

Math-M104 At A Glance – Fall 2022

Welcome to IUK's Math-M104 Course! This document has the most commonly needed information. Further details on course policy and procedures can be found in your syllabus.

Lecture Instructor Contact Information:

Name: Amy Cole

Office: KO 081a

Phone: 317-385-5060

Email: amrcole@indiana.edu

Office Hours: Immediately Before/After Class, By Appointment

Lecture CRN: 29928

Class Days: Mon / Weds

Time: 4:00 - 5:15 pm

Room: KO 080

MyMathLab Technical Support: 1-800-677-6337 or 1-844-292-7015

Course Materials:

Pearson MyLab Access & eText: The cost of the homework software and eText have been rolled into your course fees. You will have access to these materials through Canvas. The course textbook (Algebra for College Students, Robert Blitzer, **8th Edition**) has also been included with MyLab. No further purchase is necessary.

Calculator: TI-83, TI-83+, TI-84, TI-84+ is recommend

Prohibited Materials: Computer Algebra Systems (CAS) that solve problems for you are prohibited. Thus TI-89, TI-NSpire, CAS calculators, cell phone apps, and "math help" websites **are not to be used**.

Grading: The following scheme will be used to calculate your final grade

NOTE: To be eligible for a grade higher than D-, you must achieve a final exam score of 60% or higher.

Grade component:	Weight:
3 Unit Tests (15% each)	45% of final grade
Final exam (Required)	25% of final grade
MyMathLab HW average	5% of final grade
MyMathLab Quiz average	10% of final grade
Graded Homework average	10% of final grade
Math Lab Attendance %	5% of final grade

Weighted Average:	Letter Grade:
90% to 100%	A (A+ if over 98.4%; A- if below 91.5%)
80% to 89%	B (B+ if over 88.4%; B- if below 81.5%)
70% to 79%	C (C+ if over 78.4%; C- if below 71.5%)
60% to 69%	D (D+ if over 68.4%; D- if below 61.5%)
Below 60%	F

Course Structure:

- **Lecture** meets two times a week.
- **Math Lab Session** meets once a week in the Math Computer Lab (KO 054)
- **Online MyLab homeworks** are typically due 30 minutes before every lecture.
- **Online MyLab quizzes** are typically due once a week, but are only made available once you have completed the associated MyLab homeworks to a score of 90%. You must complete the homework to be able to access and complete the quizzes.
- **Graded Homework** sheets are physically printed, completed and submitted as a PDF file in Canvas typically once a week (alternating with MyLab quiz due dates).
- There are three unit exams and a cumulative final exam.
 - **Unit Test #1 Date: Sept 20th**
 - **Unit Test #2 Date: Oct 18th**
 - **Unit Test #3 Date: Nov 15th**
 - **Final Exam: Dec 11th**
- Last day to withdraw with an automatic W: Oct 22 Last day to withdraw with instructor approval: Nov 26
- **Additional Resources:** This course includes a personalized website and YouTube Channel where you will access all of your Lecture Notes, Handouts, Tutorial Videos etc.
 - **Cole's World of Mathematics Website:**
<http://www.professorcole.com>
 - **Cole's World of Mathematics YouTube Channel**
<http://www.youtube.com/c/ColesWorldofMathematics>

Grade component details

- All components of your Math-M104 grade will be posted in your lecturer's Canvas gradebook.
- **You must have a score of at least 60% on the FINAL EXAM to earn a grade higher than D-.**

MyLab Homework

- You will be assigned an online MyLab homework assignment (found on Canvas) after each class (except those immediately before your in-class tests).
- The online homework can be completed using any computer with a dependable internet connection.
- If you do not attempt an online homework assignment before the due date, you will be assigned a score of 0 for the assignment. You will always have the option of going back and completing late homework for full credit.

MyLab Quizzes

- There will be twelve on-line quizzes during the semester.
- At the end of the semester, your two lowest quiz scores will be omitted, and the quiz average will be the average of your scores on your ten highest quizzes.
- You are permitted to make two attempts on each quiz. Both attempts must be made before the due date. The best score of the two attempts will be used for your grade. You are strongly encouraged to review your first attempt with a tutor before you make the second attempt.
- **To be able to access the quiz, you must achieve a score of 90% or higher on each of the homework assignments covered by the quiz. The start date/time of the quiz will be after the homework assignments covered on the quiz are both due.**
- There will be NO extensions on due dates for the quizzes without written medical or legal documentation. Plan your work accordingly.
- If you fail to complete a quiz on time, your score will be 0. NO EXCEPTIONS!

Graded Homework

- There will be 12 required paper and pencil exercise sets assigned and collected for a grade. The assignments and due dates will be posted through your Math-M104 Canvas site.
- At the end of the semester, your two lowest Graded Homework scores will be omitted.
- It is your responsibility to print, complete and submit each assignment on time. Be sure to DOWNLOAD the document before printing so all of the math symbols will display correctly.
- Graded Homework assignments must be scanned **as a PDF document** and submitted via the same assignment in Canvas
 - Images of your homework may be taken with a cell phone, BUT the pictures must be of **sufficient quality** that all steps and work can be easily read. Unreadable submissions will not receive full credit.
 - Be sure to take the picture with the camera parallel to the sheet of paper so as to not create a "Star Wars" scrawl.
 - Suggest phone apps to take pictures/convert to PDF are:
 - Microsoft Office Lens
 - Google Drive for Android: Click on multicolored + in bottom right of corner, then choose the scan option
 - iPhone Note: open a note or create a new one, press the + and scan
 - Tutorial Videos for Converting your Graded Homework to a PDF file:
 - For Android Phones: https://youtu.be/ast6tx_M9IM
 - For Apple Phones Using a Website: <https://youtu.be/SQna1Y2p3Ww>
 - For Apple Phones Without Using an App: https://youtu.be/it-PEajU0_c

Exams

- All tests are during class. Tests will be in the traditional paper and pencil format. The test problems will be similar to those in the on-line homework, strongly recommended textbook exercises, skill practice sets and graded homework assignments.
- You will be permitted to use a TI-83, TI-83 Plus, TI-84 or TI-84 plus calculator during the test.
- Calculators accessed through a mobile device (cell phone, tablet, etc.) will NOT be permitted.
- You may NOT use your book or any notes during the test.
- You should show your work clearly to allow for partial credit.
- The final is a two hour paper and pencil test that covers the entire semester.
- If your final exam score is greater than any of the three in-class midterm exams, your final exam grade will be used to replace the lowest of these midterm exam scores.
- **You must have a score of at least 60% on the FINAL EXAM to earn a grade higher than D-.**

Exam make-up policy

- If you know that you cannot attend class when a test is scheduled, you should contact your instructor in writing (by email) at least two weeks in advance to make alternative arrangements for taking the test.
- If you miss a test with no advance notice for a valid reason (e.g. due to illness), you must contact your instructor within 24 hours of the test. At the instructor's discretion, a make-up test may be offered. All make-up tests must be completed before the graded tests are returned to the rest of the class.
- If you miss a second test, you will be required to provide a documented reason for your absence in order to make-up the missed test. Without such documentation, your score for the missed test will be 0.
- If it is not possible to schedule a make-up test and you provide documentation, your grade for one missed test will be determined by your final exam grade.
- After making arrangements for a make-up test with your instructor, it may be necessary for you to contact the IU Kokomo Testing Center at 765 455 9395 to schedule a time for the test.

• **SEE FULL SYLLABUS FOR ALL DETAILS**