Solving quadratic equations by factoring (optional)
• Applications of quadratic equations (optional)

Student Learning Outcomes (SLO): At the end of MATH 0398, a student who has studied and learned the material should be able to:

1. Perform operations without a calculator on integers, fractions, and decimals.
2. Solve problems involving geometric formulas for perimeter, and area.
3. Use order of operations to evaluate expressions.
4. Perform percent conversions and calculations, and solve percent applications.
5. Recognize, name, and apply properties of real numbers.
6. Simplify expressions by removing parentheses and combining like terms.
7. Solve linear equations and inequalities.
8. Solve applications involving linear equations.
9. Understand and evaluate variable expressions.
10. Use the rectangular coordinate system to investigate linear functions and graphs.
11. Use exponent properties and perform operations on polynomials.
12. Factor polynomials
13. Organize and communicate in proper mathematical form all of the steps involved in the topics above.
14. Create and use note cards, study pages, mind maps, self-quizzes, and other study techniques.

Academic Integrity

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of
the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**Withheld Grades**

**Semester Grades (SFA Policy 5.5)**

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. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

**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.

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If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

**The Dean of Students Office** (Rusk Building, 3rd floor lobby)

www.sfasu.edu/deanofstudents

936.468.7249

dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202

www.sfasu.edu/humanservices/139.asp

936.468.1041

**The Health and Wellness Hub “The Hub”**

www.sfasu.edu
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- Crisis Text Line: Text HELLO to 741-741

Acceptable Student Behavior
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 10.4). 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. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom.

Date of document: 08/23/2023