University of North Texas
College of Science
Mathematics Department
MATH 0340
Spring 2020

Instructor Contact Information

Name	Rayce Cooley
Office location	GAB 401A
Office hours	Tuesday 4:50 – 5:50 pm, Thursday 4:50 – 5:50 pm and by appointment
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When sending an email, include course name, number and section, along with your full name in the subject header. Email without this information may not get opened. A response will be sent in a timely manner, but may occasionally take up to two (2) business days.

Course Information

Course Title	Integrated Pre/Beginning Algebra
Course Number	MATH 0340
Course Section	002
Class meeting time	Tuesday/Thursday from 6:00 – 8:20/pm in Language Building, Room 216 (Lang 209)
Course Description	The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.
Course Pre-requisites	Appropriate score on a mathematics placement test.

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 Outline   View the Course Calendar for specific topics and dates.

Required or Recommended Course Materials	Pearson's MyLabs and Mastering (MLM). MLM is an online course delivery platform accessed from UNT's Canvas Learning Management System at: https://unt.instructure.com. MLM access will include eText *Beginning and Intermediate Algebra, sixth edition* by Elayn Martin-Gay. MLM provides a no-cost temporary 14-day access. MLM course content includes eText, homework and additional resources. Folder/Binder and Spiral/Notebook Paper – for keeping handouts and assignments and taking notes. You will be allowed to use basic 4-function calculators on some tests. **Scientific and graphing calculators (such as the TI-83 or TI-84 Plus) are <u>not</u> allowed.**

Technical Requirements/Assistance

Technical Assistance	The University of North Texas provides student technical support in the use of Canvas and supported resources.
Hours	Monday-Thursday 8am-midnight Friday 8am-8pm Saturday 9am-5p Sunday 8am-midnight
Email	helpdesk@unt.edu
Phone	940.565.2324
In Person Help	Sage Hall, Room 130
Link	UIT Help Desk http://www.unt.edu/helpdesk/index.htm
Canvas technical requirements	Canvas technical requirement https://clear.unt.edu/supported-technologies/canvas/requirements
Minimum Technical Skills Needed	To be successful in class, students will need to use: the learning management system (Canvas); MLM (MyLab and Mastering); email

Student Academic Support Services

Code of Student Conduct	Code of Student Conduct: provides Code of Student Conduct along with other useful links; https://deanofstudents.unt.edu/conduct
Office of Disability Access	Office of Disability Access: exists to prevent discrimination based on disability and to help students reach a higher level of independence; http://disability.unt.edu/
Counseling and Testing Services	Counseling and Testing Services: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests; http://studentaffairs.unt.edu/counseling-and-testing-services
MathLab	The MathLab is located in Sage Hall 130 and serves students enrolled in MATH 0340, 1000-2000 level classes, MATH 3410 and MATH 3680 at UNT; https://math.unt.edu/mathlab
UNT Libraries	UNT Libraries http://www.library.unt.edu/
UNT Learning Center	UNT Learning Center: provides a variety of services, including tutoring, to enhance the student academic experience; https://learningcenter.unt.edu/home
UNT Writing Center	UNT Writing Center: offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring; http://writingcenter.unt.edu/

Succeed at UNT   Succeed at UNT: information regarding how to be a successful student at UNT; https://success.unt.edu/

Assessment & Grading

Assessment   The learning outcomes will be assessed through Homework/Class Activities, Weekly Quizzes and Exams. The final grade will be based on the following:

- Homework – 15%
- Quizzes – 10%
- In-class Exams – 55%
- Final Exam – 20%

Evaluation Procedures   Your course grade will be determined by the following:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- F = 0 – 69%

*Note the instructor will **not** round more than 0.05 percentage points when calculating final weighted average.

Exams and Assignments   **Homework**
Homework will be given daily. Although the homework will be presented electronically through Canvas and MLM, working through the material on paper is essential for learning and developing the math skills that are the objectives of this course.
Quizzes
There will be approximately 8-12 quizzes given throughout the semester. The two lowest quiz grades will be dropped.
Exams
There will be four (4) exams that will take place in the classroom. There are no retakes on exams.
Final Exam
 The Final Exam is comprehensive and will test the student's math skills on all content covered throughout the entire semester. This exam will be taken in the classroom during the last week of classes at the time specified in the official Final Exam Schedule.

Important Dates

Date	Importance of date
Jan 13	Classes Begin
Jan 20	Martin Luther King, Jr. Day (no classes; university closed)
Jan 27	Census Date
Jan 28	Beginning this date a student may drop a course with a grade of W by completing the *Request to Drop Class* form and submitting it to the Registrar's Office.
Mar 9-13	Spring Break
March 30	Last day for a student to drop a course
April 6	Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.
April 17	Last day to withdraw (drop all classes). Grades of W are assigned.

Date	Importance of date
Apr 29-30	Pre-Finals Days
May 1	Reading Day (no classes)
May 2-7	Final Exams

Course Policies

Classroom Etiquette

Appropriate behavior is expected of all students taking this course. Arrive to class promptly and do not leave until the scheduled ending time of the class. If you must arrive late or leave early, please do so as discreetly as possible and take a seat near the door. Turn off all non-medical electronic devices such as pagers, cell phones, laptops, etc. Take off the headphones. Do not read newspaper or work on unrelated assignments during class. I prefer that you not eat during class. You will be asked to leave the classroom if you access an electronic messaging device during class AND it will be counted as an absence.

Assignment Policy

- o Please maintain a separate notebook for doing homework problems. Make sure to write down what section the problem is from and work out the problem showing all of your steps.
- o Even though MyLab and Mastering (MLM) may not require you to show all the steps in your work, I want to encourage you to still do ALL of the steps. At times, MLM only requires a final answer, which will be frustrating for some of you because you cannot receive partial credit for correct work.
- o Assignments posted in MLM will become available as we cover the material in class.
- o Check MLM each day to be sure that you are keeping up with assignments and due dates.
- o You have three (3) attempts per problem-type for each online problem in MLM. Using the "Help Me Solve It" feature uses one attempt. Use the attempts carefully so that you can earn a grade of 100% on each assignment.

Exam Policy

There will be four (4) in-class exams during the semester. Keep a record of all your scores. Be sure to review your exam upon receiving it. Check your written exam grade with the grade posted online to ensure that they are the same. Each exam is 13.75% of the course.

Exam Etiquette

- o Place all papers, textbooks, notes, etc. in a backpack or a book bad and close it securely.
- o Turn off/remove all electronic devices (unless medically necessary), this includes cell phones, headphones, laptops, smartwatches, etc.
- o Handling of ANY such electronic devices during an exam will be construed as cheating (receiving unauthorized aid) and may result in a zero for that exam.
- o Do not wear hats or caps during exams.
- o Do not share any materials during an exam. This includes, but is not limited to pencils, erasers, calculators, etc.
- o Only approved calculators during any exam. It is your responsibility to know how to work the calculator you bring to the test.
- o Have only the exam, pencil(s), eraser and calculator out during an exam. There will be space to show work on the actual exam. You will not be permitted to have any of your own scratch paper during an exam.

Make-up Exam Policy	An exam may be taken <u>prior</u> to the scheduled date. I request a week's notice for this accommodation via email. In the event of a schedule conflict with a university function, dental/physician's appointment, wedding, formal, or whatever, the student must take the test early. If a student does not take a scheduled exam, a zero will be recorded for that exam and a notice may be sent through the registrar's office. There are four in-class exams. If your final exam score is higher than one of your in-class exam scores, then that in-class exam grade will be replaced with final exam grade. If you miss an in-class exam, a zero will be recorded for that exam grade and your final exam score will replace that one zero. If you receive a zero for academic dishonesty on an exam, the final exam score will NOT replace that zero.
Late work Policy	No late homework will be accepted for any reason whatsoever. A grade of zero will be assigned to any homework assignment not completed online and submitted by the due date and time. Specifically, due dates will NOT be extended for any reason. NO EXCEPTIONS. Technical difficulty, including loss of internet access, is not an excuse for not completing an assignment.
Attendance Policy	Attendance is essential. Some of the concepts we will cover in this class are not in the textbook, so you need to be in class. Should you be absent, it is your responsibility to find out what was covered in class as soon as possible. I hold you responsible for doing all work you missed, getting notes from a classmate and turning in all work on the day it is due. To see homework given out during the class that you missed, you will need to check Canvas. *If you have significant health problems or other issues, please talk with me so we may discuss possibilities and University policy. *Information about the University of North Texas' Attendance Policy may be found at:* http://policy.unt.edu/policy/15-2-5
Class Participation	Participation is a required part of this course. This class is designed to be active and interactive. Much of what you will learn will evolve from in-class lecture, activities and discussions.
Student Behavior	Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.
Syllabus Change Policy	I do reserve the right to amend, append or otherwise make changes to this syllabus should the need arise. Any such change will first be discussed with the students and then announced in class.

UNT Policies

Academic Integrity Policy	Cheating on tests, quizzes or final exams is a serious breach of academic standards and will be punished severely and generally result in a student failing the course. All work done on in-class exams and quizzes must represent only the student's own work, unless otherwise stated in the directions. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. See http://facultysuccess.unt.edu/academic-integrity for details on academic integrity at UNT.
ADA Policy	UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu. You may also contact the ODA by phone at (940)565-4323.
Drop/Withdrawal Policy	If a student is unable to complete this course, it is his/her responsibility to formally withdraw from the course. NOTE: Substantial changes were announced for Fall 2018. Prior to Tuesday, September 10th, students may drop a course from their student portal on my.unt.edu (and depending on the date, may be eligible for at least a partial refund). From 1/28 to 3/30, students may drop a course by completing the *Request to Drop* form at https://registrar.unt.edu/sites/default/files/drop_request_fillable_1.pdf The last date to withdraw from all of your classes is 4/17. If the student does not properly withdraw from the course but stops attending, s/he will receive a performance grade, usually an F. If you are considering dropping, it is strongly recommended that you discuss the matter with me as soon as possible. Changes to the University's policy may affect this. Please contact the Registrar for further questions.
Emergency Notification and Procedures	UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.
Retention of Student Records	Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and

the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior	Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.
Access to Information	Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/
Sexual Assault Prevention	UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.
Student Perceptions of Teaching (SPOT)	Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at http://spot.unt.edu/ or email spot@unt.edu.

Calendar

Below is the Math 0340 Spring 2020 Tentative Schedule. (If and when needed, changes may be made to this schedule.)

Week	Date	Topic
1	1/13-1/19	Syllabus Time Management Activity 1.3 Simplifying Fractions 1.3 Multiplying and Dividing Fractions
2	1/20-1/26	*Quiz #1* 1.3 Adding and Subtracting Fractions Using Decimals Percents, Rounding, and Estimating 1.4 Exponents 1.4 Order of Operations, grouping symbols
3	1/27-2/2	*Quiz #2* 1.4 Simplifying expressions, Using Substitution to Evaluate Algebraic Expressions and Formulas 1.5 Adding Real Numbers 1.6 Subtracting Real Numbers 1.7 Multiplying and Dividing Real Numbers *Quiz #3*
4	2/3-2/9	Review Chapter 1 **Test 1 (Chapter 1)** **Calculators allowed after first unit** 2.1 Using the Distributive Property to Simplify Algebraic Expressions, Combining Like Terms
5	2/10-2/16	2.2 Addition and Multiplication Property of Equality 2.3 Solving linear equations, including fractions and decimals *Quiz #4*
6	2/17-2/23	2.4 Using Equations to Solve Word Problems 2.5 Formulas and Problem Solving *Quiz #5*
7	2/24-3/1	Review solving various equations 2.6 Percents and Mixture problems 2.7 More Problem Solving – DRT *Quiz #6*
8	3/2-3/8	2.8 Solving Linear Inequalities Review Chapter 2 **Test 2 (Chapter 2)**
	3/9-3/15	Spring Break

Week	Date	Topic
9	3/16-3/22	3.1 Coordinate System 3.2 Graphing Lines 3.3 Intercepts, horizontal and vertical lines 3.4 Slope *Quiz #7*
10	3/23-3/29	9.4 Graphing Inequalities (like ex. 1-5) 3.5 Writing Equations 3.6 Functions (what is it, vertical line test, f(x) notation)
11	3/30-4/5	Review Chapters 3 (and 9.4) **Test 3 (Chapter 3 & 9.4)** 4.1-4.3 Intro to Systems (basic only) *Quiz #8 (4.1-4.3)*
12	4/6-4/12	5.1 Exponents 5.2 Add, Subtract Polynomials 5.3 Multiplying Polynomials *Quiz #9* (5.1-5.3)
13	4/13-4/19	5.4 Special Products 5.5 Negative Exponents, Scientific Notation 5.6 Dividing Polynomials (no long division) *Quiz #10* (5.4-5.3)
14	4/20-4/26	6.1 Factoring by removing GCF 6.2 Factoring simple trinomials *Quiz #11 (*6.1 & 6.2) Review Chapter 5&6
15	4/27-5/1	**Test 4 (Chapter 5&6)** Review for Final Exam
16	5/2-5/7	Final Exam will be on May 5 from 6:00 – 8:00 pm.