Course Description

MATH 102 - Applied Algebra - Section 02

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 MAT 119, you will need to take MATH 103 next. It is a pre-requisite for those courses.

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

- MATH 115 124, 125,
- CHEM 16

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.

Course Details

Math 102 - Applied Algebra

Section: Math 102-02
Meeting Time: Mon/Wed: 9:25am - 10:40am
Classroom: ONLINE-WEBEX

Contact Information

Instructor: Elizabeth Salgado
Email address: elizabeth.salgado@ccsu.edu
Webex link: https://ccsu.webex.com/meet/elizabeth.salgado
Office hours:
Monday: 10:45am-12:00pm
Wednesday: 10:45am - 12:00pm; 1:30pm - 2:00pm Please come to office hours. You do not need to contact me to let me know you are coming. I will be on Webex. If these times do not work for you however, feel free to set up an appointment. Link to office hours:
https://ccsu.webex.com/meet/elizabeth.salgado
Office Hour Etiquette: I will always be happy to answer your questions in office hours; however please come to office hours prepared. Bring your workbook, your notebook(s), pencils, and questions.

Required Materials

You are required to:

1. Order the workbook(s) from the bookstore at least TWO WEEKS prior to the start of classes.


   There is no excuse for not having the workbook(s) on the first day of classes.

   **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.  

**Blackboard Materials**  
This course uses the Blackboard online system to provide you with all course materials including syllabus, online homework, the textbook, and videos. Your grades, due dates, and class announcements will also be posted there.  

If you miss class, do not email your professor to ask for materials you can get on Blackboard. It is your responsibility to check and use Blackboard to get the course materials you need.  

**Homework Assignments will be posted as an announcement on Blackboard at the start of class! You will see this every time you enter our Webex meeting!!!**  

**Course Content**  
On Blackboard, you will see on the left-hand side a tab that is called "Course Content." Under "Course Content" you will see how the course is divided into weeks. When you click a particular week, you will see the following folders:  

1. **Videos** - these are helpful videos that pertain to the material we are learning for the week. I will also post the recordings of our live chats here as well! Please review the live chats again to understand the material well.  

2. **Readings** - these are assigned readings for the week- the material we will be covering for the course.  

3. **Online Homework** - This is the online homework(s) that are due for the week. Specific due dates will be on each homework. It is your responsibility to be aware of these due dates.  

4. **Written Homework**: written homework will be assigned that will be due at a specific time before the next class. You must take a picture (scan) of your homework and upload it to the classroom.  

**Exams - will be located under the specific week!**  

**Course Requirements**
- **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!

- **Complete all homework** assignments (both written and online); take tests, as scheduled.

- **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](http://www.ccsu.edu/StudentConduct/codeofconduct.asp)) and the Academic Misconduct Policy ([http://www.ccsu.edu/AcademicIntegrity/](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](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.
Evaluation

To pass this course with a grade of C- or higher, you must satisfy ALL of the following:

- pass every online homework 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>
</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>
<td>63</td>
<td>60</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

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

NOTE 2: A final grade of D-, D, or D+ in Math 102 Combo, places students into Math 102.

ATTENDANCE

You should be in class every time we meet. If you are not in class, I won't be able to teach you. Attendance/Class Participation will be part of your grade!

GRADED ASSIGNMENTS

Homework: This consists of online Blackboard homework as well as written Blackboard homework. Each online Blackboard homework has a due date and a time limit. As long as the online Blackboard homework is attempted before the due date, you are allowed to reattempt it after the due date to improve your grade. Written homework must be submitted on time. If the homework is not submitted on time, the grade is a 0. No late submissions will be accepted. The answers to the written homework will be shared on the due date. This is why late submissions will not be accepted. The lowest 2 written Blackboard homework assignments will be dropped at the end of the semester.

Exams: There will be 4 online exams during the semester.

Final Exam: This will be a cumulative exam. Monday, May 10, 2021 from 8:00am - 10:00am.

Evaluation: The grade for the course will be determined in the following manner:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Online-Tests:</td>
<td>40%</td>
</tr>
<tr>
<td>Homework (on paper and online):</td>
<td>25%</td>
</tr>
<tr>
<td>Class Participation/Attendance:</td>
<td>5%</td>
</tr>
<tr>
<td>Department Final Examination:</td>
<td>30%</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
</tr>
</tbody>
</table>

NOTE 3: 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 4: 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 5: 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.

GRADE YOU NEED FOR YOUR NEXT CLASS

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.

Recordings of Class Lectures: Please read the following. You will be asked to acknowledge this policy on your syllabus homework.

I hereby authorize the faculty and staff at Central Connecticut State University and those pursuant to its authority to: (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium. (b) Use my name in connection with these recordings. (c) Use, reproduce, exhibit or distribute solely in the college's Learning Management System (Blackboard). I release the College and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings in Blackboard, shall remain the property of the College.

What You Should Do If You Miss A Class

What You Should Do If You Miss A Class:

1. Read the workbook carefully on the section(s) covered and add your own notes/questions.

2. Check Blackboard and contact a classmate to get notes and find out what you missed.
3. Read all the notes carefully and write down questions about concepts you don’t understand.
4. Watch all videos posted on Blackboard related to the section(s) covered; take notes on them.
5. Attempt the homework on that section.
6. Go to office hours (make an appointment) or go to the Learning Center online to ask questions you still have.
7. Watch the recording of the class. This is NOT an excuse to not come to class. Remember that attendance is taken multiple times during the class and it is part of your grade.

**Calendar of Important Dates**

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

Classes begin on **January 26. Our class will begin on Wednesday, January 27th!**

Last day to drop and get 100% refund **February 1**

Last day to drop without a "W" **February 16**

**Exam 1** on Wednesday, **February 24**

**Exam 2** on Wednesday, **March 24**

**Exam 3** on Wednesday, **April 14**

Last day to withdraw without permission on Monday, **April 19**

**Exam 4** on Wednesday, **May 5**

Last day of classes on **May 9**

**Final Exam** Monday, May 10th from 8:00am-10:00am

**University Policies**

The link to the university policies is [https://www.ccsu.edu/ctfd/syllabiPolicy.html](https://www.ccsu.edu/ctfd/syllabiPolicy.html)

**Spring 2021 Pacing Guide**

*** Please note that this is a tentative schedule subject to adjustment during the semester.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Monday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>1</td>
<td>1/25-1/27</td>
<td>No Class</td>
<td>Welcome and Review Unit 0 Topics</td>
</tr>
<tr>
<td>2</td>
<td>2/1-2/3</td>
<td>0.1-0.2</td>
<td>1.1</td>
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<tr>
<td>#</td>
<td>Date</td>
<td>Sections</td>
<td>Notes</td>
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<tr>
<td>3</td>
<td>2/8-2/10</td>
<td>1.2</td>
<td></td>
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<tr>
<td>4</td>
<td>2/15-2/17</td>
<td>1.3</td>
<td>No Class</td>
</tr>
<tr>
<td>5</td>
<td>2/22-2/24</td>
<td>Review</td>
<td>EXAM 1</td>
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<td></td>
<td></td>
<td></td>
<td>Unit 0 &amp; Sections 1.1-1.3</td>
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<tr>
<td>6</td>
<td>3/1-3/3</td>
<td>1.4</td>
<td>1.5</td>
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<tr>
<td>7</td>
<td>3/8-3/10</td>
<td>2.1</td>
<td>2.2</td>
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<tr>
<td>8</td>
<td>3/15-3/17</td>
<td>2.2 - 2.3</td>
<td>2.3</td>
</tr>
<tr>
<td>9</td>
<td>3/22-3/24</td>
<td>Review</td>
<td>EXAM 2</td>
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<td></td>
<td></td>
<td></td>
<td>Sections 1.4-1.5 and Unit 2</td>
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<tr>
<td>10</td>
<td>3/29-3/31</td>
<td>3.1</td>
<td>3.2</td>
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<tr>
<td>11</td>
<td>4/5-4/7</td>
<td>3.3</td>
<td>3.3</td>
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<tr>
<td>12</td>
<td>4/12-4/14</td>
<td>Review</td>
<td>EXAM 3</td>
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<td></td>
<td>Unit 3 and Unit 2(Cumulative)</td>
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<tr>
<td>13</td>
<td>4/19</td>
<td>4.1</td>
<td>4.2</td>
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<td>4/19-4/21</td>
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<tr>
<td>14</td>
<td>4/26-4/28</td>
<td>4.3</td>
<td>4.3</td>
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<tr>
<td>15</td>
<td>5/3-5/5</td>
<td>Review</td>
<td>EXAM 4</td>
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<td></td>
<td>Unit 4 (Cumulative)</td>
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<tr>
<td>16</td>
<td>5/10-5/12</td>
<td>FINALS WEEK</td>
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