



COURSE REQUIREMENTS

MTH 03 – Algebra 1

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 Elementary 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 (2 hours per day** during summer terms) on ALEKS (Note that in a traditional lecture class you would be spending almost 5 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 before the end of the semester and complete the Intermediate Goal quizzes in Bb, 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 15% 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 course 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 03 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 class 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 into ALEKS. They must be contacted to look up any possible errors in grading. Over the last decade, only one time was there an actual instance where ALEKS made a mistake and counted a correct problem as 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 or an exponent 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 50 questions which will be just like the quizzes generated by ALEKS. Calculators may be used on this 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. There are 3 Intermediate Goals set up in ALEKS corresponding to the following topics: Linear Equations & Inequalities, Graphing, and Exponents & Polynomials. When you finish an intermediate goal, you will find a quiz on that material in ALEKS. You may use books and notes on these quizzes. You may not get help from anyone on the quizzes. The grades count in your average for this class.
21. When you finish all of the objectives in the Intermediate Goal quizzes, 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 required course work in ALEKS and make at least a 60% on the Final Exam. You need a 75% average to pass the course.**
22. **Because you must make a least a 60% on the exam to pass the course, do not go take the exam until you have done well enough on the practice questions that you are confident you can pass. If you can't make at least 60% on the practice questions without using your notes, you are not likely to make the required 60% on the exam.**
23. 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. I

will e-mail you when your exam is in the Testing Center. **Do not go to the Testing Center until you have heard from me that your exam is there.**

Worksheets and Additional Resources

24. 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/MTH03/home.htm>.
25. Examples and videos for many of the objectives can be found on the instructor's webpage, www.vhcc.edu/sfleming. Click on MTH 03 and then on FAQ. If you do not see the objective you need, send the instructor an e-mail to schedule an appointment or ask for a video explanation to be posted to the website. The Bb announcements page also has a couple of links to helpful resources.
26. If you are a weak math student, go to the Tutoring Center in the back of the library ASAP and request a tutor before all the slots get filled. MTH 05 assumes you just need a review of your high school algebra so the material moves quickly. If you feel like the course is moving too quickly, you should drop back to MTH 03 during the first week of classes.

Plagiarism and Cheating

27. 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.
28. 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.**