

Dakota College Bottineau
ASC 94 – Beginning Algebra, 3 cr.
4:00 – 5:15, TR, Model Hall 330 on MSU Campus
Fall Semester 2020, 16 weeks

Instructor: Dr. Cheryl Nilsen
Office: Model Hall 316
Phone: 858-3106
E-mail: cheryl.nilsen@minotstateu.edu

Office Hours: 10:00 a.m. – 10:50 am Monday through Friday, 12:00 pm – 12:50 pm & 2:00 pm – 2:50 pm Tuesdays and Thursdays, or by appointment.

Course Description: This course includes the properties of numbers, fundamental operations, factoring, fractions, exponents, radicals and equations. This class does not satisfy college graduation requirements for math. This class does not satisfy any general education category.

Prerequisite: None

General Education Goals/Objectives: This course does not fulfill any general education requirements.

Materials:

eBook: Mathematics: Journey from Basic Mathematics Through Intermediate Algebra 1st Edition by AufMann and Lockwood

WebAssign Digital Learning access: Purchase a Cengage Unlimited subscription from the bookstore (financial aid applies). Your unlimited subscription grants access to all Cengage digital learning platforms and eBooks. WebAssign is the platform that supports this course by utilizing videos, interactive homework, and other multimedia to help you learn. WebAssign includes the eBook for this course and is compatible with Google Chrome™, FireFox®, Internet Explorer®/Microsoft® Edge, and Apple® Safari®.

Calculator: scientific

Software:

- Adobe® Reader
- The player window to watch videos online, such as Adobe Flash®, Apple® QuickTime®, etc.

Course Objectives: As a result of taking this course you will:

1. read about and discuss topics in the study of mathematics, relating its importance to human culture and recognizing its connection to other disciplines (business, economics, sciences, social sciences, art, and so on),
2. acquire skills necessary to communicate mathematical ideas and procedures using appropriate mathematical vocabulary and notation,
3. utilize technology to enhance mathematical thinking, solve mathematical problems and applications, and judge the reasonableness of solutions,
4. gain confidence in numerical reasoning and gain flexibility in applying conceptual understanding to make sense of, and solve, problems related to material introduced in the text and by lecture required for Intermediate Algebra.

Course Requirements:

Material to be covered from the eBook:

- Module A, all
- Module 2, all
- **Exam 1** over Module 2
- Module 3, all
- **Exam 2** over Module 3
- Module 4, all
- **Exam 3** over Module 4
- Module 6, Sections 1-5
- Module 7, Section 1
- **Comprehensive Final Exam**

General Requirements:

- A. Mistakes! Learning requires mistakes.
- B. Problem sets and exercises will be assigned as homework. You are not expected to understand everything by the first attempt. It takes time to learn. Consequently, you may need to read and reread sections of the text book.
 - a. Read slowly, take notes, try examples.
 - b. You must keep up and hand in assignments throughout the week. To succeed you will have to work diligently.
 - c. You will need to spend at least 1-2 hours each day reading the section and working problems (at least 8 hours per week).
- C. Since I expect you to work hard, I will also work hard to help you learn and understand the material. I expect to respond to your course communications (e.g., emails, questions, etc.) within 24 hours.
- D. Participate. I expect you to take an active part in your learning: be inquisitive, enjoy the challenge, and collaborate.
 - a. Collaboration is an important skill. Being able to pose questions, discuss, and learn from others is a great way to study, solve problems and accomplish goals.
 - i. Working with your colleagues in this class and talking about problems with your peers are strategies to help you better understand a problem situation from several points of view.
 1. Share mistakes. They are interesting and valuable!
 - ii. Experience has shown that those students who work with their peers not only do better in the course, they also learn more. Those who, for one reason or another, refuse to fully participate in their cooperative interactions invariably do worse.
 - b. Remember to be respectful in your opinions and respect the opinions of others. In other words, be polite, courteous and considerate.
 - c. Students who are registered for the course but fail to complete the assigned coursework in the first ten instructional days will be dropped from the course. This rule keeps MSU in compliance with Federal Financial Aid guidelines. Additionally, it is at my discretion to have students unenrolled

who fail to attend any of the first three hours of class meeting time during the first ten instructional days.

- d. When you are absent without notice for one day, any in-class assignments, quizzes, and homework may be completed for full credit by the end of the next class day. Late and missing work syllabus policies apply for absence without notice for more than one day. Notice requires an email within 24 hours of the missed class hour.
 - e. Notice of absence for three or more consecutive days requires a doctor's note or approved emergency to excuse late and missing work syllabus policies.
 - f. When you have a scheduled absence due to a university-sanctioned activity, you need to communicate via email two school days prior to such absence. You may still notify me in person or by phone, however, an email is required. You may complete any such assignments without penalty (including projects, discussions, and tasks, if applicable), quizzes, and exams with proper notification. Any such missed work must be completed within three (3) school days of returning to class. Late and missing syllabus policies apply for any such missing work beyond three (3) days.
- E. Completing homework and participating in class is necessary to construct mathematical knowledge.
- a. Homework will be assigned in WebAssign from each section covered in the eBook. You must keep up with the assigned homework to have success in this class.
 - b. Homework in WebAssign is due on dates and times identified in each assignment.
 - c. Homework will be automatically scored within WebAssign. Don't hesitate to use "Ask Your Teacher" in WebAssign to get help or to bring a discrepancy to my attention if you think you have a correct answer, but WebAssign disagrees.
 - d. Late homework will be accepted without penalty provide an adequate reason is provided.
 - i. Assignments that are not completed by the due date will be marked "Past due". Past due assignments may still be completed without penalty until the unit test is taken provided an adequate reason is provided and extensions are requested in WebAssign. I strongly discourage falling behind more than a day or two.
- F. Any missing work will not be accepted for credit after the unit test has been written.
- G. Three exams and a comprehensive final exam will be given.
- a. Exams will generally have 18-22 questions (up to 40 questions for the Final Exam).
 - b. Exams are paper-based and are designed to be 50 minutes in length (110 minutes for the final). A practice exam will be provided a week prior to the exam.
 - c. A scientific calculator is expected to be used on all exams. Notes will be allowed on selected exams. Guidelines for those notes will be provided in class.

- d. The final exam will be comprehensive and will be taken on Tuesday, Dec. 15th at 4:00.
- e. There may be options to retake some exams. However, you will not be able to do retakes on all exams and may not retake the final exam.
 - i. If, for some reason, you must miss an exam, satisfactory arrangements must be made in advance to schedule a make-up (or as soon thereafter as possible for an unforeseen occurrence). If you fail to contact me within 24 hours of the exam, you will receive a zero on that exam.
 - 1. Make-up exams may be an alternate exam and may be more difficult.
 - 2. Make-up exams must be taken within seven (7) school days of returning to class.
- H. Academic dishonesty will not be tolerated and will result in a score of zero on the assignment or exam for all participating parties. Repeat offenses will result in a failing grade in the course. In addition, disciplinary action may be administered in accordance with the Student Conduct Policy. For more information on academic dishonesty, see the [Student Handbook](#).
- I. If you have any questions about a grade, I will be available to discuss your appeal. Questions must be brought to my attention within one week of receiving the grade.
- J. If you have a circumstance which requires flexibility, communicating this to me as soon as possible provides the best opportunity to address it.

Grading: Grades will be determined based on the following weighted measures of performance and by the grading scale below:

Homework	20%	Exams	80%
----------	-----	-------	-----

Each unit exam will be 100 points, and the final exam will be 150 points.

Grades for this course are S/U. To earn an S, you need a 70% course average or above.

Available Help:

Office hours or scheduled appointment;
CETL - Peer Tutoring

It is your responsibility to ask for guidance if you need further help.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

University Sanctioned Events Policy: Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include

events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence. *Faculty members should have a procedure for student absences in each syllabus that details the method and advance time for students to communicate their absence. If a student notifies the professor in accordance with the faculty member's policy, students should be allowed to complete class work. If a student does not communicate with the faculty member in advance of the absence, it is up to the faculty member's discretion whether to allow the student to complete the work. If disputes arise with this policy within the semester, students should contact in progressive order, the faculty member, department chair, Assistant Vice President for Academic Affairs, and Vice President of Academic Affairs.*

Dropping a Class: The student is responsible for understanding the procedure for dropping a class. If you do not follow the procedure for dropping a class, you may receive a failing grade. Failure to properly withdraw from classes can have a detrimental effect on your grade point average and your future educational goals. Last day to drop an undergraduate class is found on the *Course Calendar*.

Non-discrimination Statement: Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the Student Complaint and Anti-Discrimination Form located here: <https://form.jotform.com/72996849416981>.

Academic Honesty Policy with Penalty for Violating the Policy: See the information in the [Undergraduate Catalog](#) and in the [Graduate Catalog](#); also see the [Student Handbook](#)

PowerPoint Accessibility Statement: The PowerPoint Presentations in this course are supplemental in nature and are not fully accessible. A reasonable accommodation will be provided to students who contact the Disability Service Office by calling 701-858-3371 or by e-mail at: evelyn.klimpel@minotstateu.edu.

PDF Accessibility Statement: Some PDF files in this course may not be fully accessible. A reasonable accommodation will be provided to students who contact the Office of Instructional Technology by calling 701-858-3280 or by e-mail at: sherie.saltveit@minotstateu.edu.

Title IX: MSU faculty members are “mandatory reporters,” which means that once we are apprised of violence or harassment based on sex and gender, we are required to report the incident to the Title IX office on campus, regardless of whether the student wants this information reported or not. It may very well be that you would like the information reported, but you do not know whom to approach about this information, in which case our mandatory reporting requirements will be desirable to you. However, if you just wanted to talk about an incident but do not want it reported, neither you nor I have any choice in this matter, and once divulged, I must report it. This notice is to inform you of requirements under the Department of Education Office for Civil Rights.

[Title IX](#) makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to accountability and support. If you or someone you know has been harassed on the basis of sex and gender or assaulted, you can find the appropriate resources on/off Minot State University's campus. These resources include:

Lisa Dooley | Title IX coordinator
Minot State University | Memorial 412
500 University Ave W | Minot, ND 58707
Ph: 701.858.3447 | lisa.dooley@NDUS.edu
[Title IX Resources](#)
[Reporting Forms](#)

MSU Counseling (Confidential)
Counseling Services
Lura Manor-south lower level
701-858-3371

Health Services
Lura Manor-south lower level
701- 858-3371

ADA Accommodation Statement: In coordination with the Disability Support Service, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Disability Support Service, located on campus in the lower level of Lura Manor, or by calling 701-858-3371 or by e-mail at: evelyn.klimpel@minotstateu.edu.

Closed Captioning: This course may contain instances of multimedia that do not provide academic quality closed captions or transcripts. If you want this service, please contact the Office of Instructional Technology at 701-858-3832 or 701-777-0750 extension 3832.

Tutoring Center Statement: The Minot State University Tutoring Center would like to help you reach your academic goals by offering free drop-in peer tutoring beginning the second week of classes in Old Main 103. No appointment is necessary and there is no limit to how many times you may meet with a tutor. Go to the [CETL](#) web site for a current [tutoring schedule](#). Times and subjects offered may change during the semester so check the schedule often. Visiting the Tutoring Center early in the semester with regular attendance produces the best results.

MSU Online Help Desk: Direct your inquiries about course operations to the instructor. For issues involving your computer or software contact the MSU Help Desk by selecting the Help Desk link under the Web Links module on the Home Page.

MSU online students have access to help with their online technology related questions or problems. The number you call is based on the time of day you need assistance. Use the information below to determine which Help Desk to contact. [MSU Help Desk](#) hours of operation: (All times are CST.)

- Monday - Thursday: 7:30 am to 7:30 pm
- Friday: 7:30 am to 4:30 pm

Domestic Violence Crisis Center (Confidential)
24/7 Crisis Line: 701-857-2200
24/7 Rape Crisis Line: 701-857-2500

MSU Campus Safety & Security
701-858-HELP (4357)

Minot Police Department
911/701-852-0111

[Keep Us Safe Web Site](#)

- Saturday: 10:00 am to 2:00 pm

For assistance during these times, call the MSU Online Help Desk at 858-4444 or 1-800-777-0750 extension 4444, or E-mail your questions to helpdesk@minotstateu.edu. The university switchboard is closed on Saturdays and students must dial 1-701-858-4444 or send an E-mail for assistance.

- For additional help desk coverage, call the North Dakota University System Help Desk at: 1-866-HLP-NDUS (457-6387)
- Available 8 AM to Midnight (CST), 7 days a week

Software Downloads: Plug-ins (PDF, PowerPoint Reader, Windows Media Player, etc.) necessary for the operation of software in this course can be downloaded for free by selecting the Software Downloads link under *Web Links* in the menu to the left and on the *Home Page*.

You will need speakers or a headset to listen to the audio/video components in the course. If you need closed captioning for any audio/video components in the class, go to the [Closed Captioning Instructions](#) web site to learn how to turn this feature on.