

**UNIVERSITY OF NORTH TEXAS
COURSE SYLLABUS**

Course Title: Beginning Algebra		
Course Prefix & Number: NCTM 0351 & NCTM 0353	Section Number: 001 & 003	Semester: Spring 2018
Semester Credit Hours: 3	Lecture Hours: 48	Lab Hours: 0
<p>Course Description:</p> <p><i>NCTM0351 Beginning Algebra (3 credit hours)</i></p> <p><i>This course includes basic algebraic concepts and notations; algebraic expressions and equations, factoring polynomials and graphing. Some algebra is required. This course does not count toward graduation at NCTC.</i></p>		
Course Prerequisite(s): Appropriate placement score on TSI or other approved assessment test.		
<p>Required or Recommended Course Materials:</p> <p>Required:</p> <ul style="list-style-type: none"> • MyLabsPlus Access Code -(**e-textbook is included with the MyLabsPlus Access Code) • Current email address (default email address is Lion Pride) • Non-graphing scientific calculator (*No graphing calculators allowed) • Notebook/binder, spiral, paper, writing utensil, and index cards • Video Organizer - This can be purchased in the bookstore, or printed by the student after logging into MLP <p>Recommended/Optional:</p> <ul style="list-style-type: none"> • Text Book: Elayn Martin-Gay: <u>Beginning & Intermediate Algebra</u>, Pearson, 2017, 6th ed. • TI-30X IIS calculator is highly recommended. <p>Headphones (for online lectures)</p>		

INSTRUCTOR INFORMATION

Name of Instructor:	Marla Owens
Campus/Office Location:	GAB 463
Office Hours:	Available for online questions via email
Telephone Number:	940.565.2431
E-mail Address:	Marla.Owens@unt.edu
Name of TSI Coordinator:	Melanie Mitchell and Melissa Schneider
Office Location:	Learning Center Sage 315
Telephone Number:	940-369-7006
E-mail Address:	TSI@unt.edu

GRADING CRITERIA

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
15	Attendance	5%
> 25	Homework	10%
> 10	Quizzes	10%
5	Practice Tests (Review)	10%
4	Chapter Tests	50%
1	Final Exam	15%

Grade Scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; Below 70% = F

All homework, quizzes and practice tests will be completed online using MyMathLab(MML) off campus at the convenience of the student. **All tests and the final exam will be completed ON CAMPUS in a proctored environment** using MML according to the tentative calendar (dates are listed below).

Check MML for all due dates. **Do not ask to extend due dates.** The grade book in MML keeps a running average of your grade.

If you are waiting for Financial Aid please use the Temporary Access Code. The access code is necessary to register and unlock all the features including homework/quizzes/tests for our course. **I will NOT modify due dates** because you did not purchase your access code.

There will be **no make-up assignments (including tests or final exam)**. The final exam is comprehensive and must be taken by all students. The final exam may be used to replace your **lowest test grade. (Only if you missed 6 hours of class or less).**

STUDENT LEARNING OUTCOMES

	At the successful completion of this course the student will be able to:
1.	Define, represent, and perform operations on real numbers.
2.	Recognize, understand, and analyze features of a function.
3.	Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate polynomial expressions.
4.	Identify and solve polynomial equations.
5.	Identify and solve linear inequalities.
6.	Model, interpret and justify mathematical ideas and concepts using multiple representations.
7.	Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

TSI COMPLIANCE

At University of North Texas, students who test but do not meet the passing scores in any section(s) of the TSI Assessment are required by state law to obtain TSI advising and continuously enroll in a formal college preparatory studies (developmental) program every semester until all TSI requirements are satisfied. TSI program attendance is MANDATORY.

ATTENDANCE POLICY

Regular and punctual attendance is expected of all students in all NCTM0341 classes for which they have registered. Students may receive attendance warnings from their instructor at the UNT student email address when the student accrues 1 week absence (not necessarily consecutive days) in a course. Failure to read and/or receive school e-mail is no excuse for not complying with the Attendance Policy. It is the student's responsibility to maintain correct and current e-mail and local and permanent addresses with the university.

After a student has been absent from class in excess of **2 weeks** (not necessarily consecutive days), the student may be **dropped** from the NCTM course. Inform the instructor in writing during the first week of class of any religious holidays observed this semester. Documentation must be given to the instructor at the class following the holiday.

Also, since punctuality has become a problem in recent semesters, **three tardies** will be considered **one absence**. Coming in late disrupts the class. Occasions do occur that you will need to be tardy, but not on a consistent basis. Please refer to the UNT policy for specific questions regarding absences and excused absences:

http://policy.unt.edu/sites/default/files/06.039_StudentAttendance_2016.pdf.

HOMEWORK, QUIZZES, PRACTICE TESTS AND TESTS POLICIES AND PROCEDURES

All homework, quizzes, and tests are completed online in MyMathLab (MML). You will need an access code that can be purchased in the bookstore or online after you log into MyMathLab. Read the announcements in Blackboard for all instructions.

For Technical Help:

MyMathLab (MML). tech support phone 888-883-1299 or online <http://247support.custhelp.com> for live chat.

Homework:

All due dates are listed in MML. Complete the assignments by 11:59 pm of the due date listed. The homework may be attempted multiple times in order to increase your homework grade.

HINT: You are expected to watch all section video lectures in MyMathLab (MML). These videos can be accessed from the Chapter Contents menu. This takes the place of going to class in a traditional course. Video Organizer handouts can be printed from MML. The video organizer will help students take notes and practice problems while watching the video lectures. If you do not have a high-speed Internet connection, it may be difficult to view the videos. The videos contain instruction on each objective that is to be covered in the course. If you don't watch the videos it is equivalent to not coming to class, and will make the HW difficult to complete. You can also access a power point presentation for each section.

Quizzes:

Weekly quizzes will be due. All due dates are listed in MML. Quizzes may be attempted three times, and some quizzes have time limits. Only the highest score will be counted from the three attempts. Students should attempt the quiz multiple times in order to be prepared for the unit test.

Practice Tests:

Practice tests are worth a grade for this course. The practice test must be complete before a student takes the regular test. Due dates vary and will be listed in MML.

Tests & Final:

Four unit tests are scheduled during the semester and a comprehensive final exam. Make sure to follow the deadline dates listed in MML, and watch for the test announcements. The tests will be given on MML, but **students will take the test in a proctored setting**. You will have only one attempt. Each test will have a time limit. Students will be allowed to use a non-graphing calculator on the tests. **No make-up exams will be given**, but the final exam can replace your **lowest test grade. (Only if you missed 6 hours of class or less)**.

The final exam will be comprehensive and is required of all students. The final exam will also be given on MML. The final exam may be used to replace your lowest regular exam grade.

The test dates for this semester are listed below:

Exam #1 – week 4 - TBA

Exam #2 – week 7 - TBA

Exam #3 – week 11 – TBA

Exam #4 – week 14 – TBA

FINAL EXAM – week 15 – Saturday May 5

The final exam must be completed *on or before* Sat May 5th. No exceptions.

** Please contact the instructor ASAP if you have concerns about the testing dates.

Students will be allowed to use a non-graphing calculator on the tests at the testing site. **No make-up exams will be given, but the final exam can replace your lowest test grade. (Only if you missed 6 hours of class or less)**.

Gradebook:

The grade book in MML keeps a running average of your grade. I review all quizzes and tests in order to assign partial credit where possible. I look for answers that are technically correct, but have not been submitted in 'good form'. An example would be an answer of 14/16 that has not been simplified to 7/8. Your answers will be more complicated than this example, but you get the idea that I will be looking for answers that are technically correct. Students can email the instructor if they have any questions or concerns about their quizzes or tests.

CLASS RULES

1. **Attendance is VERY IMPORTANT in this class!** An absence in this online course is defined as the following:

Our typical 'week' will run from Sunday to Saturday every week. (The first week is a little different, since the first day of class is Tuesday January 16.) Assignments for the week will open on Sunday and will be due by Saturday night at 11:59 pm, with exception of the weeks with tests and the final exam. Pay attention to due dates in MML.

2. You must log in and complete required assignments at least once every week (at any time during the week) or you will be considered absent for the week. Optional activities such as study plan, or videos do not satisfy the attendance requirement. To be counted present, you must log in and complete at least TWO graded assignment (e.g., homework, quiz, practice test, or test) with a score greater than 65%. (Exceptions to this are on weeks where there is only one assignment).
3. To be clear: from the first day of the semester, even if you are ahead of the due dates, you must log in every week and work on assignments until you have completed all the assignments and taken the final.
4. You will earn an Attendance Grade in the gradebook based on the completion of your weekly assignments. **For example:** Let's say for Week #2 a student has 3 assignments -two homework and one quiz. This student earns 50%, 50%, and 80% on the assignments. According to the explanation in #2) above, this student will earn a 0% in the gradebook for attendance because TWO assignments must have a score of at least 65%. Attendance grades will either be 100%, or 0%.
5. Do not ask me to extend the due dates. Work ahead on the assignments instead (remember... if something can go wrong, it will).
6. It is the student's responsibility to attain help if having difficulty comprehending the material and staying on schedule.
7. You are welcome to come to my office during my posted hours. E-mail is the best and easiest way to contact me Marla.Owens@unt.edu . I check my email daily. Please email me with any questions, problems, or concerns you have. Remember to allow response time; you will not get 'immediate' feedback. I teach regular classes and therefore **I am not on the computer 24/7.**

Students need to log into BLACKBOARD in order to access MML. Current grades are located in MML gradebook.

MATH LAB

The Math Lab serves students enrolled in UNT Math classes at the 0300-2000 level. If you are enrolled in one of these classes, you are eligible to utilize Math Lab services. The Math Lab is located in the General Academics Building (GAB), Room 440. The Math Lab is closed Sundays, all official UNT holidays, and during Final Exams. The Math Lab hours vary by semester. Go to <http://math.unt.edu/mathlab> for more information.

LAST DAY TO WITHDRAW

Last day to withdraw from a course with a "W" is **Friday, February 23, 2018**.

STUDENT SUPPORT SERVICES**ADA statement**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at www.unt.edu/oda . You may also contact them by phone at 940.565.4323. Located in Sage hall 167.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

Cheating and Plagiarism

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Academic Integrity which may impose further penalties. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

STUDENT HANDBOOK

Students are expected to follow all rules and regulations found in the student handbook. Which can be found on the Student affairs website: <http://studentaffairs.unt.edu/explore?category=41>

Name of Chair/Coordinator:	Elizabeth Howell
Office Location:	Corinth 324
Telephone Number:	940.498.6209
E-mail Address:	ehowell@nctc.edu
Name of Instructional Dean:	Sara Flusche
Office Location:	Gainesville 1306
Telephone Number:	940.668.3351

E-mail Address:	sflusche@nctc.edu
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Tobacco-Free Campus

The University of North Texas is a tobacco-free campus, restricting the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, and smokeless tobacco, on campus property.