Memo

To: All students enrolled in MTH 109-004
From: Steve Kifowit
Subject: Plan for distance learning
Date: March 24, 2020

As you know, we are no longer meeting face-to-face as a class. In what follows I will describe the plan for transitioning our class to e-learning. PLEASE READ THE FOLLOWING VERY CAREFULLY.

1. As much as possible, we will stick to the original syllabus. The pace, test dates, assignments, grading scale, and course policies will remain unchanged. A copy of the course schedule (taken from the syllabus) is included. Grades will continue to be posted in Blackboard.
2. At least once a week (probably on Sunday or Monday), I will send the class a message with the upcoming week's agenda. You will be doing most of your learning and testing independently through ALEKS.
3. Within reason, I will be flexible with assignment due dates. Try not to fall behind, but if you do, you may make reasonable requests for extensions.
4. Test 3 and the Final Exam will be given electronically in ALEKS. Information regarding tests and possible practice tests will be available several days prior to the test. Expect to take Test 3 and the Final Exam on their scheduled test dates, but I will be somewhat flexible.
5. Class lecture notes are available online as usual. On a regular basis (along with the pace of the original syllabus), I will add enhancements to the lecture notes and provide links to worked out examples.
6. Continue to do your ALEKS work. Carefully read the explanations, watch the videos as necessary, and take notes. This will be how you "go to class." When questions arise, you can ask by email. Feel use my Waubonsee email or send a message through ALEKS.
7. I will always use your Waubonsee email address when sending messages to the entire class. I will also post anything I send to the entire class in Blackboard and on the class webpage. I will reply to your messages regardless of what email account you use, but I will only discuss private information via your Waubonsee account.
8. I have added the "Forum" feature to ALEKS so that we have a message board for class discussions. Use of the message board will not be mandatory--it will not count for points but will simply be there to provide a useful tool. If you have questions about any of the material you are working on, please feel free to post your questions so that we can discuss as a class. If you start a new thread, please give it a descriptive subject, don't just say, "I need help". I will open threads on problems that I am frequently asked about.
9. If you have fallen far behind in your ALEKS work (or not participated at all), you will probably have a difficult time catching up. Please contact me individually by email if you have specific concerns about getting caught up with the ALEKS work.

10. My office hours are now virtual. I will maintain my regular office hours during which I will be available by email. Outside of my regular office hours, I will be checking email regularly from 8am to 4pm, Monday through Thursday. Of course, you can email me any time, and I will get back to you as soon as I can.
11. If and when it becomes possible, I will be available on campus for individual meetings and help sessions.

I expect there to be lots of confusion and anxiety with our new approach to class. I'm very sorry for the turn of events. I will be as helpful as I can be. We'll get through this! Please do not hesitate to ask questions.

Good luck, stay healthy, and have a great semester!

Course Schedule from Syllabus

Week 1	Jan 21 & Jan 23	Course Information, Sections 1.1, 1.2, & 1.7	Linear equations and inequalities (ALEKS Topics due 1/27.)
Week 2	Jan 28 & Jan 30	Sections 1.1, 1.4, & 1.6	Rational and quadratic equations (ALEKS Topics due 2/3.)
Week 3	Feb 4 & Feb 6	Sections 1.1 & 1.6	Quadratic and radical equations (ALEKS Topics due 2/10.)
Week 4	Feb 11 & Feb 13	Sections 2.4, 2.5, & 2.6; **Test 1**	2-variable linear eqn's and graphs, Parabolas (ALEKS Topics due 2/17.) Test 1 covers weeks 1 through 3.
Week 5	Feb 18 & Feb 20	Sections 2.4 & 2.5	Linear eqn's (ALEKS Topics due 2/24.)
Week 6	Feb 25 & Feb 27	Section 2.3, 2.5, & 2.8	Functions (ALEKS Topics due 3/2.)
Week 7	Mar 3 & Mar 5	Sections 2.4-2.8	Functions, graphs, and modeling (ALEKS Topics due 3/9.)
Week 8	Mar 10 & Mar 12	Sections 2.3, 2.6, 2.7, & 3.1; **Test 2**	More on functions and graphs (ALEKS Topics due 3/23.) Test 2 covers weeks 4 through 7.
Week 9	Mar 17 & Mar 19	Spring Break	**No class** (ALEKS Topics due 3/23.)
Week 10	Mar 24 & Mar 26	Sections 2.3, 2.6, 2.8, 3.1, & 3.5	Operations on functions, Transformations (ALEKS Topics due 3/30.)
Week 11	Mar 31 & Apr 2	Sections 1.4-1.5 & 3.1-3.3	Quadratic equations and polynomial zeros (ALEKS Topics due 4/6.)
Week 12	Apr 7 & Apr 9	Sections 2.3, 3.2, & 3.5	Polynomial zeros, Rational functions (ALEKS Topics due 4/13.)
Week 13	Apr 14 & Apr 16	Sections 1.4, 2.3, 3.5, & 3.6; **Test 3**	Rational functions, asymptotes, and inequalities (ALEKS Topics due 4/20.) Test 3 covers weeks 8 through 12.
Week 14	Apr 21 & Apr 23	Sections 4.1 & 4.2	Inverse functions, Exponential functions (ALEKS Topics due 4/27.)
Week 15	Apr 28 & Apr 30	Sections 4.2-4.5	Exponentials and logarithms (ALEKS Topics due 5/4.)
Week 16	May 5 & May 7	Sections 5.1 & 5.2	Systems of linear equations (ALEKS Topics due 5/15.)
Week 17	May 12 & May 14	Review, **Final Exam**	Final exam is comprehensive with emphasis on course objectives