

## Math 1021 College Algebra with Math 1020 Corequisite Support Spring 2024 Syllabus for Sections 101 – 123 1/10/24

*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 Eligibility

- Math 1021 College Algebra Sections 101 – 123 are designed for students who have chosen to major in a discipline that requires Math 1021 and who have a Math ACT score of less than 21 but greater than 16, a Math SAT score of less than 530 but greater than 460, or an ALEKS score of less than 41 but greater than 29.
- Students who do not meet any of the minimum scores listed above can enroll in a Math 1020 Coreq section if they meet one of the following criteria: minimum high school GPA of 2.75 on a 4.0 scale or prior credit in a college-level general education math course.
- Math 1021 College Algebra Sections 101 – 123 must be taken during the same semester with a Math 1020 Corequisite Support course having the same section number.
- 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 on the student's first day of classes at LSU.

### Course Design Overview

- Class meets once a week for fifty minutes at the scheduled time. You are required to attend.
- You will be required to spend a minimum of 2 flexible hours each week in the LSU Math Lab in the LSU Library Room 300X doing your math work to earn Math 1021 Lab Participation.
- Your homework, quizzes, tests, and the Final Exam will be completed using a web-based learning and assessment system called MyMathLab (MML). You will be required to purchase a MML access code if you do not already have one. An interactive etext is included in your MML course. See details below in the section titled MyMathLab Account.
- All tests and the Final Exam will be taken on campus.
- LSU's general policy states that for each credit hour, you should plan to spend at least two hours working on course related activities outside of class. Therefore, in addition to the required class and lab time for this three-credit hour class, you should expect to spend at least six hours each week either in the LSU Math Lab or elsewhere working on Math 1021. Visit <https://catalog.lsu.edu/content.php> for more information regarding general information for courses.

### 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.

### Announcements

Throughout the semester, announcements will be made in class, by LSU email, in the Moodle Announcements forum, and through the MML announcement page. You are responsible for checking and reading your emails and these announcements at least daily. Be sure to check your junk mail folder regularly to be sure emails sent via Moodle are not being misidentified.

### Course Coordinator and Course Website

Mrs. Stephanie Kurtz, 274 Lockett Hall, [skurtz1@lsu.edu](mailto:skurtz1@lsu.edu)

Office Hours and LSU Math Lab Hours are posted on the course website.

[www.math.lsu.edu/precalsprogram/1021](http://www.math.lsu.edu/precalsprogram/1021)

### MyMathLab Account

A Trigsted MyMathLab account gives you access to all the course assignments and materials for both Math 1020 and Math 1021. To set this account up at [www.mymathlab.com](http://www.mymathlab.com), you will need the following:

- **MyMathLab Course ID#**

The course ID# for your specific section of these courses (Math 1020 and Math 1021) 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 MML section of Math 1020 and Math 1021.

- **Trigsted MyMathLab access**

- Prior MML users: If you used a Trigsted MML account previously AND you remember your username and password for this account, then you may not need to purchase anything. Sign in to your MML account and click Enroll in a New Course. Enter the course ID# given to you by your teacher. If you are prompted to pay, see Payment Options below.
- Payment Options: You will have to choose 18-week or 24-month access. If you do not plan to take either math 1020/1021/1022 in the summer of 2024, then buy the 18-week access. If you do plan to take one of those courses during the summer, then buy the 24-month access. In Fall 2024 we will transition to a new edition of the Trigsted etext and no previously used access will be active. To pay for a new account, you can either 1) purchase a cardboard sleeve containing a Trigsted MML access code (18-week ISBN 978 013 590 3780 or 24-month ISBN 978 013 475 1597) at any campus bookstore prior to beginning the MML registration process or 2) pay online during the MML registration process using a personal credit card or Pay Pal account. Debit cards are not accepted.
- Temporary access: If financial constraints prohibit you from purchasing access the first week of class, you can get a 14-day temporary access during the MML registration process. By the end of the temporary access period, you must purchase access in order to be able to continue working in the course. No extensions on assignments will be given because of expired access.
- **LSU email address**

You MUST use your LSU email address in MML 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.

### Calculator

The TI-30XIIS (solar) or the TI-30XIIB (battery) with a two-line display is required. No other calculators are allowed on tests, on the Final Exam, or in the LSU Math Lab. Using any other calculator on an exam is a violation of the LSU Code of Student Conduct.

### Class Notes

You must have a set of Class Notes in class and in the LSU Math Lab. You must either purchase a packet of Class Notes for the semester at the LSU Bookstore or print the Class Notes one section at a time from Moodle, MML, or the course website. See your Daily Schedule (also posted in Moodle, in MML, and on the course website) for the specific etext sections covered in Math 1021.

## Videos

LSU-created closed-captioned video lectures for all sections covered in this course are available. They can be accessed in Moodle, in MML, and on the course website. You will need to bring headphones or earbuds if you wish to listen to these videos and take notes while in the LSU Math Lab.

## LSU student ID card

Your ID card is required for access to the LSU Math Lab in the LSU Library Room 300X and the LSU Testing Center in Himes Hall or the ODS Testing Center in Johnston Hall. If your LSU ID card is temporarily unavailable, you may present an official state ID card (such as a driver's license) as identification. Under no circumstances will a picture or any other electronic form of identification (including LA Wallet) be accepted to enter the LSU Math Lab or to take a test or the Final Exam.

## Technology Required Outside of the LSU Math Lab

You will need the following in order to do work for this course outside of the LSU Math Lab:

- internet access that is stable and reliable
- a device that meets the system requirements listed at <https://mlm.pearson.com/northamerica/mymathlab/system-requirements/index.html>

## MyMathLab Tips

- Prior to using MML on any personal device, be sure to run the MML Browser Check. Access the Browser Check by clicking Getting Started in the MML menu for your course.
- If you are able to sign in to MML using Safari but are unable to access your assignments, switch to either Chrome or Firefox.
- It is possible that at some point during the semester, after you have successfully registered and enrolled in your current semester's course at [www.mymathlab.com](http://www.mymathlab.com), you will not be able to access your account in MML by going to [www.mymathlab.com](http://www.mymathlab.com) and selecting "Sign in" on the upper right side. In this situation, you may be able to use the alternate login page for MyLab Math found at <https://mlm.pearson.com/northamerica/altsignins/>.
- If you need technical assistance, fill out a support request form at <https://support.pearson.com/getsupport>. If your issue is not addressed in the Popular Topics list, click Contact Us at the top to access the form. Do not leave the page until you have received a case number and are directed to a support agent.

## Purged Students

If you are purged from the LSU class roster for any reason, you must email your teacher immediately to let your teacher know you have been purged so that you can be manually re-added to Moodle. You must continue to go to class and complete your lab hours. In addition, since you still have access to MML, you must continue to keep up with all assignments and due dates. Being purged does not constitute an excuse for missing class, lab, or any MML deadlines including tests.

## Code of Student Conduct

The LSU Code of Student Conduct explains student rights, excused absences, and what is expected of student behavior. Students are expected to understand this code, which can be found at <https://lsu.edu/saa/students/codeofconduct.php>. If you are found responsible for a violation of the LSU Code of Student Conduct and receive a zero on any assignment for this violation, that zero is non-replaceable and non-droppable.

### **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, tablets, smart watches, and any other smart devices must be silenced and completely put away out of sight during the entire fifty-minute class period.
- 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 provide documentation to your teacher no later than 48 hours after the absence.
- Note that a student who is purged from the LSU class roster for any reason is still expected to attend and participate in class. Being purged does not constitute an excused absence. If you are purged, email your teacher immediately so that you can be manually added back into Moodle.

### **Lab Participation**

- The LSU Math Lab in the LSU 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.
- The LSU Math Lab is an extension of the Math 1021 classroom. Therefore, all rules that apply during class apply in the lab.
- Laptops, cell phones, tablets, smart watches, and any other smart devices must be silenced and completely put away out of sight the entire time that you are in the lab.
- You will receive a participation grade for each lab week. Your lab participation average is worth 5% of your course grade.
- In the LSU Math Lab, you are only allowed to do your Math 1020 and Math 1021 work. This includes doing homework or quizzes, repeatedly working the Practice Tests until you are certain you have mastered the material, taking notes while reading the etext or watching the LSU videos, scheduling a test, or actively studying your class notes.
- While you are in the LSU Math Lab, you must be actively working on Math 1020 or Math 1021 the entire time. This means you cannot be on your phone or any other electronic device. You cannot sleep, draw, or sit idly. You cannot work on any other course besides Math 1020 or Math 1021. If you fail to meet these requirements, you will be asked to leave the lab for the remainder of the day, and you will receive a 0% lab participation grade for that week even if all required hours have been completed.
- Using any electronic devices in the lab to get answers to MyMathLab exercises is a violation of the LSU Code of Student Conduct. If you are found doing this, you will be asked to leave the lab for the remainder of the day, and you will receive a 0% lab participation grade for that week even if all required hours have been completed. Additionally, you will be referred to the LSU Office of Student Advocacy & Accountability for Academic Misconduct.
- No food, drinks, water, gum, candy, tobacco products, e-cigarettes, or weapons are allowed in the LSU Math Lab.

- For Wednesday Math 1021 classes, your lab week usually begins at 9 AM Wednesday and ends at 9 PM on Tuesday. For Thursday Math 1021 classes, your lab week usually begins at 9 AM on Thursday and ends at 9 PM on Wednesday. Some exceptions may be made to accommodate holidays or emergencies. See your Daily Schedule for specific details.
- Your lab participation grade for Math 1020 and Math 1021 each lab week will be assigned as follows:

Lab Hours Per Week	Lab Participation Credit Assigned
[3,56]	100% for both Math 1020 and Math 1021
[2,3]	100% for Math 1021 and 0% for Math 1020
[1,2]	100% for Math 1020 and 0% for Math 1021
[0,1]	No credit for either course

You must follow all LSU Math Lab rules to earn a grade of 100%.

- 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 Tiger Tracker log book 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.
- Note that a student who is purged from the LSU class roster for any reason is still expected to earn lab participation credit. When you enter the LSU Math Lab, hand your ID to the tutor, tell the tutor that you have been purged, and ask the tutor to record your visit in the Tiger Tracker log book for manual entry. Being purged does not constitute an excuse from lab participation. If you are purged, email your teacher immediately so that you can be manually added back into Moodle.
- You must use paper and pencil while working in the LSU Math Lab.
- You are strongly encouraged to interact with teachers and tutors in the LSU Math Lab in order to get individualized, immediate answers to your questions.
- 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.
- The teachers and tutors in the Math Lab are there to help you. You should treat these people with respect. In addition to helping you with math, they are required to enforce the lab rules. If you are disrespectful, you will be asked to leave the lab for the remainder of the day, and you will receive a 0% lab participation grade for that week even if all required hours have been completed. Additionally, you will be referred to the LSU Office of Student Advocacy & Accountability for Behavioral Misconduct.

### Homework

- Homework assignments are available from the beginning of the semester and are due at 9:00 PM on the due date. See your Daily Schedule for due dates.

- Homework can be done from anywhere using MML, 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 MML. Using any additional online or third-party resources to get answers to homework exercises is a violation of the LSU Code of Student Conduct.
- When working your homework assignments, you should save after completing each exercise especially if using a Mac or a hotspot. For each homework exercise, the result of your last attempt for each exercise will be recorded when you save.
- You can rework exercises, enter and exit your homework, and get back to it at a later time prior to the due date.
- If you rely on the MML learning aids or other help to get an 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 than they would if they had done the work independently.
- 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).
- Extensions on homework assignments are rarely given since the assignments are available from the beginning of the semester. In order to be considered for an extension on a homework assignment, you must have documentation to support your request and must email your teacher, attaching the documentation, no later than 48 hours after the due date for that homework assignment. Extensions on homework assignments will not be given due to personal computer or internet issues.
- 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.
- There are three categories of homework exercises.
  - Category 1 includes Skill Check (e.g., 1.1.SCE-2), Standard (e.g., 2.1.15), Step-by-Step (e.g., 4.1.SbS-13), and Brief (e.g., 5.3.BE-47) Exercises. The usual features of these exercises are
    - Learning aids available in MML
    - Three attempts allowed for each iteration with feedback after each
    - Similar Exercise (i.e., a new iteration for the same exercise number) available an unlimited number of times
    - Tutors in lab can assist
  - Category 2 includes Instructor-Created Questions. The features of these exercises are
    - Learning aids NOT available in MML
    - Three attempts allowed for each iteration with feedback after each
    - Similar Exercise (i.e., a new iteration for the same exercise number) available an unlimited number of times
    - Tutors in lab can assist
  - Category 3 includes Reading Assessment Questions (e.g., 2.1.RA-3). The features of these exercises are
    - Learning aids NOT available in MML

- Only one additional attempt allowed after the first incorrect attempt
- Similar Exercise NOT available
- Tutors in lab can NOT assist

### Quizzes

- All Math 1021 quiz questions come from the Math 1021 homework, so you should master your homework before attempting the quizzes. 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 than you would if you had done the work independently.
- Quizzes are available from the beginning of the semester and are due at 9:00 PM on the due date. See your Daily Schedule for due dates.
- Quizzes can be taken from anywhere using MML, but the preferred location is the LSU Math Lab.
- You are allowed to consult with others regarding math concepts but not regarding specific answers to questions. The work you submit must be your own. Your work must be independently written and entered into MML. Using any additional online or third-party resources to get answers to quiz exercises is a violation of the LSU Code of Student Conduct.
- 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 MML learning aids will appear for the review.
- Quizzes should be used as preparation for tests. Retake the quizzes until you can do the work correctly without any assistance from tutors, notes, the etext, or the MML 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 MML 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 quiz grade in Moodle will not be used in the course grade calculation (even though this score shows 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.
- Extensions on quizzes are rarely given since the assignments are available from the beginning of the semester. In order to be considered for an extension on a quiz, you must have documentation to support your request and must email your teacher, attaching the documentation, no later than 48 hours after the due date on that quiz. Extensions on quizzes will not be given due to personal computer or internet issues.

### Tests and the Final Exam

- By the end of the second week of classes for the semester, ALL students must login to Moodle, choose Testing Information in the Contents menu, and click the Schedule Testing Center Exam link. If you have used the Smarter Proctoring scheduler in Moodle previously, you will be automatically added to the roster. Otherwise, you will need to complete the required information. When prompted for a location, choose Baton Rouge, LA. When prompted to choose a time zone, use the default. Do NOT schedule any test.
- The proctored, access-restricted tests and Final Exam using MML must be scheduled online and taken in the LSU 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 following the guidelines outlined in the sections following this one. Note that the LSU Testing Center and ODS have strict policies regarding test-taking. Be sure to familiarize yourself with their rules.

- 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 windows.
- Practice Tests and a Practice Final Exam are available in MML for each test and will be open throughout the semester. 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 MML learning aids, notes, the etext, or tutors. Note that all test questions come from the homework. The password for each of the practice tests and the Practice Final Exam is notforgrade. 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.
- When you go to take a test or the Final Exam, be sure to open the appropriate test or the Final Exam and NOT a practice test or the Practice Final Exam.
- 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 MML 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 an exam. While testing, you are not allowed to access other online materials, including your homework, quizzes, and online learning aids in MML. You are also not allowed access to your phone, smart watch, or any other electronic device. All electronic devices with the exception of the approved calculator must be silenced and stored out of your reach during the entire time you are testing. Having access to any type of outside help on a test or the Final Exam is a violation of the LSU Code of Student Conduct.
- There will be four test scores and a Final Exam score. 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 the Copy of Final Exam for replacement score. Then, the lowest of the scores on Tests 1-4 and the Copy of Final Exam for replacement 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.

### **Office of Disability Services Accommodations**

- Louisiana State University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request.
- If you have a disability that may have some impact on your work in this class and for which you may require accommodations, contact the Office of Disability Services (ODS), 124 Johnston Hall, 225-578-5919 or [www.lsu.edu/disability](http://www.lsu.edu/disability).
- If you are registered with ODS and require accommodations, you must login to the Disability Services Online Database found at [www.lsu.edu/disability](http://www.lsu.edu/disability) and submit the Faculty Notification Letter electronically to your teacher as soon as the letter is available and prior to the deadlines listed in the bullets below for specific accommodations.



- If consideration for absences is an accommodation, your use of this accommodation must be discussed with your teacher within 24 hours of each instance that this accommodation is necessary.
- If you receive extended time for testing, your letter must be electronically submitted to your teacher at least three school days before your testing window opens and you must tell your teacher whether you will be testing at the LSU Testing Center in Himes Hall or at the ODS Testing Center in Johnston Hall\*.
  - \*If you choose to change your testing location from ODS to the LSU Testing Center in Himes during the semester, you must notify your teacher *and* complete the process in the following bullet at least three school days before your testing window opens to have extended time accommodations granted at the LSU Testing Center.
- If you plan to test at the LSU Testing Center in Himes Hall with an extended time accommodation for testing and have electronically submitted your letter to your teacher, then *at least three school days before your testing window opens* you must login to Moodle, choose Testing Information in the Contents menu, and then click Schedule Testing Center Exam. This enters you into the roster for the Smarter Proctoring scheduler and allows your extended time accommodation to be granted. Do NOT schedule your test or exam until you receive confirmation from your teacher that your extended time has been set. This is not a Math 1021 policy. It is a technical requirement of the Testing Center and Moodle integration. If this procedure is not followed, extended time will not be available.
- In the rare instance that a paper test is required, your letter must be electronically submitted to your teacher at least seven school days before your testing window opens. You will be required to meet with the course coordinator at least five school days before your testing window opens to discuss this accommodation.
- No accommodation will be given unless you have electronically submitted your letter listing that accommodation by the stated deadlines, and makeups will not be given for failure to meet this deadline.

### **Scheduling Tests and the Final Exam in the LSU Testing Center in Himes Hall**

- Students testing in the LSU Testing Center should schedule each test and the Final Exam as soon as the scheduler is open to ensure a wide selection of available times. Tests 1 – 4 must be scheduled prior to 11:59 PM the day before your testing window begins to be guaranteed a seat in the testing center. The final exam must be scheduled prior to 11:59 PM on Wednesday May 1 to be guaranteed a seat in the testing center. No makeup will be allowed for failing to schedule by these deadlines.
- You must schedule (reserve) a time for each test using the scheduler found in Moodle. To access the scheduler, login to Moodle, choose Testing Information in the Contents menu, and then click Schedule Testing Center Exam.
- If you wish to reschedule an exam, do not cancel your original appointment. If you cancel your original appointment, you may be giving up the only available seat. Instead, click Reschedule. Select a date and time for your new appointment, and then click Reschedule. Your original appointment will automatically be deleted once you complete the reschedule process.
- When you schedule or reschedule a test or the Final Exam correctly, you will receive a confirmation email from LSU Testing Center via RegisterBlast.com [support@registerblast.com](mailto:support@registerblast.com). 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.

- It is your responsibility as an LSU student to understand the LSU Testing Center policies. To see the LSU Testing Center policies, instructions on how to schedule your exams, and location information, please visit the LSU Testing Center – Student Information Webpage: <https://www.lsu.edu/testing/studenttestingcenter.php>

### 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. Tests must be scheduled at least three school days before a test is to be taken, and the Final Exam must be scheduled at least five school days before the Final Exam is to be taken. No makeups will be given for failing to schedule by this deadline.
- 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. The time allowed for students without an extended time accommodation is 90 minutes for each test and 120 minutes for the Final Exam. You will not be allowed to use your full extended testing time unless all of your allowed time is available before the ODS testing facility closes. 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 (no pictures or LA Wallet), and you must be sure that all of the information on your ID matches your user information on the LSU Testing Center website. Otherwise, you will not be allowed to test, and no makeup will be allowed.
- You should take your approved calculator, a TI-30XIIS (solar) or the TI-30XIIB (battery) as stated in the Calculator Policy and on this Syllabus, and pencils. Using an unapproved calculator is a violation of the LSU Code of Student Conduct. 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 is a violation of the LSU Code of Student Conduct.

### Makeup Tests

- If you did not schedule your test in the LSU Testing Center via Moodle 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 makeup allowed**.
- If you are unable to sign in to MML when you arrive to take your test because you do not have an active MML account, you do not know your correct MML username and/or password, you do not know your LSU login information, or your LSU login information is expired, then there will be **no makeup allowed**.
- If you arrive at the testing center without a valid ID, then there will be **no makeup allowed**.
- A makeup test will be considered for circumstances listed in the four cases below. You must submit the online Makeup Test Request Form found at [www.math.lsu.edu/precalsprogram/testing](http://www.math.lsu.edu/precalsprogram/testing) within the time frame stated for your specific case\*. You can also access the form via the Makeup Test Policy section of Moodle. To complete this form, you will need the following:
  - your course (Math 1021), section number (found on your course schedule at myLSU), and teacher's name
  - an electronic copy of any documentation (Word, PDF, or jpg only)

- the dates of the specific testing window for your section of the course (found on your Daily Schedule)
- the case described below that fits your situation

Case 1: If your testing window has not opened and you have a documented university excuse (such as COVID diagnosis or quarantine, official LSU function, military service, court-ordered appearance) that will prevent you from testing during your entire testing window, then you will be considered for a makeup test if you submit the Makeup Test Request Form as soon as you are aware of the conflict and before the opening of your testing window.

Case 2: If your testing window has opened but you have not yet missed your scheduled test and you have a documented university excuse (death in the immediate family, severe personal illness) that will prevent you from testing at your scheduled time, then you will be considered for a makeup test if you submit the Makeup Test Request Form as soon as you are aware of the conflict and before your scheduled test.

Case 3: If you have missed your scheduled test and 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 makeup test if you submit the Makeup Test Request Form no later than 48 hours after the missed test.

Case 4: If you had an extenuating circumstance (not covered by Case 3) of a very serious nature that prevented you from testing at your scheduled time, then you will be considered for a makeup test if you submit the Makeup Test Request Form no later than 24 hours after the close of your testing window.

\*For Test 4 and the Final Exam, due to the limited time available for makeups at the end of the semester, you must submit the Makeup Test Request Form within 24 hours of your missed test or exam except in extreme circumstances.

### Course Grade Calculation (posted in Moodle)

Category	Weight	Details
Participation	10%	5% for class participation and 5% for lab participation
Homework	10%	lowest 2 of 28 homework scores will be excluded
Quizzes	10%	lowest 1 of 13 quiz scores will be excluded
Tests	45%	4 tests, lowest will be replaced with Final Exam score if higher
Final Exam	25%	cumulative, never excluded

A replaced test grade and excluded homework and quiz grades will always show in the Moodle gradebook but will NOT be used in the Moodle grade calculation for the course. Any assignment labeled Practice does not count toward the course grade. There is no bonus or extra credit offered in this course.

### Grading Scale

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

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

You must check your grades in Moodle at least once a week and contact your teacher immediately if there is a discrepancy.

### **Integrative Learning Core**

Integrative learning allows students to make simple connections among ideas and experiences and across disciplines and perspectives. The LSU Integrative Learning Core (ILC) curriculum is designed to develop student abilities to transfer their learning to new situations and demonstrate a sense of self as a learner. A fundamental goal of the ILC is to foster students' practical and intellectual capacities associated with integrative learning in preparation for high competence and functionality in their post-baccalaureate careers. This course fulfills 3 credit hours of the Louisiana Board of Regents (BoR) Area of Mathematical/Analytical Reasoning and provides students experience with the ILC proficiency of Quantitative and Formal Reasoning. The BoR Common Course name and number for this course is CMAT 1213 College Algebra.

*If we are forced to move class and/or lab to a virtual environment due to any unforeseen disruptions to the semester schedule, testing will be completed using ProctorU at a rate of \$15 per test AND the Course Grade Calculation posted above may be reconfigured appropriately due to that change.*