
COURSE INFORMATION	Location: http://blackboard.se.edu/ and http://coursecompass.com/ Instructor: Dr. Karl Frinkle Office: MTH 112 Office Hours: MW 9:00-10:00, MTWR 11:00-13:00 or by appointment Office Phone: (580) 745-2028 E-mail: kfrinkle@se.edu Website: http://carmine.se.edu/kfrinkle/
REQUIRED MATERIALS	Text: <i>Essentials of College Algebra</i> (Alternate Edition), by Margaret Lial, John Hornsby, and David Schneider, ISBN # 9780321511799 Software: <i>MyMathLab</i> access code, by Course Compass
COURSE OVERVIEW	This course is an overview of college algebra which includes the following topics: basic concept review, equations and inequalities, graphs and functions, and sequences and series. We will essentially cover the entire book from front cover to back cover, except for chapter 5.
GENERAL EDUCATION GOALS AND OUTCOMES	As a general education course, this course contributes to the critical thinking and the mathematical or quantitative reasoning components of the general education program at Southeastern. The goal of the critical thinking component is to enhance the ability of students to integrate new information with previously acquired information to solve novel complex problems. To address the critical thinking goal, students will solve problems described verbally, graphically, symbolically, or numerically. The goal of the mathematical or quantitative reasoning component is to develop the ability of students to understand and apply mathematical abstraction. To address the mathematical or quantitative reasoning goal, students will (1) solve problems using the principles of algebra or symbolic logic; (2) apply mathematical reasoning to analyze and interpret quantitative information; and (3) use and interpret mathematical formulas.
METHODS OF INSTRUCTION	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. Check the course website every day, at least five days a week! Approximately 20-24 hours per week will be required for successful completion of course requirements. 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.
COURSE ATTENDANCE POLICY	Since this is an online course, students are expected to be highly self-motivated. Enrollment in this course obligates the student to attend virtual class and to participate in virtual class activities and assignments. It is imperative that you check the course website every day, at least five (5) times a week.
EVALUATION SYSTEM	Students will be evaluated using online homework assignments, chapter exams, and participation in online discussions which may involve several methods of communication.
GRADES	Grades will be assigned using a point system. Each activity will incur points. Each of the 33 homework assignments have a maximum score of 30 points for a total of 990 points. There will also be tests for each of the five chapters, worth 80 points each for a total of 400 points. Participation on the discussion board will give you a maximum of 30 points per week over 17 weeks for another 510

points. At the end of the semester, your percentage will be calculated by dividing the number of points earned by the total number of points possible (1900), and multiplying by 100. Grades will be assigned using the following scale:

percentage	grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

COURSE PARTICIPATION

Student participation is critical to the success of this class. To be a successful online learner, you must be highly self-motivated. You will be graded on your timeliness of submitting homework and exams, communication with other students, and meaningful contributions to the discussion boards. The discussion board is where you and the instructor make the class come alive, so be sure to participate early and often!

Each discussion board forum will have its own set of instructions that you can see under the title of the forum after clicking on the '*Discussion Board*' link on the left menu system. There are forums for posting questions and/or comments concerning aspects of the class (*Homework Questions*), for posting solutions to discussion questions and commenting on others' answers (*Graded Whole Class Discussion*) and a forum to ask questions about CourseCompass (*CourseCompass Questions and Information*). There is even a forum for everything else, where you can chat about the weather, your garden or even your family (the *General Chat* forum).

Remember, CourseCompass automatically tracks and records every click, including your name. I can see if and when you logged on, the date and time of day you logged on, and even what you accessed once you logged on. This is one way I can determine whether or not you participated in the assignment.

WEEKLY DISCUSSION TOPICS

There will be a new topic in the '*Graded Whole Class Discussion*' forum on the discussion board every week. New topics, will be posted By Sunday and will remain available through Sunday at midnight. To receive credit for participating, you must make meaningful contributions to the topic each week. You are required to post your solution/answer to a problem/question in the thread for everyone else to view. You will receive a score depending on the quality and accuracy of your solution/answer. You must also comment on at least 3 other posts each week, whether it is to verify that the answer is correct or to ask questions about anything you are unsure of, or even to point out a potential error. You will be awarded points for each of the three critiques as well. The idea is to discuss the problem or topic. Be sure to carefully read and follow the instructions posted with each discussion.

ASSIGNMENTS

All of the semester's homework assignments will be available at the very beginning of the semester. Each week, a certain set of the assignments will be due. The due dates for all assignments are listed on the '*duedates*' document posted under *Course Documents*. All assignments must be submitted by 11:59 PM on the due date.

To access the homework, click the *Do Homework* icon. Pick the assignment you want to work on and click on specific exercises. If you want to stop and return later, click on '*Back to Do Homework*' at the top of the page. You may work similar problems for each type of exercise, giving you the option of earning 100% on each homework assignment. When the assignment is completed and ready for grading, click on '*Submit Homework*' at the bottom of the page. The homework assignment will be automatically graded and entered in the MyMathLab gradebook.

No extra assignments will be given at any time during the semester to bring up your grade! Work diligently from the beginning and complete every assignment as if **IT** is worth extra points that will raise your grade!

Except for extenuating circumstances handled by the instructor on an individual basis, any assignment received after the due date and time will be a zero. For the record there are very few extenuating circumstances. Excuses such as '*The system was down*' and '*I couldn't get to a computer*' are **NOT** considered extenuating circumstances. Don't wait until the last minute to complete assignments and you won't encounter these types of problems.

EXAMS There will be an exam at the end of each chapter, see the '*duedates*' document under *Course Information* for details on deadlines for each of the five exams. You will be allowed 3 attempts for each exam, and can resume an exam if your attempt is interrupted for any reason. Each exam will be worth 80 points and consist of no more than 40 problems.

CYBER NETIQUETTE What is considered good behavior online? - see *Course Documents* for the correct document.

CONTACTING YOUR INSTRUCTOR If you have course-related questions or comments, I encourage you to contact me by email at kfrinkle@se.edu or by phone at (580) 745-2028. However, it is your responsibility as an online learner to check your email, to check the course site as stated in the course syllabus, and to read and follow the directions for every assignment.

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.

IMPORTANT DATES FOR FALL 2009

- 2009.08.17 - Classes begin
- 2009.08.21 - Last day to add a class
- 2009.08.21 - Last day to drop a class with no grade record
- 2009.08.21 - Last day to drop a class with refund/no charges
- 2009.10.14 - Last day to drop a class with automatic W
- 2009.10.30 - Last day to apply for graduation
- 2009.11.13 - Last day to drop a class
- 2009.12.11 - Classes end

SPECIAL ACCOMMODATIONS Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call (580) 745-2254 (TDD# 745-2704). It is the responsibility of each student to make an official request to the Coordinator for accommodations.