College Algebra using ALEKS

You should have received the ALEKS users guide from the bookstore (or elsewhere). When you have opened this packet, it will NOT be returnable to the bookstore.
Inside the Users Guide you will find your log on ID, you will need this plus the course code (**MH4H6-MMXV3)** to get started using ALEKS.

Your first task, once you learn how to use the system, will be to take an assessment to determine your current knowledge. It is most important that this assessment be completed by you, alone.

Following the assessment, you will be given topics to learn. The order of learning is not important; the system will not allow you to access topics that you are not ready for.

Schedule
There are 190 topics to be mastered for completion of the course. To give you every chance for success it is suggested you maintain the schedule shown as Table 1, below. In the event you fall behind the schedule it will be your responsibility to make up the extra work. You should plan on spending as much time completing this course as you would a regular class; this is probably going to be at least 6 hours per week. If you stay ahead of schedule, you may take the semester exams when you are ready. There is no penalty for early completion of this course. It is entirely up to you!

Assessments occur during the learning cycle, they are to be taken by you alone. Obviously I cannot enforce this, but it will become obvious during the examinations.

Testing/Assessment
Each student will be required to take a mid-term and a final exam – at the NEO campus (or as arranged between student and instructor, see Proctor, below). The mid term exam will be taken when 50% of the course has been completed. The final will be a 50 question, comprehensive, multiple choice test and may only be taken when 100% of the course is complete or the semester ends and 80% of the topics have been completed. Other exams may be given at the instructor's discretion.

Grading policy
The grade earned will be given as 40% for midterm, 60% for the final, with the final curved; that total will be multiplied by the amount of the course completed. (This means that completing only 80% of the course will mean that a B is the best you can achieve)

Proctor
In the event you cannot come to the NEO (or GHEC) campus, you will need a proctor. NEO requires that you to use ProctorU, a web based product that will ensure academic propriety; **you will be required to pay for this service.**

Academic Warnings
If you fall behind the recommended schedule, by more than 1 week (equivalent to missing three regular class periods) you will receive an academic warning.
You are expected to show the necessary progress to catch up the schedule; if this is not the case you will be dropped form the course.

All of you can pass this class. The danger lies in falling behind, particularly at the beginning of the semester. You may have some set backs but all can be overcome with diligent effort.

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Please acknowledge reading and understanding this information by sending me an email thru ALEKS. Also indicate whether you plan to use ProctorU.
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Good Luck with this course.

Alan Batt
Instructor

Date	Week #	Topics learned	percent complete
22-Aug	1	13	7%
29-Aug	2	26	13%
5-Sep	3	39	20%
12-Sep	4	52	27%
19-Sep	5	65	33%
26-Sep	6	78	40%
3-Oct	7	91	47%
10-Oct	8	103	53%
17-Oct	9	116	60%
24-Oct	10	129	67%
31-Oct	11	142	73%
7-Nov	12	155	80%
14-Nov	13	168	87%
21-Nov	14	181	93%
28-Nov	15	194	100%
5-Dec	Last Drop Day	End of Semester	
8-Dec	Finals week		
	Final to be taken before noon on Dec 10		

Table 1