Course Syllabus

Course Requirements

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/](https://www.ccsu.edu/it/)

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

Contact Information

Instructor: Jennifer Zering
Email address: zering@ccsu.edu
Webex link: see the link here on Blackboard (in left menu) or click https://ccsu.webex.com/meet/zering
Office hours: Tuesday/Thursday 10 AM - 11:30 AM please make appointment available other times by appointment

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.

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
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 https://www.ccsu.edu/ctfd/syllabiPolicy.html

Calendar of Important Dates

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

Classes meet at 3:05 PM - 4:20 PM every TR in MS 321

Lectures will be synchronously broadcasted at https://ccsu.webex.com/meet/zering

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 Thursday, February 18

Exam 2 on Thursday, March 18

Exam 3 on Thursday, April 8

Last day to withdraw without permission on Monday, April 19

Exam 4 on Thursday, April 29
Last day of classes on **May 9**

Final Exam Tuesday **May 11** 1 - 3 PM

Here is a link the final exam schedule: [Registrar - Final Exam Schedule](#)

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### 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?”

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### 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.
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.

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 : 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 attempted 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 1: 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 2: 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 3: You are NOT allowed to reproduce or repost exams or other teaching materials! It is illegal. Theft of Intellectual Property.

MAKEUP POLICY

There are NO makeups to improve a missed exam. 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.