INSTRUCTOR: M. Lynn Jones  
marina.jones@mwsu.edu  
office: BO 118C  MSU phone: 397-4276

OFFICE HOURS:  
Monday: 12:00-2:00 & 4:30-5:30  
Tuesday: 2:00-3:00  
Wednesday: 12:00-2:00 & 4:30-5:30  
Thursday: 2:00-4:00 (help lab 3-4)  
Friday: 12:00-1:00

GOALS: The goal of this course is to teach students topics in elementary algebra which will prepare them for Intermediate Algebra. Students must earn a “C” or better in this course to advance to 1003 Intermediate Algebra.

ACADEMIC POLICIES: Students should refer to the current MSU Student Handbook and Activities Calendar and the MSU Undergraduate Bulletin for university policies on academic dishonesty, class attendance, student rights and activities.

DISABILITY POLICY: In accordance with the law, MSU provides academic accommodations to students with documented disabilities. Students with disabilities must be registered with Disability Support Services before classroom accommodations can be provided. The DSS Office is located in Clark Student Center, Room 168, phone 397-4140.

ATTENDANCE POLICIES

Students are expected to attend all meetings of the classes in which they are enrolled. Attendance is an essential component of this course and will be checked in every class.

EXCESSIVE ABSENCES: If you are absent from more than 4 classes on or before October 22 (last drop day), you will receive a grade of "F" for excessive absences (regardless of your grade average for the course).

EXCUSED/UNEXCUSED ABSENCES: Absences are not categorized as excused or unexcused. All absences from class will be counted as official absences except authorized absences (as defined in the Student Handbook). If you miss class due to hospitalization or a death in your family, you should notify the Dean of Students immediately.

AUTHORIZED ABSENCES: Absences due to required participation in university-sponsored activities must be approved by the Division Director or Athletic Director and the Vice President for Academic Affairs. Students with written approval must present a signed letter or memo to the instructor at least two days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence.

LATE ARRIVALS: If you arrive after roll has been checked, you will have been counted absent for that class. It is your responsibility to contact the instructor immediately following class regarding your late arrival. If you choose not to do so, the absence will be officially recorded. Any late arrival may be counted as an absence at the instructor's discretion.

CLASSROOM DISRUPTIONS: Students who need to leave class prior to the dismissal of class must have the permission of the instructor. If a student has not received the instructor's permission prior to leaving class early, the student will be counted absent for that class. It is disruptive to the classroom environment for students to leave class for personal reasons and then return to the classroom. Students may not leave the classroom unless sudden illness occurs. Students should turn off cellular telephones and pagers during class. It is the policy of the University that dependent children not be cared for in campus offices and classrooms. No food or drink(s) are allowed in classrooms in Bolin Science Hall.

ALL cell phones/pagers/texting must be turned OFF and put away during class time.

ABSOLUTELY “ZERO TOLERANCE” POLICY REGARDING TEXTING DURING CLASS.
DROP POLICIES

INSTRUCTOR DROPS: Instructors may drop a student from class for disruptive conduct, consistently failing to complete class assignments, as well as excessive tardiness or excessive absences. A student dropped for any of these reasons will receive a course grade of “F”.

STUDENT DROPS: If you wish to drop this course, you must first contact your instructor. Students who have not met the readiness standards of the Success Initiative must continue to attend class and may not drop this course prior to Monday, Oct 15, 2012. The last day to drop in order to receive a “W” is 4:00 p.m. on Monday, Oct 22, 2012. Drops after this date will receive a grade of “F”. Students receiving financial aid should contact the financial aid office before initiating a student drop.

EVALUATION/GRADING POLICIES

ONLINE HOMEWORK ASSIGNMENTS (MML): ***MyMathLab is a required portion of this course.***

This program is installed on the computers in the Bolin 103, Bolin 109, Clark Student Center, Library, Dillard, and Bea Wood computer labs. You may also choose to use your personal computer; however, you will need to download necessary plug-ins. An online homework assignment has been created for each textbook section covered in class. Online homework problems may be printed, and the answers entered at a later time. Homework problems are also available from the book but these will not be graded. Your lowest four homework scores will be dropped and the remaining scores will be averaged to determine your homework grade for the course. The assigned problems represent a minimum number of problems to be worked. You are strongly encouraged to work additional problems.

Any changes to the assignment schedule will be announced in class and will be recorded on the MML website. If there is a discrepancy between MML and the printed schedule, the online MML date is binding.

EMAIL: A valid email address is required for MyMathLab and for communications with the instructor. You may use your personal email account or the account provided for you by MSU: firstname.lastname.mmdd@students.mwsu.edu where “mmdd” refers to the two-digit month and two-digit day of your birthdate. Take care to enter your email address correctly when you register in MyMathLab.

GRADES: Grades will be computed in the following manner:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points (Maximum)</th>
<th>Points Earned</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>Online Homework (MML)</td>
<td>- 100</td>
<td>630-700 Points</td>
<td>A</td>
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<tr>
<td>4 Tests (100 Points each)</td>
<td>- 400</td>
<td>560-629 Points</td>
<td>B</td>
</tr>
<tr>
<td>1 Final Exam (200 Points)</td>
<td>- 200</td>
<td>490-559 Points</td>
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</tr>
<tr>
<td>Total</td>
<td>- 700</td>
<td>420-489 Points</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Below 420 Points</td>
<td>F</td>
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*Students must earn a “C” or better in this course to advance to 1003 Intermediate Algebra.

TESTS: Make-up tests will be given prior to the return of that test to any Beginning Algebra class if possible; otherwise, a grade of “0” will be recorded. The final exam (scaled appropriately) can be used to replace the lowest test grade.

FINAL EXAM: The FINAL EXAM is mandatory for all students. Failure to take the FINAL EXAM will result in a grade of “0” on the final exam.

ADDITIONAL ASSISTANCE: Please contact your instructor for extra help during this course. Math help sessions will be offered on MTWR 2:00 – 5:00 pm and Fri 1:00 – 4:00 pm in room BO 101. A list of math tutors is also available from the Mathematics secretary in BO 118.

Free Math Help Sessions
Mondays through Thursdays 2:00 – 5:00 p.m.
Fridays 1:00 – 4:00 p.m.
Bolin Room 101
INSTRUCTOR: M. Lynn Jones
marina.jones@mwsu.edu
office: BO 118C     MSU phone: 397-4276

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Initial here to verify that you understand the attendance and drop policies __________

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**FINAL EXAM:** The FINAL EXAM is mandatory for all students. Failure to take the FINAL EXAM will result in a grade of “0” on the final exam.

Initial here to verify that you understand the make-up test and final exam policies __________

I have read and I understand all of the rules and policies for this mathematics course. I understand that they will be enforced without exception.

Please list previous math classes/grades (include high school & college) below:

Signature (In Ink Only)                      Date

Name (Print Clearly)

Cell or Home Phone #                      Alternate Phone #

e-mail address

A valid email account is required for the MML online homework program and for communications from the instructor. You may use any personal email account or the account provided to you by MSU (first.last.mmdd@students.mwsu.edu).