

**SUL ROSS STATE UNIVERSITY**  
**ACADEMIC CENTER FOR EXCELLENCE**  
**Common Course Syllabus**  
**MATH 0300**

**COURSE TITLE:** Introductory Algebra  
**SECTION, CLASS DAYS & TIME:** Section 001, MWF 9:00-9:50  
**CLASSROOM:** FH 201

**INSTRUCTOR:** Andrew Tegarden  
**INSTRUCTOR'S Office:** Fine Arts Building, Rm 06  
**INSTRUCTOR'S PHONE #:** 432-837-8422 (also 8408)  
**INSTRUCTOR'S E-MAIL:** [andrew.tegarden@sulross.edu](mailto:andrew.tegarden@sulross.edu) **INSTRUCTOR'S OFFICE HOURS:** MTWR 1:00-2:00

**CREDIT HOURS:** 3  
**LECTURE HOURS:** 3

**PLACEMENT: TSIA:** a score of 336-343 OR ABE 5-6

**CATALOG DESCRIPTION:**

MATH 0300 Introductory Algebra (3-0). This course is designed for students whose score on an approved assessment instrument does not meet minimum requirements on the mathematics portion of the assessment. Topics included in this course are algebraic operations on real numbers, the solving of equations and inequalities, basic operations with polynomials, simple graphing techniques, critical thinking skills, and college readiness skills. Credit in this course cannot be used to satisfy requirements for any degree. Students must earn a grade of C or better to progress to the next level math course.

**SOFTWARE: ALEKS** (You must purchase an ALEKS access code by class time no later than the 2<sup>nd</sup> class day)  
**ALEKS Tech Support:** Monday - Friday, 8:00 AM to 9:00 PM • 714-619-7090 • <http://support.aleks.com>  
**ALEKS Course Code:**

**SUPPLIES:** Three-ring Binder and dividers or spiral with dividers and notebook paper; pencils only in classroom.

**LEARNING OUTCOMES:**

After completing this course, the student should be able to demonstrate competency in the following:

- (1) Demonstrate skills with fractions and decimals;
- (2) Verify equivalent fractions, decimals, and percentages; apply skills to analyzing percentages;
- (3) Generalize algebraic operations on real numbers and apply properties of real numbers;
- (4) Verify equivalent expressions and generalize to algebraic operations;
- (5) Apply skills and properties for solving equations and practical problems;
- (6) Apply linear graphing techniques
- (7) Apply basic geometric formulas; generalize to practical geometric concepts.

**COURSE REQUIREMENTS:**

See your instructor's syllabus addendum for specific information.

**METHOD OF EVALUATION:**

See your instructor's syllabus addendum for specific information.

**ACCELERATION:**

You determine how quickly or slowly you complete the work associated with this course. The sooner you complete your developmental math placement, the better off you will be, so please feel free to work hard and quickly. You may complete your pie, and then take the mid-term and final exams for MATH 0300. If you pass these exams, your instructor will convert your ALEKS program to MATH 0301 and you can start work on that course. If you complete the MATH 0301 pie, you may take the mid-term and final exams for MATH 0301 as well.

**ACADEMIC ETHICS:**

Please remember that real success comes from learning how to do the work yourself. Your instructors believe that you are an honest individual and expect that all of the work that you do results from your own efforts. You know that a college education costs too much for

you to waste your time trying to beat the system rather than figuring out how to learn the material. You know that any form of cheating is dishonest and it makes you look very bad. Your instructor will have specific responses to any academic dishonesty that s/he may encounter.

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A repeated instance of academic dishonesty may result in your situation being forwarded to the Dean of Student Life. Please see the *SRSU Student Handbook* for a more complete discussion of academic honesty.

**ATTENDANCE POLICY:**

Sul Ross State University and the State of Texas require each student liable for any portion of the Texas Success Initiative (TSI) to attend and participate in developmental coursework. If you fail to attend and/or participate, you will earn an “F” for the course. Also, it is a course requirement that you take the mid-term and final exams. Failure to do so will result in your earning an “F” for the course.

If you must be absent, you are responsible for finding out what was covered and assigned in class in order to be prepared when you return to class. According to the University catalog, “When a student has to miss class due to an authorized university activity, it will be the responsibility of the student to notify the instructor of the class in advance [and to complete all assignments] within a reasonable time and at the convenience of the instructor.”

If you are absent from class, you will want to contact a classmate and get the notes that you missed.

Class Member: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Class Member: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Being

more than five minutes late or leaving before class is over will be counted as an absence!

**CELL PHONES:**

Cell phones going off during class are disruptive. Be a considerate class member. Turn off your cell phone before class begins and keep it turned off throughout the class period. If you feel that you have an emergency situation that requires your phone being left on, speak with your instructor before class. Should you fail to silence (including the “vibrate” function) your phone, you risk being counted absent.

**COURSE COMMITMENT:**

You will make the decision about how long it takes you to clear your developmental math requirement. Please keep these thoughts in mind:

1. Your registration in this course is the result of *your* math test scores and, at this time, those scores do not indicate that you could be successful in a college level math class. We want you to be successful in your college level math class, so learn everything that you can in this class.
2. It costs as much to take this class (at least \$830) as it does to take any other SRSU three-hour course. Yet you know that this course does not count towards your degree. You will save a lot of money and time if you decide to clear your developmental math requirement as quickly as possible.
3. You are the only one who can make the commitment to be successful in this class. You will decide how much time you end doing homework, asking your instructor questions, and visiting with a tutor. So come to class and complete this course with a grade of “C” or better this semester.

**EXTRACURRICULAR ELIGIBILITY:** You will sign a contract with ACE that notes that if you do not pass all of your developmental education coursework this semester, or receive a grade of “PR” (ED 0200, ENG 0200, MATH 0200, ED 0300, ENG 0300, ENG 0310, MATH 0300, and/or MATH 0301), then you will not be eligible to participate in any extracurricular SRSU activities next long semester. Extracurricular activities include, but are not limited to, Student Government Association, Campus Activities, Athletics, and Rodeo.

**STUDENT ASSISTANCE:**

Tutors are available in the Academic Learning Center, Ferguson Hall 213, free of charge. Please check with the Academic Learning Center for hours and days of tutor availability.

**STUDENTS WITH DISABILITIES:**

If you have a disability and need an accommodation, you should contact the Counseling and Accessibility Center located in Ferguson Hall, Room 112 (432-837-8203). You are responsible for presenting to the instructor any accommodation letter(s) and instructions.

**TEXAS SUCCESS INITIATIVE (TSI) ADVISING:**

As a developmental education student, you have a TSI hold on your records. In order for you to register for the next semester, you must see a TSI advisor in Lobo Den. Lobo Den is located in Lawrence Hall, Room 102 and their phone number is 432-837-8982.

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MATH 0300**

**ADDENDUM**

<b>COURSE TITLE:</b>	<b>Introductory Algebra</b>
<b>SECTION, CLASS DAYS &amp; TIME:</b>	<b>Section 001, MWF 9:00-9:50</b>
<b>CLASSROOM:</b>	<b>FH 201</b>
<b>INSTRUCTOR:</b>	<b>Andrew Tegarden</b>
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<b>CREDIT HOURS:</b>	<b>3</b>
<b>LECTURE HOURS:</b>	<b>3</b>
<b>PLACEMENT: TSIA:</b>	<b>a score of 336-343 OR ABE 5-6</b>

**COURSE MATERIALS**

**Required:**

- **ALEKS ACCESS CODE** purchased no later than the 2nd class day.
- A math notebook for recording notes and examples of problems you are working on in ALEKS.
- Pencil and eraser

**Calculators**

No hand-held calculators are permitted in this course except by permission. ALEKS provides a calculator on certain problems that you may use when available.

**Cell phones**

All cell phones must be silenced and hidden during class except by permission. If you are unable to find a good hiding spot for your cell phone, I will be glad to hide it from you. Cell phone calculators are not permitted.

**COURSE DELIVERY**

You are expected to work on math during every class meeting (come prepared with a notebook and something to write with) as well as outside of class! Basic instruction is delivered online using ALEKS. Using frequent assessments, ALEKS will identify gaps in your skill set. You work only on the topics you need to learn, not on the material you already know. You work at your own pace; spending as much time as needed to finish the course. You are not penalized for needing to relearn particular concepts. Spending time working in ALEKS and practice is the key! You are expected to work on ALEKS outside of class. At midterm and at the end of the course you will take a proctored exam to determine mastery of the course material.

**RESOURCES (in no particular order)**

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**Instructor:** The greatest resource is your instructor. You should learn when/how to get in touch with them ASAP. When you have questions, your instructor is a good starting point to get those questions answered.

**Tutors:** Tutors will be available to you (at no cost) through the Math and Computer Science Department, First Year Experience, and through the Supplemental Instruction/Embedded Tutor Program. Your instructor will have more information within the first few weeks of class.

**ALEKS:** In addition to your instructor, the course software, ALEKS, has resources built in for you to use. In addition, you can send your instructor messages via ALEKS.

**Google It:** Feel free to use your favorite search engine to search topics and find videos or other instructional material. Ask your instructor for guidance in using the Internet as he/she may have some favorite math websites to share with you.

**Friends and Family:** The people you like the most!

**Classmates:** Form study groups! It is a good idea to exchange contact information with a classmate, that way you can text/call each other with questions about math or about class in general.

## **COURSE REQUIREMENTS**

### **Academic Honesty**

You are expected to maintain the highest standards of honesty and integrity in academic and professional matters. Any student who has engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments, **claiming credit for work not done or done by others** and hindering the academic work of other students. A student found to be engaging in these activities will be penalized to the full extent of university policy.

Real success comes from learning and doing the work yourself. Cheating, or any other dishonest behavior on graded assignments, papers, or exams will not be tolerated. Rules and regulations regarding cheating, dishonesty, and other issues concerning classroom participation can be found in University Rules and Regulations and Student Handbook. A student found to be engaging in these activities will be penalized to the full extent of university policy.

It can be assumed that, during an exam or assessment, viewing or using any electronic device other than the student's computer workstation, viewing or using webpages other than ALEKS, viewing or using books, papers, or piece of writings, including things found on the student's body or written somewhere else in the exam environment, is cheating.

Students involved in cheating will be dropped from the course and/or receive a failing grade for cheating on quizzes, assignments, assessments, and will be reported to the Office of the Vice President of Academic and Student Affairs, the Dean of Student Life, and/or their coach.

For more information please see the SRSU's Student Handbook on academic honesty.

### **Additional Attendance Guidelines**

Nine absences result in you being dropped from the course with a grade of "F" as per university policy. Student athletes must inform the professor prior to absences related to athletic department activities and absences will only be excused when accompanied with appropriate documentation. Non-sports related university-sanctioned activities that require your absence from the class must be accompanied by official and appropriate documentation to be excused. Absences will only be excused otherwise in situations of extreme extenuating circumstance (debilitating illness or death of the student, a child of the student, or spouse of the student, or the death of a parent or guardian only), and only when accompanied by appropriate documentation. The kinds of acceptable documentation is at the discretion of the professor and the university.

Arriving to class on time is essential. Students are expected to attend the entire class time unless they have made prior arrangements with the professor in advance. Being late and/or leaving early three times will count as an unexcused absence.

Late work will not be accepted and make-up work will not be given for unexcused absences. For excused absences involving SRSU sanctioned activities, arrangements must be made with at least 24 hours advance of the class date and time to be missed. For excused absences involving extreme extenuating circumstance, notice and arrangements must be made within 24 hours after class date and time missed. It is the student's obligation to contact the professor to make there arrangements

Coming to class under the influence of illicit and/or mind- or mood-altering substance without a prescription is prohibited, and the student may be dropped from the course with a failing grade.

## **GRADING CRITERIA**

**Written Assignments (5% of overall grade):** Written assignments are part of the regular *classwork* within the course. You will be required to turn in a number of written assignments throughout the semester. These include, but are not limited to: *projects, worksheets, group activity assignments, and homework.*

**Attendance/Daily Quizzes (10% of overall grade):** Attendance and daily quizzes are part of regular *classwork* with the course. This is not an online course. **Attendance is mandatory.** To encourage you to come to class, there will be ALEK based quizzes virtually every day. You must be physically present in class to take quizzes. You can only take the quizzes in class.

**ALEKS Comprehensive Assessments (10% of overall grade):** The ALEKS-generated comprehensive assessment will be given two times during the course of the semester. The assessments are **proctored**, meaning the student must attend class to take the assessment. The grade for the class of each comprehensive assessment is the percentage of ALEKS mastery to a specific benchmark mastery level.

**Weekly Progress (15% of overall grade):** Weekly progress within ALEKS is part of regular *classwork* within the course. Working on ALEKS in and out of class as well as completing progress assessments generated by ALEKS is an integral component of this course. Your progress is tracked and a progress grade will be assigned each week based on the number of topics completed in your pie

**Midterm Exam (20% of overall grade):** A midterm exam will be given to determine level of progress within the course by midterm.

**Final Exam (40% of overall grade):** A final exam will be given to determine mastery of the requirements of the course.

## **GRADING**

Your grade will be calculated using the following weights:

Written Assignments (Classwork)	5% of Overall Grade
Daily Quiz Scores (Classwork) (3 lowest quiz grades will be dropped)	10% of Overall Grade
ALEKS Comprehensive Assessments	10% of Overall Grade
Weekly Progress Grades (Classwork)	15% of Overall Grade
Midterm Exam	20% of Overall Grade
Final Exam	40% of Overall Grade

### **Overall Grade to Letter Grade Conversion**

90-100% A      80-89% B      70-79% C      60-69% D      <60% F

### **PR Designation**

The student may receive a Progress (PR) designation instead of a letter grade at the end of the semester by meeting either one of the two following criteria:

- a. the student has a *classwork* average (an average of Written Assignments average, Attendance/Daily Quizzes average, and Weekly Progress average) of 70% or better, and have less than 5 unexcused absences;
- or-**
- b. the student has completed the MATH 0300 component of the course, meaning attaining 60% mastery on the 0300 ALEKS course component, a passing grade on the 0300 midterm exam, and a passing grade on the 0300 final exam.

**\*Please note that this syllabus is subject to change.**

**Course Calendar (\*dates are subject to change):**

Week 1: Aug. 24, 26, and 28	Syllabus; ALEKS logon; Begin
Week 2: Aug. 31, Sept 2 and 4	Daily Quizzes; ALEKS
No class Labor Day: Mon. Sept. 7	Daily Quizzes; ALEKS
Week 3: Sept. 9 and 11	Daily Quizzes; ALEKS
Week 4: Sept. 14, 16, and 18	Daily Quizzes; ALEKS
Week 5: Sept. 21, 23, and 25	Daily Quizzes; ALEKS
Week 6: Sept. 28, 30, and Oct. 2	Daily Quizzes; ALEKS
Week 7: Oct. 5, 7, and 9	Daily Quizzes; ALEKS
Week 8: Oct. 12, 14, and 16	Scheduled Midterm Exam
Week 9: Oct. 19, 21, and 23	Daily Quizzes; ALEKS
Week 10: Oct. 26, 28, and 30	Daily Quizzes; ALEKS
Week 11: Nov. 2, 4, and 6	Daily Quizzes; ALEKS
Week 12: Nov. 9, 11, and 13	Daily Quizzes; ALEKS
Week 13: Nov. 16, 18, and 20	Daily Quizzes; ALEKS
Week 14: Nov. 23	Daily Quizzes; ALEKS
No class Thanksgiving: Wed. Nov. 25-Fri. Nov. 27	

Week 15: Nov. 30 and Dec. 2	Review
Dead Day: Fri. Dec. 4	
Final: Wed. Dec. 9, 8:00-10:00 a.m	Scheduled Final Exam