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**WBU Online**

**School of Math and Science**

**UNIVERSITY MISSION STATEMENT:**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

**COURSE NUMBER & NAME:** ACAC 0326 Elementary Algebra

## **TERM: Fall 1 2020**

## **INSTRUCTOR: Mrs. Sarah Fountain**

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## **CONTACT INFORMATION:**

## WBU Email: sarah.fountain@wayland.wbu.edu

## Land-line phone (please leave a message with your name and phone number, and I will call you back ASAP): 806-291-7996

## **CATALOG DESCRIPTION:**

## Evaluating and simplifying algebraic expressions, solving linear equations in one variable, graphing linear equations, problem solving, exponents and polynomials, introduction to factoring polynomials. Required for students whose score on approved assessment tests is below minimum for entry in MATH 1300 or MATH 1304. Students must have a “C” or better to advance to MATH 1300.

## **PREREQUISITE:** None

## **REQUIRED MATERIALS:**

## Enhanced WebAssign Access Code

## Scientific Calculator (I recommend the TI-30X IIS)

**OPTIONAL MATERIALS:**

(Hard Copy) Aufmann & Lockwood, *Mathematics: Journey from Basic Mathematics through Intermediate Algebra, 1st Edition*, Cengage Learning, 2016

**The physical textbook is optional because etextbook content is available and included in Webassign.**

**COURSE OUTCOMES AND COMPETENCIES:**

1. Evaluate and simplify algebraic expressions

2. Employ the basic operations properties to solve linear equations in one variable

3. Demonstrate skills in graphing, slope, and the graphs of linear equations, function notation

4. Demonstrate skills with applications and problem solving with linear equations, formulas and proportion

5. Demonstrate the laws of exponents and basic concepts of polynomials

6. Demonstrate skills in addition, subtraction and multiplication of polynomials

7. Demonstrate skills in factoring polynomials using techniques including greatest common factors, factoring by grouping, factoring trinomials, and difference of squares

**ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

**STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:**

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**DISABILITY STATEMENT:**

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**COURSE REQUIREMENTS and GRADING CRITERIA:**

Homework . . . . . . . . . . . . . 20%

Quizzes . . . . . . . . . . . . . . . . 25%

Proctored Midterm . . . . . . . 25%

Proctored Final . . . . . . . . . . 30%

A: 90 – 100 B: 80 – 89 C: 70 – 79 D: 60 – 69 F: Below 60

**Homework Assignments:** You have homework exercises that must be completed for each section that we cover in the course. You will complete those online through the WebAssign Course Interface. This can be accessed through Blackboard by clicking on the “WebAssign” link on the left hand menu. You may rework missed exercises without penalty as many times as you wish before the due date. Late Homework assignments will have a 10% penalty for every day they are late. Homework assignments will not be available after Thursday after their due date. Homework assignments will be due at **5:00 p.m. on the Monday of the week after they are made available**.

**Quizzes:** By the end of each week of the course, you will be required to complete an online quiz covering the sections from that week. The deadline for completing this quiz will beat 5:00 p.m. the Tuesday after they become available. **This is the day after the Homework Assignments are due.** You can take the quiz up to *three times* and your highest score will be counted. Each time you take the quiz, questions will be randomly generated, but of the same type. Quizzes will not be accepted late for any reason. You are encouraged to attempt them before the due date.

**Proctored Midterm & Final:** During the course, there will be two major exams: a Midterm and a Final. Each test will cover half of the course. Both of these tests are to be taken in person at one of the external campuses or a testing center. They will be paper and pencil tests which will be mailed to your instructor for grading. They must be proctored by an approved representative of the University. You must make the appointment with your proctor between Monday and Saturday of the week when the test is made available.

**Grade Appeals**: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

**TENTATIVE SCHEDULE:**

**ALL TIMES ARE FOR THE CENTRAL TIME ZONE. PLEASE PLAN ACCORDINGLY.**

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| Week/Date: | Content covered | Due Date |
| Week 1:August 17 – 24 | Module 1Module 2 | **Homework 1, 2, and 3**: Monday, August 24 at 5:00 p.m.**Quiz 1**: Tuesday, August 25 at 5:00 p.m. |
| Week 2:August 24 – 31 | Module 3 | **Homework 4, 5, and 6**: Monday, August 31 at 5:00 p.m.**Quiz 2**: Tuesday September 1 at 5:00 p.m. |
| Week 3:August 31 – September 7 | Module 4 | **Homework 7, 8, and 9**: **Tuesday**, September 8 at 5:00 p.m. (**Monday, Sept. 7 is a holiday**)**Quiz 3**: Tuesday, September 8 at 5:00 p.m. |
| Week 4:September 7 - 14 | Module 5, Sections 5.1-5.2, **Proctored Midterm** | **Proctored Midterm**: MUST be completed between Tuesday, September 8 and Saturday, September 12. **Homework 10**: Monday September 14 at 5:00 p.m. **Quiz 4**: Tuesday, September 15 at 5:00 p.m. |
| Week 5:September 14 - 21 | Module 6 | **Homework 11, and 12**: Monday, September 21 at 5:00 p.m.**Quiz 5**: Tuesday, September 22 at 5:00 p.m. |
| Week 6:September 21 - 28 | Module 7, Sections 7.1-7.3 | **Homework 13, 14, and 15**: Monday, September 28 at 5:00 p.m.**Quiz 6**: Tuesday, September 29 at 5:00 p.m. |
| Week 7:September 28 – October 5 | Module 8, Sections 8.1-8.6 | **Homework 16, 17, and 18**: Monday, October 5 at 5:00 p.m.**Quiz 7**: Tuesday, October 6 at 5:00 p.m. |
| Week 8:October 5 - 10 | **Proctored Final Exam** | **Proctored Final:** MUST be completed between Monday, October 5 and Saturday, October 10. |

## **ADDITIONAL INFORMATION**

1. The majority of the coursework will not be in Blackboard but instead at Webassign.

You need to set up your student account at WebAssign before you begin any work in the course. Wayland now uses VitalSource etextbook for acquiring the WebAssign access code - see Blackboard for details. When setting up your WebAssign account follow the WebAssign link in Blackboard. There is also a “Student Quick Start Guide for WebAssign” available on Blackboard.

1. Both the Midterm and the Final are paper and pencil tests and must be administered by a Wayland-approved proctor.

If you live in a city with a Wayland campus, you must take the tests on that campus, so you do not need to submit a proctor request form. However, you should contact the campus the week before your test to arrange a date and time for you to take the test, to find out where the test will be administered, and to give them the course number (ACAC0326) and instructor name (Mrs. Fountain).

For the Plainview campus, contact the Virtual Campus offices at 800-203-9048.
For external campuses, see the listing at<http://www.wbu.edu/about_wayland/campus_locations/> for contact information.

If you cannot take the tests on a Wayland campus, you must have your proctor approved by Wayland before they can administer the tests. The proctor must be approved every term (but only once per term) even if they have proctored tests for Wayland in past terms. Commonly used proctors are librarians holding a Master of Library Sciences, authorized employees at U.S. Military Education centers, and college testing centers (like Sylvan Learning). See the proctor request form for more details.

The proctor request form is located at<http://www.wbu.edu/academics/online_programs/proctor/proctorrequest.htm>. Once the form is filled out, the proctor will receive an email requesting they provide certain information for verification. When the information has been provided, the Virtual Campus will approve or deny the request and will notify both the student and the proctor by email. **This entire process must be completed at least a week before the Midterm**. Do not forget to contact the proctor the week before the test to arrange a date and time and location (and to let them know the course number and instructor name).

Please email me with any questions you may have:

Mrs. Fountain’s email: sarah.fountain@wayland.wbu.edu