ARKANSAS STATE UNIVERSITY
SPRING 2022 COLLEGE ALGEBRA SYLLABUS
(MATH 1023-009, CRN 10179)
MWF 11:00 – 11:50 AM
CSM 217

Instructor: Ms. Mann

Office Location: CSM 302

Office Hours: MWF 10:00 - 10:30 am AND 12:00-12:30 pm, TR 11-NOON, or by appointment

Phone Number: (870) 680-8137

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College Algebra (MATH 1023) Course Description:
Equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, and miscellaneous topics. No credit given if taken following MATH 1054. Prerequisite, High School Algebra II and score of 21 or above on ACT Math or 530 or above on SAT Mathematics or 47 or above on COMPASS Algebra or a grade of C or better in MATH 0013 or completion of 9 modules in UC 0173 and UC 022V. Fall, Spring, Summer. (ACTS#: MATH 1103)

Student Learning Outcomes for College Algebra:
- Students will demonstrate the ability to interpret and analyze quantitative/mathematical information using multiple representations.
- Students will demonstrate the ability to apply mathematical methods to solve problems.
- Students will demonstrate the ability to construct and interpret graphs for systems of inequalities, polynomial functions, rational functions, exponential functions and logarithmic functions.
- Students will demonstrate the ability to read, interpret and analyze given information to solve applied problems.

Student Learning Outcomes Associated with the Mathematics General Education "Using Mathematics" Goal:
GOAL: Students should be able to use, understand and apply basic mathematical skills in practical applications.
OUTCOMES: Students should be able to
- Analyze quantitative/mathematical information (such as, formulas, graphs, and tables).
- Apply mathematical methods to solve problems.

Common Assessment:
Data is collected on the following problem types on a rotating basis from examinations given in all sections of College Algebra.

- **Solving Equations:** Linear, Absolute Value, Quadratic, Rational, Radical, Exponential, Logarithmic
- **Graphing:** Linear, Quadratic (Vertex Form and Standard), Rational, Exponential, Logarithmic
- **Domain:** Linear, Quadratic, Rational, Radical, Logarithmic
- **Creating Equations:** Line
- **Formulas:** Point-Slope, Quadratic Formula
- **Inverse:** Linear, Quadratic, Rational, Radical
- **Functions:** Evaluate, Compositions
- **Solving Systems with Two Variables**

The Department of Mathematics and Statistics General Education Assessment Committee uses this data to assess student learning in "Using Mathematics."

College Algebra (MATH 1023) Course Structure:

To best support student learning, careful consideration has been given to the course structure. This course combines lecture with technology supported learning. Lessons will be taught face-to-face using the College Algebra Course Materials packet. Homework will be completed online using Hawkes Learning Systems College Algebra courseware. Unit exams will be completed in class using both Hawkes Learning Systems College Algebra courseware and an exam packet (including graph paper and a formula sheet) for recording all work to be graded. The common comprehensive final exam will be given in the form of a paper test.

Required Course Materials:

- ***Hawkes Learning Systems College Algebra Personal Access Code with E-Book: College Algebra, 3rd Edition, Paul Sisson (Required)***

  Each student will purchase a personal Hawkes Learning Systems College Algebra access code in order to complete assignments and take tests in this course.

  Note: It is of no value to purchase a used license number since a student's name is embedded in his/her access code making it nontransferable. However, if you are retaking this course, you can continue using your old Hawkes College Algebra access code. From within your Hawkes account, you can "upgrade" a second edition course to a third edition course free of charge.

  Temporary Access Codes: If pending Financial Aid (or any other issue) is going to cause a delay in purchasing the required access code, you can request a temporary access code from Hawkes Learning Systems via the website.
- ***College Algebra Course Materials Packet (Required)***

  You can download and print the packet from within the Materials tab in the Hawkes courseware once you have obtained an access code and created an account.
- ***TI-30X IIS Scientific Calculator (Required)***

  The only calculators allowed for testing in this course are the TI-30X IIS scientific calculator and the Windows calculator. It is expected that you purchase a TI-30X IIS scientific calculator for personal use and learn how to enter expressions and operate the functions available on this particular calculator.
- ***Access to a Computer with Internet Access, Microphone, and Webcam***

  If the university moves face-to-face classes online for any reason, students are required to have access to a computer with reliable internet access and a functioning microphone and webcam.

Class Attendance:

You should attend every class, but extenuating circumstances may arise that could make this difficult. If you cannot attend a class, please let me know. If circumstances make you miss more than 6 classes during the semester, you may be overextended and should speak with both your academic advisor and me. According to the A-State Freshmen/Sophomore Attendance Policy, a grade of "FN" may be assigned in the event of excessive absences.

Communication and Course Access:

- Check your A-State student e-mail account daily to receive course correspondence. Please do not send e-mail using the Hawkes messaging feature.
- All course materials, homework, tests, grades, and attendance records are housed in the Hawkes courseware.
- Class announcements and a link to the Hawkes courseware can be found in Blackboard.

Hawkes Learning Systems College Algebra Courseware:

- Hawkes Learning Systems College Algebra courseware can be accessed from an internet browser by navigating to the Hawkes Learning Systems homepage (www.hawkeslearning.com) and selecting the "Student Sign-In" button.
- The first time you visit this website, you will need to click on "Create an Account". It is very important that you select the correct school (Arkansas State University – Jonesboro) to ensure that you are working only the required problems in this curriculum.
- See the ***Hawkes Learning Systems College Algebra Courseware Instructions*** document for details and additional information to help you get started in the course.
- If you encounter technical problems with the Hawkes Learning Systems College Algebra courseware, contact your instructor and Hawkes Technical Support (1-800-426-9538). However, if you experience issues with your A-State login or issues with wireless on campus, contact the A-State Information and Technology Services Helpline (972-3933).

Required Homework:

- Students who complete their homework assignments consistently and timely have the opportunity to learn, practice, and master the material in preparation for exams.
- Homework will be assigned for each section of material covered and will count 15% of the total grade.
- ***Homework assignments will be completed in the "Certify" mode.*** Each homework assignment is mastery-based with two attempts on every problem and a predetermined number of strikes permitted to achieve mastery. Each student has an unlimited number of attempts to master each "certification". As long as mastery is achieved and the certification is submitted to the instructor's grade book (your Grades Report) by the due date, you will receive a grade of 100% on that homework assignment.
- In general, each homework assignment will be due according to the Tentative Schedule pages in the syllabus at 11:59 pm on the date listed. Certifications submitted up to 2 days after the due date will receive a grade of 80%, and those submitted more than 2 days after the due date will receive a grade of 60%.
- Homework completed after the scheduled final exam time will not be accepted for credit.
- ***You are strongly encouraged to complete the "Practice" problems in a section, which are ordered by level of sophistication, before attempting the homework certification ("Certify" mode) where the order of problems is random.*** Students who complete "Practice" have a better conceptual and procedural understanding of the material and, in most cases, are able to "Certify" in only one attempt.

Unit Exams:

- There will be four unit exams during the semester that will collectively count 55% of the total grade and no unit exam grades will be dropped.
- The test questions will be similar in format to the example problems presented in class and the homework problems encountered in the "Practice" and "Certify" modes.
- ***ALL homework certifications for each test are expected to be completed and submitted to the instructor's grade book (your Grades Report) prior to the scheduled test time.***
- You must present a photo ID to take every exam.
- Prior to the first exam, it is your responsibility to make sure that you can log on to the classroom computer using your A-State username and password. Contact A-State Information and Technology Services to remedy any login issues.
- Each unit test will cover the sections of material listed below. (See Tentative Schedule pages for exact test dates.)

Test 1:	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9
Test 2:	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
Test 3:	3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7
Test 4:	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7

- ***On all exams, knowledge must be demonstrated and ALL WORK SHOWN correctly, step-by-step, in order to receive full credit.*** A correct answer to a problem does not guarantee full credit. Even if the answer given is correct, insufficient or missing work will result in a reduction of your score. On the other hand, if the answer given is incorrect, partial credit will be awarded based on the correct steps provided and the degree of constructive thinking demonstrated. If a problem can be answered without calculation, it is expected that you write a logical mathematical explanation of how you arrived at the answer.
- In the event that the university moves face-to-face classes online for any reason, students are required to have access to a personal computer with high-speed internet access (preferably a hardwired Ethernet connection) and a functioning microphone and webcam for testing (unit exam and/or final exam). In these cases, exams can be administered and submitted during the scheduled class/test time via Blackboard and Hawkes Learning using Respondus LockDown Browser and Monitor. However, students must completely adhere to the online testing instructions document provided by the instructor at that time to avoid a significant penalty.

Academic Support:

It is the belief of the Department of Mathematics and Statistics faculty that every student meeting the required prerequisites for College Algebra can successfully complete the course. To assist students in this endeavor, the department provides academic support via both College Algebra recitations (content specific review sessions) and free tutoring (face-to-face and online) through the Katherine Overstreet Logan Mathematics Learning Commons (KOL Math Commons). The College Algebra recitation schedule and Math Learning Commons schedule can be found within the Academic Support Information folder under the Materials tab of the Hawkes courseware.

College Algebra content specific review recitations are designed to enhance student learning by providing additional opportunities and support for topic review and individual mastery of the concepts. During each unique 50-minute recitation, facilitators work with students to review key ideas, practice problems in preparation for exams, discuss study skills, and provide assistance as students learn, practice, and master the material. Consistent attendance at recitations has proven to increase the likelihood of student success in College Algebra.

The Katherine Overstreet Logan Mathematics Learning Commons (KOL Math Commons) is located at the opposite end of this building on the second floor in CSM 201. The center is staffed with qualified tutors who are familiar with the Hawkes courseware and have experience working one-on-one with College Algebra students. Computer stations are available for Hawkes College Algebra. Students can choose to drop-in for a face-to-face tutoring session or schedule an appointment to participate in an online tutoring session.

- Every College Algebra student begins the course with a score of 100% for each of the four academic support units, which counts as 5% of the total grade.
- Every College Algebra student is required to attend 2 full hours of academic support for the first unit, prior to the first test, to help gain a firm conceptual foundation in preparation for that exam.
- The number of required academic support hours for a student during each of the other units (2, 3, and 4) depends on the score they earned on their last exam. Students who earn an "A" (90%-100%) on a test are encouraged (but not required) to receive academic support for the next unit. Students who earn a "B" or "C" (70%-89%) on a test are required to participate in at least 2 full hours of academic support, following the specifications outlined below, prior to the next exam in order to maintain a perfect score for the academic support portion of the grade and increase success on the upcoming exam. Students who earn below 70% on a test or who did not take the test are required to participate in at least 4 full hours of academic support, following the specifications outlined below, prior to the next exam in order to maintain a perfect score for the academic support portion of the grade and increase success on the upcoming exam.
    - Academic support should take place across at least 2 different days.
    - When a student who is required to attend academic support attends College Algebra recitation, they should do the following.
        1. For online recitation, the student should join the WebEx session on time from a computer that has a functioning microphone and webcam that properly displays their name as a participant. For face-to-face recitation, students should arrive on time, sign-in with a photo ID, and sign-out if they leave early.
        2. Stay actively engaged for the entire 50-minute period, including participation in WebEx polls for online recitations.

      (See the "Academic Support: College Algebra Online Recitation Schedule" for additional information.)
    - When a student who is required to attend academic support attends tutoring through the KOL Math Commons, they should do the following.
        1. For online tutoring, the student should schedule a tutoring session for a specific appointment time using the Penji app. For face-to-face tutoring, the student should sign-in and sign-out electronically using the Penji kiosk in CSM 201.
        2. The student should select the KOL Math Commons as the tutoring center and choose their particular College Algebra section from the list provided in order to get credit for academic support.
        3. Stay actively engaged in learning for the entire tutoring session.

      (See the "Academic Support: KOL Math Commons Schedule" for additional information.)
- Each student has the potential to change their academic support status (number of hours required) after each unit test. Students will receive an e-mail from the instructor once the partial credit has been awarded on a unit test and the score is viewable in the Hawkes Grades Report. At that time, it is your responsibility to check your status by viewing your last unit test score in your Hawkes Grades Report. If you have a question about your status, please contact your instructor.

Final Exam:

- The mandatory comprehensive final examination will count 25% of the total grade and cannot be dropped.
- ***All homework certifications for the entire semester are expected to be completed and submitted to the instructor's grade book prior to the scheduled final exam time.***
- A substantial penalty will be imposed on your final exam grade for missing the final exam scheduled time without receiving prior approval from your instructor.
- The policy on the university final exam schedule states that "All final exams must be given at the time indicated on this schedule. Students will not, under any circumstances, be granted permission to take examinations earlier than the scheduled time."
- The aforementioned online testing policy for unit exams applies to the final exam as well.

Final Grade Composition:

- The cumulative percentage total for the homework (15%), unit tests (55%), academic support (5%), and the final exam (25%) is 100%.
- The following scale will be used to determine your final grade.

  A 90-100% **B** 80-89% **C** 70-79% **D** 60-69% **F** below 60%

Make-up Policy:

- Please make every effort to be in attendance for all unit exams. If you miss a test for any reason a grade of "0" will be assigned.
- If you need to miss a unit exam for a scheduled A-State function, documentation will be required and you should notify the instructor at least one week in advance so arrangements can be made to take the test ***prior to the event***; make-up tests will not be given after events.
- If you need to miss a unit exam for any other reason, please contact your instructor to discuss the situation. The final exam percentage score will substitute in place of **ONE** missed unit exam.
- In addition, for students who have taken all four unit exams, the final exam percentage score will ***replace*** the lowest unit exam grade provided the final exam percentage is higher than the lowest unit exam grade.

Academic Integrity:

- Obey the rules for student conduct outlined in the A-State Student Handbook (see link below).
- Academic dishonesty includes, but is not limited to, signing another student's name on the daily attendance sheet, cheating on an exam or homework assignment, theft or attempted theft of exam questions, possession of exam questions prior to the time of the examination, observing and/or copying from another student's test paper, communicating with another student during an exam, giving or receiving assistance during an exam, attempting to access a website during an exam, the attempted use of an unauthorized aid (cell phone or other electronic device, cheat sheet, unapproved calculator, etc.), and failure to adhere to the testing procedures provided by your instructor (including the procedure for remote-proctored testing with Respondus LockDown Browser and Monitor).
- On test days, each student will be expected to bring their personal TI-30X IIS scientific calculator to class with the cover removed to use while taking the exam. There will be a few calculators available for students to check out using their student ID. The TI-30X IIS calculator and the Windows calculator are the **only** calculators allowed for testing. Students who do not remove their TI-30X IIS calculator cover or attempt to use any other type of calculator on an exam will be guilty of academic dishonesty.
- On test days, you should ***NOT*** have your cell phone (or any other electronic device, including smartwatches) on your desk area (including the computer tower), on your chair, or on your person (including pockets). If your instructor (or another proctor) sees your phone (or any other electronic device) in any of these places, you will be guilty of academic dishonesty and fail the test. ***If you should bring your phone (or any other electronic device) with you to class on the day of an exam, you should turn it off and either leave it in a closed purse or backpack UNDER YOUR CHAIR or leave it face down on the floor UNDER YOUR CHAIR.***
- In the event that the university moves face-to-face classes online for any reason, detailed testing instructions will be provided that must be followed completely for all remote-proctored exams. The laptop/webcam must be pushed back far enough on the table so that your instructor can see your face, paper, hands, and calculator in the webcam video **AT ALL TIMES** as you complete the exam. **Failure to do so is considered academic dishonesty.**
- The penalty for commission of any offense set out above is an "F" for that assignment/test and/or failure in the course and referral to the Office of Student Conduct for further action.

Student Services:
Students who require academic adjustments in the classroom due to a disability should first register with ***A-State Access and Accommodation Services***. Following registration and within the first two weeks of class, please contact your instructor to discuss academic and technology accommodations and submit a copy of your AIM accommodation letter to your instructor. Appropriate arrangements can be made to ensure equal access to the course.

Class Etiquette:
- In order to maintain a positive learning environment, be respectful of your fellow students and your instructor.
- To protect the health and safety of all individuals, A-State policy stipulates that students must wear face masks at all times in the building and classroom. The mask should fit snuggly against your face and completely cover your nose and mouth.
- Class time is valuable, so please offer your undivided attention and avoid engaging in any behavior that disrupts the learning process of the class. To limit distractions, please make every effort to be on time and do not leave early without prior approval (except of course in the case of an emergency).
- ***All cell phones and other electronic devices should be turned OFF and put away during the entire class period.*** Refrain from composing or reading text messages and e-mails on smartwatches. An exception can be made when a special circumstance necessitates a student having their phone in sight during class time. Please seek prior approval in such an instance. (See the policy above for exam days.)
- Due to the computer equipment being present in the classroom, please do not eat or drink during class.
- The use of tobacco of any kind is not permitted on university property. (See the Student Handbook link below for a full description of restrictions.)
- In the event that the university moves face-to-face classes online for any reason, you are still expected to be professional when participating in class remotely. Always mute your microphone. Dress appropriately or make sure that you are not sharing your personal video. Chat messages are expected to be courteous and respectful.

Notice Concerning the Possibility of Interruption of Instruction Due to an Emergency:
While it is the goal of Arkansas State University to offer face-to-face classes for its on-campus programs, the university recognizes that in the event of emergency it may become necessary to shift courses into hybrid or online delivery modes. The recent experience of the COVID-19 pandemic made this necessary; however, the same need to shift could be the product of other natural or civil disasters, and could be for short or extended periods of time. To prepare, this means nearly every course offered will have a component where high-speed, reliable internet access is essential to course success. Other technology such as web cameras or specific software may be required by instructors to facilitate remote instruction (please consult the A-State Internet and Technical Services website for more details). Students are strongly encouraged to secure broadband access they can use for the semester either on or off campus. In the event of the need to change the mode of instruction, A-State will endeavor to keep as many on-campus facilities and support areas open as possible dependent on the circumstances of the emergency. **Please remember, all official notifications are made through your official A-State email account, the university website, and Blackboard Learn. You are responsible for checking your university email to ensure you receive the latest updates regarding this course.**

University Closure Policy: In the event that the university campus is closed, closing early, or opening late due to inclement weather, class will be livestreamed via WebEx at the scheduled time.

Title IX:
Title IX and Child Maltreatment Reporting:
As an Arkansas State University faculty member, it is my responsibility and my privilege to contribute to the creation of a safe learning environment for all ASU students. Because of my position as a member of the A-State faculty, I am also a mandatory reporter for purposes of Title IX and the Arkansas Child Maltreatment Act. I want you to be able to share information related to your life experiences with me or in class during this course. However, I also want you to understand that: (1) under the ASU System Child Maltreatment Reporting Policy, I must immediately report known or suspected child maltreatment by contacting both the Child Abuse Hotline and the University Policy Department; and (2) under the A-State Title IX Grievance Procedure, I must report to the A-State Title IX Coordinator incidences of sexual discrimination that I observe or that are reported to me. For purposes of Title IX, sexual discrimination includes sexual harassment, sexual assault, stalking, domestic violence, and dating violence occurring within the Title IX jurisdiction. Reports of sexual assault,

sexual violence, stalking, domestic violence, and dating violence will also be reported to law enforcement authorities. You may also report instances of sexual discrimination directly by contacting the A-State at Title IX office or title9@astate.edu.

A-State Policies:
Students must adhere to all A-State policies including any COVID-19 requirements put forth by the university. For additional information on A-State polices, please refer to the undergraduate bulletin and the student handbook.
http://www.astate.edu/a/registrar/students/bulletins/
http://www.astate.edu/a/student-conduct/student-standards/handbook-home.dot

Flexibility Clause:
This general policy statement and the following schedule pages are subject to change by the instructor.

Spring 2022 – MWF College Algebra Tentative Schedule (Page 1)

UNIT 1

	Day	Date	Lecture Sections	Homework Certifications	Due Date (11:59 pm)
1	Wed	Jan 12	Syllabus and Hawkes Training	**Get Access & Create Account!**	
2	Fri	Jan 14	1.1, 1.2	**1.1**	**Jan 19**
3	Mon	Jan 17	No Class		
4	Wed	Jan 19	1.2, 1.3	**1.2, 1.3**	**Jan 23, Jan 27**
5	Fri	Jan 21	1.4	**1.4**	**Jan 28**
	Mon	Jan 24	1.5	**1.5**	**Jan 30**
6	Wed	Jan 26	1.6		
7	Fri	Jan 28	1.6, 1.7	**1.6**	**Feb 2**
8	Mon	Jan 31	1.7, 1.8	**1.7**	**Feb 4**
9	Wed	Feb 2	1.8, 1.9	**1.8, 1.9**	**Feb 6**
10	Fri	Feb 4	Review		
11	***Mon***	Feb 7	***UNIT 1 EXAM***		

UNIT 2

	Day	Date	Lecture Sections	Homework Certifications	Due Date (11:59 pm)
12	Wed	Feb 9	2.1, 2.2	**2.1**	**Feb 14**
13	Fri	Feb 11	2.2, 2.3	**2.2**	**Feb 16**
14	Mon	Feb 14	2.3, 2.4	**2.3**	**Feb 18**
15	Wed	Feb 16	2.4, 2.5	**2.4**	**Feb 21**
16	Fri	Feb 18	2.5	**2.5**	**Feb 23**
17	Mon	Feb 21	2.6	**2.6**	**Feb 25**
18	Wed	Feb 23	2.7	**2.7**	**Feb 27**
19	Fri	Feb 25	2.8	**2.8**	**Feb 28**
20	Mon	Feb 28	Review		
21	***Wed***	Mar 2	***UNIT 2 EXAM***		

Spring 2022 – MWF College Algebra Tentative Schedule (Page 2)

UNIT 3

	Day	Date	Lecture Sections	Homework Certifications	Due Date (11:59 pm)
22	Fri	Mar 4	3.1	**3.1**	**Mar 9**
23	Mon	Mar 7	3.2	**3.2**	**Mar 11**
24	Wed	Mar 9	3.3	**3.3**	**Mar 14**
25	Fri	Mar 11	3.4	**3.4**	**Mar 16**
26	Mon	Mar 14	3.5	**3.5**	**Mar 18**
27	Wed	Mar 16	3.6	**3.6**	**Mar 20**
28	Fri	Mar 18	3.7	**3.7**	**Mar 28**
	Mar	21-25	Spring Break		
29	Mon	Mar 28	Review		
30	***Wed***	Mar 30	***UNIT 3 EXAM***		

UNIT 4

	Day	Date	Lecture Sections	Homework Certifications	Due Date (11:59 pm)
31	Fri	Apr 1	4.1		
32	Mon	Apr 4	4.1, 4.2	**4.1, 4.2**	**Apr 6, Apr 8**
33	Wed	Apr 6	4.3		
34	Fri	Apr 8	4.3, 4.4	**4.3**	**Apr 12**
35	Mon	Apr 11	4.4, 4.5	**4.4**	**Apr 14**
36	Wed	Apr 13	4.5, 4.6	**4.5**	**Apr 16**
37	Fri	Apr 15	4.6, 4.7	**4.6**	**Apr 18**
38	Mon	Apr 18	4.7	**4.7**	**Apr 20**
39	Wed	Apr 20	Review		
40	***Fri***	Apr 22	***UNIT 4 EXAM***		

FINAL EXAM

41	Mon	Apr 25	Final Exam Review		
42	Wed	Apr 27	Final Exam Review		
	Fri	Apr 29	**Study Day**		
	Wed	May 4	***FINAL EXAM!***	***10:15 am – 12:15 pm Location TBD***	

Academic Support: College Algebra Recitation Schedule

UNIT 1

UNIT	TYPE	DAY	DATE	TIME	SECTIONS
1A	ONLINE	Tues	Jan 25	12:30-1:20	1.1, 1.2, 1.3, 1.4, 1.5
1B	CSM 216	Wed	Jan 26	2:00-2:50	1.1, 1.2, 1.3, 1.4, 1.5
1C	CSM 209	Mon	Jan 31	11:00-11:50	1.4, 1.5, 1.6
1D	CSM 216	Tue	Feb 1	2:00-2:50	1.6, 1.7, 1.8, 1.9
1E	ONLINE	Wed	Feb 2	2:00-2:50	1.6, 1.7, 1.8, 1.9

UNIT 2

UNIT	TYPE	DAY	DATE	TIME	SECTIONS
2A	CSM 216	Wed	Feb 16	2:00-2:50	2.1, 2.2, 2.3, 2.4
2B	ONLINE	Thu	Feb 17	12:30-1:20	2.1, 2.2, 2.3, 2.4
2C	CSM 216	Tue	Feb 22	2:00-2:50	2.4, 2.5, 2.6
2D	ONLINE	Fri	Feb 25	2:00-2:50	2.5, 2.6, 2.7, 2.8
2E	CSM 209	Mon	Feb 28	11:00-11:50	2.5, 2.6, 2.7, 2.8

UNIT 3

UNIT	TYPE	DAY	DATE	TIME	SECTIONS
3A	ONLINE	Fri	Mar 11	2:00-2:50	3.1, 3.2, 3.3
3B	CSM 216	Tue	Mar 15	12:30-1:20	3.1, 3.2, 3.3
3C	CSM 209	Wed	Mar 16	11:00-11:50	3.2, 3.3, 3.4
3D	CSM 216	Mon	Mar 28	2:00-2:50	3.4, 3.5, 3.6, 3.7
3E	ONLINE	Tue	Mar 29	2:00-2:50	3.4, 3.5, 3.6, 3.7

UNIT 4

UNIT	TYPE	DAY	DATE	TIME	SECTIONS
4A	ONLINE	Wed	Apr 13	2:00-2:50	4.1, 4.2, 4.3, 4.4
4B	CSM 216	Thu	Apr 14	2:00-2:50	4.1, 4.2, 4.3, 4.4
4C	CSM 209	Mon	Apr 18	11:00-11:50	4.3, 4.4, 4.5
4D	CSM 216	Wed	Apr 20	2:00-2:50	4.5, 4.6, 4.7
4E	ONLINE	Thu	Apr 21	12:30-1:20	4.5, 4.6, 4.7

*****Note:**

A WebEx invitation for each online recitation will be sent to your A-State student e-mail account. You can join an online recitation by clicking on the "Join meeting" link in the e-mail for that particular recitation.

Prior to attending an online recitation, you will need to print the content specific review sheet for that particular recitation. The recitations and corresponding review sheets are named by unit (1-4) and session (A-E) as in the schedule above. The review sheets are housed by unit within the Academic Support Recitation Review Sheets folder under the Materials tab in the Hawkes courseware.

Katherine Overstreet Logan Mathematics Learning Commons Tutoring (KOL Math Commons)

ARKANSAS STATE UNIVERSITY

DROP-IN Tutoring: Location CSM 201Monday: **8:00 am – 2:00 pm**
Tuesday: **8:00 am – 2:00 pm**
Wednesday: **8:00 am – 2:00 pm**
Thursday: **8:00 am – 2:00 pm**
Friday: **8:00 am – 1:00 pm**

ONLINE Tutoring: WebEx
Monday: **2:00 pm – 5:00 pm & 7:00 pm – 8:00 pm**
Tuesday: **2:00 pm – 5:00 pm & 7:00 pm – 8:00 pm**
Wednesday: **2:00 pm – 5:00 pm & 7:00 pm – 8:00 pm**
Thursday: **2:00 pm – 5:00 pm & 7:00 pm – 8:00 pm**
Friday: **1:00 pm – 3:00 pm**
Sunday: **2:00 pm – 5:00 pm**

Tutoring For:
Quantitative Reasoning
Introduction to Statistics
All College Algebra CoursesTrigonometry
Pre-Calculus
Math for School Teachers I, II, IIIBusiness Calculus
Survey of Calculus
Calculus I, II, III
Applied Statistics I
Discrete Structures
Differential Equations
Note: **Limited tutoring hours**

Penji Tutoring App Installation (Needed for both Drop-in & Online):

2. Download the Penji app. The Penji app is available for download for both iOS and Android. The icon is blue with a penguin: ™.
3. Select Sign-up.
4. Enter your A-State student e-mail address.
5. Single sign-on with A-State credentials. (This may have to be done more than once.)
6. Sign-up options: Choose "Learn". (Optional: How did you hear about the app?)
7. Select "KOL Math Commons" as your tutoring center.
8. Complete your profile: name, picture, major, etc.

Scheduling an Online Tutoring Appointment:

Online tutoring is by appointment only on a first come first serve basis. Appointments must be made using the Penji app. It is suggested that appointments be made 24 hours in advance, if possible, but it is not necessary. Appointments can be made right up until the time the appointment time is available. Additional appointment times may become available in the Penji app as need arises. The steps for scheduling an online appointment with the Penji app are as follows.

4. Pick the KOL Math Commons tutoring center.
5. From the "Learn" screen, select to schedule a 15, 30, or 60-minute session.
6. Select your particular class section. (Search option available.)
7. Select a day and time for your session.
8. Select your tutor.
9. Select your location as WebEx online.
10. Create an "Agenda" (list what section(s) and/or topic(s) you wish to work on) and select any materials (if any) that you will be using for the session.
11. Review all the information and "Confirm".
12. The upcoming session will appear in your activity feed.
13. Once it appears, the session details will contain all information for the appointment including the WebEx meeting link.
14. Join the meeting at the scheduled time via WebEx.

For more information call 870-972-3090 or email MathLearningCommons@AState.edu.

Important Information:

School: **Arkansas State University – Jonesboro**
Instructor Name: **Ms. Mann**
Section Name: **MATH 1023-009**

Do NOT purchase a used License Number or Access Code (from other students or online vendors). License Numbers and Access Codes are registered to the original purchaser only. However, if you are retaking this course you can continue using your previous Hawkes College Algebra Access Code and web account; you do not need to purchase anything new.

Purchasing an Access Code and Creating Your Hawkes Account (New Students):

1. **Go to** www.hawkeslearning.com **and click on the "**Student Sign-In**" button in the upper right-hand corner.**

9. Under "**New user?**", click the button to "**Create an Account**". You must use your A-State student e-mail account for purchase and account creation.

10. There are three ways to gain access to Hawkes Learning Systems College Algebra courseware. Students can purchase a packet from a local bookstore and register the license number **OR** purchase access on the Hawkes Learning Systems website with a debit or credit card **OR** request to be issued a temporary access code from Hawkes Learning Systems.

First Option: Register a License Number from a College Algebra Packet Purchased at a Local Bookstore

If you have already purchased your packet, check "I have an Access Code or License Number**" and "**Continue**". Enter your Access Code or License Number (located in the yellow box on the package insert) and click "**Next Step**".**

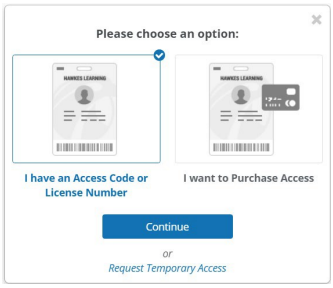
OR

Second Option: Purchase Access from the Hawkes Learning Systems Website

If you need to purchase an Access Code, check "I want to Purchase Access**" and "**Continue**" to purchase one from the Hawkes website.**

- **a.** In the "**School**" box, type "**Arkansas State University – Jonesboro**" and "**Continue**".
- **b.** From the pull-down menu, choose "**College Algebra**". Then, click the "**View Cart (1)**" button.
- **c.** Check the "**I have read and understand this is a non-refundable purchase**" box and "**Checkout**".
- **d.** Fill out the payment form with your information and "**Pay Now**".
- **e.** Fill out your account information. Be sure to use your A-State student e-mail address.
- **f.** Copy your Access Code from your e-mail.
- **g.** Return to **www.hawkeslearning.com**, and once again click on the "**Student Sign-In**" button in the upper right-hand corner. Under "**New user?**", click the button to "**Create an Account**".
- **h.** This time, choose the first option and "**Continue**", paste your Access Code in the box, and click "**Next Step**".

OR



Third Option: Request a Temporary Access Code

If you need a Temporary Access Code, click on the "Request Temporary Access**" link.**

15. Fill out the form with your information or confirm the preloaded information. Be sure that your first and last name are capitalized and spelled exactly as they should appear in the grade book.

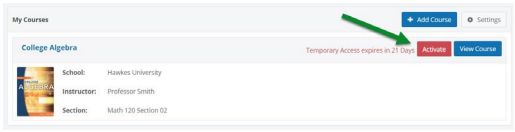
16. Set your password, time zone, security questions, and add a profile image (*optional*).

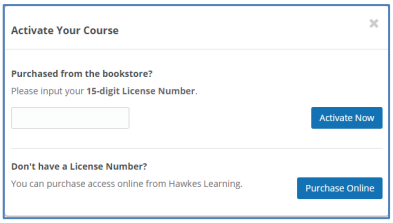
17. After creating your account, you will be prompted to enroll into your course. Select your instructor name and section from the drop-down menus and click "**Enroll**". *You are now ready to complete assignments for this course!*

Making a Temporary Account Permanent (Students who Requested Temporary Access):

1. Go to **www.hawkeslearning.com** and click on the "**Student Sign-In**" button in the upper right-hand corner and sign in to your Hawkes courseware account.

2. Click "**Activate**". *Note: You are able to click here, even if your temporary access code has expired.*



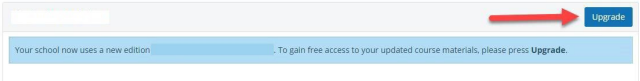


3. Using the pop-up window, complete one of the following steps: if you have purchased a license number from the bookstore, type it in and click "**Activate Now**" or if you need to purchase your materials, click "**Purchase Online**" to do so with a debit or credit card.

Upgrading Your Hawkes Account and Enrolling Into Your Course (Returning Students):

1. Go to **www.hawkeslearning.com** and click on the "**Student Sign-In**" button in the upper right-hand corner and sign in to your Hawkes courseware account.

2. Click "**Enroll**", select the following for both your instructor and section: ***Upgrade to New Edition***, and click "**Enroll**". Then, select "**Upgrade**".



3. Upon selecting Upgrade, you will be prompted to enroll into your course. Select your instructor name and section from the drop-down menus and click "**Enroll**".
   This will complete the process, and you will see your upgraded access to the new edition courseware on your Dashboard.

Exploring Your Course:

Watch the Training Video located under the profile menu to learn more about Hawkes courseware.

- The "**Dashboard**" includes your course information and the Assignments Due List.
- The "**Navigation Toolbar**" at the top of the page contains links to important tools such as your grades, eBook, notifications, and account information.
- Under the "**View Course**" button, there are tabs showing the To-Do List, where to create practice WebTests and review completed WebTests, and where to find the course Materials.

Completing Your Homework Assignments (Certifications):

Each lesson involves three phases: "Learn**", "**Practice**", and "**Certify**". Use Learn and Practice to learn the concepts and work out practice problems. When you feel confident with the material, you can move to Certify to complete your graded homework.**

Need Help?

If you have any questions about creating or upgrading your account, enrolling in your course, or using the site, please contact Hawkes Technical Support.

Phone: **1-800-426-9538 (*Monday - Friday, 7:00am - 9:00pm CST)***
Online Chat Support: http://chat.hawkeslearning.com **(*24 hours a day, 7 days a week*)**
Technical Support E-mail: support@hawkeslearning.com

CERTIFICATE OF UNDERSTANDING

I have read the Spring 2022 College Algebra (MATH 1023-009) syllabus and understand the course information, requirements, policies, and methods of evaluation. I understand it is expected that the homework certifications for each unit be completed and submitted to the instructor's grade book by the scheduled unit exam time. I know that it is my responsibility to participate in class and the required academic support to maintain perfect scores for those portions of the grade. I understand the attendance policy and the consequence of receiving a grade of "FN" in the course as a result of excessive absences. I know the offenses that constitute academic dishonesty and will abide by the testing policies and procedures established in the syllabus.

Signature _____ Date _____

STUDENT INFORMATION FORM

NAME _____

A-STATE E-MAIL ADDRESS _____

SECONDARY E-MAIL ADDRESS _____

PHONE NUMBER (WHERE YOU CAN BE REACHED) _____

PHONE NUMBER (IN CASE OF EMERGENCY) _____

Please list any A-State clubs, teams, or organizations to which you belong that may require you to miss class on official university business.

_____

_____

_____

Please record any information regarding your educational performance and success in this class that I, as your instructor, need to know (or plan to speak with me individually as soon as possible).

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