CENTRAL MICHIGAN UNIVERSITY
COURSE SYLLABUS

I. IDENTIFYING INFORMATION

Course: MTH 105
Course Title: Intermediate Algebra
EPN: **22416857**
Term: **Summer 2020**
Location: Online
Course Dates: 6/29, 8/7/2020
Prerequisites: Placement or successful completion of MTH 055.

BLACKBOARD

- Blackboard is a web-based learning management system licensed by CMU.

- Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date.

- Seeing the course shell listed in Blackboard with "unavailable" adjacent to its title merely means your instructor has not opened the course content for students to access, yet.

- To access Blackboard, open a web browser and enter https://blackboard.cmich.edu. Then enter your CMU Global ID and password, click the login button.

- Find and click the course name to enter the course's Blackboard shell.

- CMU Help Desk 989-774-3662 self-guided student tutorial resources

Instructor: Ben Salisbury
E-Mail Address: salis1bt@cmich.edu
Availability: by email

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS
Not all texts are available to be listed with both vendors, so it is recommended to view both sites:
- **MBS Direct/Barnes and Noble College** site http://bookstore.mbsdirect.net/cmu.htm
- **CMU Virtual bookstore** site https://www.cmubookstore.com/
  - *CMU Bookstore* on the main campus also stocks textbooks for CMU Online courses

Textbooks and Course Materials
Title:	Beginning and Intermediate Algebra with MyLab Math (eBook and Access)
Author:	Lial, Hornsby, McGinnis
Edition:	7th
ISBN:	978-0135910689
Publisher:	Pearson
Required:	Yes

Course Reserves
N/A

Required Materials
This course requires the use of Respondus LockDown Browser and Respondus Monitor during examinations. The Respondus software is free to download but requires the use of a webcam that students are responsible for providing.

Recommended Materials
N/A

III. COURSE DESCRIPTION
Rational and radical expressions and equations, integer and rational exponents, functions, graphs, systems of equations and inequalities, quadratic equations. Successful completion of this course satisfies the University Mathematics Competency requirement.

IV. COURSE GOALS AND OBJECTIVES
After successful completion of this course, the student will be able to:

1. solve systems of linear equations and inequalities, rational equations, radical equations, and quadratic equations.

2. graph linear equations, linear inequalities, and quadratic functions.

3. evaluate functions, and interpret graphs of functions.

4. use algebra to solve applied problems.

V. METHODOLOGY
Students study the material in the textbook with the aid of online video lectures. The assignments engage the students interactively through the online assessment system, MyLab Math. Online student collaboration is encouraged via a discussion board. The online assessment system, MyLab Math, is also used for quizzes and tests. A proctored mid-term and final will be given.

VI. COURSE OUTLINE/ASSIGNMENTS
Pre-Class Assignment

1. Acquire required **textbook and materials**
2. Register with **MyLab Math**
3. Review [System Requirements & Recommendations](#) from CMU, do the [browser check](#) and review the [Blackboard Supported Browser/OS Matrix](#)
4. Review the course syllabus and Blackboard shell
5. Work on the assigned problems from Chapter 5, if a review of factoring is needed
6. Review and bookmark [Blackboard Student Tutorials](#)
7. Understand fully how exams may be taken in this course and determine which of the two options you will use:
   Option 1: Read about and [Install Respondus Lockdown Browser / Respondus Monitor](#)

   System Requirements for Respondus Lockdown Browser and Respondus Monitor:
   - Windows: 10, 8, 7
   - Mac: OS X 10.10 or higher
   - Adobe Flash Player (bundled with the LockDown Browser installation)
   - Web camera (internal or external) & microphone
   - A broadband internet connection

Assignment Due Dates
Course Outline:
Week 1 Rational Expressions and Applications
Sections 6.1 - 6.3
And
Rational Expressions and Applications
Sections 6.4-6.5

Week 2 Rational Expressions and Applications
Sections 6.6-6.7
And
Graphs, Linear Equations and Systems
Sections 7.1-7.4

Week 3 Graphs, Linear Equations and Functions and Systems of Linear Equations
Sections 7.5, 7.7 and 8.4
And
Relations and Functions
Sections 9.1- 9.4

Week 4
Roots, Radicals, and Root Functions
Sections 10.1-10.3
And
Roots, Radicals, and Root Functions
Sections 10.4-10.5

Week 5
 Roots, Radicals, and Root Functions

Sections 10.6-10.7
And
 Quadratic Equations, Inequalities, and Functions
Sections 11.1-11.3

Week 6 Quadratic Equations, Inequalities, and Functions
Sections 11.5 - 11.7
And
 Final Exam
Students are responsible for mastering the subjects each week through the completion of assignments. Students who delay their work in MTH 105 and wait until the end of the week to try to complete their assignments will not have success in the class.

Assignment Due Dates:
All Assignments are due each week either on Thursday at 12pm Eastern Standard Time, or on Sunday at 11:59 pm EST with the exception of Week 6 in which the due date is Friday at 11:59 PM and are completed on MyMathLab
No late work is accepted unless there is a valid excuse.
The due dates for the assignments provide students with the flexibility of allocating their class work according to their schedule each week. With this flexibility be able complete assignments successfully and their performance for the remainder of the course will be negatively affected.

Week 0	Preparation
	• Acquire Textbook
	• Learn how to sign on to Pearsons MyLab Math and Run the System Requirement Tests
	• Determine which method of proctoring you will utilize for exams.
	• Do assigned Chapter 5 problems if a review of Factoring is needed
Week 1	Chapter 6: The Fundamental Property of Rational Expressions
	• Sections 6.1 - 6.3
	• Quiz 1
	Chapter 6: The Fundamental Property of Rational Expressions
	• Sections 6.4-6.5
	• Quiz 2
Week 2	Chapter 6: The Fundamental Property of Rational Expressions
	• Sections 6.6-6.7
	• Test 1
	Chapter 7: Graphs, Linear Equations and Functions
	• Sections 7.1-7.4
	• Quiz 3
Week 3	Chapter 7/Chapter 8: Graphs, Linear Equations and Functions and Systems of Linear Equations
	• Sections 7.5, 7.7 and 8.4
	• Quiz 4
	Chapter 9: Relations and Functions
	• Sections 9.1-9.4
	• Midterm Exam
Week 4	Chapter 10: Roots, Radicals, and Root Functions
	• Sections 10.1-10.3
	• Quiz 5
	Chapter 10: Roots, Radicals, and Root Functions
	• Sections 10.4-10.5
	• Quiz 6

Week 5	Chapter 10: Roots, Radicals, and Root Functions • Sections 10.6-10.7 • Test 2
Week 5 continued	Chapter 11: Quadratic Equations, Inequalities, and Functions • Sections 11.1-11.3 • Quiz 7 Chapter 11: Quadratic Equations, Inequalities, and Functions • Sections 11.5 - 11.7 • Quiz 8
Week 6	• Final Exam

Post-Class Assignment

- Verify the accuracy of the grades posted on Blackboard.
- Complete the student opinion survey; a link is sent to student CMU email accounts (from CMU, not the instructor) on the last Wednesday of the class. You can also access the survey by going to view your grades in CentralLink and it will ask you to complete the survey.

Student Involvement Hours

Students should expect to spend 30 to 40 hours each week and perhaps more depending upon their mathematical background. A typical week involves studying three or four sections from the textbook. Students are expected to spend time reading the section from the textbook and studying and working through the exercises in these readings. Afterwards, students can expect to spend anywhere from one to three hours completing the assignment for that section. The online assessment system, MyLab Math, provides students with immediate feedback and allows them to attempt a problem until they can complete it successfully on their own. Students experiencing difficulty with an assignment are expected to re-read the section in the textbook and/or study the examples in the online lecture notes. Students can expect to spend between one and two hours completing a quiz and test. The Midterm Exam and Final Exam are proctored exams and can be taken up to two times each, with the higher of the two attempts on each exam counting toward the grade in MTH 105.

VII. CRITERIA FOR EVALUATION

Homework: All homework is given and graded on the MyLab Math online assessment system. The homework, quizzes and tests completed in MyLab Math counts for a 50% of the grade in MTH 105. The homework can be retried up to three times as long as it is completed by the due date and time.

Quizzes and Tests: There are eight quizzes and two tests that will be taken within MyLab Math. Each of these quizzes and tests can only be tried once.

Study Plan: The Study Plan in MyLab Math is individually developed for each student. Although the Study Plan does not factor into your final grade, you are strongly encouraged to work on it throughout the course as the Study Plan will help you work on skills that you need extra practice with. It is especially important to work on the Study Plan before each of the Exams, as students in the past have done better on the exams if they have worked on the Study Plan problems.

Exams: There are two exams in the course, these exams are a Midterm and Final Exam. Both of these exams are proctored exams. Each exam may be tried twice with the highest grade counting, but since they are proctored exams they may only be taken when the proctoring center is open. All attempts (up to two) of the midterm exam most be completed by the Friday of the week after the exam in assigned. All attempts (up to two) of the Final exam most be completed by the Friday of the week when the exam is assigned.

Discussion Board: Each student is expected to participate in the discussion board by asking questions about problems which they have attempted and need help on and answering questions that other students have posted on the Blackboard discussion board (think of this as your participation grade.) .5 point will be given for each question posed (provided that the question shows that the student has put some work into the problem before asking a question about it.) Students can also receive .5 point by providing an explanation or hint to another student's question. A student can earn up to two points by participating in blackboard discussions. You can earn 1 point for asking questions and up to 2 points for answering questions. The most points that a student can earn is 2 points (these can be earned by answering 4 or more questions or by posing a couple questions and answering a couple of questions. You cannot earn more than 1 point unless you also answer questions along with asking some.) **These are extra credit points and will be added to your overall grade in the class**. Because these are extra credit points, points will be award only for well thought out questions and well thought out solutions. Solutions should be posted shortly after a question is asked (after a couple of days, if nobody else has answered a question I will and you can no longer earn points for your help.)

Grading Scale

Percent	Grade
93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
<60%	E

Check your grades and feedback under "My Grades" in the course at least once a week.
   Viewing Grades and Feedback | Video (41 seconds)

Late Assignments
No late unexcused assignments are accepted.

Make-ups and Rewrites
If a student has a valid excuse (as deemed by the instructor) for missing assignments, the instructor may grant an extension on the due date.

VIII. EXPECTATIONS

Attendance and Participation
Students are expected to keep up with all work, to ask questions on the Blackboard Discussion board when they need help and to answer other students' questions when they can provide help.

Academic Integrity
Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics.

Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. Further information about CMU's Academic Integrity Policy can be found at: https://www.cmich.edu/AcademicSenate/secure/Documents/Academic%20Integrity%20Policy%20-%20Editorially%20revised%20--2-08-17.pdf

Student Rights and Responsibilities
Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx.

Harassment and Discrimination
You have a right to feel safe and supported while pursuing your degree at CMU. If any professor, student, or staff member makes you feel that you have been discriminated against, disrespected or stuck in a hostile environment, the Office of Civil Rights and Institutional Equity (OCRIE) is here to help: Bovee UC 306, (989) 774-3253. For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/

Sexual Misconduct Policy
With the exception of the confidential resources named explicitly within the Sexual Misconduct Policy, all CMU staff and faculty are responsible employees and are required to report any information they know about possible sexual misconduct to the Title IX Coordinator in OCRIE: (989) 774-3253. This means that any information you may divulge about such an incident in the classroom or with a faculty member cannot be confidential. Reports to OCRIE are intended to provide options and resources to survivors. Please keep these reporting obligations in mind as you seek support from staff and faculty you trust, and know that there are also support centers on campus that will maintain confidentiality, which include Sexual Aggression Peer Advocates (989-774-2255) and the CMU Counseling Center (989-774-3381). For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/

Accommodation of Religious Obligations
It is University policy to permit students to be absent from classes or examinations for reason of observing religious holidays. Students are allowed to make up course requirements when they are unable to avoid a conflict between their academic and religious obligations. Absence from classes or examinations caused by observing religious holidays does not relieve students from responsibility for any part of the course work required during the period of absence. It is the obligation of students to provide faculty with written notice of the religious holiday they will be observing and the date on which they will be absent at least two weeks prior to the date of the religious holiday. Students who miss classes or are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course.

IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Library and Research Services

As a CMU student you have full access to the services and resources of the CMU Library. Reference librarians will help you find information on your research topic and answer other questions related to the library. The library's Documents on Demand office will obtain copies of the books and journal articles for you. Check out the library's website at https://library.cmich.edu for more information.

> ***Reference librarian*** libref@cmich.edu (989) 774-3470 http://libguides.cmich.edu/askalibrarianform
> ***Documents on Demand*** docreq@cmich.edu (989) 774-3022 https://illiad.cmich.edu/

Writing Center

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit https://www.cmich.edu/global/writingcenter/Pages/default.aspx

Mathematics Assistance Center

The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring online and via telephone. See what courses qualify and register http://global.cmich.edu/mathcenter/tutoring-request.aspx

Presentation Skills Center

Available to on-campus and online students, faculty, and staff, the Presentation Skills Center offers free individual or group consultations and practice sessions. Clients have the opportunity to record and analyze their speeches, and detailed feedback is made available during the session. Learn more at https://www.cmich.edu/colleges/cam/psc/pages/default.aspx

ADA

CMU provides students with disabilities reasonable accommodations to participate in educational programs, activities or services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should register for services through Student Disability Services, 120 Park Library, 989-774-3018, www.cmich.edu/ess/studentaffairs/SDS/.

Note: the student will provide to their instructors a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

Student & Enrollment Services for CMU Online Courses
(800) 688-4268 or (989) 774-1129 or cmuonline@cmich.edu

Drop & Withdrawal Policy for Online Courses
http://global.cmich.edu/courses/drop-withdraw.aspx

Academic Calendar and Credit/No Credit Deadlines for Online Courses
https://www.cmich.edu/global/calendar/Pages/default.aspx

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Office of Information Technology Help Desk
https://www.cmich.edu/office_provost/OIT/help/help_desk/Pages/default.aspx

Pre-Class Checklist for Online Courses
http://www.global.cmich.edu/cmuonline/checklist.aspx

Online Learning Resource Center
http://www.global.cmich.edu/cmuonline/about/

Certified Testing Center & Proctoring Information
(989) 774-4461 or mailto:cmu.online.proctor@cmich.edu
https://www.cmich.edu/global/cmuonline/proctoring/Pages/default.aspx

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