



Southeastern Oklahoma
State University

Department of Mathematics
College Algebra – MATH 1513.W1
Fall 2018

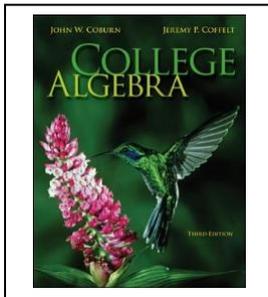
Instructor	Kevin W. Faulk
Office Location	MTH 102
Email	kfaulk@se.edu
Office Phone	(580) 745- 2682
Office Hours	12:00 p.m. – 1:00 p.m. (MWF) 11:00 a.m.- 12:00 p.m. (T TH)

Prerequisites: Math ACT of at least 19 or a passing score on the departmental placement exam or MTH 0123 (Intermediate Algebra)

Catalog Description: The study of functions, systems of equations, theory of equations, sequences and series, matrices and determinants, combinatorics. (Prerequisite: MATH ACT of at least 19 or a passing score on the departmental placement exam or MATH 0123.)

Required Course Materials

Textbook: The text is available as an eBook



Software: You will need an *access code* for *ALEKS*, where all homework and exams are to be completed. The *ALEKS* course code for this course is: **AA9JY-KTYVL**

Calculator: *ALEKS* has a built-in calculator, so no calculator is required.

It is **extremely important** that you obtain course materials before the start date of the course, including the textbook. You do not have to wait until you receive a copy of the syllabus to find out the required book for a given course. You may use the SE Official Bookstore to find the book. Try it now! Go to goo.gl/jRh3v0 (*this is a shortened web-address for the SE Bookstore*), type in the information for one of your courses, and see the book!

Optional Course Material

Textbook: *College Algebra*, 3rd Ed. By John W. Coburn, ISBN: 9780077732929 or 9780077343415

Other: Access to a scanner, FAX machine, a smart phone with a camera, or some other type of document imaging device. If you prefer to do your assignments by hand, please write in a dark pen or pencil so that the images will print clearly when faxed or sent electronically.

Technology Requirements:

Please read the *Technical Requirements* policy on the Southeastern Distance Education website

<http://homepages.se.edu/blackboard/student-support/browser-recommendations/>

In summary, you will need access to a reliable computer with adequate specs and a reliable internet connection, with a backup plan in case you experience technical difficulty. Oftentimes technical problems are browser related, so if this occurs try a different browser. Typically, Chrome and Firefox work best Blackboard.

Minimum Technical Skills

Students enrolled in this course will be expected to navigate BlackBoard to obtain course content and complete assignments. Students may also be required to use other SE resources such as the SE library. To ensure each student is adequately equipped for these requirements, you have each been enrolled in a resource course titled Online Student Orientation. There, you will learn to navigate within the BlackBoard folders and modules, as well as use the Bb resources. You will also learn about Respondus and ZOOM. You will complete tutorials on a variety of skills to help you take full advantage of what Blackboard and SE has to offer. If you have trouble loading the tutorials, please review the troubleshooting page upon entering the tutorials module. This course will provide you with the skills needed to succeed in this and other online courses. The Orientation course will take approximately two to four hours to complete in full. You will be required to provide proof of completion of the orientation before gaining access to course work folders. Discovery of falsified credentials (badge) is an integrity violation and will follow SE's academic integrity policy.

Prerequisites Knowledge/Skills:

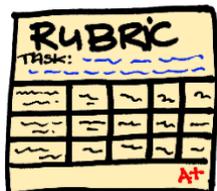
Correct grammar, spelling, and punctuation are necessary in a college course. Therefore, you are encouraged to take advantage of the resource Basics of Language Training (BOLT) found inside the Online Student Orientation. These modules are self-paced and will serve as a refresher course for writing. Each online course will require correct usage of grammar and APA format. The Basics of Language Training (BOLT) course contains self-paced modules on APA basic format as well as Citing Sources in APA. You are strongly encouraged to review these modules to be fully prepared for your courses. If you are unable to demonstrate adequate usage of grammar, punctuation, spelling, or APA format, your instructor(s) may require work to be completed in the Basics of Language Training (BOLT).

Additionally, the menu of each course will have a link to the Purdue OWL site, which is an excellent resource for quick reference when completing work.



Definition of a Week

Each week will begin at 12:00am Monday and will end at 11:59pm Sunday. This will be the time frame for which students will be expected to work within a given week's folder. All assignments will be due at 11:59pm, and the last assignment each week will be due on Sunday. All times will be based on the time zone of the institution: **Central Standard Time.**



Work Load

The amount of time you will spend in each course will vary from class to class, largely depending on prior education and experience with the topic of the class. Instructors will provide approximate time expectations for each task in the course, but individually, you may spend more or less on any given item depending on your reading speed, the need to re-read content, and how quickly you comprehend the subject and requirements. It is roughly estimated that you will spend an average of 12-15 hours per week in any given course.

Standard Grading Rubrics

Each course will use standard rubrics. They will be attached digitally to your assignments. You should always review the rubric scores and comments to fully understand the grade received and obtain all feedback provided

Course Policies

Course Availability

Courses will be made available to students one week (7 days) in advance of the start date. Instructors may choose to email students in advance with preview information.

Course Content Availability

Availability for general items within the course will not be withheld; however, if shortened visibility for assignments or exams is applied, a minimum of a 48-hour window of availability will be provided.

Late Work

Late work will generally not be accepted. Instructors may make arrangements/exceptions on an individual basis for *extenuating* circumstances, and such exceptions may still be accompanied

by significant penalty. If a student knows in advance that he or she will be traveling or unable to access the course for any reason, it is his or her responsibility to contact the instructor in advance and make arrangements to work ahead. If a student contacts the instructor *after* the due date, documentation will be expected. This includes documentation from IT in the case of technical difficulties. (If you submit a Bb Student Support Request form, you will automatically receive an email confirmation, which will be time stamped evidence of your due diligence in resolving the issue.) Keep back-up copies of your assignments and have a backup plan with at least one alternate location to complete the assignment or take a quiz or exam. Don't wait until the last minute to complete assignments or take the quizzes and you won't encounter these types of



problems. Excuses such as “*I had to work,*” “*The system was down,*” “*My computer crashed,*” “*I lost my flash drive with my work on it,*” “*I couldn't get to a computer,*” “*I forgot about the assignment,*” “*I didn't see the reminder announcement,*” “*I overlooked the assignment folder,*” “*I didn't realize I submitted the wrong document,*” “*I didn't realize I submitted a blank document,*” “*I couldn't find the assignment in Bb,*” etc., etc., etc., are **not** considered extenuating circumstances. No extra assignments will be given to “*bring up your grade.*”

Makeup Exams: No make up test will be given. It is your responsibility to meet deadlines and timelines for tests, even if they fall during holidays!

Expectations of Instructor and Students: All students are required to produce their own work unless the activity has been designed as a group project. Evidence of cheating will result in at least a zero for that activity. Students are expected to complete all assignments by the due date, participate in class discussions, and when difficulties arise, contact the instructor.

Students should expect a timely response to email questions and prompt grading and posting of assignments. Unless an announcement was posted indicating my lack of availability, you should receive a response to your email within 24 hours. If you haven't received a response within 24 hours, please email again just in case I overlooked it. You should do your best to email from your official SOSU student email account. **Be sure to include your name in the body of every email you send as well as the assignment number you are referencing.** Grading of, and posting of scores for, all assignments, will be completed before the next assignment is due.

Other Policies: The instructor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the syllabus.

There is a zero-tolerance policy concerning plagiarism and/or duplication of another individual's work. Besides making you feel horrible, you will receive a zero and the policy will be enforced under the guidelines of the *Academic Honesty Policy* for the University. Students are expected to work individually and turn in their own work. Any violation of academic honesty will be reported to the Office of Student Affairs.

The policies regarding academic misconduct are set forth in the Institution's *Student Code of Responsibilities and Conduct*. Cheating will not be tolerated in any shape or form. If you are caught cheating, it will be reported to the appropriate academic offices, and appropriate action will be pursued.

University Policies:

Attendance:

The Registrar's office defines attendance in online and blended classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with the instructor

Never Attended = Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course. Statistics Tracking in Blackboard will be utilized in part for determining teacher candidates' accessing of Bb.

Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times, **and** participating in discussion forums. Seven (7) consecutive days of non-participation **will** result in your access being disabled without warning. Participation, or lack thereof, may also affect your financial aid. Remember, Blackboard automatically tracks and records every click once you log into a Bb course. Bb administrators can see if and when you logged on, the date and time of day you logged on, and what you accessed once you logged in to the course.

This is an online course, but it does require active participation. You should log in every day, at least five times a week, during this course. There will be a schedule posted, but updates to the schedule and additional information may be necessary during the course of this class. If you do not log in, you are oblivious to these changes. Just as in a standard class setting, updated announcements take precedence over syllabus and schedule postings. Missing an announcement and deferring to the schedule or syllabus will not be a legitimate excuse.

Registrar's definitions above will be used for all reporting purposes, per SE policy.

Internet Etiquette (Netiquette):

Distance conveys a degree of anonymity, and as a result, many people feel less inhibited in online situations than in their everyday lives. This lessening of inhibitions sometimes leads people to drop their normal standards of decorum when communicating online. Become familiar with the following guidelines regarding both online discussions and email messages. View entirety of policy: <http://www.se.edu/dept/online-learning/technology/communication-netiquette/>

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Your instructor is required to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. All students are expected to maintain a professional demeanor and respect the presence and opinions of fellow students, and any guest participants.

Southeastern Student Code of Conduct: *All participants in this course are bound by the University of Code of Conduct, found at:* <http://www.se.edu/dept/student-life/files/2009/10/student-handbook.pdf>

Southeastern Academic Calendar: <http://www.se.edu/dept/registrar/calendar/>
Assistance/Tutoring in Writing:

Smart Thinking: Online tutorial service. **Smart Thinking's** services include personalized, live, and online assistance. Visit <http://www.se.edu/current-students/smart-thinking/> to take advantage of these services.

The Writing Center is also available to help with your writing. Here is the contact information: <http://www.se.edu/dept/learning-center/writing-center/>

Counseling Center: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

Disability Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

Blackboard Support: Can be found on the Southeastern Blackboard homepage at: <https://blackboard.se.edu/> by clicking on Bb technical support request or in the lower right hand corner on "Live Chat" between the hours of 7:00am-1:00am CST.

Equity and Non-Discrimination Statement: Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

Course Format

Menu: Each course will utilize a Course Template to accomplish a common look and feel. The template will contain a course menu with nine buttons:

- **Course Home Page** - Here, students may obtain quick information regarding announcements, assignments due, etc.
- **Announcements** - Announcements may be used to clarify assignments, make changes in the schedule, provide holistic feedback to the class, etc.

- **Start Here** - This section will contain the syllabus, the instructor's contact information, course policies, etc.
- **Course Work** - Here students will find a folder for each week of the course. All the content, assignments, etc. will be placed into the appropriate week's folder. An outline of contents should be placed on the front of the folder. Assignments may be due throughout the week.
- **Virtual Meeting** – This is a link to Big Blue Button, where instructors can teleconference with students, either individually or as a class. In this program, the instructor will schedule a weekly synchronous session. Live attendance will not be mandatory, but sessions will be recorded for those who cannot attend, and viewing of the session will be mandatory.
- **Henry G. Bennett Library** - This is a link to the SE online library for convenience.
- **Purdue OWL** – This is a quick link to APA resources to assist with required formatting
- **Student Tools** – Students may access any student tool from this area, including grades. They can also email the instructor or classmates from here.
- **Student Email** - All university announcements and other communication with instructors will be sent to student email. This link gives quick convenient access to student email.

Weekly Folders: There are Sixteen Weekly Folders, located on the Blackboard Home page tabs, containing all course exercises. Students will collaborate with the instructor and each other via the online tools provided by Bb, including discussion boards. All assignments, instructions, and explanations will be posted to Bb within the corresponding weekly folder. On the front of the folder is the Introduction. It will give you a summary of the contents of the folder as well as an introduction to the subject matter. Assignments, Quizzes, Discussion Boards, and Exams are contained in the sub-folders. The course content will be available from the beginning of the course with due dates listed for each assignment. Please note that early submission of an assignment will not result in the assignment being graded earlier.

Course Calendar

#	Assignment	Assign Date	Due Date	Pts	Week
1	Section R.1 Homework	8/20/18	8/27/18	30	1
2	Section R.2 Homework	8/20/18	8/27/18	30	1
3	Section R.3 Homework	8/20/18	8/27/18	30	1
4	Section R.4 Homework	8/20/18	8/27/18	30	1
5	Week 1 Written Assignment	8/20/18	8/27/18	30	1
6	Week 1 Discussion Board	8/20/18	8/27/18	30	1
7	Section R.5 Homework	8/20/18	9/3/18	30	2
8	Section R.6 Homework	8/20/18	9/3/18	30	2
9	Chapter R Exam	8/20/18	9/3/18	75	2
10	Week 2 Written Assignment	8/20/18	9/3/18	30	2
11	Week 2 Discussion Board	8/20/18	9/3/18	30	2
12	Section 1.1 Homework	8/20/18	9/10/18	30	3
13	Section 1.2 Homework	8/20/18	9/10/18	30	3

14	Section 1.3 Homework	8/20/18	9/10/18	30	3
15	Section 1.4 Homework	8/20/18	9/10/18	30	3
16	Week 3 Written Assignment	8/20/18	9/10/18	30	3
17	Week 3 Discussion Board	8/20/18	9/10/18	30	3
18	Section 1.5 Homework	8/20/18	9/17/18	30	4
19	Section 1.6 Homework	8/20/18	9/17/18	30	4
20	Chapter 1 Exam	8/20/18	9/17/18	75	4
21	Week 4 Written Assignment	8/20/18	9/17/18	30	4
22	Week 4 Discussion Board	8/20/18	9/17/18	30	4
23	Section 2.1 Homework	8/20/18	9/24/18	30	5
24	Section 2.2 Homework	8/20/18	9/24/18	30	5
25	Section 2.3 Homework	8/20/18	9/24/18	30	5
26	Week 5 Written Assignment	8/20/18	9/24/18	30	5
27	Week 5 Discussion Board	8/20/18	9/24/18	30	5
28	Section 2.4 Homework	8/20/18	10/1/18	30	6
29	Section 2.5 Homework	8/20/18	10/1/18	30	6
30	Chapter 2 Exam	8/20/18	10/1/18	75	6
31	Week 6 Written Assignment	8/20/18	10/1/18	30	6
32	Week 6 Discussion Board	8/20/18	10/1/18	30	6
33	Section 3.1 Homework	8/20/18	10/8/18	30	7
34	Section 3.3 Homework	8/20/18	10/8/18	30	7
35	Section 3.4 Homework	8/20/18	10/8/18	30	7
36	Week 7 Written Assignment	8/20/18	10/8/18	30	7
37	Week 7 Discussion Board	8/20/18	10/8/18	30	7
38	Section 3.5 Homework	8/20/18	10/15/18	30	8
39	Chapter 3 Exam	8/20/18	10/15/18	75	8
40	Week 8 Written Assignment	8/20/18	10/15/18	30	8
41	Week 8 Discussion Board	8/20/18	10/15/18	30	8
42	Section 4.1 Homework	8/20/18	10/22/18	30	9
43	Section 4.2 Homework	8/20/18	10/22/18	30	9
44	Section 4.3 Homework	8/20/18	10/22/18	30	9
45	Section 4.4 Homework	8/20/18	10/22/18	30	9
46	Week 9 Written Assignment	8/20/18	10/22/18	30	9
47	Week 9 Discussion Board	8/20/18	10/22/18	30	9
48	Section 4.5 Homework	8/20/18	10/29/18	30	10

49	Section 4.6 Homework	8/20/18	10/29/18	30	10
50	Chapter 4 Exam	8/20/18	10/29/18	75	10
51	Week 10 Written Assignment	8/20/18	10/29/18	30	10
52	Week 10 Discussion Board	8/20/18	10/29/18	30	10
53	Section 5.1 Homework	8/20/18	11/5/18	30	11
54	Section 5.2 Homework	8/20/18	11/5/18	30	11
55	Section 5.3 Homework	8/20/18	11/5/18	30	11
56	Section 5.4 Homework	8/20/18	11/5/18	30	11
57	Week 11 Written Assignment	8/20/18	11/5/18	30	11
58	Week 11 Discussion Board	8/20/18	11/5/18	30	11
59	Section 5.5 Homework	8/20/18	11/12/18	30	12
60	Section 5.6 Homework	8/20/18	11/12/18	30	12
61	Chapter 5 Exam	8/20/18	11/12/18	75	12
62	Week 12 Written Assignment	8/20/18	11/12/18	30	12
63	Week 12 Discussion Board	8/20/18	11/12/18	30	12
64	Section 6.1 Homework	8/20/18	11/19/18	30	13
65	Section 6.2 Homework	8/20/18	11/19/18	30	13
66	Section 6.3 Homework	8/20/18	11/19/18	30	13
67	Week 13 Written Assignment	8/20/18	11/19/18	30	13
68	Week 13 Discussion Board	8/20/18	11/19/18	30	13
69	Section 6.4 Homework	8/20/18	11/26/18	30	14
70	Chapter 6 Exam	8/20/18	11/26/18	75	14
71	Week 14 Written Assignment	8/20/18	11/26/18	30	14
72	Week 14 Discussion Board	8/20/18	11/26/18	30	14
73	Section 7.1 Homework	8/20/18	12/3/18	30	15
74	Section 7.2 Homework	8/20/18	12/3/18	30	15
75	Section 7.3 Homework	8/20/18	12/3/18	30	15
76	Week 15 Written Assignment	8/20/18	12/3/18	30	15
77	Week 15 Discussion Board	8/20/18	12/3/18	30	15
78	Section 7.4 Homework	8/20/18	12/10/18	30	16
79	Chapter 7 Exam	8/20/18	12/10/18	75	16
80	Week 16 Written Assignment	8/20/18	12/10/18	30	16
81	Week 16 Discussion Board	8/20/18	12/10/18	30	16
82	Cumulative Final Exam	8/20/18	12/14/18	180	17

-  - Done on ALEKS
-  - Done on ALEKS
-  - Done on BlackBoard OR email

Learning Objectives:

The objectives of this course are:

- Demonstrate with 90% mastery use of basic algebraic concepts and expressions including absolute value, factoring, rational expressions, exponents, and radicals.
- Solve linear and quadratic equations including absolute values and inequalities and use those concepts to analyze applied problems.
- Solve and graph basic algebraic functions.
- Use graphing techniques and transformations to analyze the behavior of functions.
- Solve and graph polynomial and rational functions
- Solve exponential and logarithmic functions and be able to analyze their graphs in appropriate applications.
- Students will synthesize algebraic concepts to analyze real world problems and discover appropriate methods to reach a solution.

Course Requirements

Timeframe for Participation: Students are required to participate in Discussion Board questions, ALEKS assignments, written assignments and online tests. Student participation is critical to the success of the online class. You must be highly self-motivated.

The Discussion Board is where you and the instructor will make the class come alive. Participate early in discussion and often. Several areas will be available for posting responses:

- *Introductions and General Class Chat* - this is where we will all introduce ourselves at the beginning of the semester and where any class discussion that is not pertaining to the discussion question for the week is posted.
- *Graded Class Discussions* - this is where you will post your response to the weekly discussion questions and respond to at least two other students' posts. Be sure to read the instructor's comments over the course of the week as well. Post early and often as late posts may not be critiqued in time to receive full credit.
- *Homework and Exam Questions* - this is where you can post questions to homework assignments. Your fellow students should respond to your questions if they can. We should all work together as a team to ensure that everyone understands the material.
- *Just for Fun* - this is where you can post comments to your fellow students that may not pertain to the subject matter of the course. It is a place to have fun and perhaps indulge in some witty banter with your online classmates.
- *ALEKS* - this is a forum for discussing all things pertaining to ALEKS, which is the software that you will use and navigating to do your homework and exams.

A question is posted each week under *Graded Discussion* forum. There is no need to type your name, as the computer will automatically post your name when you post your response.

Once the deadline for the question has passed, I will make the posts unavailable. Remember, *Blackboard* automatically tracks and records every click of the mouse. The instructor can see whether or not you have logged on, the date and time you logged on, and what you accessed once you are logged on the sites. This is one way the instructor can determine if you have participated in the assignment and discussions or not.

Your response to the question and your posts to two other students' responses are required before the deadline for that week. Furthermore, you must attempt a solution to your weekly problem **no later than Wednesday** of the current week. Your contributions to the discussion board can add up to 480 points. To receive credit for participating, you must make meaningful contributions to the discussion boards each time a topic is available. Simply "I agree" or "I disagree" is not meaningful. You are required to post your solution/answer to a problem/question on the discussion board; you must also comment on at least two other posts for each topic of discussion. The idea is to 'discuss' the problem or topic. Be sure to carefully read and follow the instructions posted with each discussion.

Approximate Time Required for Individual Activities Approximately 20-24 hours per week will be required for successful completion of course requirements.

Expectations for Communications: This course will be conducted using a variety of instructional methods and learning activities, including but not limited to, virtual lectures/chats, discussion boards, homework, exams, written activities, and online activities. Read, read, and re-read directions and information carefully before emailing or calling for help. You will find most of your questions answered in the course syllabus or on the discussion board.

You are required to use your SE student email address when using Blackboard. In addition, you are required to regularly check your SE student email account. All email correspondence will be sent to your SE student email address. Refer to the Blackboard login page for details about your SE student email address. Be sure to include your name in the body of every email you send to me.

Activity and Other Assignment Expectations: Weekly assignments will all be posted by the beginning of the semester. The due dates for all assignments are listed in the table above. All components of the weekly assignments: (*ALEKS* homework, written assignments, discussion board posts, etc.) must be submitted by 11:59 p.m. on the due date.

All homework assignments listed as "HW X.Y" will be completed online and submitted to the instructor through *ALEKS*. To access the homework, click on *ALEKS* from the main Blackboard menu. After logging into *ALEKS* and selecting the correct course, simply click on the Homework menu item near the top of the page. You may work each homework assignment three times, with the best grade being automatically recorded. The homework assignment will be automatically graded and entered in the *ALEKS* gradebook. After the due date for each assignment, I will enter the homework grades into the Blackboard gradebook.

All homework assignments listed as "Written Assignments" will be completed and submitted via email. These written assignments are weekly, and can be found by clicking on Assignments from the main Blackboard menu.

Survey Expectations: Chapter tests will be completed through *ALEKS*. They will be available for an entire week, with a designated time limit of 2.5 hours. There will be 25 problems on each exam. Do not wait until the last minute to take the test, as this will almost certainly create a situation where your Internet provider is unavailable or your computer will not operate. If you miss taking the test during the time it is available, for any reason, a zero will be recorded. Test dates are listed in bold in the Course Schedule table, previously given above. Unlike the homework assignments, where you have an unlimited number of attempts, you will have only one attempt at each exam.

The final exam is comprehensive and will be administered online through *ALEKS*. The final will be posted for the last week of the semester (Sunday through Friday), with a designated time limit of 3 hours to complete the exam. There will be thirty problems on the final exam. Again, there will be no makeup exam given. If you miss taking the exam during the time it is available, for any reason, a zero will be recorded.

Grading Policy:

Each activity will incur points. However, assignments on *ALEKS* are worth 30 points each, and there are 41 homework assignments. At the end of each chapter, there will be a test, each of which will be worth 75 points. The final exam is cumulative and will be worth 180 points.

Besides homework and exams through *ALEKS*, you will be required to participate in graded online discussions, and to hand in written assignments. There will be one of each of these two types of assignments per week, each being worth 30 points.

Grade Distribution Per Type of Assignment

type	amounts	points	total	percent
homework	41	30	1230	41.41%
tests	8	75	600	20.20%
final exam	1	180	180	6.06%
discussion boards	16	30	480	16.16%
written assignments	16	30	480	16.16%

Rounding to the next letter grade is not automatic and will be at the discretion of the instructor. The grading scale is as follows:

Letter Grade	Percentage Range	Points Range
A	90- 100 %	2673-2970
B	80 - 89 %	2376-2672
C	70 -79 %	2079-2375
D	60 - 69 %	1782-2078
F	0 - 59 %	0-1781

Course Evaluations

All students are asked to complete an anonymous evaluation of this course. A link to the course evaluation will be provided in Blackboard/Announcements during the last week of the course.

Important Websites for the Course

<http://www.aleks.com>

<http://www.blackboard.se.edu>