

INSTRUCTOR CONTACT INFORMATION	Location: http://www.aleks.com and https://blackboard.se.edu Instructor: Dr. Karl Frinkle Office: MTH 112 Office Hours: MWF 13:00 – 15:00, TR 11:00 – 12:15 Office Phone: (580)745-2028 E-mail: kfrinkle@se.edu Website: http://homepages.se.edu/kfrinkle
PREREQUISITES	Math ACT of at least 19 or a passing score on the departmental placement exam or Math 0123.
REQUIRED MATERIALS	Text: The text is available as an ebook. Software: You will need an <i>access code</i> for <i>ALEKS</i> , where all homework and exams are to be completed. The <i>ALEKS course</i> code for this course is: CCK63-HKWWD Calculator: <i>ALEKS</i> has a built in calculator, so no calculator is required.
OPTIONAL MATERIALS	Text: <i>College Algebra</i> , 3rd Ed. by John W. Coburn, ISBN # 9780077732929 or ISBN # 9780077343415 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.
TECHNICAL REQUIREMENTS	Available through the Southeastern Online Learning website or http://www.se.edu/online-learning/technology/hardware-software-requirements/
NETIQUETTE (INTERNET ETIQUETTE)	Available through the Southeastern Online Learning website or http://www.se.edu/online-learning/technology/communication-netiquette/
LIBRARY AND INFORMATION RESOURCES	Available through the Southeastern Online Learning website or http://www.se.edu/online-learning/student-services/
COURSE OBJECTIVES	The following objectives will be met in this class: <ul style="list-style-type: none">• 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 SCHEDULE

#	Assignment	Assign Date	Due Date	Pts	Week
1	Section R.1 Homework	January 11th	January 17th	30	1
2	Section R.2 Homework	January 11th	January 17th	30	1
3	Section R.3 Homework	January 11th	January 17th	30	1
4	Week 1 Written Assignment	January 11th	January 17th	30	1
5	Week 1 Discussion Board	January 11th	January 17th	30	1
6	Section R.4 Homework	January 11th	January 24th	30	2
7	Section R.5 Homework	January 11th	January 24th	30	2
8	Section R.6 Homework	January 11th	January 24th	30	2
9	Week 2 Written Assignment	January 11th	January 24th	30	2
10	Week 2 Discussion Board	January 11th	January 24th	30	2
11	Chapter R Exam	January 11th	January 31st	75	3
12	Section 1.1 Homework	January 11th	January 31st	30	3
13	Section 1.2 Homework	January 11th	January 31st	30	3
14	Week 3 Written Assignment	January 11th	January 31st	30	3
15	Week 3 Discussion Board	January 11th	January 31st	30	3
16	Section 1.3 Homework	January 11th	February 7th	30	4
17	Section 1.4 Homework	January 11th	February 7th	30	4
18	Section 1.5 Homework	January 11th	February 7th	30	4
19	Week 4 Written Assignment	January 11th	February 7th	30	4
20	Week 4 Discussion Board	January 11th	February 7th	30	4
21	Section 1.6 Homework	January 11th	February 14th	30	5
22	Chapter 1 Exam	January 11th	February 14th	75	5
23	Section 2.1 Homework	January 11th	February 14th	30	5
24	Week 5 Written Assignment	January 11th	February 14th	30	5
25	Week 5 Discussion Board	January 11th	February 14th	30	5
26	Section 2.2 Homework	January 11th	February 21st	30	6
27	Section 2.3 Homework	January 11th	February 21st	30	6
28	Section 2.4 Homework	January 11th	February 21st	30	6
29	Week 6 Written Assignment	January 11th	February 21st	30	6
30	Week 6 Discussion Board	January 11th	February 21st	30	6
31	Section 2.5 Homework	January 11th	February 28th	30	7
32	Chapter 2 Exam	January 11th	February 28th	75	7
33	Section 3.1 Homework	January 11th	February 28th	30	7
34	Week 7 Written Assignment	January 11th	February 28th	30	7
35	Week 7 Discussion Board	January 11th	February 28th	30	7
36	Section 3.3 Homework	January 11th	March 6th	30	8
37	Section 3.4 Homework	January 11th	March 6th	30	8
38	Section 3.5 Homework	January 11th	March 6th	30	8
39	Chapter 3 Exam	January 11th	March 6th	75	8
40	Week 8 Written Assignment	January 11th	March 6th	30	8
41	Week 8 Discussion Board	January 11th	March 6th	30	8
42	Section 4.1 Homework	January 11th	March 13th	30	9
43	Section 4.2 Homework	January 11th	March 13th	30	9
44	Section 4.3 Homework	January 11th	March 13th	30	9
45	Section 4.4 Homework	January 11th	March 13th	30	9
46	Week 9 Written Assignment	January 11th	March 13th	30	9
47	Week 9 Discussion Board	January 11th	March 13th	30	9

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#	Assignment	Assign Date	Due Date	Pts	Week
48	Section 4.5 Homework	January 11th	March 27th	30	10
49	Section 4.6 Homework	January 11th	March 27th	30	10
50	Chapter 4 Exam	January 11th	March 27th	75	10
51	Week 10 Written Assignment	January 11th	March 27th	30	10
52	Week 10 Discussion Board	January 11th	March 27th	30	10
53	Section 5.1 Homework	January 11th	April 3rd	30	11
54	Section 5.2 Homework	January 11th	April 3rd	30	11
55	Section 5.3 Homework	January 11th	April 3rd	30	11
56	Section 5.4 Homework	January 11th	April 3rd	30	11
57	Week 11 Written Assignment	January 11th	April 3rd	30	11
58	Week 11 Discussion Board	January 11th	April 3rd	30	11
59	Section 5.5 Homework	January 11th	April 10th	30	12
60	Section 5.6 Homework	January 11th	April 10th	30	12
61	Chapter 5 Exam	January 11th	April 10th	75	12
62	Week 12 Written Assignment	January 11th	April 10th	30	12
63	Week 12 Discussion Board	January 11th	April 10th	30	12
64	Section 6.1 Homework	January 11th	April 17th	30	13
65	Section 6.2 Homework	January 11th	April 17th	30	13
66	Section 6.3 Homework	January 11th	April 17th	30	13
67	Section 6.4 Homework	January 11th	April 17th	30	13
68	Week 13 Written Assignment	January 11th	April 17th	30	13
69	Week 13 Discussion Board	January 11th	April 17th	30	13
70	Chapter 6 Exam	January 11th	April 24th	75	14
71	Section 7.1 Homework	January 11th	April 24th	30	14
72	Section 7.2 Homework	January 11th	April 24th	30	14
73	Week 14 Written Assignment	January 11th	April 24th	30	14
74	Week 14 Discussion Board	January 11th	April 24th	30	14
75	Section 7.3 Homework	January 11th	May 1st	30	15
76	Section 7.4 Homework	January 11th	May 1st	30	15
77	Chapter 7 Exam	January 11th	May 1st	75	15
78	Week 15 Written Assignment	January 11th	May 1st	30	15
79	Week 15 Discussion Board	January 11th	May 1st	30	15
80	Cumulative Final Exam	January 11th	May 6th	180	16
81	Week 16 Written Assignment	January 11th	May 6th	30	16
82	Week 16 Discussion Board	January 11th	May 6th	30	16

IMPORTANT DATES
FOR SPRING 2016

- 2016.01.11 - Classes begin
- 2016.01.15 - Last day to enroll in or add classes
- 2016.01.15 - Last day to drop a class with no grade record
- 2016.01.15 - Last day to drop a class with refund/no charges
- 2016.01.18 - Martin Luther King Jr Day (no class)
- 2016.01.22 - Faculty Certifications due by noon on this day
- 2016.03.02 - Assessment Testing Day
- 2016.03.14–18 - Spring Break
- 2016.03.25 - Easter Holiday
- 2016.04.01 - Last day to complete final application for graduation
- 2016.04.08 - Last day to drop a class
- 2016.05.02 - Final Exam, from 14:00-16:00
- 2016.05.06 - Semester ends
- 2016.05.07 - Commencement

COURSE POLICIES **Attendance:** The Registrar's office defines attendance in online classes as:

- *Stopped Attending:* Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with you.
- *Never Attended:* Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course.
- *Excessive Absences:* Students who have submitted some work but are infrequent in their participation or late on assignments-leading to a failing grade.

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.** Lack of participation in this class will negatively affect your grade and/or your financial aide.

Late Assignments: No extra assignments will be given any time during the semester to bring up your grade. When extenuating circumstances arise, the instructor has the right to handle the situation on an individual basis. Excuses such as "The system was down" or "I couldn't get to a computer" are not considered extenuating circumstances. Do not wait until the last minute to complete and/or submit assignments and you will not encounter these types of problems.

Makeup Exams: No make up tests 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. 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.

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.

ASSESSMENT

(GRADING SYSTEM)

Each activity will incur points. Homework 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

UNIVERSITY AND
SCHOOL POLICIES

Privacy: Available through the Southeastern Online Learning website or
<http://www.se.edu/academics/general-information/students-rights/>

Academic Integrity: Available through the Southeastern Online Learning website or
<http://homepages.se.edu/student-life/files/2009/10/student-handbook.pdf#page=6>

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

SPECIAL
ACCOMMODATIONS

Any student needing special accommodations due to a disability should contact the Coordinator for Disability Services, GDJ Student Union, Suite 328 or call (580) 745-2392 (TDD# 745-2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator.

AT-RISK STUDENTS

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, 8:00 AM to 5:00 PM. 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.

EQUAL
OPPORTUNITY
STATEMENT

In Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and other Federal Laws and Regulations, Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, sexual identity, sexual orientation, age, religion, handicap, disability, or status as a veteran in any of its policies, practices or procedures, this includes but is not limited to admissions, employment, financial aid, and educational services.

TITLE IX OF THE
EDUCATION
AMENDMENTS OF
1972

(20 U.S.C. §1681) states: "No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education's regulations at 34 C.F.R. §§86.1 et seq. Individuals who believe they have been discriminated against on the basis of sex may contact S.E.'s Title IX Coordinator at (580) 745-3090, titleix@se.edu, or PMB 2750.