IMPORTANT DATES -- Note: There are NO MAKE-UP EXAMS

EXAM DATES -- No Makeup Exams!! Read policies in syllabus
Tuesday September 17th,   Exam 1, 7:15-8:15pm
Tuesday October 15th,    Exam 2, 7:15-8:15pm
Tuesday November 12th,   Exam 3, 7:15-8:15pm
Wednesday December 18th, Final Exam, 6:20pm-8:10pm

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Studio College Algebra
Fall 2019

Prerequisites: Everything stated in the KSU course catalog as required for Math 100, along with a good working knowledge of fractions and decimals. We expect students to maintain good study skills and lecture etiquette.

Mathematics is the unique language that is precise enough to describe the world for the study of science and many other subjects. In a language class, you should expect to learn basic grammar, practice actually using the language, and also learn a little about the culture where that language is spoken. We will work on all of these. The "grammar" of mathematics are the rules for manipulating variables and equations, and we will study these in class, with online assignments for drill until you master these basic rules. We will meet each week in the computer lab to work through various "labs" and "projects" to give you a chance to use your mathematical tools to build models and draw conclusions about a variety of situations in business, the social and life sciences, and the physical world. And we will also look at how mathematicians validate these rules and do some problem-solving in pure mathematics.

Mathematical language can be approached in several different ways. You can look at problems algebraically, graphically, and numerically. This class will push you to translate between these different approaches so you can better understand what each tells you and be better prepared to handle real problems where you may need to switch back and forth between different representations. You will also be asked not just to solve problems, but also to describe and explain mathematical and scientific ideas. In such problems, both the correctness and the clarity of your exposition (including grammar and spelling) will count.

Course Procedures
Materials Required These sections will use a different textbook than the regular section. Your free (open source) ebook is found here: College Algebra by Stitz and Zeager, 3rd edition.

You will also need to purchase an ICLICKER (either version) from Varney's bookstore, which you will have to bring to every lecture.

**You don't need a fancy calculator for this course. A simple calculator with log/ln keys is sufficient. Any calculator containing a QWERTY keyboard is NOT permitted; the TI-89/nSpire/92 are NOT permitted either.**

The procedures in these sections are different from the standard sections. We will meet three times a week. Everyone meets Wednesday for lecture at one of 2 times; you have recitation on Monday or Tuesday, and you have Studio on either Thursday or Friday. During studio, we carry out projects (a lot of times using spreadsheets), learn some additional material, and develop a deeper understanding of the material presented previously. On Mondays and Tuesdays we will have recitation in different rooms depending on the hour, which will focus on answering questions and being sure everyone understands problems in the textbook and online homework.

Participation and Preparation: You are expected to attend every class meeting, with ICLICKER in hand. In addition to attendance, there will be a variety of short assignments to be turned in at the beginning of various classes to help you be prepared for the material. The sections to be covered in class and any short assignments will be announced in the previous class and also posted on the class web page throughout the semester.

Homework: Written homework will be assigned weekly and is due in the homework box by 10:00 am on the due date (Wednesday at 10 am). Homework assignments will be announced weekly in class and posted on the class web page. Late homework may not be accepted.

Online Homework: There will also be regular online homework assignments posted on the class web page. These assignments will be computer graded with immediate feedback. You must submit everything by the due date listed in Canvas. No late online homework will be accepted.

Studio: The course has a weekly studio. The assignments will be posted on the class web page. You will need to attend the studio session to get specific instructions and help on carrying out the assignments. Most (all?) of the studios we be worked with Excel and you can finish or review your work at home using any standard spreadsheet. Written reports will be turned into the studio box by 10 am on
Wednesdays. Be careful to turn homework into the homework box and studio reports into the studio box; different people pick up the different types of assignments.

Exams: This course will have evening exams on Tuesdays from 7:15 pm - 8:15 pm, plus a comprehensive final exam (see exam dates at the top of this page). Exact rooms and dates for these exams are at the top of this page. Exams may include material from lectures, homework, and studios. There are no make-up exams.

**Missed Examinations Procedure:**

*Due to the high volume of enrollment in Math100, there are NO MAKEUP EXAMS.* This policy has been in place for years. In place of make up exams, we follow the procedures listed below. Read them carefully.

**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 MENTIONED ABOVE, 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 CAREFULLY!!*

Grades are weighted as follows: The studio lab, written homework and online homework categories will each be worth 10% of your grade; participation/attendance is worth 5% of the grade (this includes the clickers), each exam is worth 15%, and the final exam is worth 20% of the grade. These weights will be displayed in Canvas. The curve will not be displayed in Canvas.

**LATE ASSIGNMENT POLICY:** Late homework, whether online or book hw, WILL NOT BE ACCEPTED OR GRADED. However, your lowest two online homeworks, your lowest 2 book homeworks, and your lowest studio lab 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 and the lowest studio lab assignment. 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 before instructors compute final
grades. ALL THREE EXAMS AND THE FINAL EXAM WILL COUNT; NONE OF THESE ARE DROPPED.

KSIS & Canvas: Canvas will always display your raw point score on all assignments. Canvas will never have the curves put in, so please do not email your instructor or the coordinator asking why you don't see the curves on Canvas. We take all curves into account when computing final grades. Your final grade will appear in KSIS a week after your final exam.

TURNING IN HOMEWORK/LABS: NOTE: Failure to follow these directions by putting things into the incorrect box will result in a score of '0' on your homework/lab.

WRITTEN HOMEWORK GUIDELINES
1) Homework must be handed in WITH A COVER SHEET. YOU NEED TO PRINT THESE OUT ON YOUR OWN, these will not be given to you. Here is the link to the cover sheet: Written Homework Cover Sheet
2) The COVER SHEET must be COMPLETELY FILLED OUT, or your homework will NOT be graded. That means your name, your recitation instructor's name, day/time of your recitation and the homework week number!
3) The homework MUST BE STAPLED BEHIND THE COVER SHEET!!!
4) The homework MUST BE WRITTEN IN PENCIL
5) NO RAGGED EDGE PAPER!
6) Homework must be handed into the correct RECITATION cubby by the due date/time. Failure to follow any of the directions stated in (1)-(6) will result in a grade of '0' on that assignment.

LAB GUIDELINES
1) Under 'Name,' fill in your FIRST and LAST NAME COMPLETELY, or your homework will not receive a score. 2) Under 'Recitation,' fill in your recitation instructor's name, and the day/time of your LAB
3) The lab MUST BE STAPLED (this is if you printed it out on your own)
4) The lab MUST BE WRITTEN IN PENCIL
5) Lab must be handed into the correct LAB cubby by the due date/time. Failure to follow any of the directions stated in (1)-(5) will result in a grade of '0' on that assignment.
"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!

Boilerplate

Policy on Incompletes
Incompletes in this course are assigned when a small portion (3 weeks or less) 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 (more than 3 weeks) of the semester due to extenuating circumstances, incompletes will not be assigned either. For 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
Regarding classroom accommodations, access to technology or other assistance in this course, please contact the Student Access center and/or the instructor.

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.

Please report any problems with this page to rekha@ksu.edu.