

Math 1021, Section 16, Spring 2019

College Algebra Online Syllabus

You are responsible for abiding by all of the rules and policies stated on this Syllabus. Print it and read it carefully. Refer to it throughout the semester.

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Phone number: 225 578 1599 Office: 272 Lockett Hall
Office Hours and LSU Math Lab Hours are posted on the course website.

Course Website: www.math.lsu.edu/courses/1021

Profiles of Potentially Successful Online Students

If you do not meet one of the profiles described below, it is likely that you will not be successful in this online section and would be better served in a regular section with required class meetings and required lab participation hours.

- You have a Math ACT score of 24, want to move quickly and independently through the Math 1021 material, and have no interest in the guidance, socialization, and motivation provided by the classroom and lab environment.
- You were enrolled in Math 1021 in the previous semester, were being successful, but dropped well into the course for personal reasons.
- You are a non-traditional student, cannot meet time requirements for Math 1021 due to work or family commitments, and have a strong math background, motivation, determination, excellent study skills, and good work habits.

This online section is not for students who just want to get out of the class and lab requirements for the regular sections and who think that this will be less work.

Course Eligibility

- Students must have a minimum Math ACT score of 19 to enroll in Math 1021.
- Students with a Math ACT score of 25 or greater receive automatic credit for Math 1021 as long as the Math ACT score is less than 24 months old.
- Credit will not be given for both Math 1021 and Math 1023.

Course Design Overview

- There are no class meetings, and there are no required hours in the LSU Math Lab in Middleton Library Room 300X.
- You should expect to spend at least 9 hours each week for this three-credit hour course.
- Your homework, quizzes, tests, and the Final Exam will be completed online using a web-based learning and assessment system called MyMathLab (MML).
- All tests and the Final Exam must be taken on campus.

Required Materials

- **Trigsted MyMathLab online account**
This account gives students access to all the course assignments.
To set this up at www.mymathlab.com, you will need the following:

1. **MyMathLab Course ID#: kopcsoxxxxx**

The course ID# for your specific section of the course will be given to you by your teacher. It will be your teacher's last name and then five digits. This course ID# ensures that you are placed into the online section of Math 1021 in MyMathLab.

2. **Trigsted MyMathLab access**

If you used a Trigsted MyMathLab account for Math 1021, Math 1022, or Math 1023 at LSU or a Math 1021 or Math 1022 Dual Enrollment course through LSU for Fall 2018 AND you remember your username and password for your Trigsted MyMathLab account, then you will not need to purchase anything. Otherwise, you will need to purchase access to a Trigsted MyMathLab account.

To pay for this, you can either 1) purchase a cardboard sleeve containing a Trigsted MyMathLab access code (ISBN 978 013 475 1597) at any campus bookstore prior to beginning the MyMathLab registration process or 2) pay online during the MyMathLab registration process using a personal credit card or Pay Pal account.

If financial constraints prohibit you from paying for this the first week of class, you can get a 14-day temporary access during the MyMathLab registration process.

3. **LSU email address**

You MUST use your LSU email address in MyMathLab in the email address field even if it is not your preferred email address. It will be used as the personal identifier that allows your MML grades to be properly imported into your Moodle gradebook. Without it, your MML grades will not be transferred into Moodle to be included in your course grade calculation.

It is recommended that you use your LSU email address for your username and your myLSU password for your MyMathLab password. Be sure to record what you have chosen, because you will need to use it every time you sign in to MyMathLab.

- **LSU student ID card**

Your ID card is required for access to the LSU Math Lab in Middleton Library and the LSU Testing Center in Himes Hall or the ODS Testing Center in Johnston Hall.

- **Non-graphing scientific calculator**

The TI-30XIIS (solar) or the TI-30XIIB (battery) with a two-line display is preferred.

Graphing calculators are NOT allowed on tests, the Final Exam, or in the LSU Math Lab.

Calculators with symbolic notation or natural display capabilities, such as the TI-36XPro

and any of the TI Multiview series, Casio Natural Display series or ClassWiz series, HP

SmartCalc series, and Sharp WriteView series are NOT allowed on tests, the Final Exam, or in the LSU Math Lab.

For more specific details, see the Calculator Policy posted in Moodle, in MyMathLab, and on the course website.

- **Internet access**

You must have a computer and internet access outside of the LSU Math Lab that is stable and reliable.

Available Resources

- Video lectures for all topics covered in the course are available in Moodle, in MyMathLab, and on the course website. To watch these videos in the LSU Math Lab, you may wish to bring your own headphones.
- A packet of Class Notes for Math 1021 should be purchased at the LSU Bookstore to use as a structure to guide you as you read through the etext and take notes on the examples. You may

also print the Class Notes one section at a time from Moodle, MyMathLab, or the course website. See your Daily Schedule (also posted in Moodle, in MyMathLab, and on the course website) for the specific etext sections covered in Math 1021.

- An interactive etext is included in your MML course.
- The LSU Math Lab in Middleton Library Room 300X is staffed with teachers and tutors ready to provide you with immediate, personalized help. The LSU Math Lab will be open from 9 AM – 9 PM Monday through Thursday and from 9 AM – 5 PM Friday. See the heading on your Daily Schedule for exceptions due to university holidays or associated days. Your attendance in the LSU Math Lab is optional. However, while you are there, you must follow all LSU Math Lab rules and do only your Math 1021 work. Laptops, cell phones, iPads, iPods, smart watches, and any other smart devices cannot be used in the LSU Math Lab. You cannot listen to music, and your cell phone must be silenced and completely put away out of sight in the LSU Math Lab. No food, drinks, water, gum, candy, tobacco products, e-cigarettes, or weapons are allowed in the LSU Math Lab.

Announcements

Throughout the semester announcements will be made through the MyMathLab announcement page and by LSU email. Check these daily.

MyMathLab Tips

- It is possible that at some point during the semester you will not be able to access your account in MyMathLab by going to www.mymathlab.com and selecting “Sign in” on the upper right side. In this situation, you can try using www.mathxl.com but be sure to click the small link for MyMathLab users in the middle of the right side of the MathXL home page and not the large Sign in button for MathXL users.
- If you need technical assistance outside of the LSU Math Lab, call MML student technical support at 1 800 677 6337.

Topics

Topics included in this three-credit-hour course are Solving Equations and Inequalities, Lines and Circles, Systems of Equations, Functions and their Graphs, Inverse Functions, and Polynomial, Rational, Exponential, and Logarithmic Functions with Applications.

Syllabus Quiz

- There is a Syllabus Quiz in MyMathLab in the section titled Quizzes & Tests that covers the contents of the syllabus. Read the Syllabus carefully before attempting this quiz.
- You must complete the Syllabus Quiz with a score of 100% before you will be able to open any graded assignments in MyMathLab.
- The Syllabus Quiz does not count toward your course grade.

Homework

- You should watch the videos and read the etext before attempting the homework.
- Homework assignments are due at 9:00 PM. See your Daily Schedule for due dates.
- The work you submit must be your own. Your work must be independently written and entered into MyMathLab.
- When working your homework assignments, you should save after completing each exercise.

- You can re-work exercises, enter and exit your homework, and get back to it at a later time prior to the due date.
- There are two categories of homework exercises. For each category, the result of your last attempt for each exercise will be recorded.

Type of Exercise	Sample of Numbering	Features
Skill Check	1.1.SCE-2	~learning aids usually available in MML ~in general three attempts allowed for each iteration with feedback after each ~Similar Exercise (new iteration for same exercise number) available an unlimited number of times ~tutors in lab can assist with these exercises
Standard	2.1.15	
Step-by-Step	4.1.SbS-13	
Brief	5.3.BE-47	
Reading Assessment	2.1.RA-3	~learning aids NOT available in MML ~can be attempted only two times with feedback after each ~Similar Exercise NOT available ~multiple choice, usually found at the end of each homework assignment, 3 to 7 questions ~tutors in lab can NOT assist with these exercises

- If you rely on the MyMathLab learning aids or other help to get a Skill Check, Standard, Step-by-Step, or Brief exercise correct, then use the Similar Exercise feature and rework the exercise repeatedly until you can get it correct without any help. This is essential. Many students who become overly dependent on the learning aids or other assistance to get a score of 100% on a homework assignment find that they score much lower on the tests.
- Your homework assignment average counts as 15% of your course grade. Your two lowest homework assignments will not be used in the course grade calculation (even though those scores show in the Moodle gradebook).
- Graded homework for each section has due dates and will close then, but a copy of the homework assignment (labeled Practice Homework) is open throughout the semester to be used for studying. The Practice Homework does not count toward your course grade.
- An additional practice homework assignment called Practice What You Missed on Test x is created when you submit each test. This does not count toward your course grade, but you should use it to practice what you missed on the test in preparation for the Final Exam.

Quizzes

- You should master your homework before attempting the quizzes, and you should try to do the quizzes without any help. If you rely on help to get a score of 100% on the quizzes, you will score much lower on the tests.
- Quizzes are due at 9:00 PM. See your Daily Schedule for due dates.
- You are allowed to consult with other students regarding math concepts but not regarding specific answers to questions. You may discuss the concepts demonstrated in the quizzes but not share or assist another student in deriving an answer. The work you submit must be your own. Your work must be independently written and entered into MyMathLab. You are prohibited from using any additional online or third party resources that are not explicitly listed in the syllabus or provided by your teacher.

- You will not get feedback after each exercise answer is entered. You must work through the quiz and submit it before seeing your score. You can review your quiz in Gradebook, and the MyMathLab learning aids will appear for the review.
- Quizzes should be used as preparation for tests. Re-take the quizzes until you can do the work correctly without any assistance from tutors, notes, the etext, or the MyMathLab learning aids.
- Each quiz contains ten questions with each question drawn from a pool of exercises having the same or similar learning objectives. It is recommended that you take a quiz at least four times even if you earn a score of 100% before that to ensure that you see a cross-section of the exercises.
- Each quiz in MyMathLab can be attempted up to ten times prior to the due date, but only the highest score of your attempts for each quiz will be recorded in Moodle.
- Your quiz average counts as 15% of your course grade. Your lowest two quiz grades in Moodle will not be used in the course grade calculation (even though those scores show in the Moodle gradebook).
- The maximum working time allowed for each attempt of each quiz is 75 minutes. While working on a quiz with time remaining, you can close the browser (rather than choosing Submit) and re-open that same quiz later without any additional elapsed time.

Tests and the Final Exam

- The proctored, access-restricted tests and Final Exam using MyMathLab must be scheduled online and taken in the Center for Assessment and Evaluation (CAE) Testing Center in Himes Hall or in the Office of Disability Services (ODS) in Johnston Hall for students who have provided the teacher with an accommodation letter prior to testing allowing this testing location.
- Each test and the Final Exam have a specific window in which they can be taken, and you may select the day and time within that window to take tests and the Final Exam as long as a seat is available. Check your Daily Schedule for the exact dates of your testing window.
- After completing all homework and quizzes, you should prepare for tests and the Final Exam by repeatedly practicing until you can get all exercises correct without any assistance from MyMathLab learning aids, notes, the etext, or tutors. Practice Tests and a Practice Final Exam are available in MyMathLab for each test and will be open throughout the semester. They do not count toward your course grade, but it is essential that you work the Practice Tests repeatedly until you can do the work without any help.
- You will not get feedback after each exercise answer is entered. You must work through the test and submit it before seeing your score. You can review your test in Gradebook, and the MyMathLab learning aids will appear for the review.
- Only one attempt is allowed for each test and for the Final Exam.
- The maximum time allowed is 90 minutes for each test and 120 minutes for the Final Exam.
- You are not allowed assistance of any kind on a test or on the Final Exam. This includes notes, formula sheets, or any other type of outside help. While testing, you are not allowed to access other online materials, including your homework, quizzes, and online learning aids in MyMathLab. Note that CAE and ODS have strict policies regarding test-taking. Be sure to familiarize yourself with their rules. Remember, academic dishonesty is a violation of the university Code of Student Conduct.
- There will be four test scores and a Final Exam. Your four tests count as 45% of your course grade, or 11.25% each. The Final Exam counts 25% of your course grade, with the following exception. Your Final Exam score will be entered in the Moodle gradebook as your Final

Exam score and also as a (fictitious) Test 5 score. Then, the lowest of the scores on Tests 1-5 will not be used in the course grade calculation (even though that score shows in the Moodle gradebook). This has the effect of replacing your lowest of four test scores with the Final Exam score if that Final Exam score is higher. In this situation, your Final Exam score counts as 36.25% of your course grade along with each of your three highest test grades counting as 11.25% of your course grade.

Scheduling Tests and the Final Exam in the CAE Testing Center in Himes Hall

- Students testing in the CAE testing center must schedule each test and the Final Exam prior to 11:59 PM the day before your testing window begins to be guaranteed a seat in the testing center. Once the testing window opens, you will only be able to see available seats (if any) for the current day. For example, if you have a Wednesday-Thursday testing window, both days will be visible to you until 11:59 PM on Tuesday. However, on Wednesday, you will only be able to see available seats, if any, for Wednesday and not Thursday. On Thursday, you will only be able to see available seats, if any, for Thursday. Remember, once the testing window begins, you are not guaranteed there will be any seats available. See the CAE website for further information.
- You must schedule (reserve) a time for each test in advance using the CAE scheduler found at www.cae.lsu.edu/default.asp. Alternatively, you can go to www.cae.lsu.edu, and select the link under Test Scheduling. On the login page, enter your myLSU login name as your username. The first time you use this site, enter your LSU ID number (89xxxxxxx) as the password. You will be requested to change your password. Do that. If you have used this site before, use the password you have previously chosen. (If neither of these password options work, click Forgot Password? to have your password reset via email.)
Select your course and correct section. Check your syllabus for the length of time allowed for each test and the Final Exam, and be sure to allow yourself enough time to complete the exam. If you have an accommodation for extended time, do not select the last two or three times of the day offered. You will not be allowed to test unless all of your allowed time is available before closing. Choose the date and time you want to schedule from the list of times that are available. Scroll down and click Submit. Be sure to record the day and time you have reserved.
- When you schedule a test or the Final Exam at CAE correctly, you will receive a confirmation email from CAE. Do not delete it. This email will serve as your receipt in case there is a problem when you arrive to begin your test or the Final Exam. Check the date and time to be sure you have recorded them properly.
- If you wish to reschedule a test, do not delete your original appointment unless the testing window has not yet opened and you see many available seats. If you delete your original appointment, you may be giving up the only available seat. Instead, choose a new day or time for the test and your original appointment will automatically be deleted.

Scheduling Tests and the Final Exam in ODS in Johnston Hall

- Students testing in the ODS testing facility must adhere to all rules of the ODS testing facility, especially those regarding the time frame for scheduling tests. When selecting a date and time for your test, be certain the date you choose is within your testing window and that the time you choose will give you enough time to complete the test before closing time for ODS. See the ODS website for further information.

Required Materials for Tests and the Final Exam

- You must present an LSU Student ID or State ID, and you must be sure that all of the information on your ID matches your user information on the CAE Testing Center website. Otherwise, you will not be allowed to test.
- You should take an approved calculator, as described in the Calculator Policy and on this Syllabus, and pencils. Using an unapproved calculator will be considered an act of academic dishonesty. You will be allowed to use the Windows Calculator in the event you do not take an approved calculator with you.
- You will be given scratch paper and your ID will be held. All scratch paper must be returned after the exam. Failure to return your scratch paper and retrieve your ID will be considered an act of academic dishonesty.

Makeup Tests

- If you did not schedule your test on the CAE site prior to 11:59 PM on the day before your testing window opened or at the ODS site in time to take your test during your testing window, then there will be **no make-up allowed** under any circumstances.
- A makeup test will be considered for circumstances listed in the three cases below. For each of these, you will need to print out a Makeup Test Request Form, fill it in, and then see the Course Coordinator following the guidelines listed below. You can find this form in Moodle, in MML, and on the course website. You can find the Course Coordinator's contact information, office hours, and lab hours at www.math.lsu.edu/courses/1021.

Case 1: If you have a documented university excuse (official LSU function, military service, court-ordered appearance) that will prevent you from testing during your testing window, then you will be considered for a make-up test if you contact the Course Coordinator as soon as you are aware of the conflict and before the opening of your testing window.

Case 2: If you have a documented university excuse (death in the immediate family, severe personal illness) that prevented you from testing at your scheduled time, then you will be considered for a make-up test if you contact the Course Coordinator as soon as possible and within one week after the close of your testing window. For the last test of the semester, contact must be made by the end of the day on Thursday of the last week of classes of the semester.

Case 3: If you had an extenuating circumstance (not covered by Case 2) of a very serious nature that prevented you from testing at your scheduled time, then you will be considered for a make-up test if you contact the Course Coordinator as soon as possible and no later than 24 hours after the close of your testing window.

Course Grade Calculation (posted in Moodle)

Weight	Item	Details
15%	Homework	lowest 2 of 25 homework scores will be dropped
15%	Quizzes	lowest 2 of 13 quiz scores will be dropped
45%	Tests	4 tests, lowest will be replaced with Final Exam score if higher
25%	Final Exam	departmental, group, and cumulative

A replaced test grade and dropped homework and quiz grades will always show in the Moodle gradebook but will NOT be used in the Moodle course grade calculation for the course. The Syllabus Quiz and any assignment labeled Practice does not count toward the course grade.

Grading Scale

A+: 98-100%	A: 93-97%	A-: 90-92%	
B+: 88-89%	B: 83-87%	B-: 80-82%	
C+: 78-79%	C: 73-77%	C-: 70-72%	
D+: 68-69%	D: 63-67%	D-: 60-62%	F: 0-59%

Your course grade will be determined by rounding your course average (either up or down) to the nearest whole number using standard rounding procedures.

General Education Course Credit

This course satisfies three hours of the General Education Analytical Reasoning requirement. It includes the following area learning objective: LSU graduates will employ scientific and mathematical models in the resolution of laboratory and real-world problems. See the LSU General Catalog for more information. The Louisiana Board of Regents Common Course Number for this course is CMAT 1213.

Course Coordinator

Mrs. Debra Kopcsó, 272 Lockett Hall, dkopcs1@lsu.edu, 225 578-1599
Office hours and LSU Math Lab hours are posted on the 1021 website.