



Mission: *To provide affordable, accessible, and exceptional education that fosters student success*

Term: Fall 2017

Course: MATH 0111 Fast Track Math Lab

Delivery Format: Traditional

Instructor Information:

Name: Leslie Bain

Email: lbain@carlalbert.edu

Office Location: Reed Center RC 103, 1st floor

Preferred Contact Method: email

Office Phone: (918)647-1405

Office Hours: As posted

Alternate Phone: (918)647-1200 x1405

Textbook 1 Information: Required

Fast Track Lab Manual, Customized handouts available at the CASC Bookstore organized in a three-ring binder (purchase separately).

Textbook 2 Information: N/A

Textbook 3 Information: N/A

Course Description:

This course is a one-hour per week lab designed for students who have not proven math proficiency through ACT or placement testing, but who have otherwise demonstrated intermediate algebra skills. The lab is to be taken in conjunction with MATH 1513 and must be completed in order to remove the math deficiency. Content will focus on algebra skills that will complement content from Math 1513.

Credit Hours: 1.00

Prerequisites: 2 units of high school algebra

Co-requisites: MATH 1513 College Algebra

General Education Outcomes:

Demonstrate knowledge-

- Demonstration of knowledge results from the appraisal of knowledge and practice of core concepts through analytical, practical, or creative means. Students shall assemble evidence; identify, categorize, and distinguish among ideas, concepts, and theories; and relate and analyze the significant uses of the gathered knowledge.

Think Critically-

- Critical thinking encompasses the abilities to identify, categorize, synthesize, and distinguish ideas, concepts, theories, and approaches. The presentation, explanation, and analysis of skills acquired in academic settings allow examination of competing hypotheses and non-academic events in light of acquired knowledge and relate the implications of cultural and social perspectives.

Communicate Effectively-

- Effective communication results from the presentation and expression of concepts encountered in an academic setting in a clear, error-free manner both verbally and in written explanation. Critical aspects are the clear expression of competing hypotheses and perspectives in response to material read, analyzed, or presented in both academic and non-academic settings.

Practice Global and Civil Awareness-

- Practicing global and civil awareness creates the ability to understand both the student's own civic and cultural background as well as that of others. This results from the evaluation of historical and contemporary positions on values, practices, assumptions, and predispositions. Encouraging active community participation and cognizance provides insight and expands students' perspectives and awareness.

Student Learning Outcomes (SLOs):

SLO 1. Upon completion of the course students will be able to apply operations on expressions and linear equations and inequalities.

-Students will be able to apply operations on real numbers and algebraic expressions.

-Students will be able to solve linear equations and inequalities.

-Students will be able to apply operations on polynomial equations and solve quadratic equations.

-Students will be able to apply operations on rational expressions.

SLO 2. Upon completion of the course students will be able to solve and graph equations and functions.

- Students will be able to graph linear and nonlinear equations.
- Students will be able to solve variation problems.
- Students will be able to graph functions.
- Students will be able to identify the properties of functions.
- Students will be able to solve exponential and logarithmic functions.

Evaluation/Assessment Practices:

Assignments and Course Format:

This course will be presented from a lecture-demonstration point of view. The lab manual will be the basis for material to be covered and the student will be responsible for completing the assignments as determined by the instructor. Students will be expected to take notes and maintain those notes in the lab manual for review by the instructor throughout the semester.

Grade Scale:

- A: 90-100%**
- B: 80-89%**
- C: 60-79%**
- F: Below 60%**

ATTENTION: A student with a math deficiency must acquire a grade of a "C" or better.

Grading Policies:

At least two-50 minute objective examinations will be given during the semester which includes a mid-term and final exam. These exams will determine 40% of a student's grade. Attendance, which includes study skills assignments, will determine another 20% of a student's grade. Weekly lab assignments will be taken on a class period basis and will each determine another 20% of a student's grade. The remaining 20% of a student's grade will include notebook grades and tutoring requirements.

- 40% - Midterm & Final Exam
- 20% - Attendance & Study Skills Assignments
- 20% - Lab Assignments
- 20% - Notebook & Tutoring
- 100% - Total

Expectations:

Homework is expected to be turned in the class period after assigned. Must show all work on homework to receive grade! The student is expected to take all examinations at the specified time and date. No make-up tests will be given without prior approval of the instructor.

Attendance:

Punctual and regular class attendance is expected of all students enrolled at Carl Albert State College. A student is expected to attend every class and laboratory for which he or she has registered. Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. Attendance in class is expected and will be recorded.

A student is responsible for all class work covered in absence. Absences for school-sponsored activities and legally required jury duty are deemed excusable. Failure to attend class regularly may result in recommendation for the student to withdraw from class or from college. Students who cease attending a class but do not withdraw from that class will receive a grade of F for the course. Attendance will be taken in each class at Carl Albert State College each time that class meets.

Additional Course Information:

CLASS CONDUCT:

Treat everyone with respect. No name calling or disrespectful people will be allowed in my classroom. Please raise your hand when you have a question and do not call out the answers without permission.

CELL PHONE POLICY:

The use of cell phones for the duration of the class is not acceptable. Use of cellular phones or any other electronic communication devices such as headphones, iPods, Bluetooth, etc. for any purpose during a class or exam session is strictly prohibited. A student may face a zero and/or failure in the class if an electronic device is used for cheating during an exam or quiz. All such devices must be turned off or put in a silent (vibrate) mode, put away, and ordinarily should not be taken out during class. This includes using a mobile phone for sending out text messages, connecting to the internet, or any other application. At the instructor's discretion, electronic devices utilized in a learning context, such as laptops and language interpreters, in class should be used by students for course specific work only, not for social networking or any other activities. The instructor reserves the right to ban the use of cell phones or any other electronic communication device at any time.

SERVICES, POLICY, and PROCEDURES:

Student Email:

IMPORTANT- All course information, billing, financial aid notices, housing information, scholarship awards, degree check results, and other mail will be sent to you via student email. Please remember to check your student email often for important information.

ADA Statement:

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their request in the following way:

- Talk with your instructor after class about your disability or special needs related to work in class.

Poteau Campus

- Complete the Request for Special Accommodations Form with the Student Disability Services Coordinator located in the Ollie Center for Academic Excellence in either office 1308 or in the Learning Resource Center room 1318 on the third floor. The office can be contacted at ckeeton@carlablert.edu or by phone at 918-647-1319.

Sallisaw Campus

- Complete the Request for Special Accommodations Form with the Assistant Student Disability Services Coordinator located in the Learning Resource Center in office SC 8025.

FOR WEB COURSES

- Call or e-mail your instructor about your disability or special needs related to work in web courses.
- Complete the Request for Special Accommodations Form with the Student Disability Services Coordinator. You may find information on our website under Student Affairs/Student Disability Services.

Services:

- **LRC:** The Learning Resource Center is located in the George Ollie Center for Academic Excellence on the third floor in room 1318; Crissy Keeton, the LRC Director, may be reached at [918-647-1319](tel:918-647-1319). The LRC offers tutoring in a variety of subjects including math and English. Specific tutoring schedules are available. The LRC also offers notes and textbooks for many classes as well as a computer lab and study area. Hours of operation are Monday through Thursday from 8 a.m. to 6 p.m. and Friday from 8 a.m. to 4 p.m.
- **Health Services:** CASC Student Affairs/Student Life is designated as the first stop for students/employees in assisting them with primary care health services and holistic health prevention measures through a partnership with [Stigler Health & Wellness Center, Inc.](#) [Dental Mobile Unit Services](#) will also be provided each semester on the Poteau and Sallisaw campuses. Please contact the Office of Student Affairs for a "Healthcare Eligibility Form."
[Poteau Health & Wellness Center](#) and [Sallisaw Health & Wellness Center](#) will provide treatment of minor illness and injuries and behavioral health services. Understand that the student/employee is responsible for providing Medicaid/private insurance and/or paying the minimum office visit fees; CASC has no obligation for payment of the minimum office visit fees.
- **Student Counseling Services:** Carl Albert State College is committed to assisting students in all areas of their lives. Student success and well-being are of the utmost importance, and it is our goal to improve the quality of life so that personal and academic growth can take place. CASC suggests students utilize the preventative counseling services that are provided through the Oklahoma Department of Mental Health and Substance Abuse.
In addition the following local agency, Cavanal Counseling, will provide free counseling services for victims of domestic violence, dating violence, sexual assault, and stalking. Choctaw Nation Project SAFE has provided a grant to cover these costs for all CASC students.
- **Library:** Research for your class should be conducted at the CASC Libraries. College-level research requires college-level sources. CASC Libraries offer a number of appropriate sources in both print and

electronic formats. Visit the library in person for research assistance or at

<https://carlalbert.edu/student-services/library/>.

Phone: 918-647-1311 (Poteau) 918-775-6977 (Sallisaw)

Facebook: Library Friends @ Carl Albert State College

Twitter: @CASCLibrary

Instagram: casclibrary

HEA-Required information:

The National Postsecondary Education Cooperative (NPEC) issued Information Required to Be Disclosed Under the Higher Education Act of 1965: Suggestions for Dissemination (NPEC 2010-831). This publication is available at <http://nces.ed.gov>.

Additional Information including Student Handbook, FERPA, Financial Aid, Clery Report, and student consumer information are located at <https://carlalbert.edu/discover-us/student-consumer-reports/>.

Notification of Class Cancellation:

In the event class must be cancelled by the instructor, the student will be notified through various methods including, but not limited to the following: text message, email, or written notification. Students should check their Carl Albert email accounts regularly for such notifications. When possible, instructors will provide notification in advance.

In instances of school closure, the notification process occurs in the following ways: the alert system is used to send messages including phone calls, text messages, and emails to all names in the alert system as soon as a decision has been made regarding the status of CASC; an email is sent to all Carl Albert email addresses; closure information is posted to the CASC website as quickly as possible; the phone message for incoming calls at the CASC switchboard will indicate closed status; and local radio stations and television stations are notified. However television may or may not post our information, so please be sure to check other sources of information as listed above.

Assessment Statement:

Assessment is the process that evaluates the learning experience with the purpose of **continual improvement** and has the objective of **assuring the accomplishment of the mission** of Carl Albert State College.

Academic Integrity/ Misconduct Policy:

The following will apply in connection with academic dishonesty:

A. The instructor and his or her division chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.

B. The term "cheating" includes, but is not limited to:

1. The use of any unauthorized assistance in taking quizzes, tests, or examinations.

2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
3. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

If it is established that cheating or plagiarism has more than likely occurred:

- A. The instructor may take appropriate disciplinary action, which may include the awarding of an "F" on the particular assignment or in the course.
- B. The instructor will make a report of the incident and of the action taken to the Vice President for Academic Affairs.
- C. The student will receive a copy of the report if she or he desires and may appeal the decision of the instructor to the Academic Affairs Committee.
- D. The student and instructor may meet individually with the Academic Affairs Committee to present documentation pertinent to the appeal. Once the Academic Affairs Committee renders its decision, the appeal process is concluded.

Carl Albert State College considers all forms of academic misconduct and dishonesty serious matters that warrant serious attention. Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the college.

Plagiarism is considered unacceptable and incompatible with the educational mission of Carl Albert State College. Since plagiarism always carries consequences, all students are expected to be familiar with the rules for avoiding plagiarism.

Intentional plagiarism is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

Cheating is considered to be a serious infraction of academic integrity and as such is not tolerated at CASC. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers, and/or instances of forgery.

Grade Protest:

Students may challenge a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the division chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs

Committee within 90 days after the grade in question appears on the permanent record. Information concerning procedures to be followed is available from the Office of Admissions and Records. (CASC Catalog, p. 74)

Faculty Complaints:

A student who feels he or she has serious grounds and evidence to demonstrate unfair treatment by a faculty member may file a formal written complaint with the division chair. First, however, the student is encouraged to visit with the faculty member on an informal basis to discuss the situation. If, after that visit, the student still wishes to file a formal complaint, the division chair will call a meeting between the student and the faculty member to discuss the complaint and any further action. If the issue still remains unresolved, the division chair, faculty member, and student will meet with the Vice President of Academic Affairs.

Semester Regulations Concerning the Beginning and End of the Term:

Students should keep in mind that the semester begins with the first day of class and ends with the last day of the designated final exam period. If final exam conflicts occur, students may request changes in individual final exam times in writing to their instructors. Approval is based on the discretion of each instructor. If a change is approved, the instructor must forward a copy of the written request and approval to the office of Academic Affairs. Requests based upon personal convenience are generally not approved. Approvals are normally limited to the following reasons:

- a. Conflict with working hours on a job that has been held during the term and for which working schedules cannot be readily adjusted.
- b. Religious reasons.
- c. Four finals in one day.
- d. Military obligations verified in writing.
- e. Other exceptional hardship cases including health reasons concerning immediate members of the household, death of an immediate family member, or attendance of a funeral of an immediate family member.

When amicable agreement cannot be reached by the student and instructor, the division chair and/or Academic Affairs Office can grant accommodations.

Withdrawal Policy:

Students are responsible for withdrawing from course(s) they will not attend. Students should contact the Office of Admissions to formally withdraw, and, if receiving financial aid, the Office of Financial Aid to understand the impact to their aid. Students failing to attend initial class meeting will be dropped from the class without notification. Beyond that, failure to attend class is not equivalent to dropping the class; students who fail to formally drop the class will receive a failing grade in the course. Students should consult the published *Academic Calendar* or *Course Schedule* to understand the last day to drop a course without charges or transcript record, drop with an automatic W grade, or drop with instructor input a W or F grade.

Online Etiquette Statement:

Carl Albert State College expects online users to follow the same basic rules that apply in face-to-face communication. The following guidelines provide direction for students using Internet-based communication. Failure to follow appropriate communication rules may result in negative consequences.

1. Think before you write. What you say online is permanent. Review and edit before you post and take the feeling of others into consideration.
2. Be friendly and positive. Even if you disagree with an idea, there are ways you can approach your criticism without being hurtful.
3. Use standard English. Avoid slang and jargon with which others in the class may be unfamiliar. Communication is only effective if the audience can relate to it.
4. Be professional. Avoid writing in all caps, using multiple exclamation or question marks, and emoticons.
5. Ask for help. If you feel lost or need clarification, ask. If you don't ask the questions, your instructor and other students won't be able to respond. Besides, you're probably not alone, but don't wait for someone else to ask for you.

Statement of Instructor Modification Right:

This syllabus is subject to alteration at the discretion of the instructor. Notification of alteration will be provided to students via class announcement, e-mail, blackboard posting, or similar reasonable method.

Student Financial Responsibility Statement:

*****Balances are due by the first day of classes. *****

In addition to enrolling in classes, part of your enrollment responsibility is payment of your Business Office account with the Business Office (tuition, fees, etc.).

If a student account is not paid in full, we reserve the right to hold students' grades and official transcripts. Students are also subject to be dropped from pre-enrolled classes.

To avoid holds on your student account make payment to CASC through the Business Office.

If you have already paid your balance for the semester, and any past balances, thank you. If you are unable to pay your Carl Albert State College student account balance by the first day of class or you anticipate receiving financial aid, you must enroll in a payment plan thru Nelnet. If the financial aid pays for all costs, then the payment plan will not go into effect.

If you have questions or need assistance, please contact the Business Office at (918) 647-1325.

Course Calendar:

Week 1	Study Skills Assignment #1	Lab Assignment #1	College Algebra R.1-R.4
Week 2	Study Skills Assignment #2	Lab Assignment #2	College Algebra R.4-R.6
Week 3	Study Skills Assignment #3	Lab Assignment #3	College Algebra R.7-R.8
Week 4	Notebook Check #1	Lab Assignment #4	College Algebra R.8-1.1
Week 5	Study Skills Assignment #4	Lab Assignment #5	College Algebra 1.2-1.3
Week 6	Study Skills Assignment #5	Lab Assignment #6	College Algebra 1.4-1.6
Week 7	Notebook Check #2	Midterm	College Algebra 2.1
Week 8	Study Skills Assignment #6	Lab Assignment #7	College Algebra 2.2-2.4
Week 9	Study Skills Assignment #7	Lab Assignment #7 cont.	College Algebra 2.4-2.5
Week 10	Notebook Check #3	Lab Assignment #8	College Algebra 3.1
Week 11	Study Skills Assignment #8	Lab Assignment #8 cont.	College Algebra 3.2-3.4
Week 12	Study Skills Assignment #9	Lab Assignment #9	College Algebra 3.4-4.3
Week 13	Notebook Check #4	Lab Assignment #9 cont.	College Algebra 6.1
Week 14	Study Skills Assignment #10	Lab Assignment #10	College Algebra 6.2-6.4
Week 15	Notebook Check #5	Lab Assignment #10 cont.	College Algebra 6.5-6.6
Week 16		Final Exam	Final Exam