Instructor: Wayne Humphrey
Email: travis.humphrey@angelo.edu
Phone: (325) 486-5419
Office: MCS 205 H

Office Hours: Via Blackboard Collaborate

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<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tr>
<td>Monday</td>
<td>12:00 pm-2:00pm</td>
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<tr>
<td>Tuesday</td>
<td>8:00 am-9:00 am, 1:00pm-2:30 pm</td>
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<td>Wednesday</td>
<td>12:00 pm-2:00pm</td>
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<td>Thursday</td>
<td>8:00 am-9:00 am, 1:00pm-2:30 pm</td>
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<tr>
<td>Friday</td>
<td>12:00 pm-1:00 pm</td>
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Course Information

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

Prerequisite and Co-requisite Courses

Prerequisite Skills
Ability to login to ALEKS software.

Course Delivery

Statement for Online Courses
This is an online course that will be delivered via ALEKS®. If you choose, you can complete this course without visiting the ASU campus.
Please refer to this Health and Safety web page for updated information about campus guidelines as they relate to the COVID-19 pandemic.

Required Texts and Materials
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: YPXM9-EPYLJ

Technology Requirements
You must have access to a computer that has internet access.

Communication
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Virtual communication: Office hours will be done with the assistance of Collaborate.

Grading

Evaluation and Grades
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.

Grading System grading
If the overall course grade is 65% or higher, you will have successfully completed this course and be considered TSI complete for math.
Assignment and Activity Descriptions

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®. Your notes will provide you with a written resource that you can use to seek further help, when needed, from your instructor or tutors in the Math Learning Lab. 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.

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 proctored final exam before April 16, 2021.

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

If not, you may continue working on your pie, re-do the reviews, and attempt another. Please note that NO final exam attempts will be allowed after November 6, 2020.

**General Policies Related to This Course**

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](1)
- [Angelo State University Catalog](2)

**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 university’s [Statement of Academic Integrity](3).

**Accommodations for Students with Disabilities**

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.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the
student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center, Room 112

**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 for more information.

**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. Resources to help you understand this policy better are available at the ASU Writing Center.

**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. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.
Title IX at Angelo State University

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Required Use of Masks/Facial Coverings by Students

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to
leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Modifications to the Syllabus
This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/
5 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7 https://www.angelo.edu/dept/writing_center/academic_honesty.php
8 https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of
9 https://www.angelo.edu/services/title-ix/
10 http://www.texastech.edu/downloads/ttus-policy-face-coverings.pdf