The University of South Dakota  
Math 102 – College Algebra Online (3 CR)  
Spring 2019

MATH 102  College Algebra - 3 Credit Hours  
Time:  Monday, January 7 – Friday, May 3, 2019  
Instructor:  Shannon Kortan  
Email:  shannon.kortan@usd.edu  
Phone:  (605)660-0187 – Cell  
Office Hours:  e-mail daily and by appointment

COURSE DESCRIPTION
Equations and inequalities; polynomial functions and graphs; exponents, radicals, binomial theorem, zeros of polynomials, systems of equations, exponential, logarithmic, and inverse functions, applications and graphs. Other topics selected from sequences, series, and complex numbers.

PREREQUISITE:  Math 101, Math 095, or appropriate mathematics placement.

IMPORTANT DATES
  •  Wednesday, January 16, 2019:  last day you may add (or drop a class with a full refund).  
    Students who do not have my Spring 2019 MATH 102 MyMathLab access by 12 PM CT Tuesday, January 15, 2019 will be dropped from MATH 102.  
  •  Monday, April 1, 2019:  last day to drop a class with a “WD” (withdraw) on your transcript.  
  •  Friday, April 26, 2019:  last day to make a post-test attempt.  
  •  Friday, May 3, 2019:  last day for Final Exam attempt (max 3 attempts permitted) due by 5 PM CT.

COURSE REQUIREMENTS
Students are expected to read, understand, and abide by all policies and procedures provided in this syllabus.  I will not be held responsible for misunderstandings due to you not reading the syllabus or other documents I have posted.

MyMathLab Access:
  •  MyMathLab (MML), a course management system, is the required platform where all homework, quizzes, and exams will be completed.  
  •  Your subscription to MML is INCLUDED in your tuition when you sign up so you do NOT need to purchase additional materials.  
  •  This subscription will include an e-version of our textbook  
  •  MyMathLab access will require a high speed internet connection.  
  •  Please use a SCHOOL email account (NOT D2L – that is an internal email) and check it often when you sign into MML.  Proofread it when you enter it to ensure you have no typos.  I send a lot of emails out via MML email and don’t want you to miss them!  
  •  Detailed instructions regarding MML registration (including our MML Course ID and Access Code) will be posted on our D2L homepage.  
  •  Students from Fall 2018 at USD who have successfully completed MATH 102 units from Fall 2018 are to add my MML section first, then send an e-mail to me to identify which units were successfully completed.  [Note:  I cannot import partial units and cannot import anything until you appear in my MML course for the Spring 2019 semester.  You cannot continue work in the old MML sections!]  I do not automatically check for this so nothing will be imported until you request me to do so via email.  
    ★  If you have MML access from Fall 2018 Math 102, you should request an Opt-Out so you are not charged for it again.  The contact information to do this is posted in D2L.  
  •  If you run into technical issues with MyMathLab, please use the online tech support links in MML.  You can also do a live chat with Pearson for help.

Textbook (Optional):  A physical copy of our textbook is not required.  If you prefer to purchase a physical copy, here is the information needed:  College Algebra – 7th Edition, Blitzer, ISBN:  0134469164 (or 9780134469164)
**Calculator:** A calculator with logarithms and exponents is required. (A graphing calculator will meet this requirement and may be used, but is not necessary.) A TI-89, TI-92, TI-Nspire type series calculators and other calculators that do symbolic manipulation are **not** allowed. Cell phones, pagers, or other electronic devices (such as ipods, ipads) must **not** be used during class nor used in the Testing Center.

**Student ID:** Your Student ID (or state issued ID) is required at the Testing Centers and with approved proctors to take a proctored assessment.

**Computer Headset (optional):** If you plan on participating in any online live help sessions, it is recommended that you use a USB multi-media headset – earphones with a microphone – so that you can ask questions instead of typing them. These can be purchased for around $20 - $30 depending on the brand and model (Logitech is recommended).

**Online Student handbook:** In addition please refer to the Online Student Handbook located in the USD Getting Started on the course home page. It contains information about the university's technical, academic, and student support services, as well as how to take advantages of these services. This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies. You can find it online at usd.edu/online (under student resources) or you can reach the Student Resources page by following this link: [http://www.usd.edu/usd-online/student-resources](http://www.usd.edu/usd-online/student-resources)

**24/7 ITS Helpdesk services:** For anyone needing technical help this semester, here is the contact information for the helpdesk: **ITS Helpdesk** – p: 605-658-6000 e: helpdesk@usd.edu

**LIVE ONLINE HELP SESSIONS**
Live online help sessions are available via Collaborate Ultra. To attend a session you have set up with me or with classmates, log into D2L and enter our course. Use the top menu and click the “Communications” tab. Select “Collaborate Ultra” from the drop-down menu. Use the link to enter the Math Meeting Room I have set up.

You do not need to purchase any additional equipment to meet with me on Collaborate, although headphones will make the session much easier for both of us, as will having a microphone equipped on your computer (or a computer headset). It is much like being in a classroom with me, except you cannot see me. You will hear me talking, can either talk or type questions and answers to me, and you will see me writing on the whiteboard in the classroom, but we will both be “invisible”. No web cams will be used - just speakers/headphones, microphones, and a whiteboard.

**Anyone who is having trouble with the course (or anticipates having trouble) is encouraged to set up regular meetings with me to avoid falling behind schedule, but sessions can be set up at any point a student needs one.**

**Expectations of Students:**
- Check D2L and email regularly for messages, assignments, etc.
- Be prepared by keeping up with MYMATHLAB assignments and reviewing posted class notes.
- Take responsibility for one’s learning. If you need help, ASK! You will not be successful by avoiding the work and I can only help if you ask me!
- Although it may vary from student-to-student, expect to spend at least 6-9 hours per week on this class.
- Show enthusiasm and interest in the subject matter.
- Show respect for all others in the course.
- Use proper email and chat etiquette at all times. **Correct use of capitalization and punctuation are expected!**

**Expectations of the Instructor:**
- Show enthusiasm for teaching and mathematics.
- Encourage students to develop good study habits.
- Be available to answer student questions. You will be able to email me questions at any time.
- I will hold live online help sessions on request for test reviews and/or anyone who needs help with the material.
- Prompt replies to emails (I will reply within 24 hours during weekdays).
- Sincerity, honesty, and fairness in all aspects of this course.
COURSE STRUCTURE:
MATH 102 College Algebra utilizes a student-centered approach to learning. This student-centered approach to learning provides flexibility in the pace at which students complete course content, allowing students to complete familiar material quickly so they can spend more time on topics that are more challenging for them. Students are to demonstrate a specified level of mastery of the content of each MML assessment before being permitted to advance to the next MML assessment. This process ensures that students are prepared to succeed as they proceed through this course. The process to complete each unit is given in the following chart:

**FIRST:** Watch, listen, and take notes on Content/Exercise Videos (found in each MML Unit Material tab).
- Fill in appropriate portions of the Unit Notebook Guide (including Practice Exercises and Section Reflections), and take effective notes.
- Study these notes. Work toward learning, understanding the math ideas, and be able to solve examples without using your notes. If there's something you don't understand in the notes, ask your instructor.
- Note that the notebook is NOT a graded component of this online course but you are strongly encouraged to complete the notebook guide for each section and lecture.

**SECOND:** Complete the associated homework assignment with 90% or higher.
- Use what you learned from the Content/Exercise Videos to complete homework problems, study the math ideas, and to work toward knowing the material without relying on notes or other resources.
- Learn from mistakes. Something you don't understand on homework? Use the “Ask My Instructor” link in MML to send an email to your instructor.

**THIRD:** Complete the associated quiz with 80% or higher.
- Unsuccessful after five quiz attempts? Please see the section in this syllabus on page 5 under “Quizzes”

**FOURTH:** After taking the last quiz in a unit, complete the Unit Practice Test earning 80% or higher. Continue the process indicated in the flow chart below.

- Complete the Unit Post-Test at the Testing Center or with proctor
  - 70% or higher on Post-Test
    - MOVE ON TO NEXT UNIT/Practice Final Exam
  - Below 70% on Post-Test
    - Complete the HW Unit Review. Must get 100%
    - Complete a 2nd attempt on the Unit Post-Test
      - 70% or higher on Post-Test
        - MOVE ON TO NEXT UNIT/Practice Final Exam
      - Below 70% on Post-Test
        - Retake the Unit Practice Test until you earn at least 80%.

**Important:** After the second attempt, the test will NOT automatically open for you! You are required to e-mail, phone, or text me to confirm that you have earned 80% or higher on the Practice Test. Please give at least 24 hours notice so I have time to get it open. I will notify you when you have permission to make another attempt. Do this for every subsequent retest on a unit until you have earned at least a 70% on the Post Test.

**After earning 80% or higher on a Practice Final Exam, you complete the Final Exam (maximum of 3 attempts allowed).**
ATTENDANCE POLICY

Each week runs from Sunday to Saturday, as stated in the schedule at the end of this syllabus. Attendance and participation is on a weekly basis and consists of:

1) **Completing the required minimum of two hours in MML** working on some assignment
   (Please note that reviewing assignments and watching videos does NOT count towards your 2 hours! I go by what MML shows me you spent working on assignments – nothing else!)

2) Successfully completing three or more MML assessments, and

3) Being on or ahead of the course schedule in this syllabus.

Failure to complete at least two of the above requirements will result in being counted as one violation.

**This attendance policy will be enforced regardless if a student is ahead of the course schedule!**

Students are allowed up to four violations. **Upon the fifth violation,** the student will be dropped from the course. An e-mail message will be sent to the student at the email listed in MML as notification of each violation and the instructor initiated withdrawal from the course. **Should the student’s fifth violation occur after the last date to withdraw has passed,** the student will receive an “F” for the course.

PARTICIPATION, PROGRESS, AND ATTENDANCE POINTS

Weekly attendance points are earned for making weekly progress in completing coursework in MML and for keeping up with the course schedule. Every week, up to 10 points will be entered: up to 4 points for time spent in MML on homework, quizzes, or tests (2 hours per week required, regardless of where a student is in the course schedule) and up to 6 points for being on schedule with the course work. A rubric for the breakdown of these points will be posted in D2L. **Note:** Any student finishing the course early will be granted the full 10 points every week after completion and will not be required to log in.

GENERAL INFORMATION

- There are no extensions of due dates on assessments, so please do not ask.
- HW Unit Review assignments and Practice Tests are not used in your course grade calculations and are only required if you want or need to take a post-test a second time.
- The pace of this course can be quite fast for some students. Although it varies per student, students should expect to **invest a minimum of 9 hours per week** studying and completing coursework to be successful.
- There is NO EXTRA CREDIT so please do not even ask! You are allowed unlimited attempts on almost everything in this course. If you want an A, you must earn it by doing the work!
- We do NOT round grades up in this course. For example, a grade of 89.9% will earn a B, not an A. If you want an A, work hard for that grade from the beginning of the course. Do not settle for the minimum grades on assessments.

EVALUATION PROCEDURES AND ASSIGNMENTS

**Homework Assignments:**

- In this course, all required homework assignments will be completed in MyMathLab, which provides instantaneous feedback, step-by-step examples, and streaming video instruction.
- The only way to learn mathematics is to practice the material. Homework problems are integral in your mastery of the material. **If you can only get a homework problem correct because you followed an example, PLEASE practice that problem several more times until you can work it without help or you WILL struggle on the quizzes and tests in that unit!!**
- It is highly recommended that students view and listen to the instructor created video recording before attempting homework for that section. After viewing the instructor created video, attempt the homework. **Note:** There are two different lecture videos – one in MML and a different one in D2L under the content tab. Try both to see if one makes more sense than the other, then stick with that one.
- You must attain a grade of at least a 90% on each online homework assignment before you will be allowed to move onto the next homework section or take a quiz over those sections.
- Each homework problem allows up to three attempts. After three incorrect attempts, you may click on the “Similar Exercise” button to get a new version of that problem which you can solve to receive credit.
- If you have successfully submitted a homework assignment earning 90% or higher, but wish to access it again for practice without changing the homework score or receiving a late penalty, click on the Gradebook tab and click
on Review to the right of the assignment. While reviewing a homework problem, you can click on Similar Question within this Review without affecting your homework score and without a late penalty.

Quizzes:
- Complete quizzes in one sitting. Complete the quizzes as “mini” tests without access to notes or additional resources, and view them as a tool to provide you with feedback to assess your understanding of the math ideas, notation, and to use as preparation for tests. **If you cannot pass a quiz without notes, you need more practice before you move on!! If you choose to move on without more practice, you WILL struggle to pass the practice test and the post-test for that unit!**
- To review your quiz attempt in MML, click on the Gradebook tab and click on Review next to your quiz attempt.
- The Pearson Lockdown Browser is required before you will be allowed to take a quiz in this course. The link to download it can be found at: [http://media.pearsoncmg.com/cmg/pmmg_mml_shared/mxlplayer_update/mxlplayer_update.html](http://media.pearsoncmg.com/cmg/pmmg_mml_shared/mxlplayer_update/mxlplayer_update.html)
- Students are allowed an unlimited number of attempts on the quizzes to earn **80% or better**. However, after 3 failed attempts, you will be locked out and have to contact me to open more attempts.
- **If you need more attempts opened, please email the pages where you have worked out every problem you got wrong on your failed attempts. After every attempt, work out EVERY problem you got wrong (even if the error was small) ON PAPER. You must write it down to practice - looking does no good. Work every problem repeatedly until you can get it correct (the correct answer is given when you review). You must get it correct with NO HELP at all and without looking back. Once you do this, you should be ready for another attempt. THAT is when you should email to request more attempts – not before.** I may also ask that you send me this work to verify you have worked them out so be prepared.
- Only the highest quiz score attempt is used in grade calculations
- **Do NOT take quiz attempts back to back!** I will check for this if you ask for more attempts to be opened and I am NOT impressed when I see several failed attempts in a row with no time in between! Take time to prepare before you attempt it again. Go back and review EVERY failed attempt on the quiz.
- Quizzes must be completed in ONE sitting. If you cannot finish in one sitting, you should submit and start a new quiz at a later time.
- **To ensure that quizzes are completed in one sitting, there will be a 1 hour time limit on each quiz.**
- Quizzes are not permitted during Finals Week.
- **There are NO late penalties on late quiz scores when taken late but you WILL lose weekly points if you are behind schedule.**

Practice Tests:
- Students are allowed an unlimited number of attempts on the Practice Tests to earn **80% or better**.
- Practice Test scores are not used in your course grade calculation so will appear “grayed out”, which means omitted.
- It is not wise to use formulas, notes, or resources while taking a Practice Test because these things are a “crutch” that you won’t have while taking a Post-Test. I also strongly suggest that you take multiple practice tests, even if you have already gotten over 80%, so you will be better prepared for the post-test.
- **If you cannot pass a practice test without notes, you are NOT ready to take the Post-test and you NEED more practice or help on the material!**

Post-Tests:
- Complete proctored Post-Tests in one sitting within a Testing Center or with your university approved proctor.
- Although you will be allowed unlimited attempts to get at least a 70% on Unit Post-tests, only 1 attempt will be open at a time. If you do not get the minimum score on an attempt, you must follow the directions on page 3 of this syllabus.
- **Because this is an online course, I appreciate you planning ahead on retakes. Please give me at least 24 hours to open another attempt and do not ask to have another attempt opened until you have retaken the practice test and achieved the required score on it.**
- There will be a time limit of 2.5 hours on each post-test. Note: the better you know the material and use the practice test to review, the less amount of time the test should take you;)

• All exams are password protected. After verifying your proctor, the Continuing Education staff will email the exam information and passwords to your proctor. It is your responsibility to contact your proctor to set up an appointment for each exam and to verify that he/she has received the test information, so please plan ahead for the exams.

• Post-Tests are not permitted during Finals Week.

• There are NO late penalties on late test scores when taken late but you WILL lose weekly points if you are behind schedule. You do not need to inform me that you will test late as you are never locked out or given a zero just for taking it after the due date. Just take it when you can.

**Final Exam:**

• Complete the proctored comprehensive Final Exam in one sitting within a Testing Center or with your university approved proctor.

• There is a time limit of 3.5 hours on the final exam.

• You may take the final exam up to 3 times with only the highest grade being used in your class grade.

• There is NO minimum grade required on the final exam.

• The final exam does NOT need to be taken during final exam week, so you may take it as soon as you have completed the coursework with the required minimum grades. In fact, I do NOT recommend waiting until final exam week to take the final exam if you finish all other work before then.

**Taking a proctored assessment:**

Plan sufficient time to complete a proctored assessment during the times at which the proctored site is available. Each Unit Post-Test consists of 25 questions and has a 2.5 hour limit and each Final Exam consists of 45 questions and has a 3.5 hour limit.

**Then follow this proctored assessment process:**

❖ Complete rest room breaks, phone calls, text messages, etc. prior to starting a proctored assessment.

❖ Students may use an approved calculator (see “Electronic Devices” on this syllabus).

❖ Student will log into his/her MML account and your proctor will enter the password.

❖ Students are not allowed to use textbooks, notes, smart devices, or other resources while completing any proctored assessment.

❖ Cell phones are to be turned off and put away while completing any proctored assessment.

❖ No assistance will be provided to you as you take any proctored assessment.

❖ Scratch paper will be provided to you.

❖ Remember to complete the proctored assessment in **one sitting** (cannot exit and resume later), use the provided scratch paper to write your math work which can help you to avoid math errors, and check each MML answer box for any errors before clicking on **Submit**.

**PROCTOR FORMS AND STATE TESTING CENTERS:**

<table>
<thead>
<tr>
<th>Site</th>
<th>Centers</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pierre Area</td>
<td>Capital University Center</td>
<td>605-773-2160</td>
<td><a href="mailto:SDSU.CUC@sdstate.edu">SDSU.CUC@sdstate.edu</a></td>
</tr>
<tr>
<td>Rapid City Area</td>
<td>Black Hills – Rapid City Testing Center</td>
<td>605-718-4193</td>
<td><a href="mailto:BHRCTestingCenter@bhsu.edu">BHRCTestingCenter@bhsu.edu</a></td>
</tr>
<tr>
<td>Sioux Falls Area</td>
<td>Sioux Falls University Center</td>
<td>605-367-5989</td>
<td><a href="mailto:testingcenter@sduniversitycenter.org">testingcenter@sduniversitycenter.org</a></td>
</tr>
<tr>
<td>Vermillion Area</td>
<td>USD Testing Center</td>
<td>605-677-6240</td>
<td><a href="mailto:testingcenter@usd.edu">testingcenter@usd.edu</a></td>
</tr>
<tr>
<td>Madison Area</td>
<td>Dakota State Testing Center</td>
<td>605-256-5101</td>
<td><a href="mailto:assessoffice@dsu.edu">assessoffice@dsu.edu</a></td>
</tr>
<tr>
<td>Spearfish Area</td>
<td>Black Hills – Spearfish Testing Center</td>
<td>605-642-6099</td>
<td><a href="mailto:BHSPTestingCenter@bhsu.edu">BHSPTestingCenter@bhsu.edu</a></td>
</tr>
<tr>
<td>Brookings Area</td>
<td>SDSU Testing Center</td>
<td>605.688.6460</td>
<td><a href="mailto:sdsu.testing@sdstate.edu">sdsu.testing@sdstate.edu</a></td>
</tr>
</tbody>
</table>

• You can access the website or email of the testing centers by clicking on the links given above.

• If you will be testing at a listed testing center, you should email the USD Testing Center to inform them of this.

• If you will NOT be testing at one of the listed testing centers, you are required to submit a proctor form to the CDE office for approval. The proctor form can be found on the homepage of D2L for this course, or at [http://www.usd.edu/continuing-and-distance-education/upload/Proctor-Form.pdf](http://www.usd.edu/continuing-and-distance-education/upload/Proctor-Form.pdf).

• After verifying your proctor, the Continuing Education staff will email the exam information to your proctor.

• It is your responsibility to contact your proctor to set up an appointment for each exam, so please plan ahead for the exams.
• The office staff at the Continuing and Distance Education Office at USD is in charge of approving proctors, so the form must be sent to that office. **I have nothing to do with proctors and am not able to approve a proctor or send out any information to your proctor. All questions regarding proctors must go through the CDE office.**

Division of Continuing & Distance Education/Summer School  
McKusick Room 211  
University of South Dakota  
414 E. Clark St. Vermillion SD 57069  
Work Phone: 1-800-233-7937      Work Phone2: 605-677-6240  
testingcenter@usd.edu     http://www.usd.edu/usd-online/testing-center

**GRADE CALCULATIONS**  
Grading in Math 102 is quite different from most other courses. The biggest difference is the fact that you are required to get minimum scores in order to move on to the next assignment. Though there are due dates, you are never locked out or given a zero until the end of the course. Because of this, it is NOT POSSIBLE for you to have a failing percentage for the course until the very end. This can lead to a false sense of security for many of our students. For example, a student could only complete 2 homework assignments and a quiz and their current grade would appear as a 90%. But if that student were 8 weeks behind the course schedule, I don’t want that student looking at a 90% and thinking he/she is doing okay in the course.

To avoid this false sense of security, the math department decided to show only a cumulative grade in MML—calculating zeros for any assignments not yet completed. So, in a sense, it tells the student what percent of the course he/she has completed so far. So when a student has passed the Unit 2 test might show a 40%, indicating you are approximately 40% done with the coursework and have a little over half left to do. We feel this is better and proves to motivate those students who are behind.

If you are curious of what your current percentage is without the zeros, you will have to calculate that yourself. There is some work involved but, after all, this is a math class. The weights as percentages of each type of assessment in your overall grade are given in the table below. You can just group the tests in at 50% until the final grade comes into play. Here’s a formula you can use:

\[
\text{Overall Grade} = 0.10(\text{homework average}) + 0.30(\text{quiz average}) + 0.10(\text{participation average}) + 0.50(\text{unit test average})
\]

To find each average, add all scores up and divide by how many assignments you have completed. Do NOT use any that are grayed out as those are omitted and only use the highest score on each quiz or test. So if you took test 1 twice, just use the higher of those 2 scores.  

(I will not calculate these for you, as it goes directly against the reason you are only shown the cumulative grade.) **Remember it is more important to stay on or ahead of the course schedule than to worry about your percent grade until after you have taken at least the Unit 4 test or even the final exam.**

• The course grade will be calculated using the following categories and weights:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Progress</td>
<td>10%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Post-Tests</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>

| Grading Scale |  
|---------------|--------|
| A             | 90% - 100% |
| B             | 80% - 89.99% |
| C             | 70% - 79.99% |
| D             | 60% - 69.99% |
| F             | Below 60% |

• After successful completion of the Unit 4 Post-test, the grade shown in MML is your accurate course grade with a zero for your final exam grade, which is worth 4 test grades. Your grade will also be posted in WebAdvisor within 1 week of the course ending this semester.

**Important information for those students who do not successfully complete MATH 102 this semester:**
• If you do not complete the units required for the course, a grade of “F” will be posted (unless you have withdrawn before the deadline).
- A successfully completed unit is one in which the Unit Post-Test has been completed successfully with 70% or better. Students who have not successfully completed Unit 4 can have their successfully completed units 1 – 3 imported to the subsequent Summer or Fall 2019 semester. To import to the Summer or Fall 2019 MATH 102 course, you will need to register and pay for the course again.
- If you register for MATH 102 in the Spring 2020 semester or a later semester, then no units will be imported and you will restart the course at unit 1.

**University and Department Statements**

**Cell Phone Statement**
Cell phone use during proctored assessments is not permissible. If a cell phone is out, the default assumption is that it was intended for cheating purposes and the academic misconduct process will be initiated.

**Academic Integrity**
The College of Arts and Sciences considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The College supports the imposition of penalties on students who engage in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook.

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:
- a. Given a zero for that assignment.
- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

**Disability Accommodation**
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Disability Services
Service Center North, R119B
(605) 677-6389
Web Site: [www.usd.edu/ds](http://www.usd.edu/ds)  E-mail: disabilitieservices@usd.edu

**Diversity and Inclusive Excellence**
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. To learn more about USD’s diversity and inclusiveness initiatives, please visit the website for the Office of Diversity.

**Freedom in Learning**
Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

**University of South Dakota Title IX Statement**
In compliance with Title IX, University of South Dakota must provide a safe and equitable learning environment for all students. You have the right to protection from: dating violence, domestic violence, gender harassment, discrimination based on pregnancy and parental status, sexual assault/rape, sexual harassment, and stalking. Read more about your rights here. If you experience or witness any of this type of behavior, please report it to the Title IX Coordinator, Khara Iverson, 605-677-5671, Khara.Iverson@usd.edu. If you have any other concerns regarding a student such as: alcohol abuse, drug abuse, depression or suicide, please report these to the Dean of Students, Kimberly Grieve, Vice President of Student Services; MUC #218; 605-677-5331. Anonymous complaints can also be made using the Silent Witness Form.

You can also get help through the Student Counseling Center at 605-677-5777. You can also get help from the Domestic Violence Safe Option Services located here in Vermillion. This is a confidential center that aids victims of sexual assault, domestic violence, and/or stalking. They have a 24 hour hotline at 605-624-5311. If you are not located in Vermillion, you can find your local services through the South Dakota Coalition Ending Domestic & Sexual Violence at this website.

Course Goals
This class fulfills the following Goals of the South Dakota System General Education Requirements:
BOARD OF REGENTS GOAL #5: Students will understand and apply fundamental mathematical processes and reasoning.

Student Learning Outcomes: As a result of taking courses meeting this goal, students will:
1. Use mathematical symbols and mathematical structure to model and solve real world problems.
   a. The student’s use of algebra and algebraic symbols to analyze, graph, and describe the properties and behaviors of relations and functions including linear, quadratic, rational, exponential, and logarithmic functions will be assessed using assignments, quizzes, exams, and a final exam.
   b. The student’s use of algebraic concepts and methods to represent, simplify, and solve equalities, inequalities, and problem applications will be assessed using assignments, quizzes, exams, and a final exam.
2. Demonstrate appropriate communication skills related to mathematical terms and concepts.
   a. Communication skills will be assessed via written responses on assignments, quizzes, and exams.

You have 6 assignments to do to get started in this course:
1. **READ THIS SYLLABUS - THOROUGHLY!** You are responsible for everything in it, whether you read it or not, so please read so you understand the rules and policies it contains.
2. Log into our D2L course at http://d2l.sdbor.edu (not available until closer to class starting) and post an introduction on the discussion board containing the information requested on that page. Also read through the other introductions to get to know me and your classmates and check back periodically to read the new introductions.
3. Join my MML course using the Access Code and Course ID posted in our D2L course.
4. Take the Syllabus Quiz in MML. (You cannot begin any coursework until you receive a 100% on the Syllabus Quiz so try to get it done before class begins.) Hint: print out the syllabus and HIGHLIGHT any parts covered in the Syllabus Quiz – those are important details and often sent to me as questions.
5. Visit the USD Portal at http://my.usd.edu. You can find links for Academics, Technology, Campus, and Administration, along with being able to enter information for single click sign-on to several commonly used sites.
6. Visit the **Online Student Handbook** located in the USD Getting Started on the course home page. It contains information about the university’s technical, academic, and student support services, as well as how to take advantages of these services. This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies. You can find it online at usd.edu/online (under student resources) or you can reach the Student Resources page by following this link: http://www.usd.edu/usd-online/student-resources Although this document is rather long, it is **extremely important** that you read it in its entirety.
SCHEDULE FOR MATH 102 COLLEGE ALGEBRA COURSE

It is highly recommended that you submit each assessment at least two days before it is due to avoid potential conflicts.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Homework, Quizzes, and Tests to be completed</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 7 to Jan 12</td>
<td>p.6 Rational Expressions</td>
<td>Tuesday, January 8</td>
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<td></td>
<td></td>
<td>1.1 Graphs</td>
<td>Thursday, January 10</td>
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<td></td>
<td></td>
<td>Quiz 1 (P.6 &amp; 1.1)</td>
<td>Friday, January 11</td>
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<td>2</td>
<td>Jan 13 to Jan 19</td>
<td>1.2 Linear Equations and Rational Expressions</td>
<td>Tuesday, January 15</td>
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<td>1.3 Models and Applications</td>
<td>Thursday, January 17</td>
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<td>Quiz 2 (1.2-1.3)</td>
<td>Friday, January 18</td>
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<tr>
<td>3</td>
<td>Jan 20 to Jan 26</td>
<td>1.4 Complex Numbers</td>
<td>Monday, January 21</td>
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<td>1.5 Quadratic Equations</td>
<td>Wednesday, January 23</td>
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<td></td>
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<td>Quiz 3 (1.4 - 1.5)</td>
<td>Thursday, January 24</td>
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<td></td>
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<td>1.6 Other Types of Equations</td>
<td>Friday, January 25</td>
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<td>4</td>
<td>Jan 27 to Feb 2</td>
<td>1.7 Linear Inequalities and Absolute Value</td>
<td>Monday, January 28</td>
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<td>Quiz 4 (1.6 - 1.7)</td>
<td>Tuesday, January 29</td>
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<td>Practice Test for Unit 1</td>
<td>Thursday, January 31</td>
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<td>Unit 1 Post-Test (Must be proctored and must score at least 70%)</td>
<td>Friday, February 1</td>
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<tr>
<td>5</td>
<td>Feb 3 to Feb 9</td>
<td>2.1 Basics of Functions and Their Graphs</td>
<td>Monday, February 4</td>
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<td>2.2 More on Functions and Their Graphs</td>
<td>Wednesday, February 6</td>
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<td>Quiz 5 (2.1-2.2)</td>
<td>Thursday, February 7</td>
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<td>2.3 Linear Functions and slope</td>
<td>Friday, February 8</td>
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<td>6</td>
<td>Feb 10 to Feb 16</td>
<td>2.4 More On Slope</td>
<td>Tuesday, February 12</td>
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<td>Quiz 6 (2.3-2.4)</td>
<td>Wednesday, February 13</td>
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<td>2.5 Transformations of Functions</td>
<td>Friday, February 15</td>
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<td>7</td>
<td>Feb 17 to Feb 23</td>
<td>2.6 Combinations and Composite Functions</td>
<td>Monday, February 18</td>
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<td>Quiz 7 (2.5 - 2.6)</td>
<td>Tuesday, February 19</td>
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<td>2.7 Inverse Functions</td>
<td>Thursday, February 21</td>
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<td>2.8 Distance and Midpoint Formulas; Circles</td>
<td>Friday, February 22</td>
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<td>8</td>
<td>Feb 24 to March 2</td>
<td>Quiz 8 (2.7 - 2.8)</td>
<td>Monday, February 25</td>
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<td>Practice Test for Unit 2</td>
<td>Tuesday, February 26</td>
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<td>Unit 2 Post-Test (Must be proctored and must score at least 70%)</td>
<td>Thursday, February 28</td>
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<td>3.1 Quadratic Functions</td>
<td>Friday, March 1</td>
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<td></td>
<td>March 3 to March 9</td>
<td>Spring Break Week</td>
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<td>March 10 to March 16</td>
<td>Quiz 9 (3.1)</td>
<td>Monday, March 11</td>
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<td>3.2 Polynomial Functions and their graphs</td>
<td>Tuesday, March 12</td>
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<td>3.3 Dividing Polynomials; Remainder Theorem</td>
<td>Thursday, March 14</td>
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<td>Quiz 10 (3.2 – 3.3)</td>
<td>Friday, March 15</td>
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<td>10</td>
<td>March 17 to March 23</td>
<td>3.4 Zeros of Polynomial Functions</td>
<td>Monday, March 18</td>
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<td>3.5 Rational Functions and their graphs</td>
<td>Tuesday, March 19</td>
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<td>Quiz 11 (3.4 - 3.5)</td>
<td>Wednesday, March 20</td>
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<td></td>
<td>3.6 Polynomial and Rational Inequalities</td>
<td>Friday, March 22</td>
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<td>11</td>
<td>March 24 to March 30</td>
<td>3.7 Modeling using variation</td>
<td>Monday, March 25</td>
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<td>Quiz 12 (3.6 - 3.7)</td>
<td>Wednesday, March 27</td>
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<td>Practice Test for Unit 3</td>
<td>Thursday, March 28</td>
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</table>
**Homework, quizzes, and unit Post-Tests for all four units are to be successfully completed by Friday, April 26th in order to be eligible to take the final exam!**

**If you do not take and pass the Unit 4 post-test by Friday, April 26, you will not pass the course.**

**Only homework, quizzes, post-tests, weekly participation points, and the final exam are used to calculate your course grade. All other items (practice tests, study plans, notebooks, etc.) are omitted and NOT USED to calculate your course grade. Any MML assignments omitted will be grayed out in your MML gradebook.**