

COURSE POLICY — MATH 11100 – ALGEBRA — 2019 Spring

*** Generic Course Policy — See your instructor for your section-specific Course Policy document ***

INSTRUCTORS: Items that may or should be edited are indicated with a red font.

Instructor: xxxxx

Telephone: (xxx) xxx-xxxx

Email: You should use the Messages (INBOX) tool in Canvas for all correspondence with me.

Do not use Email to communicate with me.

Sections, Meeting Times, and Classrooms:

• #xxxxx meets xxxxx

• #xxxxx meets xxxxx

Office Hours and Location:

• xxxxx xxxx-xxxx

• xxxxx xxxx-xxxx

INTRODUCTION AND COURSE DESCRIPTION: Math 11100 is the first course in the study of algebra at IUPUI. Math 11100 is offered in the fall and spring terms, and in both summer sessions. In this course you will be introduced to many of the fundamental concepts of algebra and the methods needed for their application; you will also work to improve your critical thinking and problem solving skills. Topics include integers, rational and real numbers, exponents, linear equations and inequalities, polynomials and factoring, quadratic equations and inequalities, graphing, exponential and logarithmic functions, and much more. Note that success in many of your future courses (especially your STEM courses) will depend heavily upon what you learn in Math 11100.

PREREQUISITE FOR MATH 11100: The prerequisite for this course is Math 11000 within the last three terms (with grade \geq C) or ALEKs placement score of at least 40. If you do not meet the prerequisite or if you are not certain that you need to take this course you should talk to me immediately to decide whether Math 11100 is an appropriate course for you at this time. Course changes, if needed, should be made during the first week of class (by Sunday, Jan. 13, via One.IU).

MORE ON PREREQUISITES: Math 11100 (we say “one-eleven”) is intended primarily for students pursuing careers in a STEM field, especially students who must take Math 15300 (College Algebra). Math 11100 is the prerequisite for Math 15300. The minimal grade in 11100 for advancement to 15300 is C. The registrar will not allow you to advance to 15300 with a grade of C- or lower in 11100, even if you successfully register for 15300 before taking the 11100 finals.

It is important to note that another course, i.e., Math 11000 (“one-ten”), is an algebra course that is designed exclusively for non-STEM majors. Now, while 11000 does not satisfy the prerequisite for 15300, both 11000 and 11100 do satisfy the prereq for Math M118 and M119 (with C- in either course). However, even though C- or better in Math 11100 satisfies the prerequisite for M118, etc., 11100 is more rigorous than 11000 and a deeper understanding of the content is needed to excel in 11100. Therefore, you should be cautious about taking 11100 just “to have the option to seek a STEM degree.” In particular, if your grade in 11100 is below C-, the grade you do earn will remain on your transcript unless you retake 11100 to replace it with a higher grade, even though switching to 11000 next semester would “be enough” for M118, etc.

ETEXT & MyLabsPlus: Enrollment in Math 11100 automatically comes with access to two essential resources for the course: the MyLabsPlus (MLP) web-based homework system and the eText (electronic textbook). The course fees cover the cost of MLP and the eText. To access MLP and the eText you first need access to this course in Canvas, where you will see and use the link to *MyLabsPlus*; no special access code or user name is needed. You cannot access MLP (or the eText) until several parties/persons can make the aforementioned link available in Canvas, which normally happens just one or two days before the start of classes. The eText for Math 11100 is *Intermediate Algebra, Custom Edition* (IUPUI), by Lial, Hornsby and McGinnis. You are encouraged to buy a printed copy of this book, but you are not required to do so. If you want the printed text you may purchase it for a very reasonable price at the IUPUI Bookstore; it is a black & white version of the eText (soft cover with 3-ring holes; ISBN 9781323494097).

CALCULATOR POLICY: The Texas Instruments **TI-30XA** is the only calculator allowed on quizzes and exams in Math 11100. Bring this calculator with you to every class. All other electronic devices must be stored away during quizzes and tests. Effective as of the Fall 2012 semester, the Math Department’s policy stipulates that:

- In all developmental and introductory courses at IUPUI numbered below 16500, the only technology that can be used on in-class, closed-book assessments (quizzes, tests, final exam) is the Texas Instruments TI-30XA calculator.
- In all calculus and calculus-related courses at IUPUI with numbers 16500 or above, no calculators or other form of technology can be used on in-class, closed-books assessments (quizzes, tests, final).
- For courses with numbers above 26600, it is up to the instructor's discretion as to what forms of technology may be used on in-class, closed-book assessments.

IUPUI CAMPUS-WIDE POLICES: Students are expected to carefully read the IUPUI policies concerning attendance, academics, and conduct. **Students are expected read the university policies within the first few days of classes as some policies have early deadlines.** Information on university campus-wide course policies related to attendance (administrative withdrawal, disabilities, emergency withdrawal, military service, religious holidays), academic policies (auditing a class, final exam scheduling, grade replacement, grade forgiveness, and pass/fail option), and conduct (academic integrity, academic misconduct, and code of conduct) and related policies can be accessed in Canvas under the “Syllabus Supplement”, “Campus Course Policies” and “IUPUI Academic and Student Support Services” links. Some of the most pertinent of the campus-wide policies are stated below for your convenience.

ADMINISTRATIVE WITHDRAWAL: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me (via Canvas) if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course. **Since this course meets two times per week, you may be administratively withdrawn if you miss more than four classes in the first four weeks.** Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course, you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

IUPUI POLICY ON DISABILITY ACCOMMODATIONS: Students needing accommodations because of disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 317-274-3241.

IUPUI POLICY ON RELIGIOUS HOLIDAYS: IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances **MUST** submit a request in writing to the course instructor by the end of the second week of the semester and should use the Request for Course Accommodation Due to Religious Observance Form. More information is available at <https://studentcentral.iupui.edu/calendars/holidays/index.html>. Failure to comply with the university policy will result in no accommodations given later in the semester.

IUPUI POLICY ON ACADEMIC INTEGRITY: The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For definitions of these activities, visit <http://studentcode.iu.edu/responsibilities/academic-misconduct.html>. Additional information about the rights and responsibilities of IU students is available at <http://studentcode.iu.edu/>.

LAST WITHDRAW DATE: Last day to withdraw with automatic grade of W is Sunday, Mar. 10, 2019. This action requires only the approval of your advisor via the late drop/add classes link in One.IU. Engineering/Technology freshmen and UCOL students must see an advisor by 5:00 pm on the prior Friday. In person transactions must be processed by 5:00 pm on the prior Friday (Mar. 8, 2019).

Beginning Mar. 11, 2019, drops will be approved only in serious, extenuating circumstances and requires the approval of the student’s advisor, instructor, Chair or Associate Chair in Mathematics, and the School of Science Dean’s Office. If you stop attending class without officially withdrawing by the last withdraw date, your grade for the course will be an **F** and you may lose your ability to obtain financial aid. Before you withdraw or stop attending class talk to an advisor to confirm that your actions won’t adversely affect your GPA or your financial aid. The deadlines for withdrawal can be found in the Academic Calendar, which is accessible via the Registrar’s website (www.registrar.iupui.edu).

INCOMPLETES: A grade of “Incomplete” (I) will only be given in accordance with the Department of Mathematical Sciences Grade of Incomplete Policy. An incomplete (grade of I) is only allowed for special circumstances: the student must have a passing grade in 75% of the course work. Specifically, students must be passing at the 3/4 mark of the session to qualify for assigning an incomplete. The instructor must agree that an incomplete is appropriate and it must be approved by the Associate Chair of the Department of Mathematical Sciences.

NO CLASS ATTENDANCE WITHOUT OFFICIAL ENROLLMENT: After the conclusion of the 100% refund period for the relevant term or session, all individuals attending classes on a regular basis MUST be officially enrolled in the class, attending the class based on formal arrangements to make up a prior grade of Incomplete, or enrolled as an auditor. One-time visitors to classes may be allowed only on an exception basis with prior permission of the instructor. This policy does not apply to individuals who provide assistance to a student with a documented disability, such as Adaptive Educational Services sign language interpreters, individuals who are involved in the course in an instructional role, or administrative personnel.

CLASS ATTENDANCE AND PARTICIPATION (FOR ENROLLED STUDENTS): Regular attendance is required. Poor attendance can lead to an administrative withdrawal. A student who is absent from any portion of a class is responsible for all of the material that was covered during that absence. When you miss a class you are expected to meet with a classmate to obtain all notes and notices that were presented in that class. Furthermore, you may be considered absent for a class if you are absent for any portion of the class. If you anticipate having to leave class early, let me know before the start of class and ask to sit close to a door to minimize the disruption when you leave. During class you are expected to pay attention to me and avoid disrupting your classmates. The use of an electronic device for note-taking is allowed, however, any electronic device use that disrupts the learning process of any other student is prohibited.

WEBSITES WITH COURSE CONTENT AND IMPORTANT COURSE DOCUMENTS: The documents forming the syllabus for this course (Course Policy, Daily Schedule, Recommended Homework, etc.) are posted in Canvas, which is accessible at <https://canvas.iu.edu>. You must also log into Canvas in order to gain access to MyLabsPlus, which is where you'll find both the eText (textbook) and the online homework. Practice problems for exams are also posted in Canvas. The Math Department's website for Math 11100 is <https://math.iupui.edu/math/undergraduate/courses>. Here you can find the generic course materials, as well as a few items of special interest (e.g., practice finals).

TIME NEEDED FOR STUDYING: Experience and collected statistics suggest that you will have to spend at least 10 to 12 hours per week studying on your own, in order to be successful in this course; that's at least three hours per week for each hour spent in class, which is how study time is often measured. That's probably because we discuss/cover far more material in far less class time than what you would have previously experienced in a high school algebra class. This means that you must do much more work outside of the classroom in order to earn the grade you desire, as compared to the work you had to do in high school for the same grade. Keep this in mind if your test scores are lower than expected.

MATH HELP OUTSIDE OF CLASS: There will not be enough time in the classroom for me to answer all of the questions that may arise from the homework assignments, quizzes, tests, etc. If you need more time to ask questions than is allowed at class time, several options are available. First, you can see me during my posted office hours. Another convenient option is the walk-in help that is available in the Math Assistance Center (MAC). The MAC is located in the basement of Taylor Hall (in UC-B001). It's a nice place to work alone or with a friend and get help when you need it. Find out more about the MAC's services at <http://mac.iupui.edu>. The MAC even provides a free online tutoring service. Furthermore, private tutors are *sometimes* available through the Bebko Learning Center at <https://blc.iupui.edu/>, but they are usually not free of charge. If you need more information about any of these services, visit the Math Department's website at www.math.iupui.edu, call the department at (317) 274-6918, or drop by their main office at LD-270 and ask about free services for students.

STUDENT ENGAGEMENT ROSTER: This semester I will be using the Student Engagement Roster (SER) to provide real-time feedback on your performance in this course. Periodically throughout the semester I will be entering data on factors such as your class attendance, participation, and success with coursework, among other things. This information will provide feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance. Students can view their submitted SER data through the One.IU tile, Student Engagement Roster (Student).

COUNSELING AND/OR PSYCHOLOGICAL HELP: During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS). All IUPUI students are eligible for individual counseling services at minimal fees. Group counseling services are free of charge. CAPS is located in Walker Plaza, Suite 220 and can be contacted by phone (317-274-2548). For more information, see the CAPS website at <http://caps.iupui.edu>

COURSE COORDINATOR: If you have concerns regarding the content of this course or course requirements, or if you have a student/instructor rapport problem, you may contact the course coordinator, Patrick Frey, at pfrey@iupui.edu.

BASIS FOR GRADING: Your final score (course score) and letter grade in this course is based on an 800 point scale. As such, you need only 720 points (including bonus/extra credit points) to earn an A-, since 720 is 90% of 800. See the table below for details about the other letter grades. I may allow some extra credit work to count toward your point total, however, if I do so, the point value for that work will not exceed 40 points (5% of the point value of the course).

HOMEWORK (MyLabsPlus/MLP): You are expected to complete 45 web-based MLP homework assignments this semester. The total value for MLP homework is 100 points. Your percentage score as shown in your MLP gradebook is also the number used for your point score in your Canvas gradebook. Be advised that I may or may not copy your score into your Canvas gradebook until the day of the final exam; however, you may enter it yourself to see its effect on you current course score. There is one MLP assignment for every section of the text that we cover. Always access MLP via the *MyLabsPlus* link in Canvas to ensure that the work that you do in MLP is credited to you. Each assignment should be completed between the time the section is presented in class and the next time the class meets. However, the actual closing date and time of each assignment is 6:00 AM on seventh day following the day the section is covered in class.

QUIZZES: Quizzes are valued at 100 points total in the gradebook. If you are absent the day of a quiz, you will receive a score of 0 on that quiz. To receive credit for correct final answers on quiz and exam problems you generally must show the work that led to that answer, and that work must support the final answer. There are no make-up quizzes.

REGULAR EXAMS: There are four in-class exams, with each valued at 100 points, so the total value for regular exams is 400 points. You are expected to take each exam at the scheduled date and time. THERE ARE NO MAKE-UP EXAMS AND THERE ARE NO EXCEPTIONS, except as required by university policy, i.e., for jury duty, military duty, pre-approved (before 3rd week of class) religious observances, and for participation in university-sponsored events (e.g., athletic competitions). This means there are no make-ups for real emergencies like accidents, funerals, illnesses, traffic issues, etc. Fortunately, the score-replacement policy (below) offers great protection in the case of a missed exam.

SCORE-REPLACEMENT POLICY: Although missing an exam will lead to a score of 0 on that exam, the first instance of that score will not be used at the end of the term. More precisely, the first instance of your lowest regular exam score (whether that's a 0, a very low score, or something much higher) will be replaced with your final exam percentage score so long as that percentage score is higher than your lowest regular exam score. If all of your regular exam scores are higher than your final exam percentage score, the final exam percentage score will not be used to replace a regular exam score when your course score is calculated.

FINAL EXAM: The common departmental final exam for Math 11100 will be given on **Friday, May 3, 2019, from 1:00 - 3:00 PM**. It is normally held in the Lecture Hall, but the exact location will be announced in class and/or in Canvas at least one week before the final. The final exam is a departmental, comprehensive, multiple-choice exam. It is valued at 200 points (the equivalent of two in-class exams). See <https://math.iupui.edu/math/undergraduate/courses> for practice problems and possibly for more information about the final exam. **Be sure that you do not have a conflict (work, personal, or class) with the date and time of the final exam.** Final exam scheduling conflicts (e.g., two finals on the same day with the same start time) are extremely rare, but they do happen. If you find that you do have a conflict notify me immediately. No make-up exams will be given except for the following situations: (1) athletes in an IUPUI athletic competition, (2) military training or deployment, (3) jury duty, or (4) a pre-authorized (before 3rd week of class) religious observance. In all cases, documentation must be provided at least one week in advance of the scheduled final exam.

MAXIMUM (NOMINAL) SCORES AND LETTER GRADES: Letter grades are as shown in the table below.

ITEM(S)	Points	Relative Value	GRADES (point and % totals needed)
Web-based (MLP) Homework	100	12.5%	Below 480 (<60%) F , 480–559 [60, 70%) D , 560–639 [70, 80%) C , 640–719 [80, 90%) B , 720 points or more (>=90%) A . INSTRUCTOR OPTION: You may attach a + or – to the letter grade, if desired, in which case you should show the breakpoints here.
Instructor Option, e.g., Quizzes	100	12.5%	
Four (Regular) Exams & one Replacement Score (F.E. %)	400	50%: Only the best four scores are used.	
Final Exam Point Score	200	25%	
Total Points Possible =	800	100%	