2025 Fall MATH 340.700: Integrated Pre and Beginning Algebra

Instructor Information

Name	Mrs. Jodi Acker
Note from Instructor	My goal is to work with you and support you as you grow throughout the semester.
Office Location	GAB 457
Tutoring Hours	Schedule an appointment using Bookings
Phone Number	940-595-2148
Email	Jodi.Acker@unt.edu *Connect with me through email or by scheduling an appointment with me via Teams (like Zoom). My goal is to respond to you within two business days; however, if you contact me and do not receive a response, please send a follow up email. A gentle nudge is always appreciated.*

Course Description, Prerequisites, and Objectives

Course Description	4 hours. General overview of basic arithmetic and beginning algebra: fractions, decimals, percentages, integers, solving equations, linear equations, graphing and polynomials.
Course Prerequisites	This course is designed to support students who did not meet the minimum score on the TSI and is considered TSI Incomplete.
Course Objectives	Upon successful completion of this course, students will: 1. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts. 2. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts. 3. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations. 4. Apply algebraic reasoning to manipulate expressions and equations to solve real world problems. 5. Use graphs, tables, and technology to analyze, interpret, and compare data sets. 6. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions

Course Structure

This course takes place 100% online. Information on how to be successful in a remote learning environment can be found at UNT Online (https://online.unt.edu/learn). Except for tutoring hours and appointments, your interactions with me and your fellow students will take place in Canvas. (For help with Canvas and other tech issues, see the "Technical Requirements" section on page 2.)

The course begins with the first content module available/open in Canvas. I will open subsequent modules about one week before it begins. This course has 7 content modules.

In the content modules, you will find mini-instructional videos. The videos will go over content, examples and have Try it! problems for you to attempt. You should note that the videos are presented on notebook paper to

demonstrate that taking good notes and working problems out thoroughly on paper will lead to improved success in math. By taking notes while watching the videos, this is how you "attend class."

Course Materials/Required Materials

Access Pearson's MyLabs Math (MLM) is a web-based course content platform. Access to MLM is essential for this course and must be purchased. Be sure to obtain the access code specifically for Math 340. The textbook, *Developmental Mathematics, 4th edition*, by Elayn Martin-Gay, is included within the platform.

About MLM: MLM is accessed directly through Canvas (left-hand navigation) and provides:

- Online homework assignments
- The e-text of *Developmental Mathematics, 4thEdition*
- Additional learning resources

To Register into MLM: Click on the **Access Pearson** in Canvas and follow the prompts. Be sure to use your official UNT roster name when registering, as I cannot give credit to work completed under a different name.

Temporary No Cost Access: MLM offers a 14-day no cost trial if you have not previously attempted this course. To avoid losing access and credit for your completed work, purchase access before the trial expires.

Note: Fact patterns and scenarios used in this course, such as in lecture videos, Try it! problems, quizzes and/or exams may have been adopted from © Pearson content and may not be reproduced.

Pearson MyLabs Student Technical Support

MyLabs offers student technical support at Pearson Student Technical Support (https://mlm.pearson.com/northamerica/students/support/index.html)

Calculator Policy

No calculators are to be used EXCEPT for the Desmos online basic 4-function calculator. This particular calculator (https://www.desmos.com/fourfunction) will only be allowed in Module 4 and on a select number of problems on that particular exam. Students are strongly discouraged from using a personal calculator.

Technical Requirements & Skills

Minimum Technology Requirement	• Computer, tablet, or laptop that is compatible with all required apps for the course • Reliable internet access • Webcam and microphone for Respondus proctored testing • Speaker for Zoom/Teams sessions • Scanner (many free apps available for smartphones) • Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements) • MyLab Technical Requirements (https://mlm.pearson.com/northamerica/students/support/system-requirements/index.html)
Computer Skills & Digital Literacy	• Navigate Canvas and Access Pearson • Message electronically through Canvas Inbox • Download and install course software, including Respondus Lock Down Browser • Complete assignments online (Canvas, MyLabs) • Scanning documents and saving as PDF • Upload documents to Canvas

If circumstances change, you will be informed of other technical needs to access course content.

Course Requirements

Evaluation components include engagement tasks, homework, modules exams and the final exam. Description of each component follows:

Engagement Tasks (Discussions and activities) – 5%
Pearson Homework (MyLabs) – 15%
Module Exams (altogether) – 60%
Final Exam – 20%

Course Grade

Your course grade is determined by your performance on the graded items. Unfortunately, there will be no opportunity for extra credit, nor will the grades be curved. Your grades will be posted in Canvas Grades.

- A [90, 100+), The student performs well above the minimum criteria.
- B [80, 90), The student performs above the minimum criteria.
- C [70, 80), The student meets the minimum criteria.
- NP [0, 70), The student does not meet the minimum criteria.

Homework

The purpose of homework is to allow you the opportunity to learn, practice, and retain new skills. Continued practice is how you learn, so it is crucial for you to carve out regular time to work on developing and improving your skills. Expect to have two (2) – four (4) MyLabs online homework per week, starting the first week of classes. All assignments in this class are due by 11:59 PM (CST) of the due date. If the due times conflict with your schedule, then I encourage you to *work ahead*. If you miss a MyLabs due date, you have until 8 AM Monday of the next week to complete missed assignments for up to 70% credit. The password to access missed assignments is: **late**.

Although the homework will be presented electronically through Canvas and MyLabs, working through the material on paper is essential for developing the skills necessary to communicate math in written form.

Generally, you will be given three (3) attempts on each question. However, if you do not receive full credit for a problem, you may attempt that problem again by clicking the “Similar Exercise” button. This allows you the ability to earn a 100% on every MyLabs assignment. Your lowest three (3) lowest homework scores will be dropped.

Exams

You will have a total of five (5) exams, consisting of four (4) module exams and a comprehensive final exam. The module exams are to be completed within 60 minutes and the final exam will have 120 minutes. Content questions are not answered on exam days. NOTE: Access code to the exams is: **start**.

- Exam 1 – Thursday, September 18, 8 AM – 11:59 PM. Module 1 & 2
- Exam 2 – Thursday, October 9, 8 AM – 11:59 PM. Module 3 & 4
- Exam 3 – Tuesday, October 28, 8 AM – 11:59 PM. Module 5
- Exam 4 – Tuesday, December 2, 8 AM – 11:59 PM. Module 6 & 7
- Final Exam – Mon, December 8, 8 AM – 11:59 PM. See Final Exam Schedule. The final exam is cumulative.

Quizzes

You will see practice quizzes in MyLabs. Use them as *part of* your overall preparation for each exam, but do not rely on them as your only way to study. The practice quizzes will close at 11:59 PM the day before the exam. You have 5 attempts at each quiz. These are not required and are not included as part of your course grade but will be helpful in trying to help you gauge your level of understanding.

Engagement Tasks

Engagement tasks include orientation assignments, discussion posts and student support for success activities. The discussion assignments are designed to keep you connected with your classmates and the student support activities are to support you holistically in your academic endeavor.

Course Policies

Academic Dishonesty

Cheating will not be tolerated. Any student found cheating will receive a zero on the assignments; and may receive an F for the course, if found cheating on an exam. A report will be filed with the Office of Academic Integrity. Cheating includes, but is not limited to, discussing exam items with any student currently enrolled in this course; posting exam items and/or exam-related questions on messaging apps; accessing notes, textbook, or ANY source of help during a test AND providing help as well.

AI Use Policy

In this course, the use of Generative AI (GenAI) tools, such as ChatGPT, Microsoft Copilot, or similar platforms, is permitted within specific limits as outlined below:

Permitted Use

- **Grammar and Spelling**: AI tools may be used to check spelling and grammar in your assignments.
- **Formatting and Revising**: You may use AI tools to assist with formatting and revising written components of your assignments, provided the original content is your own work.

When using GenAI tools, you must disclose their use in your submission. For example, include a note stating, "Used ChatGPT to format and revise this assignment," or "Used Microsoft Copilot to check grammar and spelling."

Prohibited Use

- **Full AI-Generated Submissions**: Submitting work that is entirely generated by AI as your own is strictly prohibited.
- **Exams**: The use of AI tools in any form during exams is not allowed.

Academic Integrity

Failure to follow these guidelines will be considered a violation of academic integrity, such as fabrication or cheating. These cases will be addressed on a case-by-case basis in accordance with university policies.

By adhering to these standards, we aim to promote fair use of technology while maintaining the high academic expectations of the university.

Attendance/Active Participation

Being engaged in an online class will have its ups and downs but please make a commitment to yourself that you will stay actively engaged and on-task each week, as active participation is important and vital to your success. In this class, attendance means working through the content modules with the aid of the instructor lecture

videos, all the while taking notes. As a side note, I have great respect for students who are balancing the demands of their coursework along with the responsibilities of life beyond the classroom. However, if you run into challenges that cause you to fall behind in class, please contact me immediately so we can work together, as there may be resources available to assist and support you.

Examination Policy

Exams will be administered in Canvas with Respondus Lockdown Browser and will be available during the 16-hour time period. Pay close attention to the time because, regardless of when the exam begins, **any exam not submitted by 11:59 PM will receive a grade of zero, so please plan accordingly**. You must access the exam through the specified Exam module.

NOTE: If you are using any assistive technologies, such as a screen reader, please contact me via email as soon as possible to discuss accommodations.

If you miss an exam, a grade of zero will be recorded for that exam. However, if you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the Student Attendance and Authorized Absences Policy (PDF) , and provide me documentation within 2 business days of the missed exam, then the zero will be replaced by your final exam grade (this includes missing an exam due to illness). This allowance is for one missed exam. Any additional missed exams will receive a grade of zero. If you receive a zero for academic dishonesty on an exam, the final exam score will NOT replace that zero.

Early Exam

If you have a conflict with a scheduled exam date, you are highly encouraged to request to take your exam early. The request must be sent to Canvas Inbox at least one week prior to the scheduled exam date, as this allows enough time to make proper adjustments/arrangements.

Exam Protocol

- Read How to Take Exam Using WebCam in the Lockdown Browser and Respondus module in Canvas.
- Clear your test-taking environment of any class materials or distractions.
- Access code to the exam is: **start**.
- Once opened, you have 60 minutes to complete the exam.
- Using the webcam, show a clean desk surface, along with all supplies needed (i.e. ID, paper, pencil)
- Do not open exam unless you are prepared to work, and your technology is ready and in working order.
- In order to receive full credit, all problems must be worked out on your own paper **and** the paper must be shown to the webcam screen. No work means no credit.

*Note: No extra time, nor do-overs will be granted to account for technical difficulties.

You will be able to see your exam grade in Canvas about 1 week after the exam. I encourage you to review your exams and to learn from your mistakes. However, if you still have questions, I will be glad to meet with you to go over exam problems. Please note that credit has already been awarded on the exam, so there will be no change to any grades.

Late Work Policy

UNT is a community of dreamers and doers who pursue excellence in everything. With that in mind, there are standards and expectations set for the class, which includes that work will be completed and submitted by the posted due date. However, in the event you fall behind on your homework, missed MyLabs homework may be completed for up to 70% by the following Monday at 8 AM. **The password to access late assignment is: late.**

There will be no late exams or retakes. If an exam is not attempted or submitted by 11:59PM, then unfortunately a grade of zero will be recorded. (See the Examination Policy for more information.)

Important Dates

Date	Importance of Date
Aug 18	Classes Begin
Aug 29	Census Date
Sept 1	Labor Day (no classes)
Nov 7	Last day for a student to drop a course with a W.
Nov 8	Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.
Nov 24 – 30	Thanksgiving Break (University closed)
Dec 3 – 4	Pre-finals Days
Dec 4	Last Regular Class Meeting
Dec 5	Reading Day (no classes)
Dec 6 – 12	Final Exams

Changes to Syllabus

Changes made to the syllabus will be posted as an Announcement in Canvas. You are responsible for all information posted in Canvas.

Make note that if there are any campus closings, students will be notified by Eagle Alert and the calendar will be adjusted as necessary. Emergency Notifications and Procedures Policy (PDF) (https://policy.unt.edu/policy/06-049).

Weekly Modules/Schedule of Due Dates

MyLabs assignments are due 11:59 PM (CST) of the posted due date. It is best to start your homework prior to the posted due date, in order to allow extra time and clarification, if needed. You can access the MyLabs assignments directly through Canvas – Canvas is your one-stop shop.

Week 1

Due Date	Topic	Assignment Type
08/18/25	Syllabus Quiz	Engagement (5%)
08/19/25	Discussion: Introduce Yourself	Engagement (5%)
08/20/25	MyLabs Orientation	Engagement (5%)
08/21/25	Lockdown Browser Quiz	Engagement (5%)
	Practice Submitting Written Work	Engagement (5%)
08/22/25	M1A: Order of operations (whole numbers)	Homework (15%)

Week 2

Due Date	Topic	Assignment Type
08/25/25	M1B: Simplifying Fractions	Homework (15%)
	M1C: Multiplying & Dividing Fractions	
08/26/25		
08/27/25	M1D: Add & Sub Fractions with like denominators	Homework (15%)
08/28/25		
08/29/25	M1E: Add & Sub Fractions with unlike denominators	Homework (15%)
	Time Management	Engagement (5%)

Week 3

Due Date	Topic	Assignment Type
09/01/25	*Holiday - No Class*	Homework (15%)
09/02/25		
09/03/25	M1F: Mixed Numbers & Improper fractions	Homework (15%)
09/04/25		
09/05/25	M1G: Order of operations (fractions)	Homework (15%)

Week 4

Due Date	Topic	Assignment Type
09/08/25	M2A: Integers	Homework (15%)
09/09/25		
09/10/25	M2B: Order of operations (integers)	Homework (15%)
09/11/25		
09/12/25	M2C: Properties of Real Numbers	Homework (15%)
	How to Study Effectively	Engagement (5%)

Week 5

Due Date	Topic	Assignment Type
09/15/25	M2D: Evaluating Expressions	Homework (15%)
	M2E: Simplifying Algebraic Expressions	Homework (15%)
09/16/25	Review	
09/17/25	Preparing for an Online Exam	
09/18/25	**Module 1 & Module 2 Exam (8AM - 11:59PM CST)**	**Module Exams (60%)**
09/19/25	M3A: Solve equations (addition property)	Homework (15%)

Week 6

Due Date	Topic	Assignment Type
09/22/25	M3B: Solve equations (multiplication property)	Homework (15%)
09/23/25		
09/24/25	M3C: Solving more equations	Homework (15%)
	M3D: Literal equations	Homework (15%)
09/25/25		
09/26/25	M3E: Linear Inequalities	Homework (15%)
	Self-Care, Community and Study Tips	Engagement (5%)

Week 7

Due Date	Topic	Assignment Type
09/29/25	M4A: Applications (Linear)	Homework (15%)
09/30/25		
10/01/25	M4B: Applications (Proportions & percent)	Homework (15%)
10/02/25		
10/03/25	M4C: Applications (Sales tax, commission and discount)	Homework (15%)

Week 8

Due Date	Topic	Assignment Type
10/06/25	M4D: Applications involving inequalities	Homework (15%)
10/07/25		
10/08/25	Review	
10/09/25	**Module 3 & Module 4 Exam (8AM - 11:59PM CST)**	**Module Exams (60%)**
10/10/25	M5A: Intro to graphing	Homework (15%)
	Building Math Confidence	Engagement (5%)

Week 9

Due Date	Topic	Assignment Type
10/13/25	M5B: Slope	Homework (15%)
10/14/25		
10/15/25	M5C: Slope Intercept form	Homework (15%)
10/16/25		
10/17/25	M5D: Intercept form	Homework (15%)
		Engagement (5%)

Week 10

Due Date	Topic	Assignment Type
10/20/25	M5E: Equations of lines	Homework (15%)
10/21/25		
10/22/25	M5E: Equations of lines (continued)	Homework (15%)
10/23/25		
10/24/25	M5F: Applications of two variables	Homework (15%)
	Test Taking Skills	Engagement (5%)

Week 11

Due Date	Topic	Assignment Type
10/27/25	Review	
10/28/25	**Module 5 Exam (8AM - 11:59PM CST)**	**Module Exams (60%)**
10/29/25	M6A: Exponents	Homework (15%)
10/30/25		
10/31/25	M6A: Exponents (continued)	Homework (15%)

Week 12

Due Date	Topic	Assignment Type
11/03/25	M6B: Negative Exponents & Scientific Notation	Homework (15%)
11/04/25		
11/05/25	M6C: Introduction to Polynomials	Homework (15%)
11/06/25		
11/07/25	M6D: Multiplying Polynomials	Homework (15%)
	Productive Persistence	Engagement (5%)

Week 13

Due Date	Topic	Assignment Type
11/10/25	M6E: Special Products	Homework (15%)
	M6F: Dividing Polynomials	Homework (15%)
11/11/25		
11/12/25	M7A: Introduction to Factoring	Homework (15%)
11/13/25		
11/14/25	M7B: Factor by grouping	Homework (15%)

Week 14

Due Date	Topic	Assignment Type
11/17/25	M7C: Factoring trinomials of the form $ax^2 + bx + c$ by grouping	Homework (15%)
11/18/25		
11/19/25	M7D: Factoring trinomials of the form $x^2 + bx + c$	Homework (15%)
11/20/25		
11/21/25	M7E: Factor Special Patterns	Homework (15%)

Thanksgiving Break | November 24 – November 30

Week 15

Due Date	Topic	Assignment Type
12/01/25	Review	
12/02/25	**Module 6 & Module 7 Exam (8AM - 11:59PM CST)**	**Module Exams (60%)**
12/03/25	Letter to Future Students	Engagement (5%)
12/04/25	Review	
12/05/25	Review	

Week 16

Due Date	Topic	Assignment Type
12/08/25	**Final Exam (8AM - 11:59PM CST), see Final Exam Schedule**	**Final Exam (20%)**

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

UNT Policies

In addition to standards for success in courses, there are UNT policies and procedures in place to support students. You can access these policies in Navigate (Navigate.unt.edu), in Canvas under the Help menu, in EIS, and on the Student Support Services & Policies page, which includes:

- Policies include:
    - Prohibition of Discrimination, Harassment and Retaliation, Academic Integrity Policy, ADA Policy and Retention of Student Records

- Student Expectations and Preferences include:
    - Acceptable Student Behavior, Use of Student Work, Important Notice for F-1 Students Taking Distance Education Courses, Student Verification
- Student Wellness and Academic Resources include:
    - Survivor Advocacy, Mental Health, Technical Assistance, Academic Support Services and Additional Student Support Services
- Communications include:
    - Eagle Connect, Emergency Notification and Student Evaluation Administration Dates

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals' experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.