

College Algebra with Review: MATH 110 Course Policies – SPRING 2009

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Technical Support: For technical questions concerning the software, contact Beth Smith at bsmith@ulm.edu or contact Hawkes at www.hawkeslearning.com · techsupport@hawkeslearning.com · 1-800-426-9538 or 843-571-2825.

Course Videos and Course Documents: Videos created specifically for our HLS curriculum and documents related to this course, including the syllabus, can be found at <http://www.ulm.edu/~esmith/hls/> and clicking on College Algebra Videos Ch. 1-8.

Course Prerequisites/Corequisites: A Math ACT score of 18 or higher or credit in MATH 093.

Course Description: A study of the real number system, functions, linear equations and inequalities, systems of equations and inequalities, quadratics, complex numbers, and polynomial equations with a review of fundamentals.

Course Objectives and Outcomes:

- To develop necessary skills to comprehend basic concepts and principles of algebra and mathematical logic.
- To develop necessary problem solving skills to apply these basic concepts and principles to problems in different academic disciplines.

Course Topics: Review of fundamentals; solving equations, inequalities, and systems of equations; functions and graphs including but not limited to polynomial, rational, logarithmic, and exponential functions.

Instructional Methods and Activities: Learning will be facilitated through traditional lecture along with software-based assignments. The students will attend class at the designated times for traditional lecture and follow-up these group lectures with individualized learning in the Mathematics Resource Center for individual assistance from faculty, graduate students, and tutors.

Module Approach: At ULM, College Algebra is divided into three modules - Module I, Module II, and Module III. Any student not successfully completing a module, by achieving an average of 70% or above for the module, will be required to repeat that module before progressing to the next level.

Module I Topics: Number systems, fundamental concepts of algebra, equations and inequalities of one variable

Module II Topics: The Cartesian coordinate system, linear equations in two variables, relations, functions and their graphs

Module III Topics: Polynomial, rational, exponential and logarithmic functions, systems of equations

Students must successfully complete all three modules to receive a passing grade in the course. Reference the MATH110/111 course flow chart, available in the HLS Course Materials on the Progress Report page, for the various scenarios for progressing and repeating the modules. When a module is repeated, the last average for that module will be used in computing the course average. The modular approach to College Algebra now presents the opportunity for any student who has not successfully mastered the content to repeat the module without incurring any adverse penalties. To encourage students to continue with their progress in the course, the department has adopted a **No-Drop** policy. A student who has not successfully completed all three modules prior to the end of the semester but has met the attendance requirements for the course will receive a grade of NC (No Credit). Those students receiving an NC grade must re-register for the course in the Maymester 2009 semester in order to complete the remaining modules. Any student who fails to re-register for College Algebra in the Maymester 2009 semester must begin with Module I when registering for MATH 111 at a later date. If a student fails to meet the attendance requirements for the course, the student WILL NOT receive credit for the course, WILL receive an F for the course (which reflects excessive absences), and WILL LOSE any credit for any of the completed modules.

Hawkes Learning Systems (HLS): The students will use this state-of-the-art software system to complete homework, certify at a level of achievement, complete instructor created CheckPoints and in-class quizzes, and take examinations. While students are doing their homework, they are given immediate feedback about the correctness of their work and can receive assistance from online tutorial systems or from members of the mathematics faculty. Students work until they master the assignments. The Hawkes software is installed in the Mathematics Resource Center and all other open computer labs on campus.

Mathematics Resource Center: The Mathematics Resource Center (MRC), a new facility located in AIRW 207/211, is a mathematics learning center designed to meet the new roadmap to redesign (R2R) challenges of changing the pedagogical strategies while maintaining academic standards as recommended by the National Center for Academic Transformation (NCAT). The MRC provides individualized instruction and is operated by the ULM mathematics faculty.

MRC hours:

AIRW 207/211: Monday – Thursday: 7:00 AM– 7:00 PM for all Mathematics classes

Friday: 7:00 – 11:30 AM for all Mathematics classes

Evaluation and Grade Assignment:

Tests, Homework, Quizzes and WebTest: Instructor Assigned – CheckPoints:

- **Tests:** There will be 2-3 tests during each module which will count for a total of 65% of a student’s module grade. Each test will cover material from the lectures and the software. The test questions will be similar in format to the homework, quiz, and CheckPoint problems that are on the HLS software.
 - Tests will be taken in the MRC only at designated times given by the instructor.
 - Tests will be administered during regular MRC meetings, and each student will be given a maximum of 75 minutes to complete the test.
 - Students who fail to bring their ULM ID or HLS access code to a test will be given an alternative version of the test.
 - MATH 110 students will take their tests in the MRC during their regular MRC time on the scheduled date. Failure to take the test during this time may result in a grade of zero (0) for the test.

- **Certify Homework assignments** will be given for each section, and the homework average will count as 10% of the module grade.
 - **Certify Homework assignments** will be completed on the computer using the HLS software.
 - It is the student’s responsibility to verify that the latest updates for the software have been installed on the computer being used.
 - All certificates *must* be completed under the **ULM College Algebra – Spring 2009 curriculum**.
 - MATH 110 students will work on their homework during the MRC class meetings. This is NOT sufficient time to complete all of the assignments and CheckPoints. Assigned homework and CheckPoints not completed in the MRC class meetings must be completed by the assigned due dates. Students may return to the MRC during open MRC hours to complete their assignments or work on them independently in open labs or on their own computers.
 - Homework certification may be done on any computer that has the HLS software installed. HLS software should be installed in all dorms and open labs on campus. It is the student’s responsibility to open a NEW progress report after each submission to verify that the certificate has been successfully uploaded to the server.
 - A student must be connected to the internet to submit a homework assignment (certificate). An assignment is not counted as “turned in” until it has been submitted online.
 - Students are not required to have internet connection to work on homework certification. For those who work on computers without internet access, homework certificates must be submitted from a certificate file saved on a flash drive. Students cannot type in the certificate code. Students who fail to save certificate files will not be given credit.
 - Due dates for each certify homework assignment are listed within the HLS progress report.
 - Homework will be penalized 20% for each day late.
 - No certificates will be accepted after midnight of the day prior to the end of a module regardless of any partial credit that may remain.
 - HLS software is discussed in detail within a separate Hawkes document.

- **WebTest: Instructor Assigned – CheckPoints** will be assigned periodically, and the CheckPoint average will count as 10% of the module grade.
 - **WebTest: Instructor Assigned – CheckPoints** will be worked on a computer using the HLS software. These can be completed in or out of the MRC, but they must be taken on a computer that is connected to the internet.
 - These are to be taken without the use of notes as a method of preparing for the test.
 - CheckPoints may be taken multiple times, and the best score is averaged into the student’s grade.
 - Due dates for each WebTest: Instructor Assigned – CheckPoints are listed within the HLS progress report.
 - WebTest: Instructor Assigned – CheckPoints will not be accepted late.

- **Quizzes** will count as 15% of the module grade.
 - Quizzes must be taken in the MRC.
 - Quizzes will be given at specified times during MRC meetings. If a student is not in the MRC when the quiz is given, the student will receive a zero (0) for the quiz.
 - Make-ups will **not** be given for quizzes and quizzes cannot be taken early regardless of excuses for absence.
 - Two (2) quizzes will be dropped for each module.
 - The instructor reserves the right to give unannounced quizzes in the MRC and in the lectures.
 - Students who fail to bring an HLS access code or an ID to the MRC will receive a zero (0) quiz grade for that day.
 - Any student who leaves class early or fails to actively participate will receive a zero (0) for any quiz taken that day.

- **Participation**
 - **Students are expected to be doing only MATH 110 work while in the MRC.** The penalty for violating this rule will be a zero (0) for any work completed that meeting, and the student will be asked to leave the premises. Chronic violators will be turned over to the Dean of Students and dealt with appropriately which may include being charged with a violation of the Code of Student Conduct and Academic Dishonesty.
 - No food, drink, water, or candy is allowed in the MRC. Cell phones, beepers and other electronic devices, other than a TI-30X IIS or TI-30X IIB scientific calculator, are prohibited in the MRC and the lecture classroom. Graphing calculators and other scientific calculators (TI-30X, Multiview, Cascio, Sharp, etc.) are **not** permitted in the MRC or in the classroom. Violation of this policy will result in a zero (0) for any work completed that day. The Discipline/Course Specific policies portion of this syllabus addresses additional policies regarding these issues.
 - Promptness, as well as staying for the entire class period, is critical for the lectures and MRC sessions to run successfully. After two tardies or early exits, each tardy or early exit will count as an unexcused absence.
 - Additional participation expectations are found in the Discipline/Course Specific policies portion of this syllabus.

- For each module, the module grade will be determined as follows:

Tests	Homework	WebTest: Instructor Assigned – CheckPoints	Quizzes	Total
65%	10%	10%	15%	100%

Grades for each module will be assigned according to the following percentage-based scale:
 A=at least 90%, B=80-89%, C=70-79%, NC = below 70%,
 or in the case of excessive absences, see the attendance policy on the next page.

Once an average of 70 or above has been achieved in all three (3) modules, a student’s overall course grade will be assigned based on the final average.

$$Final\ Average = \frac{Module\ I\ average + Module\ II\ average + Module\ III\ average}{3}$$

Class Policies and Procedures: At a minimum, all policies stated in the current *ULM Student Policy Manual & Organizational Handbook* should be followed (see <http://www.ulm.edu/studentpolicy/>). Additional class policies include:

Required Materials for each class and MRC class meetings:

- **Bring a ULM ID** to every class and to the MRC.
- Students who fail to bring their ULM ID or HLS access code to a test will be given an alternative version of the test.
- **HLS Access Code.** Each student must have his/her access code saved to a flash drive and recorded on the inside of his/her notebook and textbook, as well on something kept in his/her wallet.
- **Calculator:** TI-30X IIS or TI-30X IIB (2-line display) scientific calculator. A TI-30X IIS or TI-30X IIB scientific calculator is the **only** calculator allowed in the MRC or in class lectures. A cell phone cannot be used as a calculator. Graphing calculators and other scientific calculators (TI-30X, Multiview, Cascio, Sharp, etc.) are **not** permitted.
- *College Algebra* textbook, 1st edition, by the ULM Mathematics Faculty.
- Notebook with loose leaf paper for working on homework.
- Earphones (to listen to videos in the MRC).
- Flash/USB memory drive (128mb minimum).

Attendance Policy:

This policy replaces the one published in the 2008-2009 Undergraduate Catalog.

- Class attendance is regarded as an obligation and a privilege, and all students are expected to attend all classes in which they are enrolled regularly and punctually. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University.
- Any University-related activity requiring an absence from class will count as an absence when determining if a student has met the minimum attendance requirement stated below.
- Students who violate the attendance policy, that is, have total absences (excused and unexcused) in excess of 25% of the total class meetings, are subject to Academic Withdrawal from the class. For Spring 2009, 15 absences constitutes 25% of the class meetings for a MTWR course. Class removal carries with it the penalties of being assigned a grade of F or W, whichever is appropriate, and no credit for the course. Students who fail to meet the attendance policy will lose any credit for completed modules. Academic Withdrawal may negatively impact a student's full-time status.
- Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make-up of any missed work.
- Faculty members are expected to work with students to allow for completion of class work and assignments if the student's absence results from his required participation in a University-sponsored activity provided that, prior to the absence, the student makes arrangements to complete all missed work.
- Students are usually allowed to make up tests missed because of serious illness, accident, or death in the family. Staff members in the Division of Student Life and Leadership will make every effort to inform the faculty member concerning class absences on behalf of the student in these instances.
- Anyone not present when roll is taken will be marked absent. If a student comes to class late, it is his responsibility to let the instructor know after class to be counted present and to receive the appropriate attendance credit.
- Promptness, as well as staying for the entire class period, is critical for the lectures and MRC sessions to run successfully. After two tardies or early exits, each tardy or early exit will be recorded as an unexcused absence.
- Anyone who misses more than 10 minutes of a class period or MRC session or fails to actively participate will be marked absent.
- Only students registered in MATH 110 may attend the section lectures.
- Only students registered in mathematics courses may enter the MRC.

Make-up Policy:

- Make-up tests will be given **only** if the student provides documentation of an excused absence. Any documentation should be presented to Dr. Charlotte Owens in the MRC as soon as the student returns to class (in accordance with the current ULM catalog). For excused absences, an **alternative** make-up test will be given.
- If a student misses a test, he **must** call his instructor's office and Dr. Charlotte Owens at 342-1849 the day of the missed exam and leave a message explaining why he missed the test and a phone number where he can be reached. A student must provide a copy of documentation for any excused absence to Dr. Charlotte Owens that will be kept for our records. Any documentation should be presented by the student to Dr. Charlotte Owens in the MRC as soon as the student returns to class (in accordance with the current ULM catalog).
- **ATHLETES/UNIVERSITY EXCUSES:** Anyone with a university excuse should present documentation of the missed class to Dr. Charlotte Owens in the MRC. If an excused absence falls on a test day, a student **MUST** make arrangements with his lecture instructor and Dr. Charlotte Owens (owens@ulm.edu) at least one week **BEFORE** the test. Students with university excused absences will take their make-ups before leaving. It is the student's responsibility to schedule any test that needs to be made up; failure to do so will result in a zero (0) for that test.
- Failure to take a scheduled make-up will result in a zero (0) for that test.
- All assignments and examinations must be completed **before** the last date scheduled for the module.
- No examinations or assignments will be administered or accepted after the last day scheduled for the module.
- If a student misses a test due to an unexcused absence, the student will receive a zero (0) on the test.
- Make-ups will **not** be given for homework, CheckPoints or quizzes.

Academic Integrity:

- Faculty and students must observe the ULM published policy on Academic Dishonesty (see Page 4 in *ULM Student Policy Manual* -- <http://www.ulm.edu/studentpolicy/>).
- Anyone cheating in any manner (including using another student's access code to do work), will receive a grade of zero (0) on all involved work, and could be removed from the course (an F may be assigned) and possibly from the University.

Course Evaluation Policy: At a minimum, students are expected to complete the course evaluation at the end of the semester.

Student Services: Some ULM student services include:

Student Success Center (<http://www.ulm.edu/cass/>),

Counseling Center (<http://www.ulm.edu/counselingcenter/>),

Special Needs (<http://www.ulm.edu/counselingcenter/special.htm>), and

Others available at <http://www.ulm.edu/studentaffairs/>.

Emergency Procedures: In case of emergency, please follow the instructor.

Discipline/Course Specific Policies:

- Food and drink are **not** allowed in the classroom or the MRC at any time. This includes candy.
- Cell phone usage is **not** allowed in either the classroom or the MRC facilities. Cell phones must be turned off and stored (e.g., in a backpack, purse, phone holster, or similar item). Any visibility or use of a cell phone by a student within the MRC is immediate grounds for removal from the MRC. Such a dismissal could result in an unexcused absence for the day AND up to 10% off the next exam. The emergency number for the ULM Police Department is (318) 342-5350 and should be used for any emergency calls. If the campus police are contacted about an emergency message for a student, they will go to the student's class to inform the student.
- Students are expected to have all necessary materials for class (ULM student ID, flash drive, HLS access code, TI-30X IIS or TI-30X IIB scientific calculator, pencils, textbook, notebook, etc.) during every class/MRC meeting.
- Students may **NOT** share calculators or flash drives while they are in the MRC.
- Completing the assigned homework is absolutely essential in order to complete the course successfully.
- The best way to communicate with your instructor and get a relatively quick response is via e-mail. When sending e-mail, be sure to include your name, course number, and section number.
- Anyone needing special assistance (as addressed by the Americans with Disabilities Act) should notify the instructor by January 19, 2009.
- All students must scan in and out of the MRC. Failure to do so can result in an absence for the student.
- Students will **not** be admitted to the MRC without a valid ULM ID. A student's ULM ID should be visible when seated at a computer station. A student can be marked absent if they do not have a valid ULM ID.
- The MRC is a mathematics resource center designated for individualized mathematics instruction or independent mathematics inquiry. It is not an open computer lab. The following are approved software & websites for students' usage while in the MRC:
 - Hawkes Algebra Software
 - MyMathLab Mathematics Software
 - Maple Mathematics Software
 - ULM Campus Web sites
- Usage of software and web sites that are not approved by the MRC may result in the student being restricted from the MRC. Note: MS Office is not approved software for the MRC and may not be used. See the Participation policy for this course for additional information and penalties.
- Any policies given here may be altered by the instructor if deemed necessary. If this occurs, ample notice will be given.