

Sam Houston State University

COURSE SYLLABUS FOR MATH 0333.84084– Fall 2017

Course Information	Faculty Information
Course Title: Developmental Math	Instructor: S. Kitchens
Course Number: Math 0333	Email: shirley.a.kitchens@lonestar.edu
Course Section: NCBO 84084	Office Phone:
Credit Hours: non-credit hours	Office: Farrington 315
Prerequisite:	Office hours: 12:30 – 2:30 MW
Semester: Fall 2017	12:30 – 1:30 TTH
Class Days and Times: MTuWThF – 11:00 to 11:50	Location: White Hall - 00C120
Division: FYF – First Year Foundations	
Division Contact: Office: Room 204 – Academic Bldg. IV(AB4)	

Course Description:

Students in this course accelerate through the developmental mathematics sequence at Sam Houston State University in one term using innovative learning techniques and individualized programming. Topics include arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems, as well as study of relations and functions, inequalities, algebraic expressions and equations, with a special emphasis on linear and quadratic expressions and equations. This course is required for students who have not met readiness standards for math.

This Is a Pass/Fail Course:

- Students who complete the coursework successfully by the end of the semester will receive a 'CR' (pass) and will be TSI compliant.
- Students who do not successfully complete the coursework by the end of the semester will receive an 'NC' (fail) and will be required to reenroll in Math 0333 for the next semester.
- Credit in this course will not be allowed to count toward graduation or computation of grade point average (GPA) or classification of students by hours completed. (Course does not fulfill University degree requirements.)
- A student can at any time pay and retake the TSI exam. If you pass with a 350 or higher we will give you credit (CR) for the course. This course may not be dropped.

Course Materials:

- ALEKS Access Code (will receive on 1st day of classes);
- OPTIONAL: TI-83 or 84 Calculator or a 4-Func Calc will do (**TI-89 and TI-92 calc are not allowed**)
- HIGHLY RECOMMENDED: College-ruled spiral notebooks for note taking and ALEKS Assignments –
- 3-ring binder: for syllabus, calendar, other handouts (optional).

Tutoring:

Free math tutoring is available at the Math Center at the ASC located in Farrington 104 during the following times:

- Monday – Thursday: 8:00 AM – 9:00 PM
- Friday: 8:00 AM – 3:00 PM
- Sunday: 2:00 PM – 9:00 PM

Check out the website at www.shsu.edu/asc.

Attendance Policy: Attendance is **mandatory** and taken at the beginning of class daily by signing in. If a student misses more than 5 days, they will be in danger of failing. This could potentially effect eligibility and financial aid status. Therefore, it is imperative that students attend classes regularly. Should an emergency arise (such as a serious illness or death in the family) please report your absences through the Dean of Students. His office will assist you in gathering the required documentation and make sure that all your professors are made aware of the circumstances. The instructor will decide whether the documented circumstances qualify as an emergency or not. The Dean of Students office is located in Suite 215 of the Lowman Student Center. The phone number is 936-294-1785.

The Academic Policy Statement #800401 regarding Class Attendance can be accessed online at <http://www.shsu.edu/dotAsset/1e59e034-4fe5-4563-be7b-362234dca1ae.pdf>.

Course Outline:

• Course Introduction

- 1st Day – All students will take tour of Blackboard and ALEKS. Students will be able to login to ALEKS through Blackboard as a 'single sign-on', then register with ALEKS; make sure students setup their email within ALEKS.
- 2nd Day – Instructors will help students navigate through ALEKS:
 - Student Homepage
 - Knowledge Checks
 - Individualized Pie chart
 - Time logged/progress on your Pie Chart
 - Modules/end dates
 - Semester calendar
 - Dictionary, Resources, Notebook for notetaking
 - ALEKS Customer Support
- 3rd Day – Students will take their Initial Knowledge Check (IKC): untimed & ungraded (approx. 25-30 questions – around 45 minutes to 1.5 hours to complete).

• Course Completion Information

- Once a student completes the IKC, ALEKS creates an individualized learning plan that will guide them through the course material. To make sure that each student remembers what they have learned, ALEKS will periodically administer a Progress Knowledge Check (PKC). The PKC is designed to **help** the student, so please take them seriously.
- After completion of the IKC, each student will see his or her ALEKS Pie Chart. This will show each student his or her knowledge of the course material. The gray portion of each slice is what each student needs to learn, while the colored/dark portion of each slice is what each student already knows.
- Each student is expected to login daily and work in ALEKS. A PKC will be

administered every 5 hours of login time AND 20 topics learned. The student may even get topics from their 'ready to learn fringe area' to see if they can show mastery on that topic. If the student is successful, he or she will not have to go through the learning mode for that topic in the future – meaning the student has 'worked ahead' and saved some time!

For instructions on managing your ALEKS student account, visit:

http://www.aleks.com/highered/math/Higher_Ed_Student_Registration.pdf

ALEKS Technical Support

- Hours (Eastern Time)
 - Sunday: 4pm – 1am
 - Monday – Thursday: 7am – 1am
 - Friday: 7am – 9pm
- Contact Support: <http://support.aleks.com>
- Visit www.aleks.com/support
 - FAQs
 - User Guides
 - System Requirements
 - Troubleshooting

Academic Honesty: The subject of academic honesty is addressed in paragraph 5.3, Chapter VI, of the Rules and Regulations, Board of Regents, The Texas State University System, <http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf>.

Students are to abide by the Code of Student Conduct and Discipline in the Guidelines for Student Conduct in the Student Life Policies Handbook. Infractions will be dealt with in accordance with these same Guidelines.

Copyright Policy: All printed materials disseminated in class or on the web are protected by Copyright Laws. One copy (or download from the web) is allowed for personal use. Multiple copies or sale of any of these materials is strictly prohibited. The SHSU copyright policy can be found online at <http://www.shsu.edu/dotAsset/b4bd865b-14bf-4fb5-af0b-66947f775e8d.pdf>

Use of Cell phones, MP3 players, Text Messages, etc., in Academic Classrooms and Facilities:

The use by students of electronic devices that perform the function of a telephone or text message during class-time may be prohibited if deemed disruptive by the instructor to the conduct of the class. Arrangements for handling potential emergency situations may be granted at the discretion of the instructor. Failure to comply with the instructor's policy could result in expulsion from the classroom or with multiple offenses, failure of the course. Any use of a telephone or text message or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating

and could result in a charge of academic dishonesty. The cell phone policy can be found at <http://www.shsu.edu/dotAsset/6d35c9c9-e3e9-4695-a1a1-11951b88bc63.pdf>

Classroom Rules of Conduct: Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Visitors in the Classroom: Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether the visitor will be allowed to remain in the classroom.

STUDENTS WITH DISABILITIES POLICY:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

In accordance with SHSU Academic Policy 861001, which can be found online at <http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf>, an absence that is due to the observance of a religious holy day is excused under Section 51.911(b) of the Texas Education Code. Section 51.911(b) requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.