Instructor: Robert Payne
Office: MATH-332
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Office Phone: 936-468-1620  Math Department Phone: 936-468-3805

Class meeting time and room: 2:30 – 3:45 MW in MATH-358

Office Hours…These hours have been set aside specifically to help students:
Monday and Wednesday 9:00 – 11:00 and 1:30 – 2:30 (except on some Mondays I’ll be in a meeting until 2:00)
Tuesday and Thursday 10:00 – 11:00 and 1:00 – 2:00. Friday 9:00 – 11:00 and other times by appointment.

Purpose: The purpose of this course is to prepare students to be successful in entry-level credit math classes at SFA. (MTH 110, MTH 127, MTH 138, MTH 143, MTH 220)

Textbooks: No textbook is required, but the text Intermediate Algebra, 6th or 7th ed. by Dugopolski (McGraw Hill) may be used. Some copies of this book are available for checkout from my office.

Website: You will need an account on ALEKS. The access code can be purchased at local bookstores or online with a credit card. The URL is www.aleks.com. The Course ID for MTH 099.020 is E3ELT-6FVQ4. Your 2-week temporary access code is D8860-4C934-4C937-F39EF.

Semester Grades: Your grade will be in two parts. “Part A” will be worth 40% of your semester grade. “Part B” will be worth 60% of your grade. Grades in both parts will be determined by the percent of the relevant ALEKS “pie” you master, a cumulative exam, a daily notebook, and weekly progress. You must finish the “Part A” pie before moving on to the “Part B” pie.

Note: Be sure to finish the “Part A” pie by mid-semester. This assures that you will have practiced all the topics on the midterm, and it allows enough time to finish the “Part B” pie by the end of the semester.

The grades for both parts are weighted as follows: ALEKS pie percentage is worth 30%, the exam is worth 60%, your weekly progress is worth 5%, and the daily notebook is worth 5%. Attendance and participation (being on-task during class) will also be factored into your final grade.

Your grade for both parts of the course is calculated with this formula:
Ave. = 0.30(Pie %) + 0.60(Exam) + 0.05(Progress) + 0.05(Notebook)

The “Pie %” will be determined by an in-class Knowledge Check. If your “Pie %” is at least 95%, I will give you 100% for the weekly progress portion of your grade.

Weekly progress grades will be determined by dividing the number of ALEKS topics you master each week by 18 with two conditions. First, you can earn a weekly progress grade of up to 125% by doing more than 18 topics. Second, if you master fewer than 9 topics, your weekly progress grade will be zero. There will be about 13 or 14 weekly progress grades to average.

Your course average will be no lower than the result of the following formula:
Ave. = 0.40(Part A Grade) + 0.60(Part B Grade) – # of Abs.
<table>
<thead>
<tr>
<th>Course Average</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>≥ 90</td>
<td>R</td>
</tr>
<tr>
<td>80 ≤ Average</td>
<td>R</td>
</tr>
<tr>
<td>70 ≤ Average</td>
<td>R</td>
</tr>
<tr>
<td>&lt; 70</td>
<td>F</td>
</tr>
<tr>
<td>&lt; 60</td>
<td>F</td>
</tr>
</tbody>
</table>

To pass the course you must have an overall class average of at least an RC (70%).

**Attendance is required.** Each absence over one (except as per policy A-10, Student Handbook) will reduce your final average by one point. Students who are habitually tardy or who engage in off-task activities may be marked absent.

**Makeup Policy:** There will be no makeup tests. A passing comprehensive final exam grade (70% or higher) will replace a lower midterm test grade. There is no substitute for class attendance and consistent daily work.

**Finishing Early:** It is possible to finish this course prior to the end of the semester. To finish early, you must complete (95 to 100%) the ALEKS pie as indicated by an in-class final Knowledge Check, and make at least a 70% on the comprehensive final exam. Let me know a few days before you finish your pie so I will have time to make out a final exam. Be sure to continue attending class until you actually take the final. You can be practicing and studying during this time. If you do not make at least 70%, I will consult with you and assign a program for further study and schedule another final at a later date. In no case (except for WH grades), will any finals be given after the official final exam date for this course.

**Knowledge Checks:** A Knowledge Check is a computerized evaluation of how much you have learned (and remembered) since starting the program. You will be given automatic Knowledge Checks on a regular basis by the ALEKS system. These may occur during class or during your personal study time. When taking a Knowledge Check it is critical that you NOT use any notes, books, tutors, outside calculators, websites, or other aids. A Knowledge Check is trying to evaluate what you know so that the ALEKS program can design your next study path. In addition to the automatic Knowledge Checks, I will schedule several in-class Knowledge Checks that must be taken in the lab (under my watchful eye!) The use of any aids during any Knowledge Check will be considered cheating.

If you use artificial means to fool the system, you will FAIL the course because you will not learn the material that will be on the in-class exams and you will not perform well on the in-class Knowledge Check that determines your pie grade.

**In-Class Knowledge Checks:** Your ALEKS pie percentage will be determined by an in-class Knowledge Check. This Knowledge Check can be repeated multiple times IF you finish the material with enough time to spare. This process is excellent study for the corresponding exam.

**Daily Notebook:** A portion of your grade comes from your Daily Notebook. When you do your ALEKS online exercises, keep your work organized in an orderly fashion in either a spiral bound or flip-top notebook (no loose-leaf paper!) When you work on ALEKS write the following in your Daily Notebook: date; number of topics left; number of days left. After that, write the name of the topic, copy each problem, and show all the proper steps to the solution in your notebook. Be sure to include any necessary graphs. After getting a solution, transfer the answer to the computer for feedback. Your notebook will be graded on neatness, completeness, and organization. No credit will be given for sloppy, disorganized work! I will provide you with examples of proper mathematical organization. All class notes and other subject matter must go in a separate notebook!

**Technology:** No calculators other than the one provided by ALEKS are allowed during class practice, personal practice, or Knowledge Checks. The ALEKS program includes a calculator that is available at appropriate times. After you pass the Arithmetic Test (see next paragraph) a four-function calculator will be permitted on exams. No cell phones, PDAs, or other electronic devices will be allowed during exams or Knowledge Checks!
Arithmetic Test: All students must pass an arithmetic test with 85% accuracy in order to pass this course. This test will consist of about 15 arithmetic problems from grade-school mathematics, and it may be taken more than once, but the deadline for passing the test will be the week of the midterm. The specific skills being tested are operations on signed numbers, operations on common fractions, and elementary order of operations. This is prerequisite material for MTH 099. A sample test, worksheets, and online practice will be provided. I will be happy to help you with this material out of class, or you can get help at the AARC. Once you pass the arithmetic test you will be allowed to use a four-function calculator on exams. See supplemental handout for more information.

Additional Help: Free tutoring is available at the AARC! Hours are M-Th from 1:00-8:00, and Sun. from 4:00-8:00. The AARC is on the first floor of Steen Library on the right side as you walk in the front doors.

Commitment: You must make a commitment to attend every class, to arrive on time and to stay the entire time. You must make a commitment to work in class by taking notes and/or working the ALEKS exercises. You must make an additional commitment of doing work outside of class. Remember the college rule: “For every one hour in class, students should spend two to three hours out of class.” This is not high school! You must make a commitment to get help when you don’t understand what you are being asked to do. The more committed you are, the more successful you will be.

Participation: Bring notebook, and writing instrument to each class. You must be attentive to the task at hand, and be prepared to take notes when appropriate. Be respectful of your peers and instructor. Texting during class (or other off-task activities) will be cause for dismissal. Students who do not attend class regularly or who perform poorly on class work may be referred to the Early Alert (ICare) Program. This program provides students with resources and other assistance that is available to help SFA students succeed.

Acceptable Student Behavior: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. The instructor shall have full discretion over what behavior is appropriate in the classroom.

Disabilities: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For more information: http://www.sfasu.edu/disabilityservices

Placement: Students not exempt from testing who score below 350 on the TSI Assessment will be placed into developmental math courses by the Academic Advising Center. Placement into an entry-level credit math class (MTH 110, 127, 138, 143, or 220) is based on a TSI Assessment score of at least 350 or at least an RC in MTH 099. Our purpose in this class is to prepare you to pass the credit math classes listed above. NOTE: “Passing” the TSI Assessment does not equate to passing MTH 099! If you place out of MTH 099 during the semester, you should continue participating in the course to prepare for credit math, otherwise you will receive a QF final grade in MTH 099. The placement test does not prepare you for credit math! If you plan to place out of MTH 099, you should try this before the last date to drop/add so you can switch courses.

Drops and Repeats: Students in state-funded Texas colleges and universities are not be allowed to drop (with a grade of W) more than six courses total, including courses from transfer schools. In addition, the state will fund a maximum of 18 total hours (including repeats) of non-credit coursework. After that limit is reached, students will pay much more per class. For more information, contact the Registrar’s Office or your instructor.
**Withheld Grades:** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course. The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

**Dead Week:** It is possible that a major exam may be given during dead week. This serves as written notification before the 12th class day as required by Policy A-15 (Dead Week.)

**Cheating:** **Student Academic Dishonesty (University Policy 4.1)** Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. **Cheating** includes but is not limited to (1) using or attempting to use unauthorized materials on any class assignment or exam; (2) falsifying or inventing any information, including citations, on an assignment; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. **Plagiarism** is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to: (1) submitting an assignment as one’s own work when, it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from an internet source or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit.

Any student caught cheating, aiding another student in cheating, or appropriating the words or work of others without proper citation will be subject to academic discipline. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating, and to guard against making it possible for others to cheat. Penalties are given at the discretion of the instructor and range from receiving zeros for the work done to expulsion from the University. Violations are tracked by the dean's office.

Please read the complete policy at [http://www.sfasu.edu/policies/student_academic_dishonesty.pdf](http://www.sfasu.edu/policies/student_academic_dishonesty.pdf)

**Student IDs:** You must show your student picture ID before exams. No ID, no exam!