Course Syllabus for MATH 1015

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Book:	Course Syllabus for MATH 1015		

Description

The *Moodle book* is a resource that can be used to organize information and multimedia in your course. Click on any of the chapter titles to jump to the section you want to read. You can print this book by clicking on the book title or on a chapter title and then clicking the link under the Table of Contents.

This course syllabus is an example of the Moodle book.

Table of contents

Instructor & Course Information

MATH 1015 Basic Mathematics and Applications (3 credit hours)

Instructor: Sheri Goings
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Please email your instructor or post in the Q&A forum with questions about course content. Every effort will be made to respond within two business days.

Catalog description: Basic mathematical skills of graphing, formulas for geometric measurement, systems of linear equations and inequalities, review of quadratic equations, logarithms and application to exponential growth and decay, triangle trigonometry and its application to geometry and measurements.

Pre/co-requisites: *This course does not serve as a prerequisite for calculus. Credit will not be given for both this course and **MATH 1021**, **MATH 1022**, or **MATH 1023**. Offered by Online Distance Learning only.*

Math 1015 is designed to provide basic mathematical skills in algebra and trigonometry for students who do not plan to pursue a college calculus course. You will gain several skills from taking this course. You will learn how to think and how to reason with mathematical facts. You will learn to organize information according to mathematical structure and to utilize mathematical concepts. You will also learn the manipulation skills that are basic to the field of algebra.

Course Outcomes and Module Learning Objectives

This course covers the following specific measurable outcomes and learning objectives. All assessments are aligned to these outcomes and objectives.

Course Outcomes

When you complete this course, you will be able to:

1. Course outcome (CO)1: Solve one- or two- step equations
2. Interpret graphic representation of mathematical concepts (CO2)
3. Identify and use angles given in degree or radian measure (CO3)
4. Identify and use right triangle trigonometry including applications (CO4)
5. Extend the trigonometric functions and use them for any angle (CO5)

Module Topics and Learning Objectives

The following is a breakdown of module topics and their associated learning objectives.

Module 1: Review & Refresh

1. Use the properties of real numbers to rewrite expressions (CO 1)
2. Use the order of operations to simplify numeric and algebraic expressions (CO 1)
3. Evaluate expressions for given values of variables (CO 1)
4. Simplify exponential expressions (CO 1)
5. Add, subtract, and multiply polynomials (CO 1)
6. Factor polynomials (CO 1)
7. Reduce a rational expression to its lowest terms (CO 1)
8. Add, subtract, multiply and divide rational expressions (CO 1)
9. Simplify radical expressions (CO 1)
10. Rationalize radical expressions (CO 1)
11. Rewrite exponential expression in the form of a^(m/n) as radical expressions (CO 1)
12. Simplify expressions with rational exponents (CO 1)

Module 2: Equations and Inequalities: Linear, Quadratic, Radical, Rational

1. Solve linear equations in one variable (Course Outcome 1)
2. Solve equations that lead to linear equations (CO 1)
3. Set up and solve applied / real-world problems involving linear equations (CO 1)
4. Solve quadratic equations by factoring, by the square root property, and by using the quadratic formula (CO 1)
5. Solve quadratic equations by completing the square (CO 1)
6. Solve higher-order polynomial equations (CO 1)
7. Solve equations involving single radicals (CO 1)
8. Solve equations that are quadratic in form (CO 1)
9. Solve linear inequalities in one variable (CO 1)
10. Solve polynomial inequalities (CO 1)
11. Solve rational inequalities (CO 1)

Module 3: Equations and Inequalities, Part 2: Lines, Systems

1. Use the distance and midpoint formulas for lines (Course Outcome 2)
2. Determine the slope of a line (CO2)
3. Find the equation of a line using point-slope form (CO2)
4. Find the equation of a line using the slope-intercept form (CO2)
5. Find the equation of a line in standard form (CO2)

6. Find the equation of a horizontal and a vertical line (CO2)
7. Find the slope and y-intercept of a line in standard form (CO2)
8. Sketch lines by plotting intercepts (CO2)
9. Determine whether lines are parallel, perpendicular, or neither (CO2)
10. Solve systems of equations using substitution or elimination (CO1, CO2)
11. Graph an inequality in two variables (CO2)
12. Graph a system of linear inequalities in two variables (CO2)

Module 4: Functions

1. Understand the definition of a function (Course Outcome 2)
2. Find the domain and range of a function (CO2)
3. Use function notation and evaluate functions at given values (CO1, 2)
4. Evaluate exponential expressions (CO1)
5. Evaluate logarithmic expressions without a calculator (CO1)
6. Changes exponential expressions into logarithmic expressions (CO1)
7. Change logarithmic expressions into exponential expressions (CO1)
8. Use the change of base formula to approximate logarithmic expressions (CO1)
9. Expand logarithmic expressions using properties of logarithms (CO1)
10. Condense logarithmic expressions using properties of logarithms (CO1)
11. Solve exponential equations (CO1)
12. Solve logarithmic equations (CO1)
13. Solve applied problems involving compound interest (CO1)
14. Solve equations of populations that obey the law of uninhibited growth or uninhibited decay (CO1)

Module 5: Introduction to Trigonometry

1. Understand degree measure (Course Outcome 3)
2. Understand radian measure (CO3)
3. Convert between degrees and radians (CO3)
4. Find coterminal angles using degree measure (CO3)
5. Find coterminal angles using radian measure (CO3)
6. Understand the right triangle definitions of the trigonometric functions (CO4)
7. Understand the fundamental trigonometric identities (CO4)
8. Use the special right triangles (CO4)
9. Find the exact value of the trigonometric functions of the special angles (CO5)
10. Use a calculator to find the value of the trigonometric functions of any angle (CO5)
11. Find the exact value of the trigonometric functions for general angles (CO5)
12. Find a reference angle (CO5)
13. Evaluate trigonometric functions of angles belonging to special families (CO5)

Module 6: Triangles

1. Solve right triangles (Course Outcome 4)
2. Solve applied problems using right triangles (CO4)
3. Determine if the Law of Sines can be used to solve an oblique triangle (CO5)
4. Use the Law of Sines to solve the SAA case or the ASA case (CO1, 3,5)
5. Use the Law of Sines to solve the SSA (ambiguous) case (CO1,3,4,5)
6. Use the Law of Sines to solve applied problems involving oblique triangles (CO1,3,4,5)
7. Determine whether the Law of Sines or Cosines should be used to solve an oblique triangle (CO5)
8. Use the Law of Cosines to solve the SAS case (CO1,3,4,5)
9. Use the Law of Cosines to solve applied problems involving oblique triangles (CO1,3,4,5)
10. Determine the area of oblique triangles (CO1,5)

Course Materials and Resources

Required Materials

The following materials are required for this course:

- Kirk Trigsted. *Algebra & Trigonometry*. MyLab Math with Pearson eText (24 Months) with Interactive Assignments. Pearson, 2024. ISBN-13: 978-0-138-03649-2
- Calculator (see details in the Calculator Policy section of this syllabus) A non-graphing calculator with logarithmic and exponential capabilities is required. The TI-30XIIS or the TI-30XIIB with a two-line display is preferred.

Notice: This is an eText accessible only through Pearson's MyLab Math.

Access to the eText and MyLab Math can be purchased from the publisher's website at **MyPearsonStore** or from the **MyLab website**. Please see below for instructions for accessing your eTextbook and activities at the publisher site.

Ordering Information

Please review the following tips for ordering your course materials:

1. Do not purchase your textbooks until your enrollment is approved. During the processing period, a new section may be opened that could require a different textbook or edition.
2. Courses with special access codes require that students use the direct links to the publisher site.
3. Always order by the ISBN. Publishers and vendors often offer the same textbook title under different ISBNs. You must have the correct ISBN to access your online website.
4. If you are having problems locating a textbook, contact us at Answers@outreach.lsu.edu for assistance.

Instructions for Publisher Tools

This course requires subscription to **Pearson MyLab** for readings and completion of module activities that are linked in each module. Carefully read the following instructions for subscribing to the site and accessing your course materials.

▼ Click the arrow to read detailed steps for registering for your MyLab Math course and eText

Watch the video or follow the step-wise instructions for accessing MyLab. Please note that the sign-in process is iteratively improved by Pearson MyLab, thus may differ from those below.

How to register for MyLab and Mastering from an LMS

1. Go to Peasron.com (link opens in a new window)

2. On the home screen, click “Student access” in the Get Started box.
3. On the next screen, scroll down and click “I’m ready to register.” Make sure that you have the three things required to register successfully: an e-mail address, your course ID, and either an access code (purchased prior) or a credit card or Pay Pal account (if you do not already have a code). Debit cards are not accepted.
4. On the next screen, enter the Course ID for this course: odl67784 (for *MATH 1015 v1.0 Basic Mathematics and Applications* ODL)
5. On the next screen, either sign in to your existing Pearson account or click “Create an account”, fill out the required information, click “Create account” and then click “Continue.”
6. On the next screen, add your mobile phone or skip this step.
7. On the next screen, you will see the name of the course listed at the top of the screen.
    - The course name should read MATH 1015 v1.0 Basic Mathematics and Applications.
    - You can disregard the course end date, as the access is dependent upon your purchase terms
8. At this point, you will have a choice between using a previously purchased access code and purchasing access with a credit card or PayPal. If you are paying with a credit card or PayPal.

Do not purchase the “Bundle with a study pack.” You will need to Choose MyLab Math with eTextbook, *Multi-term access*. *A single term access is for only 18 weeks and does not last for the length of your enrollment (6 months).*

Privacy and Accessibility

Please be aware that in using your Pearson eText & MyLab course materials, certain information may be collected and used in other locations. For details, see Pearson's privacy policy.
If you have concerns about accessibility or would like to request accommodations, contact Pearson **support page**. You can read about Pearson's accessibility features on their **Accessibility** page.

Additional Materials

The following materials are suggested as supplemental to the course material:

- Class notes for each section in the course containing definitions, rules, procedures, and common mistakes are in Moodle.
- Videos for each section are in Moodle and there are also videos available in MyLab Math.

Technical Information and Assistance

Technical Help

If you have questions about the functionality of your course, review the GROK article **LSU Online Technical Requirements** to make sure you have the right equipment and software.

If you have any technical problems or questions, email CE Learner Services at **Answers@outreach.lsu.edu** or call (225) 578-2500. Be sure to mention your name, course number, and section.

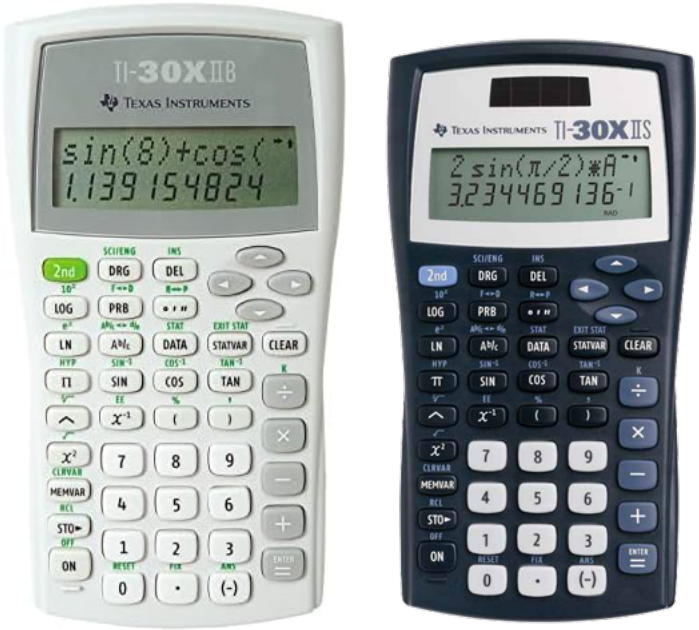
Information About Tools in This Course

The following tools are used in your course. Read this information carefully to find technical information and assistance.

- **Panopto**: For system requirements to view Panopto videos.

Calculator Policy

A non-graphing calculator with logarithmic and exponential capabilities is required. The TI-30XIIS or the TI-30XIIB with a two-line display is preferred. Graphing calculators are *not* allowed on tests or the Final Exam. A picture of the preferred calculator is shown below.



Note: Photos of calculators were provided courtesy of Texas Instruments.

Graphing calculators are not allowed on tests or the Final Exam. Calculators with symbolic notation or natural display capabilities, such as the TI-36XPro and any of the TI Multivew series, Casio Natural Display series or the ClassWiz series, the HP SmartCalc series, and the Sharp WriteView series are **NOT allowed on tests or the Final Exam**.

Suggested Study Techniques

Class Notes

Class notes are available in Moodle for each section/topic covered in the course. These notes contain definitions, rules, procedures, and common mistakes made by students, as well as space to work examples while reading the resource books, demonstration videos, and eText.

Lecture Videos

Reference the LSU lecture videos for each section/topic in Moodle. You should watch the videos, take notes, and work each example covered in the video on your own.

Study Cycle

Below is a recommended study cycle you should follow:

1. Carefully *review* the module objectives to help you focus on the information that will be covered on the exams.
2. Begin each section by *reading* the Class Notes while *watching* the video for that section. Take notes in spaces provided on your class notes while watching the video for that sections, reworking on your own each example covered in the video.
3. Next, start the homework assignment. Try to *work each exercise on your own*. If you rely on the learning aids to get an exercise correct, be sure to rework another exercise of that type using the Similar Exercise button at the bottom of the screen until you can work the exercises without help. Many students who become overly dependent on the learning aids or other assistance to get a score of 100% on the homework assignment find that they score much lower on the tests. Only the score on your last attempt counts.
4. Review your notes. After you have completed all of the homework assignments covered on a quiz, review all of your notes from those sections. Then, take the quiz. While working a quiz, remember that you have 10 attempts at a quiz, that you should work it at least 4 times to see a cross-section of the exercises covered, and that only your best score counts.
5. To prepare for a test, *determine the specific sections covered*. Once you have completed all of the homework assignments and quizzes covered on a specific test, work the associated Practice Test. Use the practice homeworks to rework exercises that you get incorrect on the practice test. You should complete the associated Practice Test as many times as possible without any assistance in order to help you prepare for a test. Then, take the test.
6. The Final Exam will be cumulative. Once all homework assignments and quizzes are completed, prepare for the final exam by completing the Practice Final Exam several times. Be sure that you take the Practice Final Exam just like you do a test with no assistance so you can see which exercises you can do on your own and which you need to go back and learn. Use the practice homeworks to rework the exercises you get incorrect. Take the Practice Final Exam with no help until the score you get is one that you would be happy with on the test. Then, take the final exam.
7. Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.
8. Try to submit assignments for each module each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course.
9. As soon as you have completed an assignment in MyLab Math, submit the verification in Moodle.

11. Keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams.

MyLab Math Learning Aids

Help Me Solve This

This feature provides an exercise that matches exactly the current iteration of the homework exercise. It is interactive and requires feedback from you throughout parts of the solution process. After completing the "Help Me Solve This" and getting or being given the correct answer, you will be returned to the exercise page, but you will get a different iteration of that exercise to work. The skill being practiced will be the same, but the values and the answers will change.

View an Example

This feature provides you with a static example similar to the current iteration of the homework exercise. You can progress through the solution without giving input using the Continue button at the bottom. When you close that window, you will be returned to the original homework exercise.

Textbook

This feature takes you to the appropriate section of your e-text for the objective covered in the homework exercise.

Grading and Course Work

This course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks or 135 hours. You will find some modules are longer than others and may require more time and effort on your part. Do not expect to complete each module in a single study session. Understand, too, that if you choose to submit assignments at a very high pace, your instructor may not be able to grade your work at the same rate.

Your grade in this course will be determined by the specific activities and assessments described in this syllabus. You will have a checklist in each module that instructs you on how to work through the materials and activities. In the following subchapters you will find details about each type of activity and assessment, as well as the grade breakdown and grading scale. Specific expectations for each graded item are included within these subchapters. Make sure you read all of the instructions!

Each module contains information, activities, and assignments organized under a consistent series of headings. Get familiar with how the module is organized. Each module in this course is organized into the following sections: the Module Learning Objectives, class notes for each section covered, videos for each section covered, graded homework assignments, and two or three graded Quizzes. You should work through these parts of the module in the order that they appear. Specific recommendations are provided in this syllabus and in the course module instructions, which you should review before beginning the first module.

This course requires students to complete activities both in Moodle and in Pearson's MyLab Math. All homework, quizzes, tests, and the Final Exam will be completed online using MyLab Math. All exams are proctored. For more information please see the "Module Assignments" section of this syllabus.

Grade Breakdown and Grading Scale

You must earn a passing average on the exams to pass the course.

If you earn a passing average on all exams, then your grade will be calculated as follows:

Grade Breakdown	
Homework	15%
Quizzes	15%
Exams 1, 2, & 3	45%
Final Exam	25%

COURSE GRADING SCALE

The following grading scale applies:

97%–100% = A+
93%–96% = A
90%–92% = A-
87%–89% = B+
83%–86% = B
80%–82% = B-
77%–79% = C+
73%–76% = C
70%–72% = C-
67%–69% = D+
63%–66% = D
60%–62% = D-
0%–59% = F

Homework Assignments in MyLab

Throughout this course, you will complete graded assignments in MyMathLab. The purpose of these activities is to give you a chance to practice the skills learned in each module and prepare for the exams in this course.

When completing homework assignments in MyMathLab, each question is worth 1 point. There is no time limit on each question. Some questions may grant you partial credit. The total number of points for each assignment is displayed when you open it in MyLab.

After you complete each assignment, submit the assignment verification that is under it. Your instructor will manually transfer the grade out of 100% from MyMathLab to your course gradebook. Each homework assignment in MyMathLab will evenly contribute to equal 15% of your overall course grade. Your two lowest homework assignments will not be used in the course grade calculation (even though those scores show in the Moodle gradebook).

Some questions may allow you to use the links at the bottom of the page to help you solve the problem or view an example. Do not become overly reliant on these tools, however. If you struggle with a question, take time to learn from you mistakes before trying again. Doing this will help you be prepared for the exams later in the course.

Remember that your instructor is here to assist you with any questions that you have during the course.

► Additional Homework Guidance and Policy

- You should **review** the class notes and watch the instructional video before attempting the homework. The e-text can be used to supplement this. The easiest way to navigate to the appropriate section of the etext is to open a homework assignment and use the Learning Aid for textbook. The AI tutor is also available from the etextook and is allowed during homework completion, but it is not allowed during tests.
- When working your homework assignments, you should **save after completing** each exercise especially if using a Mac or a hotspot. For each homework exercise, the result of your last attempt for each exercise will be recorded when you save. You can rework exercises, enter and exit your homework, and get back to it at a later time prior completing the assignment verification.
- If you rely on the MLM learning aids or other help to get an exercise correct, then **use the Similar Exercise feature** and rework the exercise repeatedly until you can get it correct without any help. This is essential.
    - Many students who become overly dependent on the learning aids or other assistance to get a score of 100% on the homework assignment find that they score much lower on the tests than they would if they had done the work independently.
- **All of the work you submit in MyLab Math must be your own**. Each response must be independently written and entered into MyLab Math .
- After each activity you will **complete the Verification** in the corresponding module and follow the instructions given there. That homework assignment will then have a due date of the day and time you submitted in Moodle added to the MyLab Math assignment and you will not be able to open that assignment and change your grade after that date.
- **Once you submit an assignment for verification, you cannot revise it**. Be sure to check your work. Your instructor will normally post a grade for your assignment within seven calendar days. Understand that occasional delays will occur, such as during holidays and semester breaks or if you submit several module assignments within the same week.
    - You can check or review your completed homework assignments in the Gradebook in MyLab Math.

- There are **practice homework sections** (labeled Practice Homework) open for the duration of your enrollment period that are copies for each graded homework assignment in MyLab Math for you to use to practice and study. They are at the bottom in Homework in MyLab Math. These do NOT count towards your course grade but are great preparation for exams.

► Click for more Information about Types of Homework

There are three categories of homework exercises. For each category, the result of your last attempt for each exercise will be recorded when you save.

1. Category 1 includes Skill Check, Standard, and Step-by-Step Exercises. The usual features of these exercises are
   - Learning aids available in MLM
   - Three attempts allowed for each iteration with feedback after each
   - Similar Exercise (i.e., a new iteration for the same exercise number) available an unlimited number of times
2. Category 2 includes Concept Check Questions. The features of these exercises are
   - Learning aids NOT available in MLM
   - Limited attempts (When Check Answer button changes to Final Check, you have one more attempt to answer.)
   - Similar Exercise NOT available
3. Category 3 includes Media Questions. The features of these exercises are
   - A video, a reading, or an activity that pertains to the exercises that follow
   - The material comes from the etext
   - Credit for the exercise is awarded for interacting with the media question

Quizzes

Content

Each module contains two to three quizzes that will test your knowledge of the information covered in the readings, videos, MyLab homework, and module resources. Click on the quiz title in MyLab, read the instructions, and begin your attempt.

Timing and Takes

Each quiz contains ten questions with each question drawn from a pool of homework exercises having the same or similar learning objectives. You will not get feedback after each exercise answer is entered. You must work through the quiz and submit it before seeing your score. You will be given a maximum of 75 minutes per attempt.

It is recommended that you take a quiz at least four times even if you earn a score of 100% on an early attempt to ensure that you see a cross-section of the exercises.

Completion

You must submit your assignment verification in order to receive a grade and progress through the course. Once you have submitted the verification, and have a grade in Moodle, you will no longer be able to take that quiz.

Grading and Review

Each quiz in MyLab Math can be attempted up to ten times. When you are satisfied with your score in MyLab return to Moodle and submit the verification assignment for the quiz.

Your quiz will be automatically graded, and you can see your score after you submit in MyLab. To review your results, navigate to the gradebook in MyLab Math, where you can also review any question using the MLM learning aids.

Tips as You Complete the Quiz

- It is recommended that you take a quiz at least four times even if you earn a score of 100% on an early attempt to ensure that you see a cross-section of the exercises.
- While working on a quiz with time remaining, you can close the browser (rather than choosing Submit) and re-open that same quiz later without any additional elapsed time.
- Quizzes should be used as preparation for the tests. Re-take the quizzes until you can do the work correctly *without any assistance*.

Exams and Proctoring

An exam may not be taken until all of the modules covered in that exam have been completed. Exams must be taken in order (e.g., a mid-course exam must be taken before the final exam), and the final exam cannot be taken during the first three weeks of enrollment. You must have a grade on the last assignment before the final exam.

Carefully read the following information, which is also listed in the exam module(s) in your course. Navigate to the exam module(s) when you are ready to take your exam(s).

Content

Exam 1 covers concepts from Modules 1-2, Exam 2 covers concepts from Modules 3-4, Exam 3 covers concepts from Modules 5-6 and the Final Exam covers concepts from throughout the course. The questions on these exams will be in a similar format to what you have seen in your homework assignments. Questions with multiple answer blanks may be graded with partial credit.

Testing Rules

- Exams require all preceding module assignments to be completed and graded.
- You will have two hours to complete all exams.
- Exams will be completed under proctor supervision.
- No restroom breaks are allowed.

Permitted During Testing

- You are allowed to use either a TI-30XIIS or TI-30XIIB scientific calculator on this exam.
- You are allowed pencils and up to three 8.5" X 11" sheets of scratch paper during the exam. To verify the number of sheets and that the paper is blank, you must show your scratch paper to the proctor before you begin your exam. At the end of the exam, the proctor will instruct you to destroy the scratch paper.

Prohibited During Testing

- You are not allowed to use your notes, textbook, or receive any outside assistance of any kind.
- Graphing calculators are not allowed on tests or the Final Exam. See Calculator Policy for details.

LSU Online & Continuing Education has high standards of academic integrity. The academic honesty guidelines stated in your syllabus will be strictly enforced.

To read the full exam policy and other policy statements, visit ODL's Policy page.

Proctoring Information: ProctorU

To take exams in this course, you will use the proctoring service ProctorU. You cannot use an account created through another university, so if you already have an account, you will still need to create an account associated with LSU Online Distance Learning (ODL). When you are ready to create your account, visit the **Louisiana State University ProctorU portal**. When you create your account, you will have access to the following items:

- *Login:* used to access your account and schedule appointments
- *Sign Up:* used to create your account and request a Login ID
- *Technical Specifications:* provides specifications and a link to test your equipment
- *How It Works:* video explaining testing process
- *Getting Started:* instructions for first time users
- *Contact Us:* provides contact information for ProctorU

The **ProctorU Live Resource Center** provides information on:

- How ProctorU works
- What to expect when testing
- Technical requirements, and more.

Exam appointments are reserved on a first-come, first-served basis. Schedule your exams as early as possible so that you can choose the times that are best for you and so you will have enough time to prepare. Please note that if you schedule your exam fewer than seventy-two hours before your chosen day and time, premium scheduling fees may be assessed. The ProctorU **Test-Taker Knowledge Base** contains more information about scheduling and premium fees.

Proctored Exam Reviews

Students who have completed an exam and desire to review the results of their exam attempt must request an exam review. Students should follow the instructions provided in each exam module carefully in order to make sure that the exam will be available for their review appointment.

Course Policies

Carefully read the following important policies that apply to taking a course through **LSU Online Distance Learning (ODL)**. For a complete list of our program policies, visit our **Policies page**.

Engagement and Participation

Please check into your Moodle course frequently to keep track of your work. An online course requires you, the student, to be in control of your learning. In a face-to-face course, instructors can play a much bigger role in actively directing your learning, since they see you two or three times a week. In an online course, it takes a lot more work in designing an appropriate learning environment, so that you can learn at your own pace. Since you are in control, you need to be disciplined enough to complete assignments on a regular basis and stay up to date with the course.

Timely communication is an e-learning best practice. Check your email and the News and Announcements Forum on the course front page regularly to make sure you do not miss any communications from your instructor.

Academic Integrity

Academic Misconduct

Students in Online Distance Learning (ODL) courses must comply with the LSU Code of Student Conduct. Suspected violations of the academic integrity policy may be referred to **LSU Student Advocacy & Accountability (SAA)**, a unit of the Dean of Students. If found responsible of a violation, you will then be subject to whatever penalty SAA determines and will forfeit all course tuition and fees. ODL reserves the right to deny enrollment to any applicant or to discontinue the enrollment of any student who is in violation of the ODL academic integrity policy.

To read more, please visit our **policies page**.

Plagiarism and Citation Method

Students are responsible for completing and submitting their own course work and preparing their own modules. All work submitted in the course modules must be the student's own work unless outside work is appropriate to the assignment; all outside material must be properly acknowledged. It is also unacceptable to copy directly from your textbook or to use published answer keys or the teacher's edition of a textbook. It is your responsibility to refrain from plagiarizing the academic property of another and to utilize appropriate citation method for all coursework. In this class, it is recommended that you use **Chicago Style.** Ignorance of the citation method is not an excuse for academic misconduct. Remember, there is a difference between paraphrasing and quoting and how to properly cite each respectively.

One tool available to assist you in correct citations is the “References” function in Microsoft Word. This program automatically formats the information you input according to the citation method you select for the document. This program also has the ability to generate a reference or works cited page for your document. The version of Microsoft Word with the “References” function is available in most University computer labs. A demonstration of how to use this tool is available online at the **LSU Student Advocacy & Accountability page**.

Unauthorized Assistance

Unauthorized collaboration constitutes plagiarism. Collaborative efforts that extend beyond the limits approved by the instructor are violations of the academic integrity policy. Students who study together are expected to prepare and write their own individual work for submission and grading.

Examinations

LSU has very strict regulations regarding the administration of exams that must be carefully followed by proctors and students. Examinations must represent the enrolled student’s own work and must be completed under the supervision of the proctor without the assistance of books, notes, devices, or other help, unless specified otherwise in the exam directions or as part of accommodations approved by Disability Services.

If ODL has any question or concern about the administration of an exam, LSU reserves the right, at its sole discretion, to require a student to retake an examination. If asked to retake an exam, you will be notified within thirty days of the original examination. Grades will be awarded on the basis of the second exam only.

Disability Accommodations

A learner with a disability is entitled by law to equal access to university programs. Two federal laws protect persons with disabilities in post-secondary education: the Rehabilitation Act of 1973 (Pub. L. No. 93-112, as amended), the 1990 Americans with Disabilities Act (Pub. L. No. 101-336) and the ADA Amendments Act (Pub. L. No.110-325). LSU A&M is committed to ensuring that its websites, online courses, and all online materials are accessible to people with disabilities.

Online Distance Learning (ODL) will make appropriate, reasonable accommodations for students with disabilities. Specific accommodations must be determined by LSU Disability Services or by the equivalent office at the student's own institution. Accommodations may be permitted for lesson assignments as well as for exams.

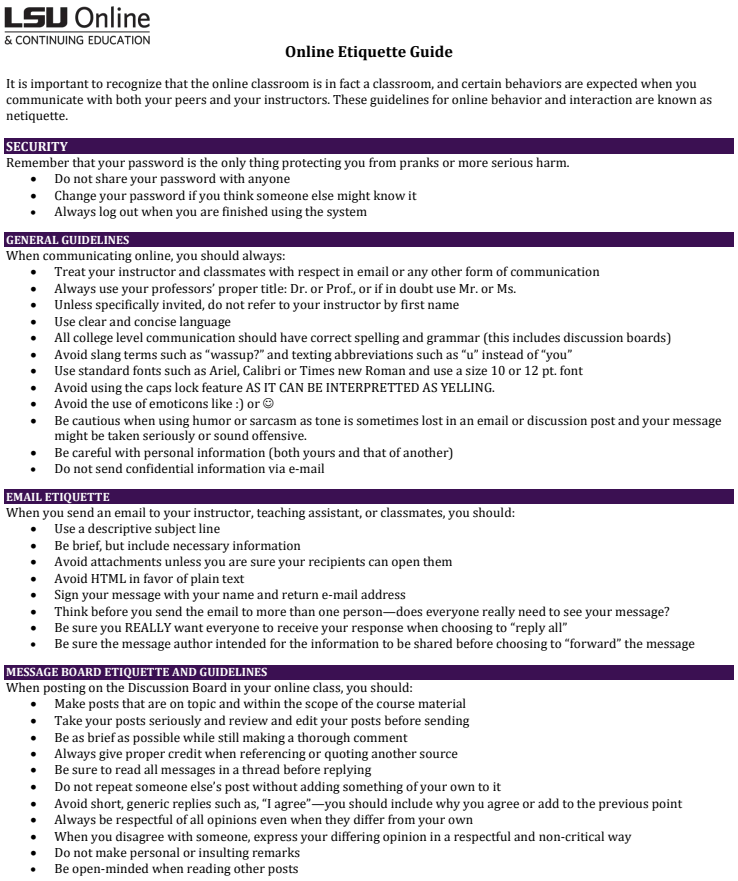
- If you are an LSU Student with a disability and need assistance to obtain or arrange reasonable accommodations, contact LSU Disability Services each time you enroll.
- If you are not an LSU student and have approved accommodations with your home institution, ODL will need official verification of those accommodations.
- If you are not an LSU student and not enrolled in another institution, you should contact LSU Disability Services for assistance.

If you have accessibility needs that we can help with, visit the **LSU Disability Services page** and register for accommodations before you begin your course work.

Netiquette

Communication in the online classroom comes across differently than the communication we are accustomed to through academic writing and face-to-face classroom discussion. Use online etiquette guidelines like the ones listed in the document below to craft your communication.

You can also read **The Core Rules of Netiquette** by Virginia Shea (1994) to understand the human aspect of online communication.



LSU Online & CONTINUING EDUCATION

Online Etiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Do not share your password with anyone
- Change your password if you think someone else might know it
- Always log out when you are finished using the system

GENERAL GUIDELINES

When communicating online, you should always:

- Treat your instructor and classmates with respect in email or any other form of communication
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, do not refer to your instructor by first name
- Use clear and concise language
- All college level communication should have correct spelling and grammar (this includes discussion boards)
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Avoid the use of emoticons like :) or ☺
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and that of another)
- Do not send confidential information via e-mail

EMAIL ETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief, but include necessary information
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the email to more than one person—does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when choosing to "reply all"
- Be sure the message author intended for the information to be shared before choosing to "forward" the message

MESSAGE BOARD ETIQUETTE AND GUIDELINES

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Do not repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree"—you should include why you agree or add to the previous point
- Always be respectful of all opinions even when they differ from your own
- When you disagree with someone, express your differing opinion in a respectful and non-critical way
- Do not make personal or insulting remarks
- Be open-minded when reading other posts

You can click here to download the PDF file.

Extensions

An extension of enrollment is available. The extension extends the enrollment period two months for a fee of $75. Only one extension is available per course enrollment. Requests for an extension must be received in our office prior to the expiration date to avoid being dropped from the course and receiving a “W” in the course.

Request an extension

Transcript Information

After you have completed this course, your grade will be filed with the Office of the University Registrar. If a transcript is needed, it is your responsibility to make a request to the registrar. If you would like to order a transcript, visit the **Office of the University Registrar Transcript Requests** page to view your options.

To close this book and return to the Welcome! module, click on the course title at the top of page.