

SYLLABUS MATH 0999, Support for College Algebra

“Support Class”

This course will be delivered in-person this semester.

Instructor and Contact Information

Instructor: Stephanie Reikes

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Office: Skiles 228

Office Hours: Will be updated in Canvas.

General Information

Course Title: MATH 0999, Support for College Algebra

Course Institution: Georgia Institute of Technology

Course Meeting Times: Monday - Thursday, 2:00 - 3:15pm

Course Location: Will be determined by Georgia Tech and found in <https://oscar.gatech.edu/>

Course Description

MATH 0999 is intended to support college algebra students to encourage their success. This course will incorporate pre-requisite skills needed for college algebra as well as just-in-time review.

Course Learning Objectives

The primary goal of Math 0999 is to prepare students to succeed in upper-level courses. To this end our course is designed to:

- 1) Prepare students to apply fundamental concepts of Algebra
- 2) Help students refine their learning strategies to help them succeed in a college level math course

Course Content

- 1) Understand pre-requisite skills such as adding/subtracting positive and negative numbers, evaluating fractions, order of operations, etc.
- 2) Students will be able to review and practice course content from college algebra
- 3) Students will complete a learning skills module including time management, note taking skills, test taking strategies

Course Materials

Course Website: Canvas (*required*)

Handouts: Course materials (worksheets) will be distributed in class (required)

Course Expectations

As your instructor, my role is to prepare you for future math courses at Georgia Tech, provide you with ample assignments and assessments to gauge your understanding and knowledge of the subject matter, provide feedback on your performance, and be available for assistance when needed.

As students, you are expected to take your responsibility seriously, attend and participate in all of the class meetings, behave in a respectful manner to your instructor and fellow students at each class meeting, complete all assignments in a timely and professional manner, study the subject matter outside of class time, and ask for help when necessary.

Student-Faculty Expectations guidelines can be found at <http://www.catalog.gatech.edu/rules/22/>.

Course Information

SYLLABUS QUIZ: Short introduction quiz posted on Canvas. There is a 3% per day late penalty applied.

ACADEMIC SKILLS VIDEOS AND QUIZZES: You will watch and complete video quizzes on academic skills (i.e. Time Management, etc.). There is a 3% per day late penalty applied.

ACADEMIC SKILLS ASSIGNMENTS: You will complete several assignments posted on Canvas based on academic skills (Semester-at-a-Glance, etc.). There is a 3% per day late penalty applied.

WORKSHEETS AND EXAM DEBRIEFS: You will complete worksheet assignments for pre-requisite and just-in-time review of Math 1111 content. These are graded assignments. Worksheets are always due at the end of class in which they are assigned. Late work will still be accepted, but don't get too behind! No late penalty will be applied.

TAKE HOME FINAL EXAM: You will complete a take home final exam which will cover pre-requisite concepts and Math 1111 content. This is a graded assignment for this course. The Take Home Final Exam is due on the last day of classes. **No make-ups. No late Take Home Final Exam allowed.**

Showing work is required on all written assignments. As writing mathematics properly is part of learning College Algebra, points will be deducted for incorrect or missing mathematical steps and notation. Problems with correct answers, but no work will receive 0 points.

Grading System

Your final grade will be computed as follows:

Syllabus Quiz	5%
Academic Skills Assignments & Quizzes	25%
Worksheets	60%
Take Home Final Exam	10%

The standard 10-point scale will be used to assign letter grades, but the cut-offs may be lowered to arrive at a standard distribution for the course:

A: [90%, 100%]; B: [80%, 90%]; C: [60%, 80%]; F: [0, 60%)

Class Policies

Attendance: You are expected to come prepared and actively participate in every class session. In the event of an absence, you are responsible for all missed materials and any additional announcements or schedule changes given in class. The instructor is not responsible for re-teaching missed information. Students should refer to the class calendar to know what information was covered while they were not in class. Students are advised to get contact information from a fellow classmate who they can contact if they need to get copies of notes.

Students who are absent because of participation in approved Institute activities (such as field trips, professional conferences, and athletic events) will be permitted to make up the work missed during their absences. Approval of such activities will be granted by the Student Academic and Financial Affairs Committee of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar.

In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Vice President and Dean of Students (Division of Student Life) as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors.

More information can be found at <http://www.catalog.gatech.edu/rules/4/>

Academic Integrity: Georgia Tech aims to cultivate a community based on trust, academic integrity and honor. Students are expected to act according to the highest ethical standards. All students are expected to comply with the Georgia Tech Honor Code.

Class disruptions of ANY kind will NOT be tolerated and may result in your removal from the classroom.

- 1st interruption = verbal warning
- 2nd interruption = verbal warning and may be asked to leave the classroom
- 3rd interruption = verbal warning, may be asked to leave the classroom, and reported to OSI

Please show courtesy to your fellow classmates and instructor by adhering to the following class rules:

- Turn off and put away all food and electronic devices, unless needed for class.
- Come to class on time and stay for the entire class period. Be engaged, no sleeping allowed.

- Refrain from conversing with your fellow students while the instructor is speaking.
- Put away any reading materials unrelated to the course.
- Students will raise their hand and wait to be addressed before speaking during lecture.

Cheating includes, but is not limited to:

- Using an unapproved calculator, books, etc. on assessments.
- Copying directly from **any** source, including friends, classmates, tutors, internet sources (including Wolfram Alpha, Mathway, ChatGPT, etc.), or a solutions manual.
- Allowing another person to copy your work and/or share work with others.
- Taking an assessment in someone else's name or having someone else take an assessment in your name.
- Asking for a regrade of a paper that has been altered from its original form.
- Using someone else's clicker to gain attendance points or to take quizzes or tests for them or asking someone else to use your clicker for any graded or attendance submission.

Consequences of Course Violations:

Students caught:

- **cheating or plagiarizing on an assignment, quiz, or assessment**
- **with a cell phone/electronic device during an assessment**

will be reported to the Office of Student Integrity (OSI) as a suspected violation of the Georgia Tech Academic Honor Code. Pending review, a grade of zero may be recorded on the assessment. Violations may result in penalties including a zero on the assessment, failure in the course, and/or additional disciplinary actions.

The honor code can be found at <http://www.policylibrary.gatech.edu/student-affairs/code-conduct>.

Re-grading of Papers: If a problem has been graded in error, you must submit a regrade request to me **in writing**, along with your paper, no more than *one week* after the papers have been returned in class. Should you wish to have your paper regraded, *do not change or add to the work on your paper!* If you must write on your returned paper, be sure to write in a different color ink and clearly indicate what you have added.

Make-Ups: Make-up Worksheets will be allowed for university-sponsored events, illness, and death in the family. To complete a make-up, written documentation from the Office of the Registrar or Division of Student Life must be received. The make-up **must not exceed 1 week** from missed assignment.

Artificial Intelligence (AI) Policy: The use of Artificial Intelligence (AI) tools (such as ChatGPT, Copilot, or similar programs) must comply with the expectations of academic integrity and the learning goals of this course. Unless explicitly permitted for a specific assignment, students may not use AI tools to generate, edit, or complete any portion of their work. This includes, but is not limited to, producing written responses, solving problems, creating images, or rephrasing text.

If AI use is permitted for an assignment, the following applies:

- You must clearly document how and where AI tools were used (for example, by noting prompts and outputs).
- You are responsible for verifying accuracy and ensuring all ideas, explanations, and language reflect your own understanding.

- Submitting AI-generated work as your own without disclosure constitutes academic misconduct under institute policy.

Accommodations for Students with Disabilities: Georgia Tech complies with the regulations of the Americans with Disabilities Act and offers accommodations to students with disabilities. If you need classroom or testing accommodations, please make an appointment with disability services to discuss your needs and to obtain an accommodations letter. More information is available on their website, <http://disabilityservices.gatech.edu/>. After your intake appointment is complete, please make an appointment with me to discuss your accommodation and learning needs.

Accessibility: I am committed to providing both physical accessibility and access to information resources and technologies to individuals with disabilities. The Institute's vision is to create a culture of access for an inclusive learning and working environment. Accessibility ensures that people with disabilities can perceive, understand, navigate, and interact and contribute with the course material and websites. It encompasses all disabilities that affect access, including visual, auditory, physical, speech, cognitive, and neurological disabilities. I am happy to work with you and the Office of Disability Services regarding class materials.

Calculators: While you may need a scientific calculator for help with an occasional problem in the course, the use of calculators is **NOT ALLOWED** on quizzes or exams.

Announcements: I will frequently update the class pages with class information and materials. *You are responsible for obtaining any announcements or materials placed on Canvas (canvas.gatech.edu).*

Missing Grades: On Canvas, if your grade is not reported, that means I do not have a submission from you for that assignment. If your submission score is listed as “0” or is not posted on Canvas, you will also have one week after papers have been returned to report a missing paper. After that time, hard copies of the papers may be shredded, and any unreported submissions will be scored as a “0”. It is every student’s obligation to check Canvas regularly and report grading errors promptly to their instructor.

Additional Help: *Asking questions is the key to success!* Don’t hesitate to reach out to me via e-mail! Free “walk-in” help is also available Monday-Thursday in the “**Math Lab.**” You can view the schedule at <https://tutoring.gatech.edu/drop-in/>.

Statement of Intent for Inclusivity

As a member of the Georgia Tech community, I am committed to creating a learning environment in which all of my students feel safe and included. Because we are individuals with varying needs, I am reliant on your feedback to achieve this goal. To that end, I invite you to enter into dialogue with me about the things I can stop, start, and continue doing to make my classroom an environment in which every student feels valued and can engage actively in our learning community.

Important Dates

29 June – First Day of Classes

2 and 3 July – School Break

21 July – Withdrawal/Grade Mode Deadline

30 July – Final Instructional Day

31 July – Reading Day

3 – 6 Aug – Final Exam Week

Campus Resources

In your time at Georgia Tech, you may find yourself in need of support. Below you will find some resources to support you both as a student and as a person.

- Tutoring & Academic Support <http://tutoring.gatech.edu>
 - Knack Tutoring
 - Peer-Led Undergraduate Study (PLUS)
 - Commons/Drop-In Tutoring (Including the Math Lab)
- Communication Center <http://www.communicationcenter.gatech.edu>
 - Individualized help with writing and multimedia projects
- Academic Success and Advising <https://www.success.gatech.edu/>
- The Office of the Dean of Student <https://studentlife.gatech.edu/>
- Center for Mental Health Care and Resources <https://mentalhealth.gatech.edu/>
- Students' Temporary Assistance and Resources (STAR) <https://star.studentlife.gatech.edu/>
 - Can assist with interview clothing, food, and housing needs.
- Stamps Health Services: <https://health.gatech.edu>
 - Primary care, pharmacy, women's health, psychiatry, immunization and allergy, health promotion, and nutrition
- Georgia Tech Police; **404-894-2500**

Tentative Course Calendar

Please use this as an approximate class schedule; section coverage may change depending on the flow of the course.

Monday	Tuesday	Wednesday	Thursday	Friday
6/29 Syllabus Worksheet #1 (P.1, P.2)	6/30 Worksheet #2 (P.3, P.4, P.5)	7/1 Worksheet #3 (P.6) Syllabus Quiz Due Notetaking Module Due	7/2 No Classes	7/3 No Classes
7/6 Time Management Module Due	7/7 Worksheet #4 (1.1, 1.2, 1.4)	7/8 Worksheet #5 (1.5, 1.6)	7/9 Worksheet #6 (1.7)	7/10
7/13 Study Strategies Module Due	7/14 Worksheet #7 (2.1, 2.2, 2.3)	7/15 Worksheet #8 (2.4, 2.5, 2.6)	7/16 Worksheet #9 (2.7, 2.8)	7/17
7/20 Response to Bad Grades Module Due	7/21 Worksheet #10 (3.1, 3.2)	7/22 Worksheet #11 (3.3, 3.4, 3.5)	7/23 Worksheet #12 (3.6)	7/24
7/27 Academic Stress Module Due	7/28 Worksheet #13 (4.1, 4.2)	7/29 Test Taking Strategies Module Due Worksheet #14 (4.3, 4.4)	7/30 TAKE HOME FINAL DUE	7/31

Please note: Items are subject to change. Any changes to the syllabus and/or course schedule will be relayed to the students in class and through Canvas.