

August 2015

Welcome to Online Math 840!

My purpose in sending this letter is to provide some information that might help you decide whether this course is appropriate for you at this time. This letter should give you some idea of the expectations that will be placed upon you over the course of the semester. It is also intended to give you an outline of the tasks you must complete prior to the start of the semester.

This is an online Introductory Algebra course. This course requires substantial work done outside of class at a fast pace. You will be expected to:

- Take tests online about once every two weeks.
- Post to the discussion board on D2L.
- Complete homework (HW) either online or from the textbook or both.
- Complete Activity Homework that must be turned in and graded weekly.
- Complete a paper-pencil Midterm and Final Exam **on campus**, unless you can arrange a proctor to give you the exam. (If you choose to use a proctor, then you must give me their contact information well in advance of the test.)

Before the start of the semester, you should:

- 1) **Purchase a MyMathLab access code.** MyMathLab is the software we will be using for online quizzes and homework. MyMathLab also contains video lectures as well as an eBook and other resources. You can either purchase MyMathLab at the bookstore or at [www.pearsonmylab.com](http://www.pearsonmylab.com) . We will be using the following textbook: *Beginning and Intermediate Algebra*, 5th edition by Elayn Martin-Gay, published by Pearson/Addison-Wesley. If you prefer to buy a hard copy of the textbook (OPTIONAL), it can be purchased at the bookstore or you can buy a copy online through various vendors. A slightly older edition (4<sup>th</sup> Edition) will work too. A hard copy of the textbook will cost more, but it is portable and can be taken anywhere and used in the future. The multimedia textbook available through MyMathLab is free with the MyMathLab access code, but can only be accessed with an internet connection and you will not have access to it after this course is over.
- 2) **Register with MyMathLab** (go to [www.pearsonmylab.com](http://www.pearsonmylab.com)), explore the resources available on MyMathLab, and take a look at the Chapter 3 and 8 Test. The course id number that you will need during the MyMathLab registration process is: **naughton17986**. Click on Browser Check the first time to install the appropriate plug-ins for MyMathLab to work. More detailed instructions for how to register on MyMathLab will be found in the MyMathLab Registration Instruction document on D2L.
- 3) **Purchase a scientific calculator**, like a TI-30XII. You may use any scientific or graphing calculator for this course.

- 4) **Log on to D2L (Desire 2 Learn).** Course grades, files, video lectures, discussion boards, activities, and announcements will be posted on our D2L site. If you have never logged on to D2L before, there are login instructions on the Inver Hills webpage. To activate any student accounts (including your I-net account, go.inverhills.edu e-mail account or D2L), go to [www.inverhills.edu](http://www.inverhills.edu) and click on the “Students” tab found on the top of the page. From there you will see “Activate student accounts.” Follow the directions provided. If you have any troubles you can visit the computer lab on the first floor of the Library and have an assistant step you through the activation process. **Our D2L course will become available to you beginning August 10th. Start exploring!**
- 5) After you have logged into D2L, please click on the link for this course and click on the link in the announcements that says “**Read Me First.**” You will find a checklist there that can assist you with the steps you must take to prepare for and succeed in this course.
- 6) **Print off the Week 1 Checklist** found in the D2L announcements or under Content. I would strongly recommend that you start working ahead before the course even begins. You can watch my video lectures for Week 1, start on the Week 1 activities, post your Getting To Know You discussion board post, start some MyMathLab practice HW, etc.
- 7) **Activate an email account.** You will need to have an e-mail account so that I can contact you throughout the semester. When you go to D2L, click on Communication→Classlist and make sure that your preferred e-mail address is listed next to your name so that I can send you e-mails throughout the semester.
- 8) **Please send me an e-mail from your e-mail account** to let me know that you have received this letter and have been successful accessing MyMathLab, D2L, and all of the course materials. If you have any questions, please don’t hesitate to e-mail me at [cnaught@inverhills.edu](mailto:cnaught@inverhills.edu).

Also, please make sure that you are comfortable being in a completely online class. You will need to take much more responsibility for your own learning than you would in a more traditionally taught class. **You need to make sure that you have the necessary time available and the necessary motivation to devote to this course.** Since this is a 4-credit course, you can expect to spend at least 12 hours a week watching videos, doing activities, and taking tests. There are a variety of resources available to help you with the course material, including video lectures created by me, examples in the textbook, guided sample problems, video lectures and animations in MyMathLab, regular and online office hours, and tutors in the Math Center.

This online math class will also have a tutor-linked-to-class (TLC) assigned to it. The TLC has taken this online math course in the past and will be available for help throughout the semester. The TLC will be surveying the class during the first week of the semester to determine times that would work for the majority of

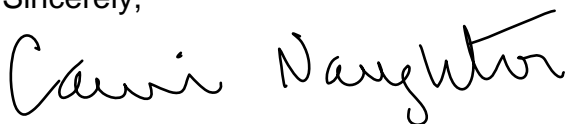
the class to come to online and face-to-face help sessions. **It is a requirement of this class that you attend at least 10 TLC sessions throughout the semester.** Each session is worth 5 points for attendance, for a total of 50 points overall in your grade. You may choose which 10 sessions you would like to attend. If you are not able to attend the TLC sessions offered by our class TLC, you are also welcome to attend any of the TLC sessions offered face-to-face by the other Math 840 TLCs. The instructor will announce the schedule of all the available TLC sessions once it has been set during week one or two of the semester. Please watch your email and announcements for these times and locations. These TLC sessions are meant to provide you extra help in this class. You are welcome to ask HW questions from the activities or MML homework problems. The TLC may also provide some extra problems to work on together in the sessions for practice. Please take advantage of this excellent resource that is available to you!

I strongly recommend that you begin looking at the course material as soon as possible. **The first due date is August 31st.** Under the Content area of D2L, you will find a copy of the syllabus, weekly schedule and weekly checklists. You will also find video lectures and Activity Homework for each chapter. Once you have registered on MyMathLab, you will be able to access the Chapter Tests and can begin taking them at any time. You can also access all of my video lectures from my faculty webpage:

[http://faculty.inverhills.edu/cnaught/video\\_lectures.htm](http://faculty.inverhills.edu/cnaught/video_lectures.htm).

I'm glad to have you in this class. I hope you are successful. **Please post to the D2L discussion board with content or course questions.** You can also visit me in my office, Library 247, or e-mail me directly with any questions related specifically to you.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Naughton". The signature is written in black ink and is positioned below the word "Sincerely,".

Carrie Naughton