

Math 1021 College Algebra

Spring 2019 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.

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

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

- Class meets once a week for fifty minutes at the scheduled time.
- You will be required to spend a minimum of three flexible hours each week in the LSU Math Lab in Middleton Library Room 300X doing your math work.
- Your homework, quizzes, tests, and the Final Exam will be completed online using a web-based learning and assessment system called MyMathLab (MML).

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#**

The course ID# for your specific section of the course will be given to you by your teacher at your first class meeting. It will be your teacher's last name and then five digits. This course ID# ensures that you are placed into the correct 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.

- **Headphones**

You will need to bring headphones to listen to the video lectures in the LSU Math Lab.

Video lectures for all topics covered in the course are available in Moodle, in MyMathLab, and on the course website.

- **Class Notes and loose-leaf paper**

You must have a set of class notes in class and in the LSU Math Lab.

A packet of Class Notes for the semester must be purchased at the LSU Bookstore or printed 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.

Announcements

Throughout the semester announcements will be made in class, 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 MyMathLab 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.

Class Participation

- Class meets once a week for fifty minutes at the scheduled time.
- In class, your teacher will present an overview of the work for the week.
- Laptops, cell phones, iPads, iPods, smart watches, and any other smart devices must be silenced and completely put away out of sight during class.
- You will receive a participation grade for each class meeting. Your class participation average is worth 5% of your course grade.
- You must attend for 50 minutes, take notes, pay attention, and stay awake to earn a grade of 100%. If you fail to meet these requirements throughout the 50-minute class meeting, you will receive a grade of 0% for that class meeting.

- If you must miss class and have a documented university excuse (death in the immediate family, severe personal illness, required military service, court-ordered appearance, an official LSU function), contact your teacher before the absence occurs, if possible. You will be considered for an excused absence if you contact your teacher within one week of the absence and provide documentation.

Lab Participation

- The LSU Math Lab in Middleton Library Room 300X is open from 9 AM – 9 PM Monday – Thursday and from 9 AM - 5 PM on Friday. See the heading on your Daily Schedule for exceptions due to university holidays or associated days.
- 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 while in the LSU Math Lab. 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.
- Lab participation in the LSU Math Lab is required, and you will receive a lab participation grade for each week. Your lab participation average is worth 5% of your course grade.
- For Monday classes, your lab week usually begins at 9 AM on Monday and ends at 5 PM on Friday. For Tuesday through Friday classes, your lab week usually begins at 9 AM on the day your class meets and ends at 9 PM on the day before your class meets the next time. Some exceptions may be made to accommodate holidays or emergencies. See the right-hand column of your Daily Schedule for specific details.
- Usually, you must work in the LSU Math Lab a minimum of 3 hours each week in addition to the scheduled class time. You must follow all LSU Math Lab rules to earn a grade of 100%. If you fail to meet the lab participation requirement for a specific lab week, you will receive a grade of 0% for that lab week. See the right-hand column of your Daily Schedule for exceptions to this regular pattern.
- Your visits to the LSU Math Lab must be officially recorded by the tutor at the front desk of the LSU Math Lab for the time to count towards your lab participation grade. Your LSU ID card will be swiped when you enter and when you leave the LSU Math Lab so that your time is recorded electronically. Each time your card is swiped when entering or leaving the LSU Math Lab, the tutor will tell you your time in the LSU Math Lab so far for the current week. This is your confirmation that your card swipe was properly recorded. If you fail to have your time properly recorded when you leave, the time for that visit will not count. In the event that your visit cannot be recorded electronically because you recently added or have been temporarily purged, the tutor will record the details of your visit in the Time Clock Log binder to be entered manually. If your LSU ID card is temporarily unavailable, you may present an official state ID card (such as a driver's license) to the tutor at the desk as identification. Under no circumstances will a picture or any other electronic form of identification be accepted to enter the LSU Math Lab.
- In the LSU Math Lab you are allowed to do homework, read the etext, study your class notes, watch the LSU videos, and repeatedly work the Practice Tests until you are certain you have mastered the material. You are strongly encouraged to interact with teachers, tutors, and other students in the LSU Math Lab in order to get individualized, immediate answers to your questions.
- Remember that you receive course credit for time spent in the LSU Math Lab, so you are allowed to do only your Math 1021 work or related activities (such as reading the etext, scheduling a test, or watching a math video) while you are in the LSU Math Lab. The penalty for violating this rule will be that you are asked to leave the LSU Math Lab for the remainder of that day and will receive a zero in lab participation for that week even if all required hours have been completed.
- To check your total time so far in the LSU Math Lab for your current week and/or to see the number of computers available in the LSU Math Lab, go to <https://tigertracker.apps.lsu.edu> and

log in with your myLSU username and password. While in the lab, you can access this information via the Check My Time link in the left menu of the lab home page.

Syllabus Quiz

- There is a Syllabus Quiz in MyMathLab in the section titled Quizzes & Tests that covers the contents of the Syllabus. Read this Syllabus carefully before attempting the 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 review your class notes and read the etext before attempting the homework.
- Homework assignments are due at 9:00 PM. See your Daily Schedule for due dates.
- Homework can be done from anywhere using MyMathLab, but the preferred location is the LSU Math Lab. 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 when you save.

Type of Exercise	Sample of Numbering	Features
Skill Check	1.1.SCE-2	~learning aids usually available in MML
Standard	2.1.15	~in general three attempts allowed for each iteration with feedback after each
Step-by-Step	4.1.SbS-13	~Similar Exercise (new iteration for same exercise number) available an unlimited number of times
Brief	5.3.BE-47	~tutors in lab can assist with these exercises
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 the homework assignment find that they score much lower on the tests.
- Your homework assignment average is worth 10% 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.
- Quizzes can be taken from anywhere using MyMathLab, but the preferred location is the LSU Math Lab. 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 10% 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. If you have an accommodation for extended time, do not select the last two or three times of the day offered. 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. 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 in 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:
10%	Participation	5% for class participation and 5% for lab participation
10%	Homework	lowest 2 of 25 homework scores will be dropped
10%	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	cumulative, never dropped

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 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.

Note that in addition to the required class and lab time, you should plan to spend at least 6 additional hours each week either in the LSU Math Lab or elsewhere working on Math 1021.

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 course website.