

Math-M105 At a Glance – Spring 2023

Welcome to IUK's Math-M105 Course! This document has the most commonly needed information. Further details on course policy and procedures can be found in your full 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: 26309

Class Days: Tues / Thurs

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

General Course Structure:

- **Lecture** meets two times a week.
- **Math Lab Sessions** meets once a week in the Math Computer Lab (KO 054)
- **Online MyLab homeworks** are typically due at the beginning of 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: Feb 6th**
 - **Unit Test #2: Mar 7th**
 - **Unit Test #3: April 9th**
 - **Final Exam: April 30th**
- Last day to withdraw with an automatic W: **Mar 10**
- Last day to withdraw with instructor approval: **April 26**

M105 Course Websites

There are four different websites you will use over the course of this semester.

- **Canvas - (SP24: College Algebra: #####)**
 - This page is administered by your **Course Lecturer (Professor Cole)**.
 - The ##### will match your course CRN number.
 - Announcements from your Lecturer can be found here.
 - Pearson's MyLab has been integrated into this canvas site and will be used to complete regular homework and quiz assignments. These items can be found by clicking the **Assignments tab** in your Canvas site.
 - Graded Homeworks and Skill Practice Sets can be found here by clicking on the **Assignments tab**.
- **Canvas - (SP24: M105 Math Lab)**
 - The Canvas Math Lab page is administered by the **Math Lab Coordinator (Dr. Tupa)**.
 - This page's gradebook contains **ONLY** your current Math Lab Attendance Score.
 - This page contains many resources to help you study for exams and learn how to use MyLab.
- **Cole's World of Mathematics Website - <http://www.professorcole.com>**
 - This page is administered by your Course Lecturer (Professor Cole).
 - Resources available on this website will include: lecture notes, additional handouts, practice worksheets with answers, and lesson videos.
 - Use the navigation panel on the left-hand side to find the M105 Resources. You **MUST click on the Arrow to the Right of the Title** to gain access to lecture notes, additional handouts, practice worksheets, and lesson videos.
- **Cole's World of Mathematics YouTube Channel - <http://www.youtube.com/c/ColesWorldofMathematics>**
 - This YouTube Channel is managed by your Course Lecturer (Professor Cole).
 - All math topics are organized in **Playlists**, for your convenience.
 - You can also use the search bar on the channel to search for a specific topic.

Grade Component Details

- All components of your Math-M105 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-M105 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 that all of the math symbols will display correctly.
- Graded Homework assignments will **NOT** be accepted after the due date. **No EXCEPTIONS!**
- For each Graded Homework set posted, there will be similar practice exercises posted in the matching Skill Practice Set. You may ask the tutors in the IU Kokomo Math Commons to assist you as you complete these exercises. The **Skill Practice Set** is **NOT REQUIRED** and **SHOULD NOT** be turned in.
- The work you submit for the Graded Homework must be yours alone. Collaboration with other students is **NOT** permitted. Use of any CAS system, AI generator, Math App (such as Photo Math etc), or any other "math help" website which generates answers and work is **NOT permitted and is considered Cheating**.
- 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 effect.
 - Suggested phone apps to take pictures/convert to PDF are:
 - Microsoft Office Lens
 - Google Drive for Android
 - iPhone Notes App
 - Tutorial Videos (these are old 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
 - Or simply use a Google Docs file:
 - Open up a Google Doc, and Paste each of the **PHOTOS - IN THE CORRECT PAGE NUMBER ORDER**, into the Google Doc
 - Be sure to **ENLARGE** each Photo to the **FULL Size** of 1 Page (edge to edge).
 - **DOWNLOAD** as a **SINGLE PDF FILE**.

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 will be your responsibility to schedule your exam with the IU Kokomo Testing Center. You will use the **Register Blast Link** in Canvas to schedule it.