

South Plains College Mathematics Department
College Algebra – MATH 1314 Dual Credit Online
Course Syllabus – Fall 2019

Instructor: Karol Albus

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Office hours: As listed or by appointment.

Monday	Tuesday	Wednesday	Thursday	Friday
1:00-2:30	8:00-10:00	1:00-2:30	By appointment only	9:00-12:00

Disclaimer: The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor, and will announce any changes **via SPC email**. The instructor will use Blackboard to deliver and manage this course. There is help available for you concerning Blackboard at the SPC Website.

This course is an online course, which means that you will access course information and respond to the instructor. To successfully participate in this online course, you need the following skills:

- Typing skills
- Know basic functionality of a computer
- Know how to connect to the internet,
- Know how to and be willing to compose, reply to, and forward e-mail messages
- Be able to scan a document, create a PDF and email the document
- Know how to attach and open documents in an e-mail message
- Know how to print .pdf (Adobe Acrobat) documents
- Have algebra skills consistent with successful completion of high school Algebra I and II

Computer Issues: If your personal computer becomes “disabled,” there are open computer labs on the Levelland and Reese campuses which you may use to access this course. Please use only these labs to access MyMathLab since special plug-ins are required and other labs (or places like Kinko’s or public libraries) will not have these plug-ins installed. Please remember that it is your responsibility to have a backup plan in case your assignments for this class will have a window of time in which the assignment must be completed. If you wait until the last day to try and complete your assignment and you encounter computer issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions.

Use of Student Email: The College provides a free, official email account to all students to ensure efficient and secure communications between you and the College. Students will be required to use their college-issued email address to communicate with their instructors and all other college personnel, so it is easy to distinguish a student’s email from spam. The College expects that students will utilize their college email addresses to send and receive communications with college personnel and will read email on a frequent and consistent basis. **Your SPC email and blackboard are my only method of communicating in an online class.**

Course Description: MATH 1314 - College Algebra (3:3:1) A standard course in college algebra. Quadratic equations; ratio and proportion; variation, binomial theorem; progressions; inequalities; complex numbers; theory of equations; determinants and matrices; linear programming; mathematical induction; permutations and combinations. Semester Hours: 3, Lecture Hours: 3, Lab Hours: 1. Pre-requisite: Two units of high school algebra or MATH 0320.

Learning Outcomes: Successful completion of this course should reflect mastery of the following objectives.

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.

3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Supplies:

- **Required:** MyMathLab Student Access Kit. This kit is available at either SPC Bookstore (Levelland Campus or Reese Center) or online at www.pearson.com/mylab
Kit Options (All 3 options include access to the electronic version of the entire textbook including answers to the odd-numbered exercises, a student solutions manual, and a set of worksheets)
 1. Do not purchase a physical book; purchase only the web access code directly from www.pearson.com/mylab. (no physical book; only e-book and MML kit). This option is approximately \$92 through the SPC bookstore, and \$70-\$105 on the Pearson website
 2. If you prefer to have a “hands-on” copy of the book: purchase a used book, then purchase the web access code separately on www.pearson.com/mylab (physical book, e-book and MML kit)
 3. Or purchase a new physical book that includes a pre-paid web access code. (physical book, e-book and MML kit) This option is approximately \$135 through the SPC bookstore.
Note: You must have your account set up and in working order in time to complete your first assignments by the deadline. Failure to do so will result in a grade of zero for each incomplete assignment or quiz.
- **Required:** Working, reliable internet access with the ability to **view videos via youtube**.
- **Required:** Method of scanning handwritten work to submit. I use the free app CamScan. It is very user friendly and the scans are usually clear. You can scan a group of pages called a “batch”.
- **Required:** Scientific Calculator (with log and ln). **Suggested TI-30XIIS**. They are inexpensive and user friendly. **Graphing calculators are not allowed**.
- **Suggested:** Large 3-ring binder, dividers, notebook paper, graph paper (available to print on blackboard), hole punch, pencils, and erasers. This will keep your course organized so you can easily access all your own work.
- **Required:** Method to print notes posted on Blackboard. You will be expected to print them, watch the appropriate video to complete them, scan them and turn them in as instructed.
- **Warning:** Deadlines are not flexible for your technology issues. **No late work will be accepted**.

Messaging/Announcements: We will be using Blackboard as our primary means of communication. Any questions or comments you have should be sent to the instructor **through Blackboard messaging**. Please check your messages daily for any communication from the instructor. The instructor will also post general announcements in Blackboard. If the instructor requests a reply from you (even just to check in with the instructor), please reply promptly. **Blackboard is our primary means of regular communication.**

Methods of Learning Assessment:

- **Handwritten notes and homework.** This helps both of us to be diligent in keeping your skills on pace.
- **Online homework assignments through MyMathLab.** These are in no way a replacement for paper/pencil homework. They are practice for the online Quiz, but you should be doing your work on paper for these homework assignments as well.
- **Online quizzes through MyMathLab.** These will be timed. You must also submit your written work for all quizzes.
- **Online exams through MyMathLab.** You must also submit your written work for all exams. This is actually a safeguard for you and is the only way a partial credit may be awarded.
- **Proctored Midterm and Final Exam.** The Midterm and Final Exam must be proctored, completed and returned to the instructor by the dates listed in the course calendar, and will be timed at 2.5 hours. A “Proctor Form” will be emailed out at the beginning of the semester so you can find an appropriate proctor and submit the requested information about the proctor. All proctors **must be approved by the instructor**. Everyone must complete the “Proctor Form” and return it on or before Tuesday September 10, 2019. Clear PDF scans of the midterm and final exam must be submitted on the date the exam is administered (Thursday October 10 for Midterm Exam and Thursday December 5 for the Final Exam).

Grading Formula:

Enrollment in this course does not guarantee advancement to the next course level. The final responsibility for learning lies with the student.

Your average for this course will be based on the following:

Notes, Handwritten Homework completed and submitted	10%
Online Homework/Quiz Average	10%
Online Exam Average	20%
Midterm Exam*	30%
Final Exam*	30%

(No extra credit is provided in this course.)

***You must obtain a score greater than 60 on these exams (Midterm and Final) to be eligible to pass.**

Your school will be provided with a numeric average for High School Credit. For your South Plains College transcript, the following scale will be used.

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

(No extra credit is provided in this course. Deadlines are not flexible.)

A current average for the course will be found in Blackboard. You should check your grades regularly. I usually update grades once a week, not necessarily each time you turn something in. **Please note that the two proctored exams are 60% of your grade.** They are very important.

Resources:

- **Your instructor!** I am available to you by Blackboard email, on campus during office hours, or by appointment. When asking a question via email, please take a photo of the work you have done and attach that to your question. This will save so much time and will be much more beneficial to you. It is often as important to know what you are doing **RIGHT** as it is finding an error you may have made.
- **Blackboard** The course syllabus, notes, videos, homework assignments, and homework answers, will all be available on Blackboard.
- **MyMathLab** is equipped with extra learning resources including a digital copy of the book.
- **Free tutoring** is available in M116 on the Levelland campus.

I will do my best to respond to messages within 24 hours for questions I receive Monday through Friday(noon). I will also try to check messages at least once over the weekend, but sometimes that is not possible. Please do not wait until the last minute to do homework, quizzes, or to ask questions before an exam. You must plan on allowing a reasonable amount of time for the instructor to respond to your questions. If you wait until the last minute, your questions may not be answered before a quiz or exam.

Withdrawal Policy: As required by Texas Education Code Section 51.907, all new students who enroll in a Texas public institution of higher education for the first time beginning with the 2007 fall semester and thereafter, are limited to six course drops throughout their entire undergraduate career. All course drops, including those initiated by students or faculty and any course a transfer student has dropped at another institution, automatically count toward the limit. After six grades of W are received, students must receive grades of A, B, C, D, or F in all courses. There are exemptions from the six-drop limit and students should consult with a Counselor/Educational Planner before they drop courses to determine these exemptions. Students receiving financial aid must get in touch with the Financial Aid Office before withdrawing from a course.

If you wish to withdraw from this class for any reason, you must initiate the appropriate steps on your own. To withdraw from this class, you need to email the registrar, Andrew Ruiz, and tell him you need to drop an online class. His email address is aruiz@southplainscollege.edu. Give him the course and section number and he will take care of it. You may also drop the class on campus. If that is your choice, you will need to go to the Admissions and Records Office either on the Levelland campus or the Reese Center campus, and fill out a drop notification

form, and pay \$5. The drop form can be obtained online in MYSPC, under the Student Forms and Tools link. The **last day to drop is Thursday, November 14, 2019**. If you plan to withdraw, please consult with the instructor immediately.

Excessive absences or nonparticipation will result in an administrative withdrawal with a Grade of X or F. Because this is an online class, you must access the course on a regular basis. You will feel more at ease with the material if you stay in touch with what is going on. Both MyMathLab and Blackboard track when and where you have been in the course. The minimum attendance requirement to be successful in this course is at least three (3) days per week. Most students find that doing some math every single day is the best way to maintain continuity and to stay caught up. The Course Calendar is designed to assist you in staying on track. You may be administratively withdrawn from the course if you fail to log in for (5) consecutive days, if you consistently fail to meet homework and quiz deadlines, or if you fail to turn in an exam.

To Register and Enroll in the online program MyMathLab:

1) Go to Blackboard and click on the MyMathLab Enrollment link (on the far left labeled MML). There you will click on the “Student Help” square and follow the online instructions. Be sure to run the browser check as well.

2) If you have not purchased the access code yet, there is a 14 day free trial available. You can also use that 14 day free trial if you are not completely sure you want to take on a math course online. If you received the MyMathLab kit with a new textbook, you do not need to purchase access online. Your student access code is included in the kit. If you did not purchase the textbook with the kit included, you can purchase access online using a credit card. (You will have access to a digital copy of the book with this purchase.)

3) During the registration process, you will design a username and password. Consider using the same username and password you use for SPC. Whatever your username and password, be sure you don’t forget it. In fact, you can record it here!

MyMathLab username_____

MyMathLab password_____

6) Now you are ready to access your online homework. Also note, you can view your homework grades under the button called “Gradebook.” These grades are not your overall class average. Periodically grades will transfer your MyMathLab to the gradebook in Blackboard and update your current average. The column labeled “Estimated Course Grade” in Blackboard will tell you your current average. Be aware that the grades from MML move periodically and if you started a homework, stopped, and plan to restart, it may take your partial grade. Don’t worry – when you complete the assignment it will update your grade (as long as you meet the deadline).

Troubleshooting: The course is linked to Blackboard, everything you need to access is available through Blackboard. If you cannot log into Blackboard for some reason, notify the instructor immediately and the instructor will try to log in from the instructor’s computer. If the instructor can log in, the instructor will contact you to let you know that the problem is on your end instead of the server. The Blackboard server is fairly reliable. If the Blackboard entry site you normally access should go down, you can usually still access your homework and quizzes by going through a “backdoor”. The address for this is www.mathxl.com. Login from this site as a MyMathLab user. The window for MyMathLab user login is towards the bottom of the page on the left side. Homework and quiz deadlines will not be extended when they are both accessible through this “back door.” This “backdoor” entry will not allow you to gain access to all course materials.

Other things about MyMathLab:

1) Assignments will close at 11:59 pm the night they are due. You will be given an adequate amount of time to complete each assignment, so **late homework will NOT be accepted and due dates will NOT be extended for any reason**. Because computer/internet problems can occur, I recommend you begin your homework assignments early. The due date posted in the calendar is the **ABSOLUTE LAS:T DAY** to be

eligible to turn in a Homework or Quiz. You will struggle to finish if you wait until that day to begin. Please work ahead.

- 2) MyMathLab has a 14 day grace period, during which you can use MyMathLab without purchasing access. This means you have plenty of time to purchase a code, for your paycheck to come in, or for financial aid to be processed and complete the assignments in MyMathLab. I will not accept not having a code as an excuse for late or incomplete homework.
- 3) MyMathLab's help function is really useful. Please make use of their "Student Support" if you have any technical questions about MyMathLab (getting into the class, completing your homework assignments, accessing your account, etc.). If you have already made use of this support and still need additional assistance, please feel free to contact me by email or come by my office during my office hours.
- 4) Most MyMathLab assignments will be due on Thursdays and Sundays, but you should pay close attention to the course calendar and online due dates, which are subject to change, to make sure you complete all assignments on or before their due dates.
- 5) **You may work ahead** in this course up to the Midterm exam, and it is recommended that you do just in case you get sick, have computer problems, or life in general happens. After the midterm, you can work ahead again until the final.

Equal Opportunity: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability, or age.

Core Objectives:

Communication Skills: effective development, interpretation, and expression of ideas through written, oral, and visual communication.

- Develop, interpret, and express ideas through written communication
- Develop, interpret, and express ideas through oral communication
- Develop, interpret, and express ideas through visual communication

Critical Thinking: creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.

- Generate and communicate ideas by combining, changing, and reapplying existing information
- Gather and assess information relevant to a question
- Analyze, evaluate, and synthesize information

Empirical and Quantitative Competency Skills: the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

- Manipulate and analyze numerical data and arrive at an informed conclusion
- Manipulate and analyze observable facts and arrive at an informed conclusion

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Religious Holy Days: In accordance with Section 51.911, Texas Education Code, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Student Services Office along with instructions and procedures. "Religious holy days" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

(http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Sexual Misconduct Statement: As a faculty member, I am deeply invested in the well-being of each student I teach. I am here to assist you with your work in this course. If you come to me with other non-course-related concerns, I will do my best to help.

It is important for you to know that all faculty members are mandated reporters of any incidents of sexual misconduct. That means that I cannot keep information about sexual misconduct confidential if you share that information with me. Crystal Gilster, the Director of Health & Wellness, can advise you confidentially as can any counselor in the Health & Wellness Center. They can also help you access other resources on campus and in the local community. You can reach Ms. Gilster at 806-716-2362 or email cgilster@southplainscollege.edu or go by the Health and Wellness Center for assistance. You can schedule an appointment with a counselor by calling 806-716-2529.

4.1.1.4 Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.