Math 099-04 Course Information
Carman Cater
Spring 2021

1 Syllabus
The link to the university policies is https://www.ccsu.edu/ctfd/syllabiPolicy.html

1.1 Course Requirements
You are required to:

1. Get a NEW workbook. Order it from the bookstore at least TWO WEEKS prior to the start of classes.
   (a) https://central-ct.bncollege.com/shopcentral-ct/page/find-textbooks
   (b) There is no excuse for not having the workbook(s) on the first day of classes.
   (c) You must get a NEW workbook. The workbooks are for your new, written work. Your professor will be checking that your workbook is new.

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 https://www.ccsu.edu/it/
For issues with Proctorio Extension contact https://proctorio.com/support
The technology requirements will be tested using a Diagnostic Exam that will be setup before classes begin.

IMPORTANT NOTES:
• All exams will be given online during the normally scheduled class time.
• All exams will be proctored using the Proctorio Chrome Extension which will record both audio and video. This extension MUST be installed and tested using the Diagnostic Test in the first week of classes.
• It is recommended that you re-test your Proctorio Extension using the Diagnostic Test before each exam.

1.2 Contact Information
Instructor: Carman Cater
Email address: carmancater@ccsu.edu
Phone: (860) 575-8354
Webex link: https://ccsu.webex.com/meet/carmancater
Office hours (Webex and MS 211): MWF 1:45 pm - 2:45 pm and Friday 4:30 pm - 5:30 pm
1.3 Course Description

MATH 099 Elementary Algebra

Review of fundamental algorithms of whole numbers, integers, rational numbers, and elementary algebra. Students who are required to take MATH 099 must pass this course with a C- or better before successful completion of 24 hours of regular coursework. Letter grade will affect GPA as if MATH 099 were a three credit course, but these credits may not be used to fulfill the number of credits required for graduation. This course may not be used to meet the General Education requirement nor requirements for a major, a minor, or certification in mathematics. Remedial.

You must earn a C– or higher in MATH 099 to meet the prerequisite for MATH 102 or MATH 103.

In accordance with the CSU Board of Trustees policy, you must place out of MATH 099 or complete this course with a C– or higher within the first 24 credits earned at CCSU, or face dismissal.

The major goals of this course are:

- To strengthen a growth mindset and flexible thinking in math and problem solving.
- To gain 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 and use geometry formulas including creating formulas for measures of composite figures.
- To evaluate and apply appropriate units of measure in geometry.

1.4 Logistics & Calendar of Important Dates

- Classes meet at 12:15 pm - 1:30 pm every MWF in MS 321 and online.
- Lectures will be synchronously broadcasted on Blackboard Collaborate. You can tune in by clicking "Live Lectures & Recordings" on Blackboard. Recordings are found in the same location, by clicking the three lines on the top left.
- Here is the link to important dates: https://www.ccsu.edu/registrar/calendar/

Classes begin on January 26
Last day to drop and get 100% refund February 1
Last day to drop without a "W" February 16

Exam 1 on Wed. March 3
Exam 2 on Mon. March 29
Last day to withdraw without permission on Mon. April 19

Exam 3 on Fri. April 23
Exam 4 on Fri. May 7
Last day of classes on May 9

Final Exam on Mon. May 10 from 10:30 am - 12:30 pm
1.5 Assessment

You must earn a C– or better in this course in order to satisfy the prerequisite for MATH 102 and MATH 103.

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>B–</th>
<th>C+</th>
<th>C</th>
<th>C–</th>
<th>D+</th>
<th>D</th>
<th>D–</th>
<th>F</th>
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<tbody>
<tr>
<td>Minimum %</td>
<td>93</td>
<td>90</td>
<td>87</td>
<td>83</td>
<td>80</td>
<td>77</td>
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<td>70</td>
<td>67</td>
<td>63</td>
<td>60</td>
<td>&lt; 60</td>
</tr>
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</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

Homework makes up 25% of your final grade and consists of online homework quizzes and may also include written assignments/quizzes, class participation, etc. Each online homework quiz has a due date and a time limit, but may be reattempted an unlimited number of times. 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!

EXAMS

There will be 4 online exams during the semester, each worth 11.25%.

FINAL EXAM

The Final Exam is scheduled online during the university 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. All exams will be proctored by Proctorio.

NOTE 3: At the beginning of the exam you show a photo ID and your workspace to the camera. Then you read the questions online and write your work using pencil and paper. Showing and explaining work will be the core of your assessment. During the exam, you cannot give or receive any help nor use any device or formula sheets, except for a calculator when allowed. At the end of your exam, you show EACH page of your written paper to the camera. Then you submit the exam, scan your paper, save it to a device (not a cloud), and upload it as a single pdf file on Blackboard. At the discretion of the instructor, you may be required to schedule a Webex meeting to answer questions or provide other clarifications the instructor may need to issue a fair grade.

NOTE 4: You are NOT allowed to reproduce or repost exams or other teaching materials! It is illegal.

MAKEUP POLICY

There are NO makeups and NO extra credit to improve an exam grade or the course average in general. 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. 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.
1.6 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?"

**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%201.15.15.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.
### 1.7  Estimated Pacing Guide

<table>
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<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<td>1.2</td>
<td>1.3</td>
<td>1.3– 1.4</td>
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<td>2/8 – 2/12</td>
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<td>1.5</td>
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<tr>
<td>4</td>
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<td>1.5 – 1.6</td>
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<tr>
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<td>2/22 – 2/26</td>
<td>1.7</td>
<td>1.7 – 1.8</td>
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<tr>
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<td>3/1 – 3/5</td>
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<tr>
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<td>2.1 – 2.2</td>
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<tr>
<td>8</td>
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<td>2.3 – 2.4</td>
<td>2.4</td>
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<td>4.2 - 4.3</td>
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<td>Review</td>
<td>EXAM 4</td>
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<td>16</td>
<td>5/10 – 5/14</td>
<td>Final Exam Week</td>
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### 1.8  Mandatory Syllabus Statements

**ADA Syllabus Statement**

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/](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.
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 and sexual assault); sexual orientation; or any other status protected by federal or state laws. 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 860-832-1655; 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).