



Course Designator:	MTH 107
Course Title:	College Algebra
EPN:	22472963
Term:	Fall 2024
Instructor:	Ben Salisbury
Email:	salis1bt@cmich.edu
Location:	Online
Course Dates:	09/16/2024 to 12/06/2024
Course Days and Times:	Online Asynchronous
Prerequisites:	Placement or successful completion of MTH 105

Text

Intermediate Algebra 2e. Houston, TX: OpenStax CNX.

Retrieved from <https://openstax.org/details/books/college-algebra-2e>

We will follow the textbook closely; it is strongly recommended that you read the textbook concurrently with the lectures.

Course description

Complex numbers, introduction to functions, zeros, graphing, linear functions, quadratic functions, intersections of graphs, interpreting graphs, inequalities, polynomial and rational functions, algebra of functions. Satisfies Mathematics Competency. Course does not count toward a major or minor in mathematics. This course may be offered in an online or hybrid format. Prerequisite: MTH 105; or placement.

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> enter your CMU Global ID and password, click the login button.
- Find and click the course name to enter the course’s Blackboard shell.

Homework

There will be 28 assignments based on the online Webwork system. Assignments are made available at 9:00am on Monday mornings each week. Each assignment is due at 11:59pm on Sunday night of that week. To do the homework, go to the Blackboard shell, click “WeBWork”, click “Webwork Access”, and then click HW 2.1, HW 2.2, etc.

Quizzes

There will be weekly quizzes (except the first week) based on the online WeBWork system. Each quiz will be available from 9:00am to 11:59pm on every Monday. The quiz problems are from the previous homework, and it is open note.

You have 20 minutes to complete this quiz after first opening it. You can use "Preview test" to make sure the format of your answers is correct and to save your answers as many times as you wish within the allotted timeframe. When you are done, click "Preview test" and then "Grade Test". Clicking "Grade Test" counts as one submission. The quiz allows up to two submissions within the allotted timeframe. So, enter all your answers for all questions, then click "Grade Test". **The maximum score among two submissions will be recorded as your quiz score.** If you get a good score the first time around, there's no need to make additional submissions. If you didn't, you can try again if there's any time left in the 20 minutes.

Please note that if you click into Webwork multiple times, it will log you out and you may lose unsaved work. To take the quiz, go to Blackboard, click Assignments, click CMU WeBWork, and then click Quiz1, Quiz2, etc.

Exams

There will be four exams during the semester. **Each of these exams must be completed under the supervision of a proctor (see next section).** The format of these exams is like that of the quiz format, it will just have more questions. For each exam, a 4x6 index card (back and front) and a graphing calculator will be permitted. No other resources are permitted. The dates and times are as follows:

- Exam1: October 4, 9:00am–11:00pm, 90-minute exam
- Exam2: October. 25, 9:00am–11:00pm, 90-minute exam
- Exam3: November 15, 9:00am – 11:00pm, 90-minute exam
- Final Exam (comprehensive): December 6, 9:00am–11:00pm, 90-minute exam

To take the exam, you MUST first schedule a time to take it with your designated proctor (if you are living near campus, then this can be as simple as scheduling an appointment with the **Certified Testing Center**). You can schedule this for any time Mon-Fri in the week the exam is due. Once you arrive, you will then open the appropriate exam where your proctor will enter the password which opens it up. **You will not be able to access these exams without the proctor's password, so don't wait until the last minute to set up a testing time!!!**

Securing a proctor

What is a Proctor?

A proctor is an approved person that administers an exam to a CMU student and agrees to fulfill the proctor responsibilities required by CMU. The proctor will verify a student's identity by checking photo ID and will ensure academic integrity guidelines during exams are followed.

Who Can Be a Proctor?

Acceptable proctors include qualified CMU Centers, **CMU Certified Testing Center (this is what you will want to use if you are living anywhere near campus)**, or military/industry education or testing centers, school/college counselors, administrators, and teachers or local librarians. Relatives, direct supervisors, co-workers, or anyone the student has a personal relationship with, are not qualified proctors and will be denied. Any individual who cannot provide a suitable testing environment will also be denied as a proctor. To be approved to administer exams, a proctor must be affiliated with a suitable organization, such as a college, school, library or educational testing facility. Contact information provided for the proctor must be affiliated with this organization (e.g., phone number and e-mail address). If you plan to use a proctor other than the CMU Certified Testing Center, then you must complete the information found in this link: <https://globalapp.cmich.edu/proctor/#/>.

Grading

Your grade in this course will be based on the following components: Quizzes (20%), homework (15%), Exam 1 (15%), Exam 2 (15%), Exam 3 (15%), Final Exam (20%). The final exam is comprehensive. If you work hard at the course material and ask questions whenever you're stuck, you should do well in the course. The grading scale is the following:

Percent	Grade	Percent	Grade
93-100%	A	73-75%	C
90-92%	A-	70-72%	C-
86-89%	B+	66-69%	D+
83-85%	B	63-65%	D
80-82%	B-	60-62%	D-
76-79%	C+	<60%	E

Asynchronous Learning

By enrolling in this asynchronous course, you are agreeing to take on the additional responsibilities than what regular (synchronous) courses might normally require. It takes great effort to be a successful student. It is your responsibility to be self-motivated and self-disciplined to keep yourself on schedule with course materials (and not fall behind). Second, an open communication channel between us is important. We must keep connected and interact with one another. If you have questions, please feel free to use email to contact me or use the discussion board to contact your classmates. Below, I have listed several expectations that will help facilitate success in this class. Students should:

- **Interact with the course/content daily.** Engage in class content, check e-mail, read Announcements on Blackboard, and review course materials daily.
- **Ask for help.** Communicate with me if/when problems/difficulties/confusion arise; **do not wait until the end of the semester to contact me.**
- **Take responsibility for your learning.** The more time put into any course, the more beneficial the outcome, both in overall learning and assessments.
- **Don't miss assignments.** Missed assignments are the most detrimental consequence that interferes with student success in this course.
- **Don't wait until the due date** to begin working on weekly homework assignments. You are given an entire week for a reason. If you wait until the day it is due (usually Sunday evenings), then I likely won't be available to help with any questions you might have. Start your work at the beginning of the week so that you have time to reach out for help and arrange a meeting if necessary. I do not typically answer emails or meet with students outside of regular business hours (i.e. outside of M-F 8:00am - 3:00pm).
- **Earn your grade.** There will be absolutely no free points, grade bumps, or % rounding in this course. I will work with you as best I can during the semester to help you meet your grade goal, but I will not change your earned grade for any reason.

Course Communication

As an asynchronous class, nearly all communication will occur in the form of email or virtual meetings (or possibly in-person meetings if requested by the student and arranged with the instructor). Each student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone. This applies to all aspects of the class, particularly communication and other interactions. Students who use offensive language, are verbally abusive, display disrespect to others, post inappropriate or offensive pictures or comments, or exhibit other inappropriate behaviors may be subject to disciplinary action under [the Code of Student Rights, Responsibilities, and Disciplinary Procedures.](#)

All email communication for this course will be through cmich.edu. It is vital that you **check your CMU email and Blackboard announcements daily**. When you e-mail me, please use complete sentences. Include a salutation, state your concern, and sign your e-mail with your name. Please treat email as a formal and professional communication mechanism. I will address you and treat you as adults (both in person and through email), and I expect the same in return. I will not respond to emails that are impolite, disrespectful, or without appropriate grammar.

Effective communication is vital in your academic and future career. The following communication policy outlines behaviors that are and are not appropriate in all methods of communication in the online and face-to-face class environment. Any questions about this policy should be addressed with the instructor.

When communicating, DO:

- Ask questions about class material.
- Ask questions about assignments.
- Respond to the instructor and/or other students in a way that will thoughtfully and appropriately provoke conversation.

When communicating, DO NOT:

- Use offensive or abusive language.
- Mock or make derogatory comments.
- Display inappropriate pictures or graphics.

Calculators and Other Acceptable Resources

You may use whatever resources you wish to do the homework, including calculators, textbooks, friends, computer, etc. Scientific and/or graphing calculators are permitted and expected for the exams; however, there may be a calculator-free portion of the exams as well.

!!Caution!!: Note that, while many resources are permitted for completing homework, you will not be able to use all of these on exams (e.g. phones, computers are prohibited on exams). Because of this, it is recommended that you practice and understand the material to a point where you can complete most of the problems without needing additional resources. In other words, get to a point where you can do the homework problems as if you are taking an exam. Obviously, asking questions is a big part of achieving this, so please don't hesitate to reach out to your instructor!

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. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work students submit must be the product of their own efforts and be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, including submitting artificial intelligence (AI)-generated products as your own original work, is prohibited. Behaviors that constitute academic dishonesty are listed in the [CMU Bulletin](#) or in the university's [Academic Integrity Policy](#).

Use of Artificial Intelligence (AI)

Generative Artificial Intelligence (AI) tools and platforms (e.g., ChatGPT, Google AI, Boost.ai, Jasper, etc.) are new technological additions to the higher education landscape and are rapidly evolving. Submitting text and other products generated by AI tools and platforms as your own original work is prohibited and a violation of CMU's Academic Integrity policy. If the use of AI tools and platforms is appropriate within the context of a course, guidance on properly utilizing them, and appropriate methods of citation for direct quotations, ideas, diagrams, code, or paraphrased text generated through AI will be provided by your instructor.

Late Work

Late work is not accepted, except for extenuating circumstances (e.g. severe illness/injury, death in the family). Such exceptions will be made at the discretion of the instructor. Official documentation may be requested by the instructor for verification of circumstances. Students with extended absences due to illness or other excused reasons should contact the instructor about making up required coursework as soon as possible. **Note: technical difficulties do not constitute a valid excuse.**

Attendance/Participation

Since this is an asynchronous course, then formal attendance will not be tracked. Your "Attendance" can be thought of as your participation and engagement with the materials provided to you. Thus, it is required that you attend to completing all homework, quizzes, and exams by the specified due dates or else receive zero credit for those items. Hence, it is your responsibility to understand and keep up with all expectations, and to contact your instructor with any questions. You may attend the Math Assistance Center as well as my office hours (see "Meet Your Instructor") to speak with me in person, though these meetings are not required.

Math Assistance Center

The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone. To see which courses qualify and to register, visit the [CMU Math Assistance Center website](#).

Technology Requirements

Interactions between faculty and students will occur in person or via CMU-affiliated technology: email and Blackboard. All email communication for this course will be through cmich.edu. It is vital that you check your CMU email daily. All course materials, notifications, assignments, and grades will be posted and completed through Blackboard. [Student tutorials for Blackboard use may be found here](#). Students taking this course must also have access to a computer with email and internet capabilities. Additionally, programs such as Microsoft Office (or comparable applications) also need to be installed and up to date to access/view/submit required digital, text, and web-based course materials (e.g., videos, PDF, PowerPoint, Excel, and/or Word documents). View this [list of free software available for student use](#) or [Contact the CMU IT HelpDesk](#) for assistance with access. Before beginning the course, it is vital that you test any computer intended for use in online coursework for basic compatibility with Central Michigan University systems and tools. To do this, [review the System Requirements](#).

Technology Help Desk

The CMU Help Desk is your primary resource for technological assistance. If you experience technical difficulty, please call 989-774-3662 or visit [the IT HelpDesk website](#).

Code of Student Rights, Responsibilities, and Disciplinary Procedures

Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with and 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](#).

Mental Health Matters

It is important to take care of your emotional well-being. I recognize that students can experience mental health challenges that make learning difficult. If you find that life stresses such as increased anxiety, feeling down, strained relationships, suffering a loss, or dealing with a personal struggle are interfering with your academic or personal success, CMU is here to help. Please consider contacting the CMU Counseling Center in Foust 102 by calling 989-774-3381 for free, confidential counseling services. More information and other resources are available at the [CMU Counseling Center](#), or we can schedule a meeting, and I can connect you to resources. You are not alone – I am available to assist you in connecting with resources that might best meet your needs.

Student Disability Services

Central Michigan University complies with the Americans with Disabilities Act and Sect 504 of the Rehabilitation Act, which provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. If you anticipate needing accommodations in this course, please [register with Student Disability Services](#) at Park Library, Room 120, (800) 950-1144 extension 3018, and contact me with a letter of accommodations as soon as possible. Retroactive requests for accommodations will not be honored. Students may find additional [ADA information and forms on the CMU Student Disability Services website](#).

Financial Wellness

I understand that the majority of college students experience some type of financial insecurity at some point—from lack of steady income to housing insecurity to confusion about debt or financial aid—and that these stresses can impact their lives on campus. Students do not need to navigate these challenges on their own. [CMU's Financial Wellness Collaborative](#), located in Bovee UC 116A, offers 1:1 Peer Coaching for students to talk about scholarships, budgeting, credit, and debt, paying back school loans, and many other financial issues. They are a first-stop resource for students who are feeling overwhelmed or confused about their financial situations.

Food Insecurity

One in three CMU students report being hungry without immediate means to satisfy that hunger. I understand that being hungry makes learning and succeeding in college difficult. [CMU has a Student Food Pantry and a list of community resources available](#) to address concerns related to food insecurity and other basic needs.

International Students

Welcome to CMU and this class! While you are probably already familiar with the [Office of Global Engagement](#), there are many other services on campus that you may find helpful. All CMU services are available to domestic and international students alike. There is free support for mathematic skills ([Mathematics Assistance Center](#)) and writing ([Writing Center](#)), as well as tutoring for specific classes you may want help with ([Academic Advising and Assistance](#)). As you approach graduation or begin looking for an internship, you may also want to visit the [Career Development Center](#).

Inclusion

CMU prides itself on being "an inclusive community of scholars" and adheres to the core values of "integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation." As such, I intend for this learning environment to be a place where you feel respected and valued and have your identities supported and affirmed (e.g., race, class, gender, gender identity, national origin). If you experience marginalization or discrimination in this class, please let me know so we can make our learning environment more inclusive and just. I can help connect you to resources or make adjustments to better meet your needs.

LGBTQ Equality Statement

Everyone has the right to be addressed by the name and pronouns that correspond to their gender identity, including non-binary pronouns (e.g., they/them/theirs). Rosters do not list pronouns, so while you are not obligated to do so, you may indicate the pronouns you use so that I do not make assumptions based on your name and/or appearance/self-presentation. Chosen names and pronouns are to be respected at all times in the classroom (access Central Michigan University's [name change policies and forms](#)).

Mistakes in addressing one another may happen, so I encourage an environment of openness to correction and learning. I will not, however, tolerate repeated comments that disrespect or antagonize students who have indicated pronouns or a chosen name. Chosen names and personal pronouns may evolve over time, so if at any point during the semester, you would like to be addressed differently, please let me know. See CMU's [Gender Recognition and Lived/Chosen Name Policy](#) for further information.

I am firmly committed to diversity and equality in all areas of campus life. In this class, I will work to promote an anti-discriminatory environment where LGBTQ students feel safe and welcome. I recognize that discrimination can be direct or indirect and take place at both institutional and personal levels. I believe that

such discrimination is unacceptable, and I am committed to providing equality of opportunity for all by eliminating any and all discrimination, harassment, bullying, or victimization. If you need additional support or access to resources, please reach out to the [Director of the Office of LGBTQ Services & Gender Equity Programs](#).

Harassment and Discrimination

You have a right to feel safe and supported while pursuing your degree at CMU. Central Michigan University, an AA/EO institution, strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, veteran status, or weight. Any student who has concerns about such behavior should contact their instructor or the [Office of Civil Rights and Institutional Equity](#) at Bovee UC 306, 989-774-3253 or ocrie@cmich.edu.

Sexual and Gender-based Misconduct Policy

CMU strives to eradicate sexual and gender-based misconduct through primary prevention and ongoing awareness programs, education, training, clear policies, and serious consequences for acts of sexual and gender-based misconduct. With the exception of the confidential resources named explicitly within the [Sexual and Gender-Based Misconduct Policy](#), CMU staff and faculty are responsible employees and are required to report any information they know about possible sexual and gender-based misconduct to the Title IX Coordinator in [OCRIE](#) at (989) 774-3253. 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 includes [Sexual Aggression Peer Advocates](#) (989-774-2255) and the [CMU Counseling Center](#) (989-774-3381). Inquiries about the application of Title IX can be made to CMU's Title IX Coordinator, the US Department of Education's Assistant Secretary, or both. [CMU's Title IX Coordinator](#) can be reached at 103 E. Preston St., Bovee University Center, Suite 306, Mount Pleasant, MI 48858, 989-774-3253.

Important Links

- Online Learning Resource Center: <http://www.global.cmich.edu/cmuonline/about/>
- Drop/Withdrawal Policy:
 - <https://www.cmich.edu/offices-departments/registrars-office/registration-information-request-forms/drop-withdrawal-information>
 - <https://www.cmich.edu/academics/innovation-online/cmu-online/CMU-online-academic-calendar>