

# MAT 117: College Algebra

## Fall 2021 Course Syllabus

**Instructor:** Lance Ward

**Office Hours:** Office hours are Mondays, Wednesdays, and Fridays from 9:00 - 10:00 AM at <https://asu.zoom.us/j/8151007579>, and Wednesdays at 11:30 AM - 12:30 PM and Thursdays at 1:45 - 2:45 PM in ECA 214 or at the same Zoom link, or at other hours by appointment. For the Zoom link, you must first sign into <https://asu.zoom.us> or launch the office hours link and log into Zoom using the "SSO" Single Sign-On using your ASU Rite ID and password. For office hours, you don't need an appointment; just come to visit with me during those times.

**Contact information:** You may also contact me by email at [Lance.Ward@asu.edu](mailto:Lance.Ward@asu.edu), by phone at 480-292-0490 (text) or 480-965-0307 (voice mail), or by posting in our Canvas "Discussions". Note: I seek to respond Mondays through Saturdays, but I do not respond on Sundays.

**As per ASU policy, masks are required for everyone in our classroom, and no food or drink are allowed in the classroom.**

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### General Overview

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Welcome to College Algebra! The purpose of this course is to develop skills in Linear Functions, Quadratic Functions, General Polynomial Functions, Rational Functions, Exponential Functions, Logarithmic Functions and Systems of Linear Equations. We will emphasize problem-solving techniques, specifically by means of discussing concepts in each of these topics.

Another learning objective for this course is to demonstrate the ability to apply specific problem-solving steps to solve an algebraic word problem.

MAT 117 is an adaptive class run in ALEKS (Assessment and Learning in Knowledge Spaces). ALEKS uses adaptive questioning in the form of an Initial Knowledge Check (IKC) to determine exactly what a student knows and doesn't know upon entry into the course. ALEKS then instructs the student on the topics they are most ready to learn. As a student works through the course, ALEKS periodically reassesses the student to ensure that topics learned are also retained. This is done through Progress Knowledge Checks and Post

Objective Knowledge Checks. By the end of the session, the student will have completed 307 topics across four units.

You will work through learning the content in ALEKS each week. Please set a regular time to learn, and plan to spend **an average of 9 hours per week** to study and learn the content. Always come prepared with a notebook, writing utensil and calculator, just as if you were attending a standard lecture class. You are also encouraged to bring your own laptop.

## General Flow

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### **1) Initial Knowledge Check**

Within the first few days, you (and every student) will complete the Initial Knowledge Check in ALEKS to determine your (their) progress level in the course. You can potentially begin the course, following the Initial Knowledge Check, having already earned credit for any number of the 307 topics in the course.

**If you do not complete the Initial Knowledge Check in ALEKS by Sunday August 22, 2021, you will be administratively dropped from the course. This may affect your full-time status at the university.**

### **2) Unit A and Unit A Exam**

You must work on topics until 100% of Unit A is completed. This typically takes 1 to 2 weeks for most students but must be completed by the deadline for the Unit A Exam. Completing Unit A for the first time will unlock Unit B and trigger the **Post Objective Knowledge Check**.

**Important: Upon completing the Knowledge Check, ALEKS will automatically send you to work on topics in the newly unlocked unit, even if topics from the earlier unit need to be revisited. It is essential to always check the Unit Dropdown Menu in the ALEKS Learn mode after each Knowledge Check to go back and complete earlier topics before continuing in the new unit.** (In Canvas, refer to “FAQ about the Course and about Navigating ALEKS”, the video “What to do when you are stuck”. This video demonstrates how to go back to previous units to relearn topics.)

The Unit A Exam only covers topics from Unit A.

Once you have completed the Knowledge Check and have relearned any lost topics in Unit A, so that the unit is back to 100% topic completion, you will need to complete the Unit A Exam within one week. Thus, if you complete Unit A in the second week of the session, you should be completing the Unit A Exam no later than the third week. At the latest, you must complete the exam by the deadline listed in the course calendar.

### **3) Unit B and Unit B Exam (see above)**

This exam only covers topics from Unit B.

### **4) Unit C and Unit C Exam (see above)**

This exam only covers topics from Unit C.

### **5) Unit D and the Final Exam**

There is no exam just for Unit D. The cumulative Final Exam covers topics from Units B, C and D. Once you complete all of Unit D the first time, this will trigger the regular Post Objective Knowledge Check. Once you

relearn any lost topics and have your ALEKS Pie back to 307 topic completion, you will trigger one final **Course Completion Knowledge Check**.

After the final Knowledge Check, you will once again regain all topics back to 100% topic completion for the course. At this point you may complete the Final Exam. As before, you are expected to complete your Final Exam within one week of completing all topics. **Note: If you do not need to relearn any topics at all after the last Post Objective Knowledge Check, then you will be excused from taking the Course Completion Knowledge Check.**

## General Requirements

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**Textbook:** You are not required to purchase a hard copy of the textbook for this course. The e-book will be available online inside the course. There will be links to related topic videos from certain topics in ALEKS. Reading materials will also be provided online in each lesson as pdf chapters. If you would like to purchase a hard copy, this is the text: *College Algebra; 2th Edition* by Julie Miller & Donna Gerken, ISBN 978-0-07-783634-4.

**ALEKS:** All topics and exams are in ALEKS. To access ALEKS, **always** go to our Canvas course and then click on the “Go To ALEKS” link and then the “Load Go To ALEKS in a new window” link from inside the Canvas course. You cannot access our ALEKS course directly from the aleks.com website.

**Important: The first time you access ALEKS for our course, you should select that you do not have an ALEKS account (even if you believe you do have one). You start with a fresh account for this class.**

**Calculator:** A handheld graphing calculator (such as the TI-83/84) is **required** and may be used on **any** exam in our class. (You may use a handheld graphing calculator even if the exam instructions seem to say that you are not allowed to.) The only calculators not allowed for exams are online calculators, cellular phone calculators, and calculators that do symbolic algebra, such as the Casio FX2, Casio CFX 9970G, TI-89, TI-Nspire CAS, or any “CAS” calculator. A handheld graphing calculator is especially useful in comparing topics both algebraically and graphically in Units 3 and 4.

Graphing calculator help videos to help you learn to use a TI 83/84 calculator are available online in Canvas under “Student Resources”.

**Communicating with your Instructor:** When emailing, include the class you are in (e.g. MAT 117 and your class number). You must email from your ASU provided email. Any emails sent from a personal email account may not get a response.

Please check the syllabus, “Announcements”, and existing posts in Canvas regularly. You will be responsible for knowing any information provided in Canvas “Announcements”.

**Assignment Deadlines:** All assignments are due at 11:59 PM Arizona time, unless otherwise announced by the instructor. If you are in a different time zone, ALEKS or Canvas may display the due date based on your time zone. (Example: If an assignment is due at 11:59 PM AZ time on Aug. 29, and you are in New York, your assignment might display as being due at 2:59 AM EDT on Aug. 29.) Note that these times are equivalent; pay close attention to the actual time that the assignment is due, not just the date

## Exams

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Exams	Units	Time (Minutes)	Number of Questions	Percent of Course Grade
Unit A Exam	A	50	11	10%
Unit B Exam	B	50	11	15%
Unit C Exam	C	50	11	15%
Final Exam	B, C and D	110	16	20%

You will take four proctored exams during the semester. All four exams will be taken in ALEKS during class time. You are expected to take the exam within one week of becoming eligible for the exam, even if this is weeks before the posted deadline. Any exams not taken by the posted deadline will receive a score of 0.

**Exam Eligibility Rules:** You must complete all topics in the Unit corresponding to the exam you plan to take. Once you reach 100% completion in a Unit for the first time, you will trigger a Post Objective Knowledge Check. You should complete this Knowledge Check as if it were an exam: no notes and no outside resources. The Knowledge Check is not graded, so any problems you get wrong will not be counted against you, but these topics will need to be revisited before you take the exam. (Note: If you get a topic wrong on the Knowledge Check, you probably would have gotten it wrong on the exam. You will want to solidify that topic before being tested on it.)

Once you revisit any lost topics after the Post Objective Knowledge Check and reach 100% in the Unit for the second time, then you are eligible for the exam. (Note: ALEKS will not automatically take you to the topics that need to be revisited. You must access these topics manually by going to Learn mode in ALEKS, opening the Topic Carousel Menu and then opening the Unit Dropdown Menu. In the Unit Dropdown Menu, you can see your completion percentage for the Unit in question and click to return to that Unit as necessary.)

You should take a day or two to Review topics and prepare for the exam, but you should always complete the exam within one week of gaining eligibility.

**Exam Rules:** Once you gain eligibility for the exam you want to take, let your instructor know and they will schedule your exam in class. You should take a day or two to Review topics and prepare for the exam, but you should always take the exam within one week of gaining eligibility.

You are not allowed any notes, notebooks, phones, devices, headphones, or hats during the exam. You will be given 1-2 blank pieces of scratch paper and you will be allowed to have your approved calculator. Everything else must be completely put away. Once your workspace is acceptable, you can click on "Assignments" from the Main Menu in ALEKS, choose the appropriate exam, and then your Instructor or Instructional Assistant (IA) will enter the password for you. If you are using your personal laptop, you will need to download the OEM Lockdown Browser in ALEKS **after the exam password is inserted**. You can only download/activate the Lockdown Browser after entering the password. Never open the Lockdown Browser prior to entering the password in ALEKS.

Once you submit your exam in ALEKS, you have 15 minutes to upload your scratch paper to the appropriate exam location in Canvas. The scratch paper will be essential when reviewing the exam with your instructor and when seeking possible partial credit due to typos or minor errors. The more detailed your work on your scratch paper, the more information the instructor will have to help you learn from your mistakes.

Once exam deadlines have passed, the Exam reports will become available in ALEKS on the “Assignments” page where you can click on your grade to access the report. You will then be able to look at the problems you missed and ask questions to learn from your errors, as well as possibly request partial credit.

## Weekly Topic Goals

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Each week of the session you have a minimum number of topics that you will need to learn in ALEKS. These weekly requirements serve as your weekly homework assignments. Your grade on these assignments will be based on the percentage of expected topics that you complete within the allotted time period each week. The chart below lists *the minimum number of topics you will need to learn each week, regardless of how many topics you currently have in the course.*

The topics learned for the weekly goals can be from any unit ALEKS allows you to work in. If you are ahead in your topics based on the “Total Topics” column in the table below, you may be eligible for a **variable topic goal (lower # of topics in a particular week)**. Contact your instructor directly each week to see if you qualify.

**Topic Goals Schedule for On Track Pacing**

C Session	Topic	Time/Topic Goals		Number	Topics	Total	Time
Week	Goal	Start	End	of Days	Per Week	Topics	Goal
1	1	08/16	08/29	11	35	35	12
2	2	08/30	09/05	7	25	60	9
3	3	09/06	09/12	6	20	80	8
4	4	09/13	09/19	7	25	105	9
5	5	09/20	09/26	7	25	130	9
6	6	09/27	10/03	7	25	155	9
7	7	10/04	10/10	7	25	180	9
8	8	10/11	10/17	5	15	195	7
9	9	10/18	10/24	7	25	220	9
10	10	10/25	10/31	7	25	245	9
11	11	11/01	11/07	7	20	265	9
12	12	11/08	11/14	6	15	280	8
13	13	11/15	11/21	7	15	295	9
14	14	11/22	11/28	5	12	307	6
15	15	11/29	12/03	5			6

## Working Ahead

If you learn more than the minimum number of topics for a given week, these extra topics will **not** be subtracted from the topics that you need to learn in the next week or needed to learn in a previous week. But extra topics learned will get you closer to completing the course early. **After you complete all 307 topics in the course and complete the Course Completion Knowledge Check and regain any missing topics so that you again have 307 topics learned, then you will be excused from all future weekly goals, including in the week in which you completed this learning. So, as soon as you complete all topics in the course, you are no longer responsible for Weekly Topic Goals, and you will automatically receive 100% on all remaining future weekly topic goal scores.**

### Weekly Time Goals

Weekly time goals are *not* graded. If you meet your weekly topic goals by the deadline each week, you may ignore the weekly time goals posted in ALEKS. The weekly time goals are an estimate of how long you might need to spend to meet your topic goal that week.

### Knowledge Checks

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Throughout the session you will complete regular Knowledge Checks. These serve as ungraded quizzes in which you will have the opportunity to prove mastery on recently learned topics. Knowledge Checks are adaptive and not timed. If you need to stop a Knowledge Check in the middle, you will be able to pick up exactly where you left off the next time you log into ALEKS.

Knowledge Checks will be distinguished by a green screen in ALEKS. You should not use notes or other resources while taking any Knowledge Check. If you are unable to prove mastery on any particular topics during the Knowledge Check, you will need to revisit those topics in ALEKS. Note that completing revisited topics will still count towards your Weekly Topic Goal.

**IMPORTANT: Upon completing any Knowledge Check (other than the Initial Knowledge Check), ALEKS will typically send you to work on topics you have not seen yet, even if you need to revisit previously learned topics. It is essential to always check the Unit Dropdown Menu in the ALEKS Learn mode after each Knowledge Check to see if you need to revisit any topics from earlier Units.**

### Problem Sets

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You will be assigned 4-5 Problem Sets during the semester (every 2-3 weeks). These Problem Sets will be done in groups during class time. The schedule will be announced by your instructor. Some problems will be calculations and others will be critical thinking application problems. Some of the problems will be like topics in ALEKS and others will have no direct companion topic. You are encouraged to think about each problem and try anything that comes to mind starting the solution process within your group. During the Problem Set period, your Instructor and IA will be available to give feedback on your work and give assistance as needed.

### Attendance/Participation

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You are expected to attend every class period during the semester. IAs will take attendance in class and check to make sure you are actively working in ALEKS during class time. Any unexcused absences will count against



your attendance grade. At any point during the semester that you complete all 307 topics in ALEKS and complete all Exams, you will be excused from all remaining class periods other than Problem Set days.

**Schedule**      [Back to Table of Contents](#)

Week	From	To	Comments/Due Dates
1	08/16	08/29	<b>Course Overview, Syllabus, Schedule, Introductions, Initial Knowledge Check</b> Drop/Add Due Date: Wednesday 08/25 Week #1 Topic Goal (35 topics) Due Date: Sunday 08/29 On Track by Sunday 08/29: At Least 35 topics
2	08/30	09/05	Week #2 Topic Goal (25 topics) Due Date: Sunday 09/05 On Track by Sunday 09/05: At Least 60 topics
3	09/06	09/12	Labor Day Holiday: Monday 09/06. <b>Problem Set A due Fri. 9/10</b> Week #3 Topic Goal (20 topics) Due Date: Sunday 09/12 On Track by Sunday 09/12: At Least 80 topics
4	09/13	09/19	<b>Unit A Exam Due Date: Friday 09/17</b> Week #4 Topic Goal (25 topics) Due Date: Sunday 09/19 On Track by Sunday 09/19: At Least 105 topics
5	09/20	09/26	Week #5 Topic Goal (25 topics) Due Date: Sunday 09/26 On Track by Sunday 09/26: At Least 130 topics
6	09/27	10/03	Week #6 Topic Goal (25 topics) Due Date: Sunday 10/03 On Track by Sunday 10/03: At Least 155 topics
7	10/04	10/10	<b>Problem Set B due Fri. 10/08</b> Week #7 Topic Goal (25 topics) Due Date: Sunday 10/10 On Track by Sunday 10/10: At Least 180 topics
8	10/11	10/17	Fall Break: Mon & Tue 10/11 and 10/12 <b>Unit B Exam Due Date: Friday 10/15</b> Week #8 Topic Goal (15 topics) Due Date: Sunday 10/17 On Track by Sunday 10/17: At Least 195 topics
9	10/18	10/24	Week #9 Topic Goal (25 topics) Due Date: Sunday 10/24 On Track by Sunday 10/24: At Least 220 topics
10	10/25	10/31	Week #10 Topic Goal (25 topics) Due Date: Sunday 10/31 On Track by Sunday 10/31: At Least 245 topics
11	11/01	11/07	Course Withdrawal: Wednesday 11/03. <b>Problem Set C due Fri. 11/05</b> Week #11 Topic Goal (20 topics) Due Date: Sunday 11/07 On Track by Sunday 11/07: At Least 265 topics
12	11/08	11/14	Veterans Day Holiday: Thursday 11/11 <b>Unit C Exam Due Date: Friday 11/12</b> Week #12 Topic Goal (15 topics) Due Date: Sunday 11/14 On Track by Sunday 11/14: At Least 280 topics
13	11/15	11/21	Week #13 Topic Goal (15 topics) Due Date: Sunday 11/21 On Track by Sunday 11/21: At Least 295 topics
14	11/22	11/28	<b>Problem Set D due Mon. 11/22</b> Thanksgiving Holidays: Thu & Fri 11/25 & 11/26 Week #14 Topic Goal (12 topics) Due Date: Sunday 11/28

			On Track by Sunday 11/28: All 307 topics
15	11/29	12/03	Complete Semester Withdrawal Due Date: Friday 12/03 <b>Final Exam Due Date: Monday Dec. 6 at 7:30 - 9:20 AM</b>

**In order to withdraw after Nov. 3, you would need to withdraw from ALL of your ASU courses, not just this course. That is why the later withdrawal is referred to as a Complete withdrawal from ASU.**

Course Grade Weightings	Percentage	Grade	Grading Scale
Topic Goals	15%	A+	[97, 100]
Attendance/Participation	5%	A	[90, 97)
Problem Sets	10%	A-	[89.5, 90)
Unit A Exam	10%	B+	[87, 89.5)
Unit B Exam	15%	B	[80, 87)
Unit C Exam	15%	B-	[79.5, 80)
Final Exam (Units B, C and D)	20%	C+	[77, 79.5)
ALEKS Pie Progress	10%	C	[70, 77)
<b>Total</b>	<b>100%</b>	D (in MAT 117S)	[60,70)
		EU, EN. Or E (in MAT 117S)	[0,60)
		Z (in MAT 117)	Means "Course work in progress". "Z" is needed to be eligible for the stretch class.

- You must complete all 307 topics and the Course Completion Knowledge Check to unlock the Final Exam. You cannot pass the class unless you complete the Final Exam.**
- If you are enrolled in MAT 117 for the first time and continue to work throughout the session, but are not passing by the end of the session, you will earn a grade of Z. You would then enroll in MAT 117S, a zero-credit course. That course does not cost tuition, and at the end of that session the Z in MAT 117 is replaced with the grade that you earn in MAT 117S.**
- If, after enrolling in MAT 117S, you are not passing by the end of the stretch session, you would earn a D or E grade in the class. You would then need to register for a fresh start in a 3-credit MAT 117 class.**
- Failing grades (EN and EU grades)**
  - The EN grade will be posted if you never once participated in the class. If you do not complete the Initial Knowledge Check in ALEKS during the first week of classes, you may be administratively dropped from the course. However, you should be aware that non-participation will NOT



automatically result in you being dropped from the course. Thus, you should not assume you are no longer registered for a course simply because you did not work in ALEKS during the first week. It is your responsibility to be aware of your registration status.

2. The EU grade is posted if you participated, but then stopped after a certain point and never resumed. In particular, you will earn a grade of EU if you do not complete the Unit B Exam nor the Unit C Exam nor the Final exam, and you stop participating in the class before the middle of the session (October 17, 2021) and never resume work in ALEKS.

## Glossary

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**Topic** – A topic is a specific problem type and is the smallest piece of content in the course. There are 307 topics in the course. To complete a topic, you typically need to answer 3 to 5 questions correctly. If you can correctly answer the questions in a row you will get bonus credit for that topic and complete it with only 2 to 3 correct answers.

**Unit** - A unit is a group of similar topics. The course is divided into four units. After you complete each unit you will trigger the Post Objective Knowledge Check. Afterwards you will need to go to the Unit Dropdown Menu to check whether you still have that unit completed at 100%. If so, you will then study for and complete the exam for that unit. If not, you will need to return to that unit, complete those remaining topics and then complete the exam for that unit.

**Knowledge Check** - An adaptive assessment that checks your mastery on previously learned topics as well as some new topics. If you do not show mastery on some topics already gained, you will need to revisit and relearn those topics. If you show mastery on new topics, you will gain mastery on those topics and get to skip learning those topics. More details about Knowledge Checks can be found [earlier in the syllabus](#).

**Weekly Topic Goal** - The number of topics that you are expected to complete by 11:59 PM Arizona time on Sunday of that week. You may learn the topics from any unit in which ALEKS allows you to learn. The number of topics for the topic goal will change from week to week. Please see the “Topic Goals Schedule for On Track Pacing” table found [earlier in the syllabus](#). The weekly topic goal **contributes** to your course grade, and you are expected to meet this goal each week. You may always learn more than the required number of topics in any week. Extra topics done in any week, however, will not count in any other week for a grade but will be helpful in completing the course earlier than the end of the session or in catching up if you fall behind. If you are well ahead of the on-track topic count, you may arrange a variable topic goal with your instructor.

**Weekly Time Goal** - The number of hours that you are working in ALEKS each week. The weekly time goal **does not count** directly towards your course grade, but it can be a useful guide. If you are not completing your Weekly Topic Goals in a given week while coming up well short of the posted Time Goal, then you need to increase your activity level in order to be successful. If you are not completing your Weekly Topic Goals in a given week, but you are completing the Time Goal, then contact your instructor to discuss how you can improve your efficiency while learning the topics.

**Topic Carousel** – When you click on “Start My Path” from the homepage in ALEKS, you will be taken to the next topic that the ALEKS system decides you are ready for. However, you have freedom to work on any unlocked topic that you would like. While in “Learn” mode, click on the triangle in the upper left corner to open the Topic Carousel. From here you can scroll through all topics available for you to work on.

**Unit Dropdown Menu** – Once you open the Topic Carousel, you will see another triangle in the upper left corner. This will open the Unit Dropdown Menu which allows you to move between units. Sometimes the ALEKS system will have you working in a recently unlocked future unit, even though you still need to relearn topics from an earlier unit. You will need to manually go back to those earlier units yourself via the Unit Dropdown Menu so that you can complete those topics before moving on in the course.

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Unit	Unit Names	Goal Topics	Minimum Mastery Level Requirement
A	Review: Exponents, Simplifying, Factoring, Solving	85	100%
B	Solving, Introduction to Functions, Linear Functions, Systems of Equations	97	100%
C	Graphs of Function; Composite and Inverse Functions; Quadratic, Polynomial and Rational Functions	84	100%
D	Exponential and Logarithmic Functions and Applications	47	100%

**Course Expectations:**

- You are expected to complete your topic goals each week as outlined on the course schedule.
- Over the course of the session, you are expected to remain ahead of schedule based on the suggested syllabus calendar.
- You are expected to spend about **9 or more hours per week** to access the course content.
- **You are expected to complete each exam within a week of completing the associated unit.**

**Tutoring and Learning Resources:**

- The study helps within ALEKS itself include various “Instructor Resources”: the electronic textbook, videos about each topic, and a way to message me, your instructor, about each question. I prefer, however, that you post your homework questions to the Canvas “Discussions” instead.
- An instructional assistant (IA) will be available to help during the class.
- Test study guides are available within Canvas.
- The schedule for tutoring can be found at <https://tutoring.asu.edu/>.
- ASU also provides counseling, tutoring in math (and many other subjects), supplemental instruction, and other types of support to students. The websites are <https://eoss.asu.edu/counseling> for counseling services, <https://tutoring.asu.edu/> for tutoring including online tutoring, and <https://eoss.asu.edu/cs> for career resources.

**How to Succeed in this Course:**

- Make time for math every day, at least five or six days each week. Log into our Canvas course site, check the course announcements, and work on math each of these days. Also check your ASU email on these days for messages from me.
- Staying ahead is a critical component of student success in this course. Stay ahead of schedule and make sure you are aware of all the resources available to you that are listed in the syllabus and on the course site so you don’t fall behind.

**Technical Support Contact Information:**

For technical assistance 24 hours a day, 7 days a week, please contact University Technology.

Phone: 480-965-6500 or 1-855-278-5080 Email: [helpdesk@asu.edu](mailto:helpdesk@asu.edu)

Web: <http://help.asu.edu/> or visit the “Service” tab at myASU.

For information on systems outages, visit the ASU systems status calendar: <http://syshealth.asu.edu/>.

**Academic Integrity:**

- Academic honesty is expected of all students in all examinations, papers, and laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>
- Any parts of exams, assignments, reports, or solutions to these, from current or previous sessions, posted to any website not affiliated with ASU may result in academic integrity disciplinary actions against the students posting them and the students using them.
- No individual extra credit assignments will be offered.

**Conduct:**

I expect you to be civil and courteous. Students are required to adhere to the behavior standards listed in the

- <https://eoss.asu.edu/dos/srr/codeofconduct> (Student Code of Conduct).
- [ACD 125: Computer, Internet, and Electronic Communications.](#)
- <https://provost.asu.edu/academic-integrity> (ASU Student Academic Integrity Policy).

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior may result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10.

Appropriate class behavior is defined by the instructor. This includes the number and length of individual messages online. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Also, profanity, vulgarity, and unkindness will not be tolerated. Please be kind in your messages to everyone in our class. Inappropriate online messages may be deleted if an instructor feels this is necessary. Students will be notified privately that their posting was inappropriate. Student access to the course communication features may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course. The procedures for initiating a disruptive behavior withdrawal can be found at <https://thecollege.asu.edu/resources/disruptive-behavior>.

**Establishing Eligibility for Accommodations:** Students who feel they will need accommodations in this class but have not registered with the Student Accessibility and Inclusive Learning Services (SAILS, formerly called DRC) should contact SAILS immediately. SAILS staff can also be reached at: 480-965-1234 (V), 480-965-9000 (TTY). Their hours are 8:00 AM to 5:00 PM, Monday through Friday. For additional information, visit: <https://eoss.asu.edu/accessibility>.

Qualified students who will require accommodations in this class are encouraged to make their requests to me at the beginning of the session either during office hours or by appointment. Prior to receiving such accommodations for our class, verification of eligibility from the Student Accessibility and Inclusive Learning Services (SAILS) is required. Such disclosed information is confidential.

**Policy on Threatening Behavior:** All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

**Absences related to religious observances/practices or university sanctioned events and activities:** If you will miss class due to a religious observance or practice or due to participation in a university sanctioned event or activity, it is your responsibility to inform the instructor a week in advance. Your instructor will work with you on alternative and reasonable arrangements for any time missed.

**Inclusion:** The School of Mathematical and Statistical Sciences encourages faculty to address and refer to students by their preferred name and gender pronoun. If your preferred name is different than what appears on the class roster, or you would like to be addressed using a specific pronoun, please let your instructor know.

**Policy on Sexual Discrimination:** Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

**Title IX:** Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

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**Note:** If I need to make a change to this syllabus, I will notify students via an email to your ASU email or via an announcement posting in Canvas for our course. I do not expect to make any major changes.