INTERMEDIATE COLLEGE ALGEBRA
Fall 2019
COURSE MATERIAL ALL IN CANVAS!!
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TEXTING, CELL PHONES, VIDEO GAMES, OTHER ELECTRONIC DEVICES MUST BE OUT OF SIGHT and TURNED OFF DURING CLASS YOU WILL BE ASKED TO LEAVE IF ANY OF THESE DEVICES ARE SEEN. If there is a situation where your phone must be on, please let me know before lecture starts and place it on vibrate.

TEXT: We will follow select topics as listed in this free (open source) ebook is found here: https://cnx.org/contents/AndhM9Sd@4.13:HCaG_W5c@4/Introduction. You need not print out all the pages; Advice: There are numerous worked out problems in this reference. You should use this to help you with our course's 'written homework.'

COURSE MATERIALS: You need a spiral notebook for our class to organize your daily homework exercises, this travels with you to and from every class. Clearly label page numbers and problems; this will greatly help you with the homework quizzes.

CALCULATOR: A simple calculator is sufficient, as long as it has 'log' and 'ln' buttons on it. However, these models are NOT ALLOWED: TI-89/92, anything with a QWERTY Keyboard

Exam Dates (CANNOT BE RESCHEDULED!)

Friday September 20th, In class Exam 1
Friday October 18th, In class Exam 2
Friday November 15th, Exam 3
Final Exam, DECEMBER 17th, Tuesday, 4:10pm-6pm, in our usual classroom
(this time cannot be changed and is set according to the KSU finals schedule)

Grades are weighted according to the percentages listed in the syllabus. READ THE SYLLABUS.

Gradebook: CANVAS will always only display your raw point score on all assignments. Final grades will be reported in KSIS one week after the final exam.

Grades are earned in this class. You are in charge and responsible for your performance in this class, we are here to help you learn and understand concepts. Our role is to help you think about how to approach the problems. Completing every assignment, good attendance, and doing well on every exam is crucial. Working on homework everyday, both assigned problems and general practice problems, is the key to success. Think about
the concepts a little bit each day -- the more you are engaged with the math, the more you will understand/remember! Ask questions! If you seek the help of a tutor, make sure you re-work all the problems you got help on BY YOURSELF. Having a tutor doesn't translate into automatic success in this course.

"Lost" Assignment Policy: You are expected to hand in assignments in accordance with the homework guidelines policy, which is listed on this page and in the syllabus. If you follow the directions, your homework will not be lost. If you do not receive a paper back during recitation, such "lost" assignments will get a grade of a 0. Handing things into the wrong cubby also falls under this category! I will not handle requests about lost homework at any point during the semester, so please do not ask the coordinator or your recitation instructor. The best way to handle this is: turn your homework ON TIME, INTO THE CORRECT CUBBY, AND FOLLOW HOMEWORK GUIDELINES!

ATTENDING CLASSES: Attendance is mandatory in our K-State First class; I will take attendance.

GRADING: Grades are weighted as follows: Tests and Final: 65%; Homework: 15%; Online Homework: 15%; Recitation 5%

LATE ASSIGNMENT POLICY: Late homework, whether online or book hw, WILL NOT BE ACCEPTED OR GRADED. However, your lowest two online homeworks and your lowest 2 book homeworks will be dropped at the VERY END of the semester. So regardless of what the excuse is, please do not ask to submit late assignments as we drop the lowest two of the book and online assignments. ALSO: Please do not ask your instructor or the coordinator when these lowest assignments will be dropped -- the coordinator will make sure the lowest scores are indeed dropped on online and book hw. ALL THREE EXAMS AND THE FINAL EXAM WILL COUNT; NONE OF THESE ARE DROPPED.

WRITTEN HOMEWORK GUIDELINES
You should keep up with daily problems. Every Friday, we’ll have “homework quizzes.” If you have been keeping up with classwork/outside of class work, then getting homework points will be straightforward. I will select 5 problems of the weekly problems and you just need to redo them on the homework quiz. You can have the worked out problems with you. The problems will come from the previous Wednesday/Friday/Monday so you should have already worked them out and asked questions. These cannot be made up and you must be in class. I will drop the lowest 2 at the end so if you have extenuating circumstances that result in an absence, then they will go towards the dropped assignments.
ONLINE HW (Access from Canvas) will be due by 11:59pm every Sunday. We use Webwork and it’s accessible from Canvas. You will receive instructions on how to access the online homework from your recitation instructor. You have an unlimited number of chances to get all of the problems correct up until the deadline. Each online assignment is worth 10 points. LATE ONLINE HOMEWORK WILL NOT BE ACCEPTED OR COUNTED. It is your responsibility to turn in online homework by the due date/time listed on our website and Canvas.

EXAMINATIONS: Room assignments for the examinations will be announced in class, and posted on the web-page and bulletin board. Exam room assignments will be by recitation class and not by lecture. Be sure to know your exam room the week before the first exam and again before the final exam. Picture ID must be brought to the exam and shown when turning in your paper. You will need your calculator. No books or notes may be used in the exam. Students should follow the proctor’s instructions during the exam and sit at least one seat apart. Write clearly and show all your work. A correct answer alone may not receive any credit. The exams will be returned in class.

Missed Examinations: EXAMS, INCLUDING THE FINAL, CANNOT BE RESCHEDULED FOR VACATION, WORK, OR OTHER SUCH REASONS. KSU SANCTIONED ACTIVITIES AND OTHER EXTENUATING CIRCUMSTANCES THAT CAUSE YOU TO MISS AN EXAM WILL COUNT AS AN "EXCUSED EXAM"; WE WILL AVERAGE THE OTHER TWO EXAMS FOR THE MISSED EXAM. THE FINAL EXAM CANNOT BE MISSED. IF YOU MISS THE FINAL WITHOUT ANY JUSTIFIED REASON, THE SCORE WILL BE RECORDED AS A 0; moreover your final letter grade will be lowered by one letter grade. (For example, if you got a C in the class with a 0 on the final because you chose to not appear for the final without a valid excuse, you would end up with an D as a final letter grade.) TO BE excused FOR A VALID REASON (KSU SANCTIONED ACTIVITY OR EXTENUATING CIRCUMSTANCES), YOU MUST PROVIDE DOCUMENTATION EITHER FROM STUDENT LIFE OR YOUR CLUB/ORGANIZATION ADVISOR, AND YOU MUST EMAIL THE COORDINATOR OF THIS CLASS BEFORE THE EXAM. PLEASE CHECK THE DATES OF ALL EXAMS BELOW CAREFULLY!!

Extra Credit Opportunities: There will be 1 or 2 extra credit opportunities with written/online homework towards the end of the semester. Will send you email when the opportunities are posted. There is no other extra credit.

HELP SESSIONS: Help sessions will be held Monday through Friday in Cardwell Hall. A help session schedule with specific times and location will be posted across from the Math office in Cardwell. Help sessions begin the second week of class. Your recitation instructor will also announce office hours during which you may seek help.
TUTOR INFORMATION: Students may apply for an Algebra tutor in the Academic Assistance Center (101 Holton Hall, phone 532-6492).

STUDY ADVICE: Students are expected to attend all classes. Missing class can seriously affect your course grade. It is essential that you attempt the homework problems before going to recitation. Solve lots of problems, this the best way to solidify your understanding of mathematics and to prepare for exams. If you find you can't do something ask for help. All the exam problems will be based on lecture examples and the homework, so it is important that you attend the lectures and take good notes. Do all of the homework and do not throw away the returned homework! Your old homework and lecture notes will help you prepare for exams.

GENERAL INFORMATION:

Policy on Incompletes
Incompletes in this course are assigned when a small portion of the class cannot be completed due to extenuating circumstances for which the student has documentation from the office of student life. Incompletes will not be given for the reason of a failing grade. If you have missed a large portion of the semester due to extenuating circumstances, incompletes will not be assigned either. In this situation, please contact the coordinator for a suggested plan of action.

Academic Integrity
Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reached via the following URL: www.ksu.edu/honor . A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

Academic Accommodations
Any student with a disability who needs a classroom accommodation, access to technology or other assistance in this course should contact the Student Access Center and/or the instructor.

Statement Defining Expectations for Classroom Conduct
All student activities in the University, including this course, are governed by the Student
Judicial Conduct Code as outlined in the Student Governing Association By Laws, Article VI, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.