Math 103 – Algebra Methods and Introduction to Functions – Fall 2016
(3 credits – Prerequisite Math 100 or 40% on WSU MPA)
(INFORMATION GIVEN BELOW IS SUBJECT TO CHANGE)

Instructor: Sindhuja Jujhavarapu

Office: Neill Hall 128

Office Hours: Monday 4:00 - 5:00 pm
Tuesday 2:00 - 4:00 pm
Wednesday 4:00 - 5:00 pm

E-mail: sjughavarapu@math.wsu.edu

Course Web Site: learn.wsu.edu (click on WSU Authentication)
Announcements and assignments will be posted to the course website. Please check it frequently.

Required Text: Intermediate Algebra with POWER Learning
(Can be purchased at the Bookie, Crimson and Grey, or online)

Required Supplement: ALEKS Student Access Code
(Packaged with book at the Bookie or purchase separately online at ALEKS.com)
♦ Provides on-line help in the form of written explanations and video instruction clips
♦ Offers 24 Hour Unlimited Online Access
http://www.aleks.com, This website is the primary learning tool you will use to facilitate your
practice with the fundamental concepts you are learning.
♦ YOUR ALEKS COURSE CODE CAN BE FOUND IN BLACKBOARD

COURSE DESCRIPTION: We will be working primarily on simplifying and factoring expressions, solving
equations containing fractions, rational expressions, exponential expressions, radical expressions, and graphing
lines. By the end of the course you are expected to be able to solve application problems by constructing algebraic
expressions derived from the data; write equations using algebraic expressions; and solve equations. These skills
will be needed in later classes such as pre-calculus, calculus, economics, chemistry, physics, biology, and
engineering.

LEARNING OUTCOMES: You will develop learning skills that are important for your success in this course,
other courses you will be taking during your undergraduate studies, and lifelong learning. In particular, at the end
of this course you will be able to:
• Use properties of real numbers and properties of exponents to add, subtract, multiply, divide, and simplify
expressions.
• Recognize the difference between an algebraic expression and an algebraic equation.
• Analyze a real-life situation and convert it into an appropriate mathematical expression or equation.
• Solve linear inequalites and linear, quadratic, rational, and radical equations.
• Use properties of real numbers and properties of exponents to manipulate and simplify rational expressions
and solve simple rational equations.
• Determine slopes of lines, and equations of parallel and perpendicular lines through given points.
• Use properties of real numbers and properties of exponents to manipulate and simplify exponential
expressions.
• Use properties of real numbers, properties of radicals, and properties of exponents to simplify radical
expressions and solve simple radical equations.
• Add, subtract, and multiply polynomial expressions.
• Use properties of real numbers and properties of exponents to factor polynomial expressions.
• Solve simple polynomial equations and simple absolute value equations and inequalities.
• Set up equations to represent data given an application problem and use it to solve for a specific outcome.
• Use the methods of substitution and elimination to solve systems of linear equations.

Each of the above learning outcomes will be evaluated by homework assignments, in-class assessments, and exam questions.

**Grading:** Your overall grade in this course is based upon the following point system.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>POINTS</th>
<th>~%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Learning Center (MLC) (2 points each week)</td>
<td>30</td>
<td>(4%)</td>
</tr>
<tr>
<td>ALEKS Modules: 2 @ 5 points each (drop lowest 2)</td>
<td>100</td>
<td>(12%)</td>
</tr>
<tr>
<td>Written Homework: 14 @ 5 points each (drop lowest one)</td>
<td>65</td>
<td>(8%)</td>
</tr>
<tr>
<td>In-class Activities</td>
<td>50</td>
<td>(6%)</td>
</tr>
<tr>
<td>Three mid-term Exams</td>
<td>375</td>
<td>(46%)</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>200</td>
<td>(24%)</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>820</strong></td>
<td><strong>~100%</strong></td>
</tr>
</tbody>
</table>

**You must have a score of 73% or better on at least 2 exams or the highest grade achievable will be a C-.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Passing Grades</th>
<th>Grades Requiring a Course Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grading Scale</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>93% – 100%</td>
<td>A</td>
<td>70% – 72.99%</td>
</tr>
<tr>
<td>90% – 92.99%</td>
<td>A-</td>
<td>67% – 69.99%</td>
</tr>
<tr>
<td>87% – 89.99%</td>
<td>B+</td>
<td>60% – 66.99%</td>
</tr>
<tr>
<td>83% – 86.99%</td>
<td>B</td>
<td>0% – 59.99%</td>
</tr>
<tr>
<td>80% – 82.99%</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>77% – 79.99%</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td><strong>73% – 76.99%</strong></td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT—What to expect from the class and how to approach it:** This class is challenging and will take a commitment on your part to work diligently. As your instructor, I will also work very hard to make the best use of class time, to support you in office hours, and to provide a structure for the class that supports your learning. However, in the end, whether or not you succeed depends on the attitude you bring to class and the effort you put forth.

The only way to learn and retain mathematics (you will be using this material in later courses) is through lots of practice working with the concepts and reflecting on the processes used and underlying structure. Before each class you are expected to review assigned reading and homework sets. Class time will be spent highlighting key topics, making connections between prior knowledge and new concepts, and working through examples that illustrate important ideas. You are expected to take notes during class, using a dedicated notebook for this purpose will help you organize your notes.

**ACADEMIC INTEGRITY:** Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU’s Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will receive a zero on the assignment and we reserve the right to give a grade of F for the course as well, will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct.

Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: [http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010](http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010). If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.
If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at conduct.wsu.edu. http://conduct.wsu.edu/academic-integrity-policies-and-resources.

CLASS PARTICIPATION/ATTENDANCE: You are expected to attend and actively participate in each scheduled class period. Reading assigned materials prior to each class, taking good notes during class, asking relevant questions, and working through problems when asked to do so are just a few ways you can actively participate in class.

ALEKS INITIAL ASSESSMENT: After you have signed into ALEKS and completed a tutorial, you will automatically be given an initial assessment to determine an appropriate program level. It is important that you take this assessment seriously. Do your best to answer all questions without assistance and without using additional resources. ALEKS will use the results of your assessment to set individual practice based on what you can and cannot do. Be sure to read the ALEKS Information sheet included in the syllabus for complete log on instructions and tips for using ALEKS successfully. Log on instructions and tips for success are also posted on the class website.

ALEKS MODULES: You are expected to master the topics in the 22 ALEKS modules. Progress in ALEKS is critical to your learning and success. Prior students recognized that they got a much greater benefit from working on their ALEKS in shorter, more frequent sessions and recommended that rather than having one module due a week, it would be helpful to have modules due more often. In response to their feedback, we restructured the course so that modules are due on Monday and Thursday most weeks. Points will be awarded based on following table:

<table>
<thead>
<tr>
<th>Percent Complete</th>
<th>Points Awarded</th>
<th>Percent Complete</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>5</td>
<td>80%</td>
<td>4</td>
</tr>
<tr>
<td>95%</td>
<td>4.75</td>
<td>75%</td>
<td>3.75</td>
</tr>
<tr>
<td>90%</td>
<td>4.5</td>
<td>70%</td>
<td>3.5</td>
</tr>
<tr>
<td>85%</td>
<td>4.25</td>
<td>Less than 70%</td>
<td>0</td>
</tr>
</tbody>
</table>

See the ALEKS Module Weekly Calendar on last page of this syllabus for specific due dates.

While ALEKS is an on-line learning environment, you should work the problems using pencil and paper. Maintain a dedicated notebook in the spirit of a lab notebook. Your notebook serves as an organizational tool and memory aid and should be used specifically to record your ALEKS work. Each day when you work on ALEKS, date your work, record the topic you are working on, solve the exercise in the notebook, and record any important information you need to recall or might want to reference later. This notebook is also a good place to record questions about topics for which you may need to seek additional help to understand. The neater and more organized your work is, the better a resource it will be when you prepare for the exams or need to communicate with tutors.

EXAMS: There will be three written mid-term exams. Each midterm is worth 125 points. The comprehensive final exam is 200 points. Make-up exams are given only in extremely rare cases. If you have to miss an exam for any reason, you must notify me as soon as possible prior to exam so I can determine if a make-up exam is applicable. Please note that make-up exams are typically more difficult than the original exam. Calculators are not allowed on exams. Because of this, it would be in your best interest to get accustomed to doing in-class work and homework without a calculator. Do not be dependent on your calculator. Make sure to bring your student ID, pencils and an eraser to each exam. Please note the dates for the course exams:

**Mid Term I:**
Wednesday, September 14
6:00 to 7:00 p.m.

**Mid Term II:**
Wednesday, October 19
6:00 to 7:00 p.m.

**Mid Term III:**
Wednesday, November 16
6:00 to 7:00 p.m.

**Final Exam:**
Wednesday, December 14
7:00 to 9:00 p.m. (NO EARLY EXAMS)

WRITTEN HOMEWORK: Fourteen homework sets will be assigned. Your lowest homework score will be dropped. Each homework set is worth 5 points. Completing homework on time is critical to your success in this class. While you are expected to read the corresponding material in the text and complete these assignments individually, working together in study groups is recommended. The Math Learning Center (MLC) is set up to assist you with your homework assignments. However, the tutors will not do the work for you. You should attempt
to do your homework before you ask for help. When you visit the MLC, sit with other students in Math 103, if the tutors are busy your table mates may be able to shed new light on your problem. Assignments must be turned in at the beginning of class on the date they are due. Late homework will not be accepted without prior permission. Read the homework policy information sheet below for complete requirements on how to submit homework.

MATH LEARNING CENTER: Beginning the first week of the semester you are required to attend the Math Learning Center (MLC) a minimum of one hour per week (15 weeks – 30 pts. total). After you have taken the first exam, your score will determine how many hours a week you will be required to go to the MLC.

- Score 90% or higher 0 hours
- Score 80% to 89% 1 hour
- Score less than 80% 2 hours

The hours required will be adjusted after each midterm exam based on your score on the last exam and the above criterion. See the STUDY ASSISTANCE section of this syllabus (below) for MLC hours and locations. MLC time is recorded from Monday through Sunday each week.

COLLABORATIVE LEARNING and IN-CLASS ACTIVITIES: Current research indicates that collaborative learning increases understanding of course content for all active participants. You will work on in class assignments in groups of 2-3 students on Wednesdays and Fridays during this course. You are allowed to bring and use the appropriate technology to class on these days to be used exclusively for the purpose of completing the in-class activity. It would not be wise to miss class on these days as the opportunity to ask questions and hear strategies posed by others will increase your chances for success in this course. Additionally, some of the materials will be turned in and graded. I do NOT allow activities to be made up if you miss class.

STUDY ASSISTANCE: There are many opportunities on campus to get help including the following two:

1. We have FREE tutoring available in the Math Learning Center (MLC in Cleveland 130) and the computing lab in Thompson Hall (Room 1). Why struggle? Successful students make use of available resources, so don't struggle when help is just a few steps away! We want you to succeed, we're here for you. Check the MLC out. http://www.math.wsu.edu/studyhalls/welcome.php

2. You are welcome to come see me during office hours!!! I am here to help you. It is my goal to see you succeed in this class.

Make use of these options – we want you to be successful. Another good strategy for success is to form study groups and meeting to review assignments.

CORRESPONDECE: When communicating with your instructor (for this or any class) keep in mind that this is essentially a professional relationship. Please use complete sentences, proper capitalization, and proper punctuation. Please use the email address given at beginning of this document. Always put Math 103 and your section number in the subject line of your email. This will help me respond to your concerns more efficiently.

ELECTRONIC DEVICES: Computers, tablets, cell phones (this means no texting during class), pagers, blackberries, iPods, mp3 players, CD players, and similar devices may not be used during class without instructor permission. Recording of this class is not allowed in any form without direct permission from the instructor. Anyone caught ignoring this policy may be asked to give up their phone and collect it at the end of class or leave the classroom at the discretion of the instructor.

WSU CLASSROOM SAFETY: “Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the “Alert, Assess, Act,” protocol for all types of emergencies and the “Run, Hide, Fight” (https://oem.wsu.edu/emergency-procedures/active-shooter/) response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able).
Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI’s Run, Hide, Fight video (https://oem.wsu.edu/emergency-procedures/active-shooter/) and visit the WSU safety portal (https://oem.wsu.edu/about-us/).

STUDENTS WITH DISABILITIES: Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit the Access Center. All accommodations MUST be approved through the Access Center (Washington Building, Room 217). Please stop by or call 509-335-3417 to make an appointment with a Access Advisor. For more information contact a Disability Specialist at http://accesscenter.wsu.edu or Access.Center@wsu.edu.
Math 103 Written Homework Policy – Fall 2016

If the following requirements are not followed your assignment may not be accepted or receive full credit.

The homework assignments are designed to reinforce concepts covered in class, in ALEKS, and/or in the textbook, as well as to encourage you to explore implications of the results discussed in class. Rather than just doing the exercises to get them done by simply mimicking examples, make it your goal to apply sound logic and critical thinking while employing valid problem solving techniques to solve NEW problems. Do not give up if you do not immediately know how to solve a problem. Think about how the problem at hand connects to topics, definitions and/or examples discussed in class.

You are strongly encouraged to form study groups and discuss homework problems with classmates, tutors and with me but only after you have made a serious attempt at the problem. Watching someone else solve problems negates the benefits of homework. Don't get caught in the trap of relying on others (including tutors) to get through homework assignments.

It is important that you understand the process of solving a problem as well as finding the actual answer, so explaining your steps is important. If you are in doubt about how much work to show, include all steps and explain your reasoning. As long as your work is correct, organized, and legible, you will not lose points for showing “too much” work.

Specific homework guidelines:

- You are expected to submit university level work.
- Submit written homework on 8 ½ x 11 paper on the due date at the beginning of class. Late homework will be accepted only if you make arrangements with me ahead of time.
- If any of the following requirements are not meet, up to two points may be deducted from your score:
  1. At the top right corner of your written homework set, write the following information.
     (i) your name
     (ii) Math 103 - Section #
     (iii) the assignment number (i.e. HW #1, HW #2, etc.)
     (iv) the due date
  2. Jagged edges (such as those found when paper is pulled from a spiral notebook) must be removed!
  3. Multiple pages must be stapled in upper left corner.
  4. Do not submit homework with excessive work crossed out.
  5. Handwriting must be legible.
  6. Write out the original statement of each problem and then all of the steps involved in solving it. Answers without supporting work (even if they are correct) will receive little or no credit.
  7. Space your work in order to allow room for corrections or comments. This means you should NOT crowd the solutions. If I have to hunt for your solution it may not be graded.
- No form of cheating will be tolerated in this class. You must use your own words when answering the homework questions. If two or more people have identical or almost identical homework, all students involved will receive a zero on the assignment. The excuse “but we worked together” will not be accepted.
Levels of Mathematical Understanding

The following table clarifies the different levels of mathematical understanding that lead to success in mathematics. Your goal in Math 103 is to reach Level 4.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Watch someone else work through a problem and follow along.</td>
<td>Ready to learn</td>
</tr>
<tr>
<td>2</td>
<td>Solve a problem similar to a solution shown worked out in the book or class notes.</td>
<td>Beginning to understand</td>
</tr>
<tr>
<td>3</td>
<td>Look at a problem and recognize the methods which could be useful. Solve the problem without reference to notes or book.</td>
<td>Minimal understanding</td>
</tr>
<tr>
<td>4</td>
<td>Solve a problem (Level 3) and clearly explain the solution to a friend.</td>
<td>Understands mathematics at an acceptable level</td>
</tr>
</tbody>
</table>

ALEKS Module Weekly Due Dates

There are generally two modules due per week. Please pay close attention to the begin date and the end date of each module. All modules begin at 12:01 am and end at 11:59 pm of the given dates.

<table>
<thead>
<tr>
<th>Module Number</th>
<th>Corresponding Textbook Sections</th>
<th>Number of Topics</th>
<th>Beginning Date</th>
<th>End Date (due date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>1.1 &amp; 1.2</td>
<td>15</td>
<td>8/22/2016</td>
<td>8/25/2016</td>
</tr>
<tr>
<td>Module 2</td>
<td>1.3 &amp; 1.4</td>
<td>15</td>
<td>8/26/2016</td>
<td>8/29/2016</td>
</tr>
<tr>
<td>Module 3</td>
<td>6.1 &amp; 6.2</td>
<td>18</td>
<td>8/30/2016</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Module 5</td>
<td>7.1</td>
<td>10</td>
<td>9/6/2016</td>
<td>9/8/2016</td>
</tr>
<tr>
<td>Module 6</td>
<td>7.2 &amp; 7.3</td>
<td>18</td>
<td>9/9/2016</td>
<td>9/12/2016</td>
</tr>
<tr>
<td>Module 7</td>
<td>8.1</td>
<td>16</td>
<td>9/13/2016</td>
<td>9/19/2016</td>
</tr>
<tr>
<td>Module 8</td>
<td>8.2 &amp; 8.3</td>
<td>17</td>
<td>9/20/2016</td>
<td>9/26/2016</td>
</tr>
<tr>
<td>Module 12</td>
<td>9.5</td>
<td>12</td>
<td>10/7/2016</td>
<td>10/10/2016</td>
</tr>
<tr>
<td>Module 13</td>
<td>2.1 &amp; 2.2</td>
<td>18</td>
<td>10/11/2016</td>
<td>10/13/2016</td>
</tr>
<tr>
<td>Module 14</td>
<td>2.2 – 2.4</td>
<td>14</td>
<td>10/14/2016</td>
<td>10/17/2016</td>
</tr>
<tr>
<td>Module 15</td>
<td>3.1</td>
<td>18</td>
<td>10/18/2016</td>
<td>10/24/2016</td>
</tr>
<tr>
<td>Module 16</td>
<td>3.2 &amp; 3.3</td>
<td>16</td>
<td>10/25/2016</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Module 18</td>
<td>4.2 &amp; 4.3</td>
<td>18</td>
<td>11/4/2016</td>
<td>11/7/2016</td>
</tr>
<tr>
<td>Module 19</td>
<td>7.4</td>
<td>8</td>
<td>11/8/2016</td>
<td>11/10/2016</td>
</tr>
<tr>
<td>Module 20</td>
<td>7.5 &amp; 8.4</td>
<td>14</td>
<td>11/11/2016</td>
<td>11/14/2016</td>
</tr>
<tr>
<td>Module 21</td>
<td>8.5 &amp; 9.7</td>
<td>13</td>
<td>11/15/2016</td>
<td>12/1/2016</td>
</tr>
<tr>
<td>Module 22</td>
<td>5.1 &amp; 5.3</td>
<td>13</td>
<td>12/2/2016</td>
<td>12/5/2016</td>
</tr>
</tbody>
</table>
ALEKS Information Sheet

A significant amount of learning for this course will happen through the web-based, artificially intelligent, educational software called ALEKS (www.aleks.com). The ALEKS program has several features that should enhance your learning and contribute to your success in pre-calculus. These features include:

- clear explanations and immediate feedback
- on-line help in the form of written explanations and video instruction clips

In addition, the software will

- help you develop precision and accuracy when solving problems
- give you the opportunity to practice as much as needed to master a concept
- periodically assess your mastery of topics to insure you are retaining what you are learning

ALEKS has been shown to increase student success rates in College Algebra. Use it to its full capacity!

Signing Up:
Purchase your ALEKS Student Access Code from the website www.aleks.com or from the Bookie. To enter the course, click the link SIGN UP NOW and enter your ‘Student Access Code’ and your ‘Course Code’. If the only time you have used ALEKS is when you took your placement test be sure to select the ‘I have never used ALEKS before…’ option when asked.

The Student Access Code is the code that is provided in your textbook or it can be purchased directly from ALEKS.

The Course Code is in Blackboard. Please note Course Codes are unique to each section. If you do not use the one from this section, I will not see your work. I have specifically created a tab in Blackboard which is labeled ALEKS information you will find the code there.

Carefully enter your personal information including your WSU student ID number to insure that you receive credit for your work. If your ID number is missing or does not match with the one I have, my gradebook will not be able to pull over your information correctly from ALEKS, so please be careful when typing it. Once you have signed-up, you will be taken through a tutorial that shows you how to use the tools in ALEKS and how to enter solutions. After completing the tutorial, the program will give you an initial assessment to determine which course topics you already know. You must complete the tutorial and the initial assessment by Wednesday, August 24th.

Much (if not most) of the learning you do over the semester will happen through the guided practice ALEKS provides. It will give you questions on material you are ready to learn. An important first step in that process is this initial assessment. Give yourself plenty of time to complete the assessment (2-4 hours is reasonable). Here are a few general guidelines to follow:

- Solve all problems without assistance
- Maintain an “ALEKS notebook” to record your work as you solve problems.
- Work problems carefully in your notebook, clearly showing the steps you used.
- Enter only your final answer into ALEKS.
- Use a calculator only when the ALEKS calculator is given. Don’t worry if you get a problem that is unfamiliar or that is too difficult. This is normal. If you truly do not have a clue about how to solve a particular problem, just click on “I don’t know” and move on.
- Only click, “I don’t know,” if you really don’t know how to solve a problem. Try your best to solve any problems that you think you might be able to solve. It is best to at least attempt all problems.
- Never rush through an assessment. If you are out of time, just log off ALEKS. When you log on again later, ALEKS will bring you to the point at which you left off.

Completing ALEKS Modules:
Once you have completed an initial assessment, you will be guided through the procedures for completing your content modules. Once you have answered a few questions correctly without help, ALEKS will mark that topic as completed and you can move on to another topic. If you have difficulty solving a problem and become frustrated, go back to the content tab at the top of the page and choose something else; you can always return to a topic.
Due Dates: The complete list of ALEKS module due dates can be found in the table given above.

Automatic Assessments:
Automatic assessments are an important feature of how ALEKS works as your personal learning guide. ALEKS is designed to present you with material you are ready to learn and so it keeps track of your current knowledge. The assessments consist of 15-35 questions. In the newest versions of ALEKS courses, the scope of assessments has been made more sensitive to your history, so that questions will tend to focus on material that is most relevant to your current progress. This enables ALEKS to keep the assessments even shorter and to integrate them more smoothly into your continued progress. These knowledge checks should be taken very seriously. They help you identify topics that might need additional review as well as topics you know and may skip.

Requested Assessments:
Your instructor reserves the right to request a proctored assessment for you personally, or for everyone in the course.

ALEKS Notebook
The ALEKS exercises are given on-line and you submit your answers on-line, but you will need to use pencil and paper to solve them. Purchase a notebook to be used exclusively for your ALEKS work. Each time you work on ALEKS, whether it is learning mode or an assessment, date your work, write down the topic name, and carefully organize your calculations. Do not use your note book as simply scratch paper. If you take care to organize your work and carefully write your steps your ALEKS notebook will be a useful resource later as you study for exams and review material. This record of your work in ALEKS will also assist you in getting help from your instructor of tutors at the MLC by being able to show them exactly what is giving you trouble. Maintaining a notebook will build a better understanding and will help you develop useful learning skills.

ALEKS Technical Support (Higher Education)
Visit http://www.aleks.com/support/contact_support
FAQs: Click on FAQs to view a list of Frequently Asked Questions
Online Guide: Click on User Guide to view the online guide
Troubleshooting: Click on Troubleshooting to view the status of your computer and more

Hours (Eastern Time):
Sunday, 4:00 PM to 1:00 AM
Monday - Thursday, 7:00 AM to 1:00 AM
Friday, 7:00 AM to 9:00 PM

Email: contact ALEKS customer service at http://support.aleks.com
Telephone: (714) 619-7090
Fax: (714) 245-7190