



COURSE REQUIREMENTS

MTH 02 – Arithmetic
SPRING 2010

Getting Started

1. This course is entirely web accessible using [ALEKS software](#). You do not need to log into Blackboard to access the course material. You can try out the ALEKS program as a guest at <http://www.highed.aleks.com/?ref=web>.
2. There is no specific calculator requirement for this course. Calculators may be used on the exam but are not required.
3. You need to buy the ALEKS manual (ISBN 0072391308) with one semester access code from the bookstore or from <http://www.mhhe.com/sem/aleks/purchase.html>. Be sure you **do NOT buy a used book**. This is a software license, and it will only work for one student and only for one semester.
4. There is no required textbook for this course. Most students find the material in ALEKS sufficient, but you may use any arithmetic or pre-algebra textbook as an additional reference. There are a number available in the library. You may also contact the instructor to check one out for the semester if you wish.

First Time Logging In

5. When initially signing into ALEKS, the program will request an e-mail address. Please type in an address you check frequently.
6. When you sign onto ALEKS for the first time, it is very important that you **take the tutorial** so that you will know how the software works. This can save you frustration later when you might miss problems because you are not entering the solutions correctly.
7. **After the tutorial, the program will assess your math level. This may take a couple of hours, and it is very important that you do not begin this assessment until you have a couple of hours free from distraction and interruption.**
8. Throughout the semester, the ALEKS program will occasionally give you additional assessments. These assessments cover current material as well as material you have already completed. **Be aware that when ALEKS gives you an assessment, if you have forgotten previously mastered objectives, the program will require that you re-learn those objectives.** This has not been a problem for students who **consistently work** on the program; however, students who quit working for a week or two often have to go back and relearn what they have forgotten. This is part of the rationale for the minimum hourly requirement per week discussed below.

9. The course code you need to get started in ALEKS will be given to you when you make 100% on the Blackboard quiz that covers the information on is Course Information sheet.

Workload Expectations

10. You will be required to spend a **minimum of 5 hours per week (more during summer terms)** on ALEKS (Note that in a traditional lecture class you would be spending that many hours per week in class with additional time spent doing homework). This will work best if you set aside time to work on the program daily or at least 3 or 4 times per week. **Make a schedule just as though you had to attend a class.** If you finish the objectives and complete the exam REVIEW questions in Bb before the end of the semester, you can take the Final Exam at that time and be finished with the course.
11. **The number 1 reason students fail this course is not meeting the weekly time requirement. Therefore, if you are not putting in the minimum hours per week, you WILL be administratively withdrawn from the course.** The program records how long you spend on-line, how many times you log on, how many objectives have been met, etc. for the instructor to view. Note that the hourly requirement per week is a **MINIMUM**. This is not meant to imply that this will be sufficient time for you to achieve all of the objectives. Everyone works at a different pace. You can view your hours and overall progress by clicking on **REPORT** at the top of the ALEKS screen.
12. **It is college policy that students not attending class during the first 10 days of the semester be withdrawn from the course. If you have not completed the Course Information quiz and logged into ALEKS by the census date (last day to receive a refund) for the semester, you will be withdrawn from the course.**

Contact Information

13. If you encounter a technical problem with the program, immediately go to <http://www.aleks.com/support> and check the FAQ for a solution. If the resolution to your problem is not in the FAQs, submit your question using the form on that page. ALEKS will help you resolve computer issues. Your instructor will answer questions on the material.
14. When you have questions about the math, contact me for help. The best way to do this is to e-mail your questions through ALEKS so you can use math symbols if you need to. You can also contact me at sfleming@vhcc.edu.
15. Please include **MTH 02 and your name** in the subject line of each e-mail you send me. This allows me to spot student email quickly and give it first priority. It also saves me time as I will not have to identify which one of my classes you are in.
16. **If you think the computer is counting a problem wrong** that you feel is correct, please print the exercise that is presenting the difficulty. If you cannot print directly from ALEKS, use print screen to **get a record of the exercise**. When you press the print screen key on your keyboard, it puts a copy of the screen onto your clipboard. To print this copy, open a

word processor and select paste (or press the Ctrl and V keys) to put the screen into a document you can then print or e-mail to the instructor.

Please check carefully. The instructor cannot see the actual answers you type in. ALEKS must be contacted to look up any possible errors in grading. Over the last 10 years, only one time was there an actual instance where ALEKS made a mistake and counted a correct problem incorrect. Usually, the student misread what they typed in such as using an x variable when the problem was in y or not seeing a sign somewhere.

17. **Please do not hesitate to e-mail me for help when you need it.** If we cannot resolve your question through e-mail or web conference, I am happy to schedule appointments to meet with you on campus.

Tests and Exams

18. **There will be no paper and pencil tests other than the Final Exam**, which is approximately 75 multiple choice questions. Calculators may be used on this exam. No books or note may be used on the exam.
19. ALEKS will give you periodic assessments to check your understanding of the material. Be sure you work carefully through these. You will have to go back and re-do any material related to problems you miss on the assessments. If an assessment pops up at an inconvenient time, log out of ALEKS. The assessment will be there the next time you log in.
20. When you finish all of the objectives and make at least 60% on the Review questions in Bb, you may take the final exam and be finished with the course. **This is a pass/fail course.** In order to receive a passing grade, you must **complete ALL of the objectives in ALEKS and make at least a 60% on the Final Exam.**
21. Because there are practice questions for the exam in Bb, **there will be NO exam re-takes.** Do not go take the exam until you have done well enough on the Review questions that you are confident you can pass.
22. You must come to your college (or approved testing site) to take the Final Exam. You will be required to show a photo ID (driver's license or college ID) in order to take the exam. The exam will appear in Bb when you have met the requirements to qualify you to take it. **Be sure you can see the link in Bb BEFORE you go to the testing center.** Test center personnel will enter the required password to give you access to the exam. **They cannot make the exam show up in Bb.** If you think you have met the requirements and still don't see the exam link, contact me BEFORE you go to the testing center. **It may take up to 48 hours after you complete the requirements for the exam to be posted.**

Worksheets and Additional Resources

23. You can print worksheets from ALEKS to practice problems away from the computer so that you will not need to spend as much time on-line. You can also print worksheets by clicking on ALEKS Resources at <http://www.vhcc.edu/sfleming/MTH02/home.htm>

Plagiarism and Cheating

24. Any student caught cheating (including not doing his/her own work on ALEKS) will fail the course, not be permitted to re-enroll in any other distance education course taught by Dr. Fleming, and will have charges brought before the Student Judiciary Committee for possible further action.
25. Also be aware that if someone else does the work in ALEKS, you must show a valid picture ID (driver's license or VHCC student ID) in order to sit for the exam. **Any student making below 60% on the exam will not receive credit for the course.**