

SYLLABUS

Course Name: Math 100B Sections 6 (2:00) & 1 (3:00)
Winter 2019

It is your responsibility to read, understand, and follow the syllabus guidelines.

Course ID: 13819 (Section 6), 10633 (Section 1)

Course Format: Daily (Mon-Fri) face-to-face classes in Black Hall 151

2:00-2:50 (Section 6), 3:00 – 3:50 (Section 1)

Instructor: Jamie Fife **Phone:** 509-963-1759 **Email:** Jamie.Fife@cwu.edu

Office: Samuelson 228B

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Daily Schedule:

Office, Samuelson 228B	10:00-12:00
Math 153, Samuelson 252	1:00-1:50
Math 100B, Black 151	2:00-2:50
Math 100B, Black 151	3:00-3:50
Other Office Hours	By Appointment

COURSE DESCRIPTION: This course is designed to prepare students for college mathematics. Symbolic, graphical, and numeric representations will be studied to understand and apply the concepts of algebra. Math 100B also provides students with algebra, problem-solving, and academic skills needed to be successful in Math 100C, Math 101, Math 102, Math 130, or Math 164. The course will emphasize appropriate use of the scientific calculator as a mathematical tool.

BASIC SKILLS TESTS: Each student is required to pass three Basic Skills Tests (BST) with a score of at least 90% in order to pass this course. The topics of these tests are: Integers, Fractions, Decimals.

COURSE MATERIAL: We will be using Knewton Alta, an adaptive learning platform. It costs \$44 per course and provides two years of access, or you can pay \$9.95/month. Details will be given separately. **YOU MUST USE THE CWU EMAIL ADDRESS THAT IS LINKED TO CANVAS WHEN YOU SIGN UP FOR KNEWTON.** It will supplement in-class lectures and provide adaptive assessments online. Purchase of a textbook will not be necessary; if you need resources in addition to lectures and Knewton instruction, I recommend this online text:

<https://openstax.org/details/books/elementary-algebra> or I can help you find other resources.

COURSE RESOURCES: I will use Canvas to update your grades, post announcements, course syllabus, class notes, recorded lectures and presentations where available, due dates, test dates and other important dates or information. I will use Knewton for assignments and possibly quizzes and tests.

Recommended Materials: Graphing calculator (TI 83/84 preferred), pencils, erasers, lined paper and/or graph paper, notebook

Note: Without my consent, you will not be able to use a cell phone on tests. It will be highly unlikely that you can get my consent. ☺ The library and Math Department have TI 84 calculators you can borrow.

GRADED ITEMS AND GRADING SCALE:

Graded Items	% of Grade
Tests	45%
Quizzes	15%
Assignments	20%
Final Exam	20%
TOTAL	100%

Percent	Letter Grade	Percent	Letter Grade
93-100%	A	90-92%	A-
87-89%	B+	83-86%	B
80-82 %	B-	77-79%	C+
73-76%	C	70-72%	C-
67-69%	D+	63-66%	D
60-62%	D-	59% or less	F

Challenges to Grades: There is a statute of limitations of one week after assignments are graded for challenges to assignment, quiz, and exam points. This means you have one week to raise any issues with your grade. If you do not check GRADES in Canvas and do not realize until several weeks after an assignment is due that you did not hand it in, or that you sent it to the wrong place, it will be too late to make any grade changes. If you keep up to date by checking your e-mail, ANNOUNCEMENTS, and GRADES, you should have no issues. I will normally post grades within one week after the due date.

Attendance: I expect you to attend every class meeting as I have found that scores and grades reflect the amount of time in class. If you can't attend because your circumstances change, you must drop by **11:59pm, January 9th, 2018**, to be eligible for a refund. If you have to be absent for some emergency, be sure to contact me at the earliest possible time.

Accommodations: If you are entitled to accommodations and prefer to use the Testing Center for assessments, it is your responsibility to schedule testing appointments with them and to remind me that you will be testing there. Some students do not use this resource, so I do not just assume you will. ☺

COURSE ACTIVITIES:

Readings: You should view each day's online material on Knewton prior to class. A brief quiz will be given each day to assess your understanding of the material both at the beginning and the end of class.

Quizzes: All quizzes given in the course are graded. There will generally be an entrance and exit quiz given each day in class. The entry/exit quizzes can only be completed in class and will be graded for completion, not correctness.

Assignments: Assignments must be submitted by the due date or they will be considered late. There will be a 5% point penalty per day, up until a week after the due date. Extra credit may be earned by attending office hours, tutoring sessions, and other extra activities. Do not count on extra credit to save your grade. 😊

Practice (Homework) Advice: The purpose of practice assignments is to provide you with enough practice to retain the ideas and techniques you're learning. Many people do well by taking good notes in class and doing the homework daily as we cover the topics. Doing homework daily gives you the advantage of taking in smaller amounts of information at a time, and getting help early when you need it. This is the class to begin to develop good study habits. If you need help outside of the classroom there are several options available to you: put together a study group with classmates, see an assistant in the drop-in University Math Center in the Brooks Library, or ask me through email or during my office hours.

Mini Projects: There will be a mini project for where you will be combining concepts in a real-world application. These will be worth more points than practice assignments but will be recorded in the same category.

Tests: Each unit will culminate in a test that will assess mastery of the concepts covered. In recognition of the fact that circumstances sometimes cause poor performance on tests, there will be the opportunity to make up some of the points missed on tests. Notify me within one week of the test if you want a retake opportunity. You will need to make an appointment to take a paper version of problems similar to the ones you missed to earn back 50% of the points you lost on the test. You have one retake opportunity per test, and the retake for each test must be completed within 10 days of the original test.

Test Make-ups: In the event of an emergency, it will be your responsibility to schedule a make-up test. I will warn you that make-up tests will be different than the versions given on the scheduled test date. If you know you will miss a test, you might want to come to me and arrange to take the original test early. If you are a member of a sports team or part of a school related function, come and talk to me about having your coach/instructor/advisor to proctor your exam on the day that the class takes it. You will need to give me several days to talk to them to arrange what needs to be done. The day before you leave is not enough time.

Final Exam: The final exam for this course is scheduled for Friday March 15 (Section 6) from noon – 2:00 and Wednesday March 13 (Section 1) from noon – 2:00 in our classroom.

INSTRUCTOR FEEDBACK / COMMUNICATION:

Online Postings: If you have a question or comment about class material, please post it in the Discussion section of Canvas. You will be given timely feedback for all your discussion postings and questions you have throughout this course. The maximum response time will be 24 hours during the week, but I routinely respond much more quickly.

Exceptions:

- *If you ask a question on Friday or the weekend, you may have to wait until the next weekday to get a response.*
- *Common discussion forum issues will be addressed using an announcement or class message.*

Grades will be posted by Wednesday each week. If you do not see your grade on Thursday, please send me an email. **Note that a blank does not affect your grade; it just means a grade has not been recorded.**

Contacting the Instructor: For immediate attention, the best way to contact me is via my personal email: msfifemath@gmail.com. I will check my email multiple times a day, Mondays – Fridays, and will respond within 24 hours (or sooner) during the week. You should check your CWU email and Canvas announcements numerous times a week, preferably daily, to keep up with course communications. If you do not receive course messages, please make sure you have entered the correct email address in your Canvas profile settings.

IMPORTANT NOTE: Canvas is not officially supported on mobile browsers, but it does offer an app for iOS and Android. However, because it is made to work on a desktop, this is not the best interactive experience. Since Canvas uses small elements of Flash, not all Canvas features may be supported on mobile devices, especially on iOS.

Technology glitches can, and are likely to, occur; do not wait until the last minute when doing assignments.

COURSE POLICIES:

Policy on Academic Dishonesty:

Students are on their honor to follow the student conduct code as outlined in the Washington Administrative Code. Violations of this section will result in a failing grade in the course in addition to further possible university sanctions.

(See <http://apps.leg.wa.gov/WAC/default.aspx?cite=106-125>.)

Policy on Diversity:

University-level education is about broadening horizons and looking at academic issues from a variety of perspectives. With this in mind, the participants in this class are encouraged to bring their own life experiences and viewpoints to bear on classroom discussions and assignments. Along with the freedom to express one's own views comes the responsibility to respect the views of others. No student will be

discriminated against on the basis of race, ethnicity, age, creed, religion, gender, sexual orientation, marital status, or political ideology.

Disability Services:

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.

Netiquette:

- Check the discussions frequently and respond appropriately, and on subject.
- Capitalize words only to highlight a point or for titles. Capitalizing otherwise is considered SHOUTING!
- Be professional and careful with your online interactions, including with me.
- Wait 24 hours before responding to something that angers you.
- All postings should be free of language that would constitute harassment, discrimination, or be considered profane.

Student Feedback/Communication:

I welcome all feedback on the course. My preferred method of communication with individual students is via email. I am also available for office hours. If you experience a legitimate emergency (according to my standards) which will prevent you from completing required coursework on time, I expect you to communicate with me at the earliest reasonable opportunity. Please state the nature of the emergency, and when you expect to turn in the coursework.

Submitting Electronic Files:

All electronic files must be submitted in .doc, .docx or .pdf format. If you don't have Microsoft Office, you can download it for free, using your CWU email and password from the [MS Office website](#). Here is the guide on [How to download MS Office](#). Mac users make sure to save documents with visible extension (.docx or .rtf).

COURSE SCHEDULE:

IT IS THE RESPONSIBILITY OF THE STUDENT TO BE AWARE OF, AND ADHERE TO, ANY ANNOUNCED SCHEDULE CHANGES
** THE POSTED SCHEDULE IS SUBJECT TO CHANGE **