MATH 098 Online - INTERMEDIATE ALGEBRA

Course Syllabus – Online

Spring Semester, 2020

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Web Pages: *https://bb.ndsu.nodak.edu/* (Blackboard will be your main website, this is where class announcements and important files (this syllabus, pdf lecture notes, weekly task lists, grades, etc…) will be posted regularly, and through which you will be accessing MML "MyMathLab" for online tutorials, assignments, quizzes, practice tests, and individual assignment scores)
http://www.pearsonmylabandmastering.com or http://www.mathxl.com (use these only if Blackboard is down)
For technical MML issues, contact MML student tech support at 1-800-677-6337

Office Hours: Monday, Wednesday, Thursday 9:00-9:50, Tuesday 11:00-12:00; other times available by appointment.

General Information:

Title:	Mathematics 098 Online - Intermediate Algebra
Credits:	3 Continuing Education credits (not a college level course)
Prerequisite:	Placed by ACT/Math Placement Test score. Math 98 is not subject to the tuition cap, so students may be assessed extra charges. This class *does not satisfy any requirements for graduation.*
Required for:	Math 103 Math 104
Text:	e-Course Series Intermediate Algebra 2/E by Kirk Trigsted (access code for MyMathLab and the Guided Notebook are included)

1. GOALS OF THE COURSE: The primary purpose of Intermediate Algebra is to improve your skills and competency in algebra so that you will be successful in College Algebra, the other math courses required for your major, and in the courses that use mathematics. Another goal is to help you develop your mathematical learning skills so that you will be more confident in future mathematical courses.

2. LEARNING OUTCOMES: After completing Math 098, the student should be able to:

- Solve linear equations in one variable, radical equations, absolute value equations, rational equations, and quadratic equations
- Graph linear equations and linear functions
- Solve systems of two linear equations and solve word problems using a system of linear equations
- Factor polynomial expressions
- Use the properties of exponents (including rational exponents) to simplify exponential expressions
- Simplify, add, subtract, multiply, and divide rational expressions and simplify complex fractions
- Add, subtract, multiply, and divide complex numbers

3. REQUIRED STUDENT MATERIALS
The following two items are mandatory for this course and they are sold together as a package at the NDSU Bookstore located in the Memorial Union:

1. MATH 098 COURSE GUIDED NOTEBOOK: Must be purchased at NDSU Bookstore in the Memorial Union. Students will be required to bring this course notebook to class every time.
2. MyPearson ACCESS CODE: Students must purchase a MyMathLab (MML) Access Code at the Bookstore. This access code will allow you to access the e-text for the course and to complete all required online work.

Follow the steps posted on Blackboard for proper MyMathLab registration through blackboard. Do not try to register for MML directly!
Note: Failure to register for MML by 11:59pm on Sunday, January 19 will result in an automatic drop from the course!

STUDENT COMPUTER ACCOUNT: All students need a computer account. If you need help with your login information, go to the ITS Help Desk in one of the following locations:

- Quentin Burdick Building 150
- Library Main Floor
- Barry Hall 270

NDSU ID: All students will need their NDSU ID in order to take the exams. **There will be no online exams!**

NON-GRAPHING CALCULATOR: You will need a calculator to work on some problems from the assignments, quizzes and tests. A non-graphing calculator is allowed when testing. You should use a scientific calculator that is capable of computing exponential or a logarithm. Look for a calculator with a "LOG" or an "LN" button. Two models that many students like are the TI 30XIIS (solar) or TI 30XIIB (battery) which will also be allowed in Math 103 and 105. More details on calculators are located in section 12 below.

DISTRACTION NOTICE: During exams, put your cell phones, tablets, and laptops away and silent. Their use is **not allowed**. Any student who is caught using a cell phone while taking an exam will be asked to leave and will receive zero for that exam. No notes or guided notebook pages will be allowed during exams.

4. GRADE CALCULATION

Your instructor will be posting your grades as a spreadsheet on Blackboard after the first 2-3 weeks. You are expected to pick a confidential 4-digit code number of your choice and email (via MML) it to your instructor within the first 2 weeks as those will be used to identify you and your grades in the spreadsheet. This spreadsheet will be updated weekly and will have category scores and your total number of points with your weighted average and letter grade for the course.

MML Syllabus Quiz: 10 points

- Students will earn 10 points for completing the online syllabus quiz. You must score 100% on this quiz to be able to access your first online homework and every homework thereafter. These are easy 10 points but it is more important to know the class policies at the very start. Consider these easy 10 points a welcome to the class gift.

MML Online Homework: 130 points

(There are 30 homework assignments; the lowest **four** HW scores will be dropped)

- Students will earn up to 5 points for every homework assignment.
- There will be a homework assignment in MyMathLab (MML) for every section covered in the course, each due at 11:59pm of its due date. Getting started on these assignments early and completing them with the notebook pages is the most efficient way and is highly recommended.
- You always have an unlimited number of attempts on the homework assignments. To improve your homework score, you only need to retry the problems you skipped or did incorrectly.

MML Quizzes: 90 points

(There are 10 quizzes; one will be dropped)

- Students will earn up to 10 points for every quiz. There will be a quiz in MyMathLab (MML) every non-test week, due on 11:59pm of its due date.
- Quizzes may be worked up to 10 times; only the highest score will count. To improve your quiz score, you must redo the entire quiz. Each quiz includes 10 questions.

Notebook Pages (NBP): 80 points

- Notebook pages will be collected twice. One at the beginning of the midterm exam and one at the beginning of the final exam. You will be expected to turn in all pages of your guided notebook. Make sure to bring your completed notebook pages when you come to take your scheduled exams. Notebook pages are worth 40 points each. The work that you submit must be completely filled out and correct to earn all points. Failure to bring your notebook pages to each exam will result in a score of zero for that NBP.
- NBP #1 (worth 40 points) will have all pages from the assigned sections 1.1-4.3 (See calendar in section 11.)
- NBP #2 (worth 40 points) should have all pages from the assigned sections 4.4-8.4 (See calendar in section 11.)
- You must turn in only your own notebook pages. You cannot have another student turn them in for you.
- Follow each week's task list (posted on Blackboard) to fill out your notebook pages and complete your weekly assignments and quizzes efficiently.

Midterm Exam: 140 points

- There will be one **2-hour written midterm exam** to be taken for this class on campus from **3:00 to 5:00 p.m. on Tuesday, March 3rd** (location TBA). You must have a valid photo ID to test.
- The midterm exam will cover sections 1.1-4.3 as indicated in the calendar (see Section 11 below.)
- **Make-up tests will only be given for students with a valid excuse** (see Section 10 below.)

Final Exam: 150 points

- There will be one **2-hour comprehensive** written final exam to be taken for this class on campus from **3:15 to 5:15 p.m. on Monday, May 11th** (location TBA). You must have a valid photo ID to test.
- **Make-up tests will only be given for students with a valid excuse** (see Section 10 below.)

Total: 600 points

Extra credit opportunities may be offered throughout the semester, you must be logging into blackboard regularly for announcements about the possible extra credit opportunities and other important announcements. These extra credit points can make a difference in your final grade and taking advantage of them is highly recommended. The instructor may offer up to 20 extra credit points in multiple assignments throughout the semester.
The midterm and final exams will also include extra credit points.

Your course grade will be based on the total number of points X that you have earned as follows:

A	B	C	D	F
$X \geq 537$	$477 \leq X \leq 536$	$417 \leq X \leq 476$	$357 \leq X \leq 416$	$X \leq 356$

When adding up your points, remember to drop your lowest non-test scores and to add any extra credit points!
A spreadsheet will be posted on Blackboard after the first 2-3 weeks and will be updated weekly.
During these first 2-3 weeks, please pick a 4-digit code number of your choice and email (via MML) it to your instructor.

5. TIMING
In most three credit college courses the average student spends 9 to 12 hours per week to be successful in the course. In traditional courses, students spend 3 hours in a lecture and 6 or more hours working alone, usually doing homework assignments and studying. Take advantage of your instructor's office hours if you have questions about the course material, including online assignments and the guided notebook.

6. COMMUNICATIONS AND EMAIL
Announcements about the course, special sessions, changes in schedules or procedures, and so forth, will be made on Blackboard with emails sent to your NDSU email address. You are expected to attend class and to check your course blackboard webpage and email regularly.

The best way to communicate with your instructor is to speak to them in person during their office hours. Office hours are listed on the first page of this syllabus and your instructor's entire schedule is also posted on Blackboard.

All emails are welcome but must be sent through MML (MyMathLab) or Blackboard by clicking on the "Send Email" icon located on the left side. This way, your instructor knows from which sections these emails are coming and it makes responding to them more efficient. Emails sent from elsewhere will not get prompt attention, so please refrain from using this method to send emails.

7. STUDENTS WITH SPECIAL NEEDS
Any students with disabilities or other special needs, seeking special accommodations in the course are invited to share these concerns or requests with the instructor and contact the Disability Services office (www.ndsu.edu/disabilityservices) as soon as possible. We are committed to accommodate such students. If you need special accommodation, see Student Support Services or Student Disability Services. We will work with them to supply you with the appropriate tools and services.

8. ADDITIONAL HELP
The Mathematics Department has resource staff available for any student seeking additional help, free of charge. This help is provided by graduate tutors who serve in the lower level of the West Dining Center (WDC) from 10am to 6pm on Mo, Tu, We, & Th, and from 10am to 6pm on Fridays. Check the department webpage (https://www.ndsu.edu/math/) for more information.

The Office of Orientation and Student Success (http://www.ndsu.edu/studentsuccess/) also has additional tutoring available for interested parties.

9. ACADEMIC HONESTY
Students are expected to maintain Academic Honesty in all their work. Collaboration is encouraged on many assignments such as homework, and tutors are available to assist you with this kind of work. However, your instructor may assign other work or quizzes that should be completed independently. Copying another student's work on any assignment, homework or quiz is considered cheating. The midterm and the final exams are considered individual work and must be completed without unauthorized assistance of any kind, including the help of other students, tutors, notes, or graphing calculators. All test materials and scratch paper are to be turned in with the test paper and attempting to bring test work out of the testing area and/or share that work with other students is considered cheating. The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records.
The full text of the Student Code of Conduct may be found at https://www.ndsu.edu/fileadmin/policy/335.pdf

Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty

10. ASSIGNMENT/TEST EXTENSIONS

Make up work for missed assignments will not be allowed unless an arrangement with the instructor is made prior to the absence, or in cases of medical or family emergency, in which case documentation of the emergency will be required. Documentation must be provided within **two business days** of the assignment's due date, not to exceed Friday, May 8th. Bring appropriate documentation to your instructor during office hours.

If an ongoing illness or other circumstances fitting the catalog definition of an excused absence prevent you from bringing documentation for your absence within two business days, then each additional delay must also be documented and the documentation for the delay must be presented with the documentation for the original absence.

Field trips and official student travel require preparation and notification in advance of departure.

Note that problems with your personal computer or internet connection are **not** grounds for an extension or make-up work.

It is often the case that students wait until the last few hours of the due date/time of an assignment. As a result, if something comes up during those hours, you might not be able to finish your homework on time, and that will not grant you an extension. You need to get started early on your assignments since you have at least a whole week to complete each one.

Waiting until the last day to complete assignments and tasks adds more pressure on students and they end up trying to desperately finish them more than trying to learn and retain that information; so this habit is not a proper way to get things done in this course.

11. COURSE SCHEDULE/CALENDAR

Follow this suggested schedule/calendar as closely as possible in terms of sections covered so you don't fall behind. The due dates are final, so plan ahead when attempting your homework assignments and quizzes. Working ahead is highly encouraged and all online homework assignments and quizzes are accessible starting the first day of the semester.

Math 98 Online - Spring 2020 Schedule/Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Jan 13	**Jan 14** * First Day – Read the Syllabus carefully and understand what's expected of you during the semester * Register for MML (MyMathLab) immediately! * Questions? Ask your instructor via email or office hours!	**Jan 15** * Section 1.1 NBP (notebook pages) should be completed simultaneously with your online HW 1.1 by Following the task list posted on blackboard	**Jan 16**	**Jan 17** * Section 1.2 NBP should be completed simultaneously with HW 1.2 * Syllabus Quiz Due @ 11:59pm * MML HW 1.1 Due @ 11:59pm	**Jan 18**
Jan 19 * Students who fail to register for MyMathLab by 11:59pm will automatically be dropped from the course!	**Jan 20** MLK Day Holiday No classes!	**Jan 21**	**Jan 22** * Section 1.4 NBP should be completed simultaneously with HW 1.4 * MML HW 1.2 Due @ 11:59pm	**Jan 23** * Last day to drop Spring 2020 classes with NO record!	**Jan 24** * Catch up * MML HW 1.4 Due @ 11:59pm * MML Quiz 1 Due @ 11:59pm	**Jan 25**
Jan 26	**Jan 27** * Section 1.5 NBP should be completed simultaneously with HW 1.5	**Jan 28**	**Jan 29** * Section 2.1 NBP should be completed simultaneously with HW 2.1 * MML HW 1.5 Due @ 11:59pm	**Jan 30**	**Jan 31** * Catch-up * MML HW 2.1 Due @ 11:59pm * MML Quiz 2 Due @ 11:59pm	**Feb 1**

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
Feb 2	**Feb 3** * Section 2.2 NBP should be completed simultaneously with HW 2.2	**Feb 4**	**Feb 5** * Section 2.3 NBP should be completed simultaneously with HW 2.3 * MML HW 2.2 Due @ 11:59pm	**Feb 6**	**Feb 7** * Section 2.4 NBP should be completed simultaneously with HW 2.4 *MML HW 2.3 Due @ 11:59pm	**Feb 8**
Feb 9	**Feb 10** * Section 2.5 NBP should be completed simultaneously with HW 2.5 * MML HW 2.4 Due @ 11:59pm * MML Quiz 3 Due @ 11:59pm	**Feb 11**	**Feb 12** * Catch-up * MML HW 2.5 Due @ 11:59pm	**Feb 13**	**Feb 14** * Section 3.1 NBP should be completed simultaneously with HW 3.1	**Feb 15**
Feb 16	**Feb 17** Pres. Day Holiday No classes!	**Feb 18**	**Feb 19** * Section 3.3 NBP should be completed simultaneously with HW 3.3 * MML HW 3.1 Due @ 11:59pm	**Feb 20**	**Feb 21** * Section 4.1 NBP should be completed simultaneously with HW 4.1 * MML HW 3.3 Due @ 11:59pm * MML Quiz 4 Due @ 11:59pm	**Feb 22**
Feb 23	**Feb 24** * Section 4.2 NBP should be completed simultaneously with HW 4.2 * MML HW 4.1 Due @ 11:59pm	**Feb 25**	**Feb 26** * Section 4.3 NBP should be completed simultaneously with HW 4.3 * MML HW 4.2 Due @ 11:59pm	**Feb 27**	**Feb 28** * Catch-up * MML HW 4.3 Due @ 11:59pm * MML Quiz 5 Due @ 11:59pm	**Feb 29** * Start reviewing for the midterm exam and completing the online practice midterm exam
Mar 1 * Continue reviewing for the midterm exam and completing the online practice midterm exam	**Mar 2** * Complete Practice Midterm Exam on MML with a score of 80% or better for up to 10 bonus points! * Do not skip this!!!	**Mar 3** * Midterm Exam @ 3:00-5:00pm Room TBD Midterm exam Covers sec. 1.1-4.3 * NBP #1 (1.1-4.3 notebook pages) Due @ 3:00pm	**Mar 4** * Relax/Exhale	**Mar 5**	**Mar 6** * Section 4.4 NBP should be completed simultaneously with HW 4.4	**Mar 7**
Mar 8	**Mar 9** * Section 5.1 NBP should be completed simultaneously with HW 5.1 * MML HW 4.4 Due @ 11:59pm	**Mar 10**	**Mar 11** * Section 5.2 NBP should be completed simultaneously with HW 5.2 * MML HW 5.1 Due @ 11:59pm	**Mar 12**	**Mar 13** * Catch-up * MML HW 5.2 Due @ 11:59pm * MML Quiz 6 Due @ 11:59pm	**Mar 14**

Math 98 Online - Spring 2020 Schedule/Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar 15	**Mar 16** Spring Break No class!	**Mar 17** Spring Break	**Mar 18** Spring Break No class!	**Mar 19** Spring Break	**Mar 20** Spring Break No class!	**Mar 21**
Mar 22	**Mar 23** * Section 5.3 NBP should be completed simultaneously with HW 5.3	**Mar 24**	**Mar 25** * Section 5.4 NBP should be completed simultaneously with HW 5.4 * MML HW 5.3 Due @ 11:59pm	**Mar 26**	**Mar 27** * Catch-up * MML HW 5.4 Due @ 11:59pm	**Mar 28**
Mar 29	**Mar 30** * Section 6.1 NBP should be completed simultaneously with HW 6.1	**Mar 31**	**Apr 1** * Section 6.2 NBP should be completed simultaneously with HW 6.2 * MML HW 6.1 Due @ 11:59pm * MML Quiz 7 Due @ 11:59pm	**Apr 2**	**Apr 3** * Section 6.3 NBP should be completed simultaneously with HW 6.3 * MML HW 6.2 Due @ 11:59pm	**Apr 4**
Apr 5	**Apr 6** * Section 6.5 NBP should be completed simultaneously with HW 6.5 * MML HW 6.3 Due @ 11:59pm	**Apr 7**	**Apr 8** * Catch-up * MML HW 6.5 Due @ 11:59pm * MML Quiz 8 Due @ 11:59pm	**Apr 9** * Last day to drop Spring 2020 classes with "W" record!	**Apr 10** Spring Recess No class!	**Apr 11**
Apr 12	**Apr 13** Spring Recess No class!	**Apr 14**	**Apr 15** * Section 7.1 NBP should be completed simultaneously with HW 7.1	**Apr 16**	**Apr 17** * Section 7.3 NBP should be completed simultaneously with HW 7.3 * MML HW 7.1 Due @ 11:59pm	**Apr 18**
Apr 19	**Apr 20** * Catch-up * MML HW 7.3 Due @ 11:59pm	**Apr 21**	**Apr 22** * Section 7.4 NBP should be completed simultaneously with HW 7.4	**Apr 23**	**Apr 24** * Section 7.5 NBP should be completed simultaneously with HW 7.5 * MML HW 7.4 Due @ 11:59pm * MML Quiz 9 Due @ 11:59pm	**Apr 25**

Math 98 Online - Spring 2020 Schedule/Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Apr 26	**Apr 27** * Section 7.6 NBP should be completed simultaneously with HW 7.6 * MML HW 7.5 Due @ 11:59pm	**Apr 28**	**Apr 29** * Catch-up * MML HW 7.6 Due @ 11:59pm	**Apr 30**	**May 1** * Section 8.1 NBP should be completed simultaneously with HW 8.1	**May 2**
May 3	**May 4** * Section 8.4 NBP should be completed simultaneously with HW 8.4 * MML HW 8.1 Due @ 11:59pm	**May 5**	**May 6** * Section 8.4 * MML HW 8.4 Due @ 11:59pm * MML Quiz 10 Due @ 11:59pm	**May 7** * Start reviewing for the final exam and completing the online practice final exam	**May 8** * Final Exam Review * Continue reviewing for the final exam and completing the online practice final exam	**May 9** * Complete Practice Final Exam on MML with a score of 80% or better for up to 10 bonus points! * Do not skip this!!!
May 10 * Complete Practice Final Exam on MML with a score of 80% or better for up to 10 bonus points! * Do not skip this!!!	**May 11** * Final Exam @ 3:15-5:15pm worth 150 points - Room TBA	**Your final exam and course grades will be posted in the spreadsheet on Blackboard by Friday morning (May 15th).** **Work hard, don't fall behind, complete all your tasks, seek help when you need it and you will do well in this course.** **Good luck!**				

Exam Notes:

The midterm exam is scheduled from 3:00 pm to 5:00 pm on Tuesday, March 3rd as indicated in the calendar above. The location will be announced and posted on blackboard at a later date. If this time period does not work for you, you must arrange with your instructor to take it before this day and time.

The final exam is scheduled from 3:15 pm to 5:15 pm on Monday, May 11th as indicated in the calendar above. The location will be announced and posted on blackboard at a later date. This time and day is official and should not conflict with your other exams.

Remember that you must bring your appropriate notebook pages when you come to take your exams (see below):

All notebook pages from sections 1.1-4.3 as indicated on the calendar will be collected immediately before you start your midterm exam.

All notebook pages from the sections 4.4-8.4 as indicated on the calendar will be collected immediately before you start your final exam.

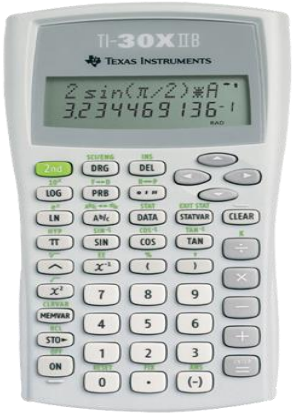
Do not hesitate to ask your instructor any questions pertaining to this course via email (using Blackboard or MyMathLab) or during office hours.

Do not forget to register for MML by 11:59pm on Sunday, January 19.
Failure to do so will automatically get you dropped from the course!

12. CALCULATOR POLICY

Graphing calculators are NOT allowed on exams!!!

A non-graphing calculator with logarithmic and exponential capabilities is required. The TI30 XIIS (solar) or TI30 XIIB (battery) with a two-line display (pictured below) is preferred.



Calculators with symbolic notation or natural display capabilities, such as the TI-30XS Multiview, the TI-34 Multiview, the TI-36XPro, and the Casio 115ES Plus or 300ES Plus Natural Textbook Display series, are **NOT** allowed on the midterm and final exam.

Graphing calculators are NOT allowed on exams!!!