Math NONN / Developmental Math / Non-Course Based / Course Syllabus / Fall 2017

This 11-week self-study program runs from 08/28/2017 – 11/10/2017

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*Routinely check your @angelo.edu e-mail account for important class updates.

Office: MCS 219 C
Open door policy, stop by and let me help you. Bring your laptop and we can work on ALEKS® together.
Students are welcome without an appointment during these times:

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<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>10:00 am – 11:30 am, 3:00 pm – 4:00 pm</td>
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<tr>
<td>Tuesday</td>
<td>10:00 am – 10:55 am, 1:00 pm – 1:55 pm</td>
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<td>Wednesday</td>
<td>10:00 am – 11:30 am, 3:00 pm – 4:00 pm</td>
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<td>Thursday</td>
<td>10:00 am – 10:55 am, 1:00 pm – 1:55 pm</td>
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<tr>
<td>Friday</td>
<td>10:00 am – 11:30 am</td>
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(If you need to see me at an alternate time, please make an appointment with me.)

Math Learning Lab: Library C 302    Free Personal Tutoring!
You decide when to attend. No appointment required. Some computers will be available, or bring your laptop. If you are struggling with a topic in ALEKS®, stop by the math lab – it’s a great resource!

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<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9:00 am – 8:00 pm</td>
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<td>Friday</td>
<td>9:00 am – Noon</td>
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<td>Sunday</td>
<td>4:00 pm – 8:00 pm (starting 9/10/2017)</td>
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You also have electronic access to the Math Lab through the Academic Services tab on Blackboard® (http://blackboard.angelo.edu). You can schedule a live conference with a tutor, post a question on the discussion board, or click on links to other math resources.

Introduction: This 11-week self-study program is designed to prepare you for college level mathematics.

Textbook: We will not be using a text book. Instead, registration in the online program ALEKS® is required.

Blackboard®: We will be using ASU’s classroom management system Blackboard®. Our syllabus and other important class announcements will be posted there. Blackboard® can be accessed through RamPort or by visiting http://blackboard.angelo.edu.

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ALEKS®: We will be using the online instructional system ALEKS® (Assessment and LEarning in Knowledge Spaces). ALEKS® is an artificial intelligence-based system for individualized learning and is available 24/7 over the internet at www.aleks.com. The customer service number for ALEKS® is 714-619-7090.

ALEKS® Course Code: QYFTD-HDAKV ALEKS® access code: EA782-64A4E-B2AB8-C3980

Course Design: After a quick tutorial, you will work through an Initial Knowledge Check to determine which topics you already know and what you are ready to learn next. Your progress is reported by ALEKS® in the form of a pie chart. As you learn new topics, the pie slices are filled. Keep working on new topics until you have mastered all of them and filled in your pie!

Two Pie Charts: You will actually complete two different pie charts this semester. Everyone will begin with a very small pie chart covering 50 basic math skills. As soon as you fill the intro pie, contact your instructor so that you may move onto the 150 main topics for this course.

Notebook: You will undoubtedly find it very helpful to maintain a notebook containing the problems and explanations you will encounter as you work in ALEKS. You may use your notebook during Knowledge Checks.

Calculator: An online calculator is available within ALEKS® when appropriate. No other calculators are permitted.

Videos: You may find it very helpful to watch and listen to optional video features available in ALEKS 360°.

Web Based Learning: This is a self-study course. Your goal is to master 15 (or more) topics each week. You can work on ALEKS® from any location at any time. You might find time between classes, or after lunch, or Saturday afternoon. Thirty minutes here... and an hour there... It all adds up! Keep working on new topics until you have filled in your pie chart

Reviews: After you have completed your main pie chart, you will have four comprehensive review assignments to prepare for the final exam. You may attempt the reviews multiple times.

Exams: There is only one graded exam in this class, the online final exam.

Overall Course Grade: You will receive an ‘S’ for satisfactory or a ‘U’ for unsatisfactory in this class. The grading scheme is based on both your pie chart and your final exam.

- Your progress through the Main Pie Chart counts for 25% of your composite score.
- Your score on the Final Exam counts for 75% of your composite score.

If your overall composite grade is 65% or higher, you will have successfully completed this course and be considered TSI complete for math.

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Progress Targets: Your steady progress through the course topics is critical to your success.

| Strive to master 15 (or more) new topics each and every week. |

ALEKS® Knowledge Checks: Your learning is tested from time to time by ALEKS®. These Knowledge Checks are automatically generated based on your progress in the course and will be unique to you. They may be taken from any location and you may use your notebook. ALEKS® will confirm the topics you have truly mastered, identify topics needing further study, and update your pie chart.

Final ALEKS® Exam: You are required to take a Final Comprehensive ALEKS® Exam. This two-hour online exam will be taken without your notes, without a calculator, in a proctored and controlled environment. Final Exams will be administered periodically throughout the semester.

| After you have completed 142 topics in your Math NONN Main pie chart and you have achieved at least 75% on all four reviews, contact your instructor to schedule your final exam. You must take and pass your final exam before November 10th, 2017. |

a. If the overall course grade is 65% or higher, you will have successfully completed this course and be considered TSI complete for math.

b. If not, you may continue working on your pie, re-do the reviews, and attempt another final at a later date.

Expectations of Students: YOU are expected to

- Attend class consistently and in a timely manner.
- Foster a learning environment by practicing common courtesy at all times.
- Pay attention fully during class – remove distractions by turning off cell phones, etc.
- Complete both your ALEKS® pie charts: Intro and Main.
- Work outside of class on your ALEKS® pie chart topics and review materials to master concepts and adequately prepare for the final exam.
- Utilize, as needed, all available study-aid options (watching videos in ALEKS®, visiting the math lab, meeting with the instructor, etc.) to resolve questions.
- You are responsible for your own education. About 75% of collegiate learning is done outside of the classroom.
- Maintain academic honesty.

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Attendance:
- Your attendance and active participation in this class is a vital part of your success. We want you to succeed, so you must attend consistently.
- Please arrive promptly and remain for the entire period. Roll will be taken each day.
- Do not attend class if you are ill with a fever and possibly contagious.
- If you miss class for any reason, even for University-sponsored activities, it is your responsibility to continue to work in ALEKS®.
- Student absences will be reported with their final grade at the end of the semester.

Other information:
- **Drop Date – November 3, 2017** is the last day to drop a course with a W or withdraw from ASU. However, unless you have passed the math section of the TSIA, you may not drop this class.

- **TSI Assessment** - Students may become TSI complete at any time by passing the math section of the TSIA. Contact ASU’s Testing Center, VIN 291, 325-942-2624, TestingCenter@angelo.edu for TSIA administration and cost.

- **Disclaimer** - This syllabus is current and accurate as of August 22, 2017. Revisions may occur. Changes will be posted on Blackboard®.

**Student Conduct Policies**

- **Academic Integrity**: Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

  The College of Science and Engineering adheres to the Statement of [Academic Integrity](#)

- **Plagiarism**: Plagiarism is a serious topic covered in ASU’s [Academic Integrity policy](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

  In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

  Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

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University Policies

- **Student Disability Services:** ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting:

Dallas Swafford, Director of Student Disability Services, Office of Student Affairs, 325-942-2047 dallas.swafford@angelo.edu

You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

- **Title IX:** Angelo State University is committed to the safety and security of all students. If you or someone you know experience sexual harassment, sexual assault, domestic or dating violence, stalking, or discrimination, you may contact ASU’s Title IX Coordinator:

Michelle Boone, Director of Title IX Compliance, 325-486-6357, michelle.boone@angelo.edu

- **Student Absence for Observance of Religious Holy Days:** A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. ([http://www.angelo.edu/opmanual/](http://www.angelo.edu/opmanual/) -- OP 10.19)

You still have the responsibility to complete your progress targets.

- **Incomplete Grade Policy:** It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](http://www.angelo.edu/opmanual/) for more information.
Math NONN Student Learning Outcomes

1. The students will demonstrate factual knowledge including the mathematical notation and terminology used in this course. Students will read, interpret, and use the vocabulary, symbolism, and basic definitions used in arithmetic, geometry, and algebra.

2. The students will describe the fundamental mathematical principles, generalizations, and properties arising from the concepts covered in this course. Students will identify and apply the basic operations on the real numbers, polynomials, and geometric formulas; and the techniques used in solving a variety of types of equations and systems of equations.

3. The students will apply course material along with techniques and procedures covered in this course to solve problems. Students will use the facts, formulas, and techniques learned in this course to solve application problems in a variety of topics to include business, number relations, geometric situations, percent, and proportions.

4. The students will develop the basic skills and knowledge necessary to be successful in college-level mathematics courses. Students will acquire a level of proficiency in the fundamental concepts of arithmetic, geometry, algebraic manipulation, graphing, and applications to promote success in college-level math courses.

Math NONN Course content

The following objectives are covered.

1. Arithmetic Readiness. Order of operations with whole numbers; addition, subtraction, multiplication and division of fractions and mixed numbers; and rounding decimals.

2. Real Numbers and Linear Equations. Addition, subtraction, multiplication and division of signed numbers; exponents; order of operations with integers and exponents; evaluating expressions; combining like terms; linear equations and inequalities.

3. Graphs and Linear Functions. Graphing lines; equations of lines and applications; and graphing linear inequalities.

4. Systems of Linear Equations. Solving systems of equations in two variables by graphing, substitution and addition; and applications.

5. Exponents and Polynomial Expressions The laws of exponents; integer exponents; scientific notation; product of a monomial and another polynomial; the product of polynomials; factoring polynomials: the greatest common factor, factoring by grouping, factoring trinomials, formulas for factoring special products, complete factorization; and quadratic equations solved by factoring.

6. Rational Expressions and Functions. Simplifying rational expressions; multiplication, division, addition and subtraction of rational expressions; simplifying complex fractions; and rational equations.

7. Radicals and Rational Exponents. Simplifying radical expressions; operations with radicals; rationalizing denominators; and rational exponents.

8. Quadratic Equations and Functions. Solving quadratic equations by the quadratic formula.

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Student Agreement for MATH NONN, Using ALEKS®

As indicated in the ASU Schedule of Classes, MATH NONN is an “11 week computer based instruction.”

We have selected the online instructional system ALEKS® (Assessment and LEarning in Knowledge Spaces) to facilitate your learning, making it individualized and partially self-paced. To make this format effective we ask you to agree to the conditions given below, and to return this sheet, signed indicating your agreement, at our first class meeting. A copy of this agreement is in your syllabus for reference.

**Student Agreement:** I am aware of my obligation to:

1. Establish an active ALEKS® account.
2. Follow the ASU Academic Honor Code.
3. Properly care for and protect ASU computers.
4. Regularly check my @angelo.edu email.
5. Master all 50 topics in the Intro ALEKS pie chart.
6. Master 142 out of 150 topics in the Main ALEKS pie chart.
7. Take a proctored online ALEKS final exam.
8. Earn a composite score of 65% or higher to meet TSI requirements.

____________________________________  ______________________
Printed name                              CID

____________________________________  ______________________
Signature                                 Date

____________________________________
Phone

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