

SECTION #: _____

Lecture Time:

Recitation Day/Time:

Lecture Location:

Recitation Location:

Lecture Instructor: Mrs. Powers

Recitation Instructor:

Office Hours: 10:10-12:10M; 10-11T

ULA MLC Hours:

Office Location: C232 WH

ULA MLC Location:

Phone: (517) 432-8432

E-mail:

E-mail: powers@math.msu.edu

Class Materials:

- **Graphing Calculator:** A graphing calculator is required for this course and should be brought to every class meeting. **A TI-83 or 84 is recommended for this course.** Only a pencil (or pen) and one graphing calculator will be required for quizzes and exams. Calculators such as the TI 89/92, TI Nspire CAS, laptops, tablets, computers, cell phones, etc., are not to be used for any graded work in this course.
- **Webwork Online Homework System:** Graded homework is completed online using Webwork. The course fee for the Webwork package (online homework and course notes) is \$70. Login instructions, payment information, due dates, etc. can be found on the Webwork website (<http://math.msu.edu/Webwork>) which will open on January 8. (Refer to Pages 5 & 6 for more information.)
- **Recommended Course Text:** *College Algebra* (Michigan State Edition) by Gustafson/Hughes, Cengage Learning. This text, which also includes an ebook, can be ordered directly from the publisher for a reduced price (\$120 with free shipping) at <http://www.cengagebrain.com/course/2625618>

Evaluation:

- Your course grade will be determined by :

| | |
|--|-------------------|
| four (50-minute) exams | 400 points |
| seven (20-minute) quizzes | 100 points |
| 27 graded Webwork homework assignments | 100 points |
| uniform final exam | <u>200 points</u> |
| TOTAL POINTS FOR COURSE | 800 points |

- The grading scale will be no worse than what is shown in the table below.

| | |
|-----------------|----------------|
| 90 - 100% → 4.0 | 65 - 72% → 2.0 |
| 85 - 89% → 3.5 | 60 - 64% → 1.5 |
| 79 - 84% → 3.0 | 55 - 59% → 1.0 |
| 73 - 78% → 2.5 | 0 - 54% → 0.0 |

- There will be 27 graded homework assignments that will be submitted online using Webwork for a total of 100 points. You will be allowed 12 attempts for each problem. (Homework from the class notes is self-graded and will not be turned in.) Additional practice problems can be found under “Appendix A” in the recommended textbook. **Webwork homework submitted after the due date will not be accepted.** (Refer to Page 5 for Webwork due dates.)
- There will be 7 in-class quizzes, each worth 20 points. The five highest scores will be counted toward the final course grade. The two dropped scores will accommodate quizzes missed due to illness or other personal reasons, as well as low quiz scores. **There will be no make-up quizzes** with the exception of some MSU-related activities. See your instructor ahead of time to see if you qualify for a makeup.
- Students are expected to produce carefully written documents. **All work must be shown for problems!** Any use of notes, stored information in calculators, cell phones, etc., when writing quizzes/exams, is specifically prohibited.

Attendance:

- Students are expected to be present and **ON TIME** for **ALL** class sessions.
- Students are responsible for material covered if absent from class. If absent, you will need to obtain missed material/information from classmates or visit the Math Learning Center in Wells Hall to view a copy of the lecture notes. Any changes in this syllabus or in the scheduling of exams/quizzes will be announced during class and/or via email. (Blank course notes are available on the math home page on “Class Pages”.)

Make-up Policy:

- There will be **NO MAKE-UP EXAMS!** A missed exam will receive a score of “0” unless a valid reason is presented before the time of the exam or after the exam in the case of an emergency. Only extreme situations with an official documented excuse will “excuse” a student from an exam. If excused, the score for the missed exam will then be determined from the corresponding exam questions on the final exam.
- Students must look at this syllabus carefully and plan well ahead. Advance travel schedules (business or personal) are **NOT** excuses.

Uniformly Graded (Webwork) Homework:

There are 27 graded Webwork homework assignments which will be posted on the Webwork website (<http://www.math.msu.edu/Webwork>). Student solutions must be submitted by due dates for 100% credit. Homework submitted within three days after the due date will be given 75% credit. The due dates can be found on the Webwork website after you log in and also on Page 5 of this syllabus. It is highly recommended that you submit homework early, before the due date/time, to allow for any technical difficulty or other unforeseen circumstances. **It is your responsibility to check your Webwork score after each homework submission!** (Use the “grades” link on the upper-left side of the assignment page in Webwork to check your scores.)

Grade-change Policy:

If you have any questions regarding the grading of any quizzes/exams, you should return the graded material to your instructor and attach a short note with your questions **before leaving** the classroom. This must be done on the day that the instructor hands back the material in class, otherwise no grading changes will be made. Grade reports will be sent to you one week after each exam. It is your responsibility to check the accuracy of these scores and report any discrepancies to your TA or instructor within ONE WEEK of receiving the grade report, otherwise no scoring changes will be made.

Integrity of Scholarship and Grades:

All students are expected to adhere to the University's policy concerning academic integrity. According to this policy, "... no student shall claim or submit the work of another as one's own." For more information visit: <https://msu.edu/~ombud/> and <https://honorcode.msu.edu/>

SPARTAN CODE OF HONOR: *“As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do.”* (Written by students for students.)

Mathematics Learning Center:

The Mathematics Learning Center (MLC) offers free and friendly help to students outside of the classroom setting. The MLC located in the C-wing lobby of Wells Hall will be open during the day. The MLC neighborhood locations will be open during the evening. For exact days and times of operation, please visit the MLC website at <http://www.math.msu.edu/mlc>

Important Dates:

| | |
|--|---|
| Monday, January 8 | First Day of Classes |
| Friday, January 12 | Online open add period ends at 8 pm. |
| Monday, January 15 | Martin Luther King, Jr. Day – No class held. |
| Monday, January 15 – Friday, January 19 | For late adds, section changes, & course changes, go to C212 WH by Friday, January 19, 4:30pm. |
| Friday, February 2 | End of 100% tuition refund. |
| Monday, February 5 | Webwork Payment due by 10:00 am |
| Wednesday, February 28 | MIDDLE OF SEMESTER: Last day to drop a course with no grade reported. |
| Monday – Friday, March 5-9 | Spring Break. No classes held. University is open. |
| Friday, April 27 | Last day of classes. |
| Tuesday, May 1 | Final Exam, 10:00am – 12:00 noon, Location TBA |

Tentative Exam Dates for MWF Classes:

| Exam | Sections | MWF Classes |
|---|------------|---------------------|
| 1 | 1.1 – 1.7 | Friday, February 2 |
| 2 | 1.7 – 3.1 | Friday, February 23 |
| 3 | 3.2 – 3.7 | Friday, March 23 |
| 4 | 3.7 – 4.6B | Friday, April 20 |
| The uniform comprehensive final exam will be held on Tuesday, May 1, from 10:00 am to 12 noon. The location (according to section number) will be announced at a later date. | | |

Tentative Course Schedule for MWF Classes:

| Spring 2018 – MWF Day Classes | | | | | |
|-------------------------------|------------------|-----------|---------------|--------|--------------------------------|
| Monday | | Wednesday | | Friday | |
| 1/8 | 1.1, Course Info | 1/10 | 1.1 | 1/12 | Course Info, Review |
| 1/15 | ----- | 1/17 | 1.2 | 1/19 | Q1 (1.1, 1.2, Syllabus) |
| 1/22 | 1.3 | 1/24 | 1.4 | 1/26 | Q2 (1.2, 1.3, 1.4) |
| 1/29 | 1.6 | 1/31 | 1.7 | 2/2 | Exam 1 (1.1 – 1.7) |
| 2/5 | 1.8 | 2/7 | 3.1 | 2/9 | Q3 (1.7, 1.8) |
| 2/12 | 2.1, 2.2 | 2/14 | 2.2 | 2/16 | Q4 (3.1, 2.1, 2.2) |
| 2/19 | 2.3 | 2/21 | 2.5 | 2/23 | Exam 2 (1.7 – 3.1) |
| 2/26 | 3.2 | 2/28 | 3.3 | 3/2 | Review |
| 3/12 | 3.3, 3.4 | 3/14 | 3.5 | 3/16 | Q5 (3.2, 3.3, 3.4) |
| 3/19 | 3.6 | 3/21 | 3.7 | 3/23 | Exam 3 (3.2 – 3.7) |
| 3/26 | 4.1 | 3/28 | 4.2 | 3/30 | Review |
| 4/2 | 4.3 | 4/4 | 4.3, 4.4, 4.5 | 4/6 | Q6 (4.1 – 4.3) |
| 4/9 | 4.5 | 4/11 | 4.6A | 4/13 | Q7 (4.4, 4.5) |
| 4/16 | 4.6A, 4.6B | 4/18 | 4.6B | 4/20 | Exam 4 (3.7 – 4.6B) |
| 4/23 | 4.6C | 4/25 | Review | 4/27 | Review |

MTH 103 Webwork Assignment Due Dates:

Please Note: Homework must be submitted by 7:00 am for all due dates. Webwork will first open on Monday, January 8.

| Homework # | Section # | 100% Credit | 75% Credit |
|--|------------------|--------------------|-------------------|
| 1 | Tutorial | 1/20 | 1/23 |
| 2 | 1.1 | 1/20 | 1/23 |
| 3 | 1.2 | 1/22 | 1/25 |
| 4 | 1.3 | 1/27 | 1/30 |
| 5 | 1.4 | 1/29 | 2/1 |
| 6 | 1.6 | 2/3 | 2/6 |
| Reminder: Webwork Payment is due on February 5 at 10:00 am! | | | |
| 7 | 1.7 | 2/5 | 2/8 |
| 8 | 1.8 | 2/10 | 2/13 |
| 9 | 3.1 | 2/12 | 2/15 |
| 10 | 2.1 | 2/17 | 2/20 |
| 11 | 2.2 | 2/19 | 2/22 |
| 12 | 2.3 | 2/24 | 2/27 |
| 13 | 2.5 | 2/26 | 3/1 |
| 14 | 3.2 | 3/3 | 3/6 |
| 15 | 3.3 | 3/17 | 3/20 |
| 16 | 3.4 | 3/17 | 3/20 |
| 17 | 3.5 | 3/19 | 3/22 |
| 18 | 3.6 | 3/24 | 3/27 |
| 19 | 3.7 | 3/26 | 3/29 |
| 20 | 4.1 | 3/31 | 4/3 |
| 21 | 4.2 | 4/2 | 4/5 |
| 22 | 4.3 | 4/9 | 4/12 |
| 23 | 4.4 | 4/9 | 4/12 |
| 24 | 4.5 | 4/14 | 4/17 |
| 25 | 4.6A | 4/21 | 4/24 |
| 26 | 4.6B | 4/23 | 4/26 |
| 27 | 4.6C | 4/28 | 5/1 |

Please Note: Once you are enrolled in the course, you are automatically enrolled in Webwork. Go to <http://www.math.msu.edu/Webwork> and log in with your MSU Net ID and password. **BE SURE TO READ ALL OF THE DIRECTIONS CAREFULLY!**

When should I pay my Webwork fee?

- The **Webwork fee** (\$70) is due on Monday, February 5, at **10:00am**, just after the “**Drop With 100% Refund Due Date**”.
- Webwork can be used for **FREE** up until the due date.
- **The Webwork fee is NOT refundable** under any circumstances.
 - If you pay the Webwork fee and later drop the class, your Webwork payment cannot be refunded.
 - If you are **not sure** whether you will stay enrolled in MTH 103, then you should **use Webwork without paying the fee** until you are close to the due date.
 - Pay the Webwork fee only when you are absolutely sure that you will stay in the class.
 - **Try to make this decision a few days before the “Drop With 100% Refund Date”**. This will minimize the risk of unforeseen circumstances forcing you to go past the due date and then being dropped from Webwork.

I forgot to pay and was dropped from Webwork. What should I do?

- Log in to Webwork (<http://www.math.msu.edu/Webwork>).
- Find the payment section and follow the provided directions.
- There is a processing time of **up to 2 hours** after you pay the Webwork fee.
- Your Webwork account will be back online after that processing time.
- All the work you have done in your Webwork Homework **will be saved**. However, you will not be allowed to make up any work that you may have missed due to your late payment.

Useful Links:

Math Home Page: <https://math.msu.edu/>

Class Pages: <https://math.msu.edu/classpages/> (Syllabus, Blank Class Notes, Grade Calculator, Additional Handouts, Sample Final Exam Solutions, Final Exam Information/Locations, etc.)

Webwork: <http://www.math.msu.edu/Webwork> (Assigned Homework, Class Notes, Due Date Calendar, Forum, Tech Help)

Math Learning Center: <http://www.math.msu.edu/mlc> (Locations, Hours, Problem and Review Session Dates/Times)

Sample Final: https://www.math.msu.edu/classes/sample_finals.aspx

10 Tips for Succeeding in MTH 103:

1. **Print out the class notes for each chapter in advance.** They are available on “Class Pages” by chapter. (Refer to Page 6 for the link to Class Pages.)
2. **Go to class EVERY day and complete ALL of the class notes.** If you have to miss class or cannot keep up with all of the notes, the completed class notes can be obtained at the front desk at the Math Learning Center in Wells Hall. Do not just take a picture of the notes. Actually write them out for comprehension and ask questions about concepts that you do not understand.
3. **Complete the homework problems listed at the end of the class notes** and be sure to check the answers which are listed on the bottom of each homework page. For every semester hour (credit) of class you should be spending a minimum of two hours of math work outside of class (3 credit hours of MTH 103 \approx 9 hours per week).
4. **Complete the Webwork homework on time.** Keep in mind that your Webwork percentage (your total Webwork points divided by possible Webwork points = your Webwork percentage/score) counts as much as an exam grade. **Refer to the Webwork due date schedule posted on Page 5 of your syllabus.** Be sure to check your score after completing each section in Webwork by clicking on “Grades” (at the upper left-hand corner of the screen on the assignment page).
5. **Know when and where to get help.** Be sure to keep on schedule with your homework and class notes and also get help from the Math Learning Center at Wells Hall and the neighborhood centers. Go to www.math.msu.edu/mlc for more details.
6. **Get to know your instructor** (office hours and appointments) and also your undergrad learning assistant for your recitation.
7. **Review and study your past quizzes and exams.** You can learn so much from your mistakes!
8. **Review previous material and concepts as often as possible.** Studies show that the more you repeat things, the longer you will remember them.
9. **Attend the exam review sessions given by the Math Learning Center.** These are typically held on the Tuesday evening of each exam week for Exams 1-4. Information about this is mailed to MTH 103 students on the Sunday before each exam. Be sure to print out and work on the MLC practice exam. The solutions for the MLC practice exam will be presented during this review session. Be aware that the solutions will **NOT** be posted after the review session. (There are additional sample exams, including answers, at the end of the textbook.)
10. **Plan ahead.** Begin looking ahead to the sample final exam that is included toward the end of the textbook.