

**Course Overview**

Many students come to university without the prerequisite math courses or knowledge that they need in order to be admitted into the mathematics and statistics courses necessary for their program. It is for this reason that we at Acadia University offer a course in high-school level algebra. Such courses are typically called Beginning and Intermediate Algebra or College Algebra. In some ways, you might say that Algebra plays a similar role in mathematics as grammar does in literature or that vocabulary does in the learning of a new language or that drills do in perfecting an athletic skill. Some people love algebra. They like the structure, the rules, the process of drill, the challenge of learning (learning stuff that may seem somewhat dry or useless), the thrill of getting the right answer. And of course, some people don't like doing mathematics. In either case, you are choosing to invest your time (and money) in taking this course, so I can assume that you are determined to be successful! I am on your side in this endeavor.

**Instructor**

I love teaching Students and Mathematics! I have taught Mathematics (Grades 4-12) in the public school system for seventeen years prior to expanding my professional practice to Administration and as the Technology Integration Consultant in one of our Nova Scotia School Boards. I have been teaching students and their teachers at the University level for nearly 4 decades. In addition, I have been developing, and delivering, on line classes for a number of years. Please feel free to contact me via email if you believe I can assist you with any aspect of the course. jim



Contact Information:  
 Mathematics & Statistics Department,  
 Acadia University,  
 Wolfville, Nova Scotia  
 CANADA B4P 2R6

Phone: (902) 679-0654  
 E-mail: [jim.pulsifer@acadiau.ca](mailto:jim.pulsifer@acadiau.ca)

**Course Materials**

Effective January 10th 2024, the course Text is **Beginning Algebra, 13th Edition, Lial, Hornsby, McGinnis (ISBN 9780134994994)**. The text is available at the Acadia University Bookstore.

See the [student handbook](#) for ordering information.

You will find information on accessing Library resources from off-campus here - <https://library.acadiau.ca/distance-education/access.html>

**Evaluation**

Please fill in this table as it pertains to the evaluation of students in your course. Right-click to insert new rows.

Teams Activity	10%
Written Assignments	40%
Examination	50%
	100%

The assignments are delivered to the instructor via assignment drop-boxes. Please remember to put your name, student number, course number, and assignment number on the assignment and keep a copy in the event the original is lost. Assignments will be returned within 24-36 hours.

The last assignment should be received at least 4 weeks prior to the date you wish to write the exam. This will allow adequate processing time for the request, and for setting the exam.

Note: files must be readable by a reasonably current version of MS Office.

## Course Schedule

Click to download the suggested schedule for this course: [MATH 0110 COIN4 - Suggested Schedule](#)

Print out this schedule and fill in your start date to use the recommended timeline to plan out when you will do readings and assignments. This is a tool to help you plan and time manage this course. If you get off-track, make sure to revisit your schedule and re-evaluate the dates you've set for yourself.

You have 6 months to complete this course. You may set your own schedule, but if you intend to complete the course in less than 3 months, you should let me know so that we can arrange a schedule.

Please do not leave all of your course work until a few weeks before your completion date. Although I will make every effort to accommodate your schedule within reason, I need time to grade assignments and mark exams. **Quick Overview: Recommended Schedule**

Weeks 1-4	Modules 1,2
Week 5-8	Modules 3,4
Week 9-11	Modules 5,6
Weeks 10-12	Module 7

## Exams

### Exam Policies:

- Course requirements must be completed to the satisfaction of your instructor before writing your exam, as per your course syllabus.
- Please consult with your course instructor about your intention to write any midterm or final exam before submitting an exam request.

### Graduating Students Note:

If you are graduating in Acadia's Spring Convocation you must write your final exam by April 15th. If you are graduating in the Fall you must write by September 15th. You must apply to write your final at least 5 business days in advance.

### Applying to Write an Exam:

- Instructor permission is required before writing the exam.
- Fill out the form 'Apply to write the Final Exam' in the final module of your course.

### Exam Format:

- Paper-based
- Closed-book
- 3 Hours
- Non-programmable, non-graphing calculators are permitted.

### Proctoring:

Some exams are proctored. This means that you will be supervised while writing your exam to ensure academic integrity and to assist with any technical challenges you may have. For more information about scheduling a proctored exam, please visit [Open Acadia's Exam Website](#).

- In-person at Acadia or in-person offsite

### Proctored at Acadia

- Examination requests must be received 1 week (7 days) prior to the date you wish to write your examination.
- We offer two standard sessions on Wednesdays beginning at 9:00 a.m. and 12:00 p.m. for in-person exams proctored at Acadia. To submit an exam request and schedule an exam, please use the appropriate link available in your course on Moodle.

### Proctored at Another Location

If it isn't practical to take your exam at Acadia, off-campus exams can be written at another university or college. Arrangements for an examination may be made through the Registrar's Office or the Continuing Education office of most universities and colleges. If it is not possible to write your exam at an approved institution, please contact [openacadiaexams@acadiau.ca](mailto:openacadiaexams@acadiau.ca) for assistance.

- All fees associated with examinations written at other locations are your responsibility.
- Some courses may require specific software or internet accessibility at the off-campus examination location.

## Student Handbook

You are responsible for becoming familiar with the contents of the Student Handbook. It contains important information about scheduling examinations (if applicable), applying for extensions, withdrawing from your course, ordering books, and computer and library services available to you. If you have questions about the policies outlined in the handbook (<https://courseware.acadiau.ca/openacadia/studenthandbook.html>), contact:

Open Acadia  
21 University Avenue (Rhodes Hall)  
Wolfville, NS B4P 2R6  
Phone: 1-800-565-6568  
Fax: 1-902-585-1068  
Email: [openacadia@acadiau.ca](mailto:openacadia@acadiau.ca)

## Academic Integrity

Academic integrity demands responsible use of the work of other scholars. It is compromised by academic dishonesty such as cheating and plagiarism. A student who is uncertain whether or not a course of action might constitute cheating or plagiarism should seek in advance the advice of the instructor involved.

- Cheating is copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise
- Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.
- Self-plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved.
- A student who knowingly helps another to commit an act of academic dishonesty is equally guilty.
- Penalties are levied in relation to the degree of the relevant infraction. They range from requiring the student to re-do the piece of work, through failure on that piece of work, to failure in the course, and to dismissal from the university.