READ THIS SYLLABUS CAREFULLY.
YOU ARE RESPONSIBLE FOR KNOWING ALL OF THIS INFORMATION!

**Professor:** Kristin Reed  
**Email:** kreed@ccsu.edu  
**Office:** Maria Sanford 211  
**Phone:** 860-602-8494

**Office Hours:** W/F 4:30 - 5:45 MS 211

**Class Meetings:** MWF 5:55-8:00 in WD A302

Attendance will be taken daily!!

**Prerequisite:** Placement examination, SAT math scores of 500-520, or ACT math scores of 18-21.

**Keeping Our Classroom 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/](https://www.ccsu.edu/blueprint/). As we all know from experience, public health conditions can change over time, so stay tuned for possible updates.

1) **Wearing face masks:** 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; class will not be held with anyone not masked.

2) **Maintaining social distancing:** Social distancing helps in preventing the spread of the virus. In class, we will keep our desks at the designated 3-foot separations and will not move them for group work. Outside of class, please maintain social distancing, even if the door of the classroom is not open when you arrive. When leaving class, students will exit by row. These measures will be taken to respect the social distancing requirement.

3) **Getting tested if exposed:** If you learn that you have been in contact with anyone who has become infected, you need to get tested to determine if you have also been infected. Even a brief encounter may result in infection, given the communicability of the Delta variant. Testing is free and simple. You can find a testing center (e.g., CVS or Walgreen’s) online, or purchase a home testing kit. Do not come to class until you have recorded a negative test result.

4) **Isolating if you have symptoms:** 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 and stay home until your symptoms cease and you test negative for COVID-19. If your symptoms are significant, do not hesitate to contact a physician for medical advice and care, or go to a health care clinic near your home.

**Course Requirements:**

1) Get the TWO NEW workbooks prior to the start of classes. You may order them through the bookstore at the link below.
   - **NEW Algebra with Models Workbook** by Anton & Santoro, ISBN 978-1506698700

2) Recommended Textbook:
a) This MATH 102 textbook, Algebra with Models, by Anton and Santoro, is available for free as an e-text on Blackboard. The hard copy is available at a reasonable price and is recommended, but not required.

3) Notebook(s), pencils, erasers, highlighter(s), calculator (non-graphing is fine)
   You should have ALL of the above with you at every class.

4) Have access to a computer having the following minimum technological capabilities:
   a) A strong, reliable Internet connection
   b) Google Chrome browser
   c) Computer 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 or 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 Extension for Chrome. Therefore, you must 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

Course Description:

Prerequisite:

MATH 099 (D- or higher) or placement exam.

This is a five credit-hour course that meets for 5 credit-hours per week. It carries 3 credits towards graduation that also count towards Skill Area II (General Education requirement). The course covers material from two courses - MATH 099 and MATH 102.

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.

MATH 102 Applied Algebra:

An introduction to algebraic reasoning through quantitative analysis, problem solving, and modeling with linear, exponential, and quadratic functions. Students planning to take MATH 116 or MATH 119 must take MATH 103. No credit given to students with credit for MATH 115, MATH 116, MATH 119, MATH 123, MATH 124, MATH 125, MATH 135 or MATH 152. This course can be used to meet the General Education credit for Skill Area II but may not be used to meet requirements for a major, a minor, or certification in mathematics. General Education credits will not be given for both MATH 102 and MATH 103.
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.

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 and use geometry formulas including creating formulas for measures of 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.

Calendar of Important Dates:

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

Classes begin on August 26
Last day to drop course and get 100% refund (part-time students) September 1
Last day to drop course without a "W" September 15
Exam 0 on Friday, September 20
Exam 1 on Wednesday, October 13
Exam 2 on Monday, November 1
Last day to withdraw without permission on Monday, November 17
Exam 3 on Monday, November 15
Exam 4 on Friday, December 3
Last day of classes on December 7
Final Exam: TO BE DETERMINED

Here is a link the final exam schedule: https://www.ccsu.edu/registrar/calendar/finalsSchedule.html

Blackboard Materials: This course uses the Blackboard online system to provide you with course materials including the 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.

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 10 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 10 hrs./wk.?”
“What else can I do to understand the material on my own?”
“What specific questions will I ask in class?”

What you should do IF YOU MISS A CLASS:
1. Read the workbook/textbook 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 – in the workbook and on Blackboard.
6. Go to office hours or to the Learning Center (TLC in Willard-Diloreto Hall, room D316) to ask questions.

If you need help but can’t make it to regular office hours, you can make an appointment with me, you can attend office hours of another MATH 099 or MATH 102 instructor, depending on which part you need help with, and/or you can go to the Learning Center (TLC in Willard-Diloreto Hall, room D316.) The office hours and locations for other MATH 099/102 instructors will be posted on Blackboard.

**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.

**Calculator Use:** Calculators are required for this course but need not be graphing calculators. You are expected to have your calculator (with working batteries) with you at every class meeting. You MAY NOT use the calculators on your phones in class or on tests/quizzes; some tests (or parts) will be no calculators allowed.

**Cell phones and other communication devices in class:** Please show yourself, your classmates, and your professor the respect we all deserve by turning your phone completely off and putting it away – not in your pocket where you’ll be tempted to check it, but in your backpack or bag. If you feel it vibrate in class it disrupts your focus and your learning, even if you don’t look at it. Help yourself pay attention – put it away. Cell phones are not allowed!

**University Policies:**
1. You must take the **FINAL EXAMINATION** at the time specified by CCSU’s final exam schedule.

   **To Be Determined**

2. **Statement on Discrimination and Harassment (Title IX)**
   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 this should contact the Office of Diversity and Equity (ODE) at 860-832-1652, Student Affairs at 860-832-1601, or his/her faculty member. The ODE is located in Davidson Hall, Room 102. 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 policies at [http://www.ccsu.edu/diversity/policies/index.html](http://www.ccsu.edu/diversity/policies/index.html).

   To file a report, contact: Diversity and Equity (860-832-1652); Student Affairs (860-832-1601); Student Conduct (860-832-1667) or the University Police (860-832-2375).

   For support and advocacy, contact: Joanna Flanagan in the Office of Victim Advocacy at 860-832-3795 or at jflanagan@ccsu.edu; Student Wellness Services at 860-832-1945 [confidential], the 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).

   **NOTE:** Any student should also feel free to discuss issues of concern with a faculty member he/she trusts. Students should know, however, that all faculty members and staff have a duty to report incidents of sexual harassment including sexual misconduct, intimate partner violence and stalking to the Office of Diversity and Equity, Davidson Hall, 102. (860) 832-1653.

3. **Special Needs Accommodations:** 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.

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

5. **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.

6. In the event of a **weather emergency** which requires curtailment or cancellation of classes, listen to WTIC (1080 AM) or call (860) 832-3333 for the “general snow message.” Even quicker – check the CCSU website!

7. The **last day to withdraw** from a course and receive the grade of “W” is **Wednesday, November 17th**. Approvals for withdrawal prior to this date are not required; but we strongly recommended that students consult with their instructors and their academic advisors before to deciding to withdraw. Not coming to class, telling the instructor, and calls to the Registrar’s Office are not considered official notice of a your intention to drop a course - you have to fill out the official form and bring it to the Registrar’s office by **November 17th**. After **November 17th** withdrawals are allowed only under extenuating circumstances and require approval of the course instructor AND the department chair. **Poor academic performance is not considered an extenuating circumstance.**

**Assessment/Grades:**
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>
</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 any 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 - 20%**
Homework makes up 20% of your final grade and consists of online homework quizzes and may also include written assignments and 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!

IN-CLASS EXAMS - 50%
There will be 5 in-class exams during the semester, each worth 10%.

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.

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, MATH 102 COMBO, in order to satisfy the prerequisite for any other course with a MATH 099 or MATH 102 prerequisite including but not limited to:

MATH 103, 105, 106, 110, 113, 123
STAT 104, 200, 215.

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

A final grade of D–, D, or D+ in MATH 102 Combo means you CANNOT take a regular MATH 102, MATH 103 or a class with MATH 102 as a pre-requisite. If you need one of those you first have to repeat the combo and earn a C– or better.