**MTH 110 | Applied College Mathematics | Spring 2020**

**Instructor** | Dr. Leanne Merrill (call me Leanne or Dr. Merrill)

**Delivery** | This course will be delivered asynchronously via Moodle

**Contact** | Email: merrill@wou.edu
| Google Hangouts: Use your WOU Gmail account to message me; we can chat via text, audio, or video and share a whiteboard to write

**Find Me** | Available via email at all times-- will reply within 2-3 hours during the day, or next day if sent after 7pm
| Electronic Office Hours: (immediate email/chat response)
  | Monday 10-11
  | Tuesday 12-1
  | Wednesday 4-5
  | Thursday 11-12
  | Friday 3-4
  | and by appointment at almost all other times

**Materials** | The textbook for this course is a set of notes, currently being developed by the instructor. Sections will be released on Moodle as they are written. You are free to download, but not redistribute, the textbook. Additionally, you do not need a calculator for this course, though you may use one if you like. Throughout the course, you will be introduced to free online calculator tools.

**Goals** | In this course,

1. Students will provide accurate explanations of information presented in mathematical forms.
2. Students will convert relevant information into various mathematical forms.
3. Students will draw reasonable and appropriately qualified conclusions from quantitative analysis of real-world applications.
4. Students will understand the use of percent, proportions and rates in solving real-world problems.
5. Students will understand and use polynomial, exponential, logarithmic, and power families of functions and develop regression and modeling of real-world problems with these functions.

Note that outcomes 1, 2, and 3 align to WOU’s Quantitative Literacy Undergraduate Learning Outcome.
Grades

You will be assessed using a combination of homework and projects. Homework grades will be based both on completion and accuracy. Projects will have specific rubrics provided for their grading. The grades will be weighted as follows:

| Grade     | Points Range | Weight
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td></td>
<td>40%</td>
</tr>
<tr>
<td>Part I Project (due in Week 4)</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Part II Project (due in Week 8)</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Part III Project (due in Week 11)</td>
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<td>20%</td>
</tr>
</tbody>
</table>

Specific project due dates will be announced later, and at least 2 weeks in advance of submission.

Letter grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
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</tbody>
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Policies

Late Work

In general, I expect you to turn things in at their due date/time. However, if something prevents you from doing this -- such as illness of yourself or a family member, or another difficult and unforeseen event -- you should communicate with me so we can design a plan for you to keep up with material. As long as you communicate with me, to the best of your ability, I will not deduct credit for lateness. However, if you do not complete work for a period of more than 2 weeks without communicating with me, I reserve the right to deduct late work by 50%.

Student Success

If I am concerned about your academic progress and ability to succeed in the course, I may make a referral to Student Success and Advising through the Wolf Connection System (WCS). If a referral is created, an Academic Success Advisor from SSA will connect with you via email or telephone to discuss challenges you may be facing and your plan to overcome those obstacles and achieve success. This referral process is in place as a way to support you in this class and not a punishment. If you want to discuss strategies for academic success, you may schedule an appointment with an Academic Success Advisor by calling 503-838-8428, emailing
Accomodations

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of Disability Services at ods@wou.edu or 503-838-8250, as early as possible in the term. Students needing medical or mental health care can access the Student Health and Counseling Center by calling 503-838-8313, emailing at health@wou.edu, or by visiting the SHACC building.

Veterans and Military

Western Oregon University recognizes that those who are actively serving in the Reserves or National Guard of the United States are required by their military contract to attend mandatory training. If you will be absent due to military orders, I strongly encourage you to communicate that with me as soon as possible so we may discuss alternative arrangements.

Reporting

As an employee at Western Oregon University, I am required by federal law to report any incident of sexual misconduct. If you wish to talk with me about something that has occurred to you or another student, I must inform university personnel. Reporting this information helps the university to safeguard students and get students the help and support needed. You have the right to maintain your privacy. I will only report what you confide in me. If you would like additional information about this, please visit: wou.edu/student/sexual-misconduct-resources/sexual-assault-care/

Mental Health

If you experience overwhelming academic stress, difficult life events, or feelings of anxiety or depression, I strongly encourage you to seek support. Remember that getting help is a smart and courageous thing to do -- for yourself, for those you care about, and for those who care about you. Here are some resources available to you.

- Student Health and Counseling Center (wou.edu/health). Counseling services are free for all WOU students taking at least 6 on-campus credits.
- WOU’s Suicide Prevention and Mental Health Promotion program (wou.edu/mental-health).
- For life threatening situations, call 911 or Campus Public Safety (wou.edu/safety) at (503) 838-9000.
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- I am a SafeZone (LGBTQ+) Ally, I am trained in the QPR Suicide Prevention Technique, and I serve on the Abby's House (Center for Equity and Gender Justice) Board, so I can provide support and referrals in difficult situations.

Academic Honesty

I expect you to be honest in this course. In general, if you use a source from the internet or elsewhere, I expect you to cite it by simply providing the name of the source (and URL if applicable). I will provide clear citation guidelines for projects within those particular assignments. If you are ever confused about when and how to cite something, please ask me. For more specific information about WOU’s academic misconduct policy, see the WOU Student Code of Responsibility, available from the Office of Student Conduct.

Email

Please use your WOU Gmail to send me an email; otherwise, it may be sent to my spam folder. I will respond to all emails within 48 hours, and usually much quicker. Likewise, you must check your WOU Gmail at least once per weekday while you are enrolled in this course, and you must read my emails entirely. When you are composing a message to me, please consider readability and tone. If you are asking a question about a particular math problem, it is helpful if you attach a picture of your work on that problem so far.

Moodle

At moodle.wou.edu you may access all course documents such as this syllabus, homework assignments, videos, and other resources. In addition, you may view your scores on previous assignments and your current course grade. I will post announcements in Moodle about changes/updates to the course. I recommend checking Moodle at least once per weekday during this course.

Getting Help

My office hours this term are online, and are listed at the top of the syllabus. During online office hours, I am available immediately via email and can video or audio chat. I am also available by appointment at most other times during the week if you’d like to schedule a time to chat. The WOU Math Center also has free tutoring available via chat and Zoom video meeting. Visit wou.edu/mathcenter to learn more and access tutoring.