

Memo

To: All students enrolled in MTH 129-004
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 22	Course Information, Sections 1.1 & 1.2	Linear equations and inequalities (ALEKS Topics due 1/28.)
Week 2	Jan 27 & Jan 29	Sections 1.2 & 1.3	Linear & absolute value equations and inequalities (ALEKS Topics due 2/2.)
Week 3	Feb 3 & Feb 5	Sections 1.4 & 1.5	Complex numbers, Quadratic equations (ALEKS Topics due 2/9.)
Week 4	Feb 10 & Feb 12	Sections 1.5 & 1.6	Quadratic and other equations (ALEKS Topics due 2/16.)
Week 5	Feb 17 & Feb 19	Section 1.6, Test 1	Other equations (ALEKS Topics due 2/23.) Test 1 covers sections 1.1-1.6.
Week 6	Feb 24 & Feb 26	Section 2.1	Rectangular coordinates, Circles (ALEKS Topics due 3/1.)
Week 7	Mar 2 & Mar 4	Sections 2.2 & 2.3	Graphs and two-variable linear equations (ALEKS Topics due 3/8.)
Week 8	Mar 9 & Mar 11	Section 2.4, Test 2	Functions (ALEKS Topics due 3/22.) Test 2 covers sections 1.6-2.4.
*****	Mar 16 & Mar 18	Spring Break	No class
Week 9	Mar 23 & Mar 25	Section 2.5	Analyzing graphs (ALEKS Topics due 3/29.)
Week 10	Mar 30 & Apr 1	Section 3.1	Common functions (ALEKS Topics due 4/5.)
Week 11	Apr 6 & Apr 8	Sections 3.1, 3.2, & 3.4	Transformations, Piecewise functions (ALEKS Topics due 4/12.)
Week 12	Apr 13 & Apr 15	Sections 3.5 & 3.6	Operations on functions, Modeling (ALEKS Topics due 4/19.)
Week 13	Apr 20 & Apr 22	Section 4.1, Test 3	Quadratic functions (ALEKS Topics due 4/26.) Test 3 covers sections 2.5-3.6.
Week 14	Apr 27 & Apr 29	Sections 4.2, 4.3, & 4.4	Polynomials: Zeros, division, and graphing (ALEKS Topics due 5/3.)
Week 15	May 4 & May 6	Sections 4.5 & 4.6	Rational functions, Polynomial and rational inequalities (ALEKS Topics due 5/15.)
Week 16	May 11 & May 13	Review, Final Exam	Final exam is comprehensive with emphasis on course objectives