

## Course Syllabus for MATH 1021 3.0

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Course: MATH 1021 v3.0.(1) College Algebra  
Book: Course Syllabus for MATH 1021 3.0

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## 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.

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## Instructor & Course Information

MATH 1021 College Algebra (3 credit hours)

LSU Integrative Learning Core (ILC) course

Instructor: **Stephanie Kurtz**

Email: [skurtz@outreach.lsu.edu](mailto:skurtz@outreach.lsu.edu)

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: Solving equations and inequalities; function properties and graphs with transformations; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations.

Prerequisites: placement by department. Credit will not be given for both this course and MATH 1015 or MATH 1023

This course is a prerequisite for every student of the sciences. 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. Recognize and solve linear, quadratic, rational, radical, higher order polynomial, and absolute value equations. (CO 1)
2. Solve linear inequalities. (CO 2)
3. Use the rectangular coordinate system to find intercepts, midpoints, distances, and equations of circles and to sketch graphs of circles. (CO 3)
4. Find equations and properties of lines, sketch the graphs of lines, and identify and use parallel and perpendicular lines. (CO 4)
5. Identify and use function properties and the graphs of basic functions. (CO 5)
6. Recognize, graph, and find inverse functions. (CO 6)
7. Identify, graph, and use properties of quadratic, polynomial, rational functions with applications. (CO 7)
8. Identify, graph, and use properties of exponential and logarithmic functions including equations and applications. (CO 8)
9. Solve systems of linear equations and applications. (CO 9)

### Module Topics and Learning Objectives

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

#### Module 01: Linear and Rational Equations and Linear Inequalities

1. Recognize linear equations (CO 1)
2. Solve linear equations with integer coefficients (CO 1)
3. Solve linear equations involving fractions (CO 1)
4. Solve linear equations involving decimals (CO 1)
5. Recognize rational equations (CO 1)
6. Solve rational equations that lead to linear equations (CO 1)
7. Solve linear inequalities in one variable (CO 2)
8. Solve three-part inequalities in one variable (CO 2)

#### Module 02: Quadratic and Absolute Value Equations

1. Solve quadratic equations by factoring (CO 1)
2. Solve quadratic equations by the square root method (CO 1)
3. Solve quadratic equations by using the quadratic formula (CO 1)
4. Use the discriminant to determine the type of solutions of a quadratic equation (CO 1)
5. Solve absolute value equations (CO 1)

#### Module 03: Higher Order Polynomial, Quadratic-in-Form, and Radical Equations

1. Solve higher-order polynomial equations (CO 1)
2. Solve equations that are quadratic in form (CO 1)
3. Solve equations that involve single radicals (CO 1)

#### Module 04: Rectangular Coordinates, Distance and Midpoint Formulas, and Circles

1. Plot ordered pairs (CO 3)
2. Find intercepts of graphs from equations (CO 3, 1)

3. Find the midpoint of a line segment using the midpoint formula (CO 3)
4. Find the distance between two points using the distance formula (CO 3)
5. Write the standard form of an equation of a circle (CO 3)
6. Find the center, radius, intercepts, and sketch the graph of circles given equations in standard form (CO 3)
7. Find the center, radius, intercepts, and sketch the graph of circles given equations in general form (CO 3)

**Module 05: Lines**

1. Determine the slopes of lines through two points (CO 4)
2. Sketch lines given a point and the slope (CO 4)
3. Find the equation of a line using the point-slope form (CO 4)
4. Find the equation of a line using the slope-intercept form (CO 4)
5. Write the equation of a line in standard form (CO 4)
6. Find the slope and the y-intercept of a line in standard form (CO 4)
7. Sketch lines by plotting intercepts (CO 4, 1)
8. Find the equation of a horizontal and a vertical line (CO 4)
9. Determine whether two lines are parallel, perpendicular, or neither (CO 4)
10. Find the equations of lines parallel to given lines (CO 4)
11. Find the equations of lines perpendicular to given lines (CO 4)

**Module 06: Function Properties and Graphs**

1. Find the domain and range of relations, and determine if relations represent functions (CO 5)
2. Determine whether equations represent functions (CO 5)
3. Use function notation and evaluate functions at given values (CO 5)
4. Determine difference quotients (CO 5)
5. Use the vertical line test to determine if graphs represent functions (CO 5)
6. Classify functions as polynomials, rational functions, or root functions, and find their domains (CO 5, 7)
7. Determine the intercepts of a function (CO 5, 1)
8. Determine the domain and range of a function from its graph (CO 5)
9. Determine where functions are increasing, decreasing, or constant (CO 5)
10. Determine relative maximum and relative minimum values of a function (CO 5)
11. Determine whether a function is even, odd, or neither (CO 5)
12. Identify function properties from graphs (CO 5)

**Module 07: Basic Functions, Piecewise Functions, and Transformations of Graphs**

1. Sketch the graphs of the basic functions (CO 5)
2. Sketch graphs of basic functions with restricted domains (CO 5)
3. Determine functions and their domains from graphs of piecewise-defined functions (CO 5)
4. Graph and determine properties of piecewise-defined functions (CO 5)
5. Use vertical shifts to graph functions (CO 5)
6. Use horizontal shifts to graph functions (CO 5)
7. Use vertical stretches and compressions to graph functions (CO 5)
8. Use combinations of transformations to graph functions (CO 5)
9. Use transformations to sketch the graphs of piecewise-defined functions (CO 5)

**Module 08: Composition of Functions, One-to-One Functions, and Inverse Functions**

1. Formulate and evaluate composite functions (CO 5)
2. Understand the definition of a one-to-one function (CO 6)
3. Determine whether a function is one-to-one using the horizontal line test (CO 6)
4. Understand and verify inverse functions (CO 6)
5. Sketch the graphs of inverse functions (CO 6)
6. Find the inverse of a one-to-one function (CO 6)

**Module 09: Quadratic Functions and Applications**

1. Understand the definition of a quadratic function and its graph (CO 7)
2. Graph quadratic functions written in vertex form (CO 7, 5)
3. Graph quadratic functions using the vertex formula (CO 7)
4. Determine the equation of a quadratic function given its graph (CO 7)
5. Maximize projectile motion functions (CO 7)
6. Maximize functions in economics (CO 7)

**Module 10: Polynomial Functions**

1. Identify polynomial functions and their degree, leading coefficient, and constant coefficient (CO 7)
2. Sketch the graphs of power functions using transformations (CO 7, 5)
3. Use the end behavior of polynomial functions to describe the equation of the function (CO 7)
4. Determine the intercepts of a polynomial function (CO 7, 1)
5. Determine the real zeros of polynomial functions and their multiplicities (CO 7, 1)
6. Sketch the graph of a polynomial function using the four-step process (CO 7)
7. Determine a possible equation of a polynomial function given its graph (CO 7)

**Module 11: Rational Functions**

1. Find the domain and intercepts of rational functions (CO 7, 1)
2. Identify vertical asymptotes (CO 7)
3. Identify horizontal asymptotes (CO 7)
4. Use transformations to sketch the graphs of rational functions (CO 7, 5)
5. Find removable discontinuities, intercepts, and asymptotes and sketch graphs of rational functions (CO 7)

**Module 12: Exponential Functions**

1. Evaluate exponential expressions (CO 8)
2. Sketch the graphs of exponential functions (CO 8)
3. Determine possible equations of exponential functions given their graphs (CO 8)
4. Sketch the graphs of exponential functions using transformations (CO 8)
5. Solve exponential equations by relating the bases (CO 8)
6. Solve applications involving exponential functions (CO 8)

**Module 13: Logarithmic Functions**

1. Change equations between exponential form and logarithmic form (CO 8)
2. Evaluate logarithmic expressions (CO 8)
3. Use properties of logarithms to evaluate expressions (CO 8)
4. Use common and natural logarithms (CO 8)
5. Sketch the graphs of logarithmic functions (CO 8)
6. Find the domain of logarithmic functions (CO 8)

**Module 14: Properties of Logarithms; Exponential and Logarithmic Equations**

1. Expand and evaluate logarithmic expressions using properties of logarithms (CO 8)
2. Condense and evaluate logarithmic expressions using properties of logarithms (CO 8)
3. Solve logarithmic equations using the logarithm property of equality (CO 8)
4. Use the change of base formula to approximate logarithmic expressions (CO 8)
5. Solve exponential equations (CO 8)
6. Solve logarithmic equations (CO 8)

**Module 15: Applications of Exponential and Logs; Systems of Linear Equations**

1. Solve applications involving compound interest (CO 8)
2. Solve exponential growth and decay applications (CO 8)
3. Verify solutions to a system of linear equations in two variables (CO 9)
4. Solve systems of linear equations using the substitution method (CO 9)

5. Solve systems of linear equations using the elimination method (CO 9)
6. Solve systems of linear equations in two variables using either method (CO 9)
7. Solve applied problems using a system of linear equation (CO 9)



## 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

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

Access to the eText and MyLab Math can be purchased from the publisher's website at <http://www.mypearsonstore.com/> or from the MyLab site, <http://www.pearsonmylabandmastering.com/>.

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](mailto:Answers@outreach.lsu.edu) for assistance.

### Instructions for Publisher Tools:

This course requires subscription to **Pearson MyMathLab** 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.

Steps for registering for your MyLab Math course and eText:

1. Go to <https://mlm.pearson.com/northamerica>
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: **od158944**
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. It should read LSU ODL - MATH 1021 3.0.(1): College Algebra. Disregard the course end date. 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 any "Bundle with a study pack". You will Choose MyLab Math with eTextbook, Multi-term access. Single term access is for only 18 weeks and does not last for the length of your enrollment.

### Additional Materials

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

### Calculator

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. Calculators with symbolic notation or natural display capabilities, such as the TI-36XPro and any of the TI Multiview 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.

Class notes for each section in the course containing definitions, rules, procedures, and common mistakes are in Moodle and can also be found at <https://www.math.lsu.edu/precalsprogram/1021>.

Videos for each section are in Moodle and are also available at <https://www.math.lsu.edu/precalsprogram/1021>.

## 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](mailto: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 <https://support.panopto.com/s/article/Learn-About-Viewing-Requirements>.

## 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 assignment(s), and a graded Quiz. You should work through these parts of the module in order. Specific recommendations are provided in a link to 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 . For more information please see the "Module Assignments" section of this syllabus.

### Integrative Learning Core

Integrative learning allows students to make simple connections among ideas and experiences and across disciplines and perspectives. The LSU Integrative Learning Core (ILC) curriculum is designed to develop student abilities to transfer their learning to new situations and demonstrate a sense of self as a learner. A fundamental goal of the ILC is to foster students' practical and intellectual capacities associated with integrative learning in preparation for high competence and functionality in their post-baccalaureate careers. This course fulfills 3 credit hours of the Louisiana Board of Regents (BoR) Area of Mathematical/Analytical Reasoning and provides students experience with the ILC proficiency of Quantitative and Formal Reasoning. The BoR Common Course name and number for this course is CMAT 1213 College Algebra.

## 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.

## Suggested Study Techniques

Here is the 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 eText.* Use the Class Notes to help guide you as you read, working examples from the eText for those objectives listed in your class notes in the spaces provided. Take additional notes as needed. Watch the video for that section and take additional notes, 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.
10. Review your module assignments in Gradebook in MyLab Math after they have been completed and submitted in Moodle to ensure that you know how to work each exercise.
11. Regardless of how you complete your graded assignments, 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.

## Reading Assignments

Class notes are posted in Moodle for each section 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 eText.

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

The Review chapter of the eText is considered a review of high school algebra and is not part of this course. You are required to know this material before attempting this course. There are ten practice homework sections at the bottom of the homework list in MyLab Math for the review chapter that are there if you need a brush-up on your algebra skills.

## Grade Breakdown and Grading Scale

There will be three tests and a Final Exam. Test 01 will be after Module 05, Test 02 after Module 10, and Test 03 after Module 15. The Final Exam can be completed after Test 03. The three tests each count for 15% of your course grade and the Final Exam counts for 25% of your course grade.

**YOU MUST PASS THE FINAL EXAMINATION IN ORDER TO PASS THE COURSE.**

**IMPORTANT:** The final exam cannot be taken until you meet the following requirements. Under no circumstances may the final exam be taken earlier.

1. You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.
2. You must have a *grade posted in the Moodle grade book for both Test 03 MyLab Math Coursework Completion Notification in order to unlock access to the Final Exam*. Please allow at least 7 days for the final assignment grade to be posted in the gradebook.

If you pass the final exam, your course grade will be calculated as follows:

Course grade = average of module homework assignments (0.15) + average of quizzes (0.15) + test scores (0.45) + final exam (0.25).

### Grade Breakdown

Homework	15%
Quizzes	15%
Tests 01, 02, and 03	45%
Final Exam	25%

### LSU 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



## Module Assignments

Each module contains one or more homework assignments related to sections in the eText along with a quiz on that content. It also shows those specific objectives or examples from certain eText sections that are to be omitted from the course. You should complete the homework, making sure that you can work each exercise on your own, then take the quiz. The goal on the quiz is to be able to make a 100% without any assistance.

You should do your math work in MyLab Math in the same order as the assignments are listed in the Moodle modules. You will not be given credit for your work until it has been completed in both MyLab Math *and* Moodle.

You should submit each module assignment as soon as it is completed. Some courses have restrictions that require that a grade be received before you can submit additional assignments. Specific information on assignment submission is included in the Module Instructions. Please be sure to follow these instructions.

### Homework

You should review the class notes and read the eText before attempting the homework.

When working your homework assignments, you should save after completing each exercise.

If you rely on the MyLab Math learning aids or other help to get a Skill Check, Standard, or Step-by-Step 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.

All of the work you submit in MyLab Math must be your own. Each response must be independently written and entered into MyLab Math .

When you have completed a homework assignment in a module in MyLab Math, you will return to Moodle and click on "Section XX Assignment 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, you cannot revise it, so 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 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.

Your homework assignment average is worth 15% of your course grade.

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.

- 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
- 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
- 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 a short quiz that will test your knowledge of the information covered in the readings and videos. Click on the quiz title in each module, read the instructions, and begin your attempt.

You should master your homework before attempting the quizzes, and you should try to do the quizzes without any help. If you rely on help to get a 100% on the quizzes, you will score much lower on the tests.

### Timing and Takes

Each quiz contains ten questions with each question is drawn from a pool of homework exercises having the same or similar learning objectives. 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.

Each quiz in MyLab Math can be attempted up to ten times, but only the highest score of your attempts for each quiz will be recorded in Moodle to be used in the course grade.

The maximum working time allowed for each attempt of each quiz is 75 minutes. 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.

### Collaboration

You are allowed to consult with other people regarding math concepts but not regarding specific answers to questions. You may discuss the concepts demonstrated in the quizzes, but do not share or assist another student in deriving an answer. Your work must be independently written and entered into MyLab Math . You are prohibited from using any additional online or third-party resources that are not explicitly listed in the syllabus or provided by your teacher.

### Quiz Completion

Just as you do with the homework assignments, when you have completed a quiz in a module in MyLab Math , you will click on "Module XX Quiz Verification" in Moodle and follow the instructions. That quiz will then have a due date of that day and time you submitted in Moodle and you will no longer be able to take that quiz. You can review your quiz in the Gradebook in MyLab Math.

### Grading and Review

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 can review your quiz in the gradebook in MyLab Math, and the MML learning aids will appear for the review.

Your quiz average counts as 15% of your course grade.

## 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 those exam module(s) when you are ready to take your exam(s).

### Content

You will take a test after Module 05, Module 10, and Module 15. The Final Exam is taken after completing Test 03. The Final Exam covers content from all modules.

All tests and the Final Exam will be taken through MyLab Math . Like homework and quizzes, once you have completed your test in MyLab Math , you will return to Moodle and click on the "Test X Verification" and follow all of the given instructions.

After completing the homework and quizzes, you should prepare for tests and the Final Exam by repeatedly practicing until you can get all exercises correct without any assistance. Practice Tests and a Practice Final Exam are available in MyLab Math for each test and will be open throughout the course. They do not count toward your course grade, but it is essential that you work the Practice Tests repeatedly until you can do the work without any help.

You will not get feedback after each exercise answer is entered. You must work through the test and submit it before seeing your score. You can review your test in the Gradebook, and the MyLab Math learning aids will appear for the review.

### Requirements to Take the Final Exam

*You must have a grade posted in the Moodle grade book for both Test 03 and the MyLab Math Coursework Completion Notification in order to unlock access to the Final Exam.* You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed. Please allow *at least seven days* for the final assignment grade to be posted in the gradebook.

Do not rely too heavily on your textbook or other resource material when preparing your assignments. If you do, you may not realize until exam time that the perfect response you prepared for an assignment was only possible because you referred to resource material without really learning or understanding the material and concepts. Therefore, *you should attempt each assignment without referring to the resource material*, and if you find it necessary to look up an answer, be sure you have actually learned the concept and material rather than merely reflecting it in the answer.

### Testing Rules

- Exams require all preceding module assignments to be completed and graded.
- Only one attempt is allowed for each test and for the Final Exam. The maximum time allowed is two hours for each test and two hours for the Final Exam.
- You are not allowed assistance of any kind on a test or on the Final Exam. This includes notes, formula sheets, or any other type of outside help. While testing, you are not allowed to access other online materials, including your homework, quizzes, and online learning aids in MyLab Math . Remember, academic dishonesty is a violation of the university Code of Student Conduct.

- A scientific calculator with exponential and logarithmic capabilities is allowed on all tests and the Final Exam. Refer to “Calculator” under Course Materials and Resources in this syllabus for more information about allowed calculators and calculators that are not allowed.
- Exams will be completed under proctor supervision.
- No restroom breaks are allowed.
- You are allowed three (3) sheets of blank paper to use as scratch paper in the exams. You must show the proctor the blank sheets of paper prior to beginning the exam. You will destroy the paper with the proctor monitoring.

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, additional premium scheduling fees may be assessed. The ProctorU [Test-Taker Knowledge Base](#) contains more information about scheduling and premium fees.

**Guild students:** students who register through Guild will need a code to cover their testing fees. To obtain your access codes:

1. Go to “Course Tools” within your course in Moodle
2. Under “ProctorU Access Codes,” select “Claim your access code,” and then schedule your exam with ProctorU
3. Once you have used an access code, return to the same page in your course to mark your code used and to obtain a new access code for your next testing session

#### 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 & Continuing Education Professional Development](#). 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 (F2F) 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 Collaboration

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.

### 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.

The student must pay for any cost involved in having an exam supervised.

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 Accomodations

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.



### 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.](#)

## Diversity Statement

Diversity is fundamental to LSU's mission and the University is committed to creating and maintaining a living and learning environment that embraces individual difference. Cultural inclusion is of highest priority. LSU recognizes that achieving national prominence depends on the human spirit, participation, and dedicated work of the entire university community. Through its Commitment to Community, LSU strives to create an inclusive, respectful, intellectually challenging climate that embraces individual difference in race, ethnicity, national origin, gender, sexual orientation, gender identity/expression, age, spirituality, socioeconomic status, disability, family status, experiences, opinions, and ideas. LSU proactively cultivates and sustains a campus environment that values open dialogue, cooperation, shared responsibility, mutual respect, and cultural competence—the driving forces that enrich and enhance cutting-edge research, first-rate teaching, and engaging community outreach activities.

## 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.