Course Requirements

You are required to:

1. Get a NEW workbook prior to the start of classes. You may order it from the bookstore at the link below.
   

   You must get a NEW workbook. The workbook is required for your written work in the course. Your professor will be checking that your workbook is new. It is expected that you have the workbook on the first day of class.


   Note: Algebra with Models, A Guided Inquiry Approach by Anton & Santoro, ISBN 978-1545176719 is also highly recommend for this course. You will have access to a free e-text copy on Blackboard Learn. However, some students prefer to work with a paper copy of this resource. The hard copy is available at a reasonable price and is recommended, but not required.

2. Have access to a computer having the following minimum technological capabilities:
   
   a. A strong, reliable Internet connection
   b. Google Chrome browser
   c. Webcam and Microphone
   d. Scanner - Adobe Scan App on a cellphone will suffice
   e. Cisco Webex Extension
   f. Proctorio Chrome Extension
   g. Calculator - NON-graphing is fine but it must have logarithms (LOG/LN keys)

   For technology issues contact the IT Help Desk at (860) 832-1720 techsupport@ccsu.edu

IMPORTANT NOTES:

- All exams will be given on campus during the normally scheduled class time. There will be NO ONLINE EXAMS.
- In the unlikely case that all classes must be moved online, exams will be given remotely and proctored with the Proctorio Extion for Chrome. Therefore, you must be have the technology required to use it. (See above.)
- All students will be required to take a Diagnostic Test in the first weeks of class using Proctorio. Completion will count for your participation, but the score will not count towards your grade.

   For issues with Proctorio Extension contact https://proctorio.com/support

Contact Information

Instructor: Ann Marie Spinelli
Email address: ann.spinelli@ccsu.edu
Phone: 860-604-9691
Class Location: Ebenezer Bassett Hall room 306
Class Meeting Time: Mondays and Wednesdays, 10:50am - 12:05pm
Office hours: 10:15am - 10:30am; 12:15pm - 1:30pm, Maria Sanford, room 211 or 219 (check both). Other times are available by appointment.
Mailbox: Maria Sanford, room 211.
Covid-19 Measures: Keeping Us Safe

Covid-19 Measures: Keeping Us Safe

Over the summer, CCSU developed a detailed, science-based plan to keep our campus as safe as possible this semester. Please take the time to read the entire highlights page, as you will be expected to adhere to all of the guidelines: https://www.ccsu.edu/blueprint/. As we all know from experience, public health conditions can change over time, so stay tuned for possible updates.

I want to elaborate on several points in the blueprint so there is no confusion.

1. The Board of Regents that governs CCSU has determined that a Covid-19 vaccine mandate is in force for Fall 2021.
2. Social distancing helps in preventing the spread of the virus. Classroom furniture has been positioned to maximize social distancing, so we will keep our desks and chairs at the designated 3-foot separations and will not move them for group work. Outside of class, please maintain social distancing, as well as when waiting for the door of the classroom to open when you arrive for class and when leaving class. These measures will be taken to respect the social distancing requirement.
3. Protecting ourselves and each other requires measures to prevent the spread of COVID-19, which is an airborne virus. Wearing face masks of an approved character (not scarves or bandanas) significantly reduces both the possibility of someone infected spreading the virus, and others not infected from contracting it. CCSU has adopted a policy requiring the wearing of appropriate face masks by all members of the community, and in particular students and faculty while in class or in buildings. Anyone coming to class without an approved face mask will be required to obtain one at the "mask station" nearest our building. Masks must be worn over your nose and mouth at all times.
4. If you have any symptoms, including flu-like symptoms, loss of sense of taste or smell, or any other symptom associated with COVID-19, you must immediately inform university authorities and follow quarantine procedures until your symptoms cease and you test negative for COVID-19.
5. Be prepared to go remote. We cannot predict what will happen in the coming weeks and months, including whether the infection rate will significantly increase (or perhaps decline), and what measures the university and the state may take. In the case where the pandemic spikes to an unacceptable degree, we may go entirely remote—that is to say, fully online. That decision will be made by the university and system authorities, not individually by your instructors. Should we go remote, you will be informed as to how the class will continue online and any other changes that may be required.
6. As explained in the Blueprint, both students and faculty have important roles to play. I thank you in advance for doing your part in keeping our classroom a safe and productive learning environment. I promise to do the same on my end. Please do not hesitate to share with me any safety concerns you might have at any time during the semester.

Course Description

MATH 102 - Applied Algebra

Prerequisite: MATH 099 (C- or higher), or MATH 102combo (D-, D, D+), or placement exam

This is a three credit-hour course. It carries 3 credits towards graduation that also count towards Skill Area II (General Education requirement).

MATH 102, Applied Algebra, is designed to strengthen basic algebraic reasoning skills but does not provide adequate preparation for pre-calculus. If your intended major requires MATH 116 or MATH 119, you will need to take MATH 103 next. It is a pre-requisite for those courses.

What grade do you need to earn?

You must earn a B− or better in this course in order to satisfy the prerequisite for:

MATH 115, 124, 125,
CHEM 161.

You must earn a C− or better in this course in order to satisfy the prerequisite for any other course with a MATH 102 prerequisite including but not limited to:

MATH 105, 106, 110, 113, 123

STAT 104, 200, 215.

A final grade of D−, D, or D+ in MATH 102 earns you 3 Skill Area II credits, but will not satisfy prerequisite requirements for any course with a MATH 102 prerequisite.

The major goals of this course are:

- To strengthen a growth mindset and flexible thinking in math and problem solving.
- To achieve a deeper understanding of numbers and operations.
- To understand and apply mental math strategies for estimating and calculating without a calculator.
- To understand, analyze, and create models for algebraic reasoning and problem solving.
- To express relationships among quantities in symbolic algebra.
- To reason and problem-solve with proportions and percentages using models and symbolic algebra.
- To comprehend, use, and create geometry formulas for measures of simple or composite figures.
- To evaluate and apply appropriate units of measure for different types of quantities.
- To gain an appreciation for the role variables play in constructing mathematical models.
- To create tables, graphs, and equations to model mathematical situations.
- To evaluate mathematical models and determine valid domain and range values.
- To appreciate and analyze applications of algebra to a wide variety of real-world situations.
University Policies

The link to the university policies is CCSU Policies and Procedures

Statement on Discrimination and Harassment
Central Connecticut State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, (including pregnancy, transgender status, sexual harassment) sexual assault; sexual orientation; or any other status protected by federal or state law. Any student who has concerns about should contact the Office of Equity & Inclusion (OEI) at 860-832-1652, Student Affairs at 860-832-1601, or their faculty member. The OEI is located on the main floor of Davidson Hall, room 119.

Sexual Misconduct, Intimate Partner Violence and Stalking
Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors in any form, including but not limited to: sexual assault, sexual exploitation, sexual harassment or stalking, as defined in CCSU policies. For additional information, please consult the CCSU policy at https://www.ccsu.edu/diversity/policies/index.html.

All faculty members and staff have a duty to report incidents of sexual harassment including sexual misconduct, intimate partner violence and stalking to Pamela Whitley, Title IX Officer, Office of Equity & Inclusion, Davidson Hall, 119.

To file a report, contact: Equity & Inclusion (860-832-1652), Student Conduct (860-832-1667) or Student Affairs (860-832-1601). For criminal complaints, contact the University Police (860-832-2375).

For support and advocacy, contact: Office of Victim Advocacy at 860-832-3795 or jflanagan@ccsu.edu; Student Wellness Services at 860-832-1945 (confidential); Women’s Center at 860-832-1656; the local YWCA’s Sexual Assault Crisis Services Hotline at 860-223-1787 (confidential) and Prudence Crandall Center for Domestic Violence (confidential) at 888-774-2900 (24-hour hotline).

Student Disability Services:
Please contact me privately to discuss your specific needs if you believe you need course accommodations based on the impact of a disability, medical condition, or if you have emergency medical information to share.

If you are a student with a documented disability, and would like to request academic accommodations, you are encouraged to contact Student Disability Services (SDS) at 860-832-1952, or email disabilityservices@ccsu.edu. Please visit the SDS website at http://www.ccsu.edu/sds/ to download an intake form and documentation requirements. Temporary impairments may also qualify for accommodations. Central Connecticut State University provides reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act for students with documented disabilities on an individualized basis.

Calendar of Important Dates

Here is the link to the CCSU Academic Calendar: https://webcapp.ccsu.edu/?mm=universityCalendar

Classes meet from 10:50am - 12:05pm every Monday and Wednesday in Ebenezer Bassett Hall, room 306. You are expected to be in class on time. Attendance will be taken.

Last day for full-time students to withdraw from university and get 100% refund August 25.

Classes begin on August 26

Last day for part-time students to drop course and get 100% refund September 1

Last day to drop without a "W" September 15

Exam 1 on Wednesday, September 22

Exam 2 on Wednesday, October 20

Exam 3 on Wednesday, November 10

Last day to withdraw without permission of instructor or Department Chair is Monday, November 17

Exam 4 on Wednesday, December 1

Last day of classes on December 7

Final Exam December 8, 10:30am - 12:30pm Note: Final exam will be held in the usual classroom meeting location.
Course Expectations

- **Attend and participate** in every class, and be on time.
- **Come to class prepared** with your workbook, notebook, folder, calculator, and pencils/pens. Bring specific questions!
- **Turn phones off and put them away**. They should be out of sight and mind (not in your lap/pocket!) so you can focus on class.
- **Watch all videos carefully and take notes** - you'll likely have to review parts of them more than once to learn deeply.
- **Make repeated attempts on all homework assignments**; take quizzes and tests as scheduled.
- **Take responsibility** - complete all your work and keep to a schedule so that you do not fall behind.
- **Put in at least 6 hours every week outside of class** to watch videos, do homework and to study.

If you are having trouble with the class, first ask yourself,

"Am I putting in at least 6 hrs./wk.?

"What else can I do to understand the material on my own?"

"What specific questions will I ask in class?"

"Am I attempting all the homework, including watching the videos and doing the assigned readings?"

"Am I attending office hours when I have a question?"

"What questions can I ask in class when I don't understand something?"

"Am I curious about my errors and review my work to try to make sense of why my work is incorrect?"

"Do I work with another classmate when completing my homework?"

**Academic Integrity:** All students are expected to demonstrate integrity in the completion of their coursework. Academic integrity means doing one's own work and giving proper credit to the work and ideas of others. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism. Students who engage in plagiarism and other forms of academic misconduct will face academic and possibly disciplinary consequences. Academic sanctions can range from a reduced grade for the assignment to a failing grade for the course. From a disciplinary standpoint, an Academic Misconduct Report may be filed and a Faculty Hearing Board may impose sanctions such as probation, suspension or expulsion. The Department of Mathematical Sciences rigorously enforces this policy. Don't cheat; it's not worth it.

For further information on academic misconduct and its consequences, please consult the Student Code of Conduct (http://www.ccsu.edu/StudentConduct/codeofconduct.asp) and the Academic Misconduct Policy (http://www.ccsu.edu/AcademicIntegrity/).

**Student Behavior - Taken from the BOR/CSCU STUDENT CODE OF CONDUCT**

[https://web.ccsu.edu/studentconduct/files/Student%20Code%20of%20Conduct%2015.15.pdf](https://web.ccsu.edu/studentconduct/files/Student%20Code%20of%20Conduct%2015.15.pdf)

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect...Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses.

Please be aware that any violations of this Code of Conduct will result in a report of misbehavior to the Office of Student Conduct. Severe violations can result in dismissal from CCSU.

**WHAT GRADE DO YOU NEED TO EARN?**

You must earn a B− or better in this course in order to satisfy the prerequisite for:

- MATH 115, 124, 125,
- CHEM 161.

You must earn a C− or better in this course in order to satisfy the prerequisite for any other course with a MATH 102 prerequisite including but not limited to:

- MATH 105, 106, 110, 113, 123
- STAT 104, 200, 215.
To pass this course with a grade of C- or higher, you must satisfy ALL of the following:

- pass every online homework quiz with 60% or higher,
- pass the final exam with 60% or higher,
- earn an overall course average of 70% or higher.

Minimum Course Average Required:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A</th>
<th>A–</th>
<th>B+</th>
<th>B–</th>
<th>C+</th>
<th>C–</th>
<th>D+</th>
<th>D–</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum %</td>
<td>93</td>
<td>90</td>
<td>87</td>
<td>83</td>
<td>80</td>
<td>77</td>
<td>73</td>
<td>70</td>
<td>67</td>
</tr>
</tbody>
</table>

NOTE 1: If one of your homework quizzes or your final exam score is below 60%, then the highest final grade you can earn is D+, regardless of the overall course average.

HOMEWORK/QUIZZES/CLASS PARTICIPATION - 20%

Workbook Homework Completion and Class Participation: 5%

- Each class you will be assigned written homework primarily consisting of problems from the course workbook. These assignments will always be due no later than one hour before the next class meeting. You are to complete the problems in your workbook, scan your completed work using a phone scanning app, download the scan to your desktop or hard drive as a single PDF, then upload to a drop box located in the weekly folder. You are not allowed to re-attempt or submit workbook homework assignments after the due date. Workbook assignments will be scored based on the quality of the attempt and level of completion, most often using a 3-point scale. Please write neatly and legibly and make sure to circle and label your answers. Check to make sure you have included all assigned workbook pages and that your document pages are in the correct order and same orientation. Consider keeping your outside work schedule light on Tuesdays to help you have time to complete workbook homework assignments that are due on Wednesdays, one hour prior to each class meeting. Part of this grade also includes class participation, meaning being engaged in class discussions, working on problems presented in class, coming to class on time and attending all class sessions.

Online Practice Homework Quizzes - 10%

- Each class you will be assigned an online practice homework quiz that has a due date and time limit. You MUST attempt the online quiz before the assigned due date which will be the following Sunday by midnight. As long as an online homework quiz is attempted once before the due date, you are allowed to continue making attempts on it after the due date to improve your grade. The online homework quizzes are part of your assessment in this course, like exams, but they are also a way to prepare for exams. You should be able to earn 60% or better on your own on the online homework quizzes in order to be prepared. If you are having trouble achieving these scores on your own, get help immediately. Be proactive! Don’t wait! You cannot pass the course with a C- or higher if you have a score on one of these online quizzes below a 60%.

Short Class Quizzes: 5%

- At the midpoint of a given unit, you will be assigned a brief quiz to help you assess your knowledge of new material. These quizzes are designed to provide you feedback as to how well you understand the concepts presented thus far in a new unit so that you can seek additional support if necessary before the end-of-unit assessments. These quizzes will be completed online using the google chrome extension Proctorio. There are no make-ups for missing one of these quizzes, but the lowest grade will be dropped before determining your final grade.

EXAMS - 50%

There will be 4 in-class exams during the semester, each worth 12.5%.

FINAL EXAM - 30%

The Final Exam is on campus during the university-scheduled exam time, and counts for 30% of the final grade.

NOTE 2: Cheating is a serious offense that may result in your removal from the university. All instances of academic misconduct will be reported to the Office of Student Conduct.

NOTE 3: You are NOT allowed to reproduce or repost exams or other teaching materials! It is illegal.

EXTRA CREDIT and MAKEUP POLICIES

There are NO makeups and NO extra credit to improve an exam grade or the course average. If you miss an exam for any reason, there is NO makeup. If an exam is missed during the semester, the final exam will be used to replace the grade only ONCE. If you miss more than one exam then grades of zero will be entered for all missed exams after the first one.

Exam scores stand as originally graded. There will be no extra credit or other assignment by which you can bring up an exam score.

Here is the university policy for incomplete work:

"If circumstances beyond the student’s control prevented the student from completing certain work or caused the student to miss the final exam, a faculty member MAY issue a final grade of Incomplete. The INC grade will change to an F grade eight weeks into the following semester for undergraduates and after one year for Graduate students."

Students must provide proof of extenuating circumstances beyond their control (hospitalization for example) in order to ask for an incomplete.