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 LECTURE/RECITATION. 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.

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

FINAL Letter grades will be assigned as follows:
A: 88
B: 78
C: 68
D: 55

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. Canvas letter grades will NOT reflect these cutoffs. In light of this fact, please do not email your instructor or the coordinator asking why you don't see your letter grade correctly in Canvas. We will take these final cutoffs into account when computing final grades.

Final grades will be reported in KSIS one week after the final exam. Please do not email the instructors/lecturers/coordinator asking about final grades or the final curves; these emails will not get a reply.

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!

TEXT: We will follow the order of topics as listed in this free (open source) ebook is found
here: College Algebra by Stitz and Zeager, 3rd edition. 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.'

CALCULATOR: A simple calculator is sufficient, as long as it has 'log' and 'ln' button s on it.
If you already own a TI-83, TI-83 Plus, TI-84 Plus, or some equivalent version, that's fine
too. However, these models are NOT ALLOWED: TI-89/92, anything with a QWERTY
Keyboard

ATTENDING CLASSES: Each student is required to be enrolled in a lecture (LEC) meeting
Tuesday and Thursday, and a recitation (REC) meeting Monday or Friday. There will be
three Tuesday evening exams (the QZ on your schedule is for these exams and not a
regular class meeting). Please attempt all textbook and online assignments before
attending recitation. Any questions you have may be addressed in recitation or in the
Help Sessions. Exam problems will be based on examples given in lecture as well as on the
homework/online homework problems. All the lecturers know what problems will be on
the exams.

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.
HOMEWORK (Posted in Canvas): Written homework will be due by 6 p.m. each Tuesday. The homework should be turned in to the homework box of your recitation instructor (not your lecturer). Homework boxes are located in the first floor hallway of Cardwell. Many instructors have more than one box so check that the box has the correct day and time. If you are unsure of your instructor's name a list of instructors will be posted on the College Algebra Bulletin Board (near CW129). You must show work for every problem; a correct answer alone will not receive any credit. There will be 14 homework assignments, each worth 8 points. Only four problems will be chosen for grading, each worth 2 points. Therefore, it is your responsibility to make sure every problem is done correctly with all work shown.

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 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.

ONLINE HW (Access from Canvas) will be due by 8 AM each Tuesday. 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. Your final online hw total will be scaled to 100 points when determining final grades. 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.

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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 your recitation class. If there is a mistake or oversight in the grading, refer to the rubric/grading appeal guidelines that will be posted after each exam.

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 BERecorded 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 not to 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 some surprise lecture extra credits (these cannot be made up if you are absent). There will also be 1 or 2 extra credit opportunities with written/online homework towards the end of the semester. We 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 a College Algebra tutor in the Academic Assistance Center (101 Holton Hall, phone 532-6492). Free tutoring is also available from the Tutoring Center (201 Leasure Hall, phone 532-5703). Academic Assistance Center offers Group Tutoring Sessions in College Algebra, as well as academic skills instruction and direct application of study techniques to College Algebra. Students may enroll in an EDCEP 111, Enhanced University Experience Lab, linked to College Algebra. A list of individual tutors (who charge $5 to $20 an hour) for College Algebra is also available in the information box outside Cardwell 138.

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.