

South Plains College Mathematics Department  
**College Algebra – MATH 1314 Dual Credit Online**  
Course Syllabus – Spring 2020

**Instructor:** Karol Albus

**Office:** M110

**Telephone:** (806)-716-2543

**Email:** [kalbus@southplainscollege.edu](mailto:kalbus@southplainscollege.edu) (preferred method of contact)

**Office hours:** As listed or by appointment.

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:00, 1:00-3:00	9:30-10:00, 3:00-4:00	9:30-10:00	9:30-10:00	8:00-11:00

**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:

- Have algebra skills consistent with successful completion of high school Algebra I and II
- Be able to access and watch YouTube videos
- Know basic functionality of a computer
- Know how to connect to the internet
- Have access to a file storage on a computer so .pdf (Adobe Acrobat) documents can be stored there
- Know how to open and print .pdf (Adobe Acrobat) documents
- Know how to and be willing to compose, reply to, and forward e-mail messages in Outlook and in Blackboard
- Be able to scan a document, and create a PDF
- Know how to attach a PDF in Blackboard

**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. 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.

**Communication:** Your course will be contained within Blackboard. Blackboard messaging and postings on the course homepage in Blackboard are my only method of communicating in an online class. **You must check Blackboard email and the course homepage on a regular basis.**

**Course Supplies:**

- **Required:** MyMathLab Student Access Kit. See separate handout for more information on MML.
- **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 videos 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.**
- **Online exams through MyMathLab.**
- **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 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 Friday January 17, 2020. Your proctor will need to follow instructions that will be given to them regarding submitting Clear PDF scans of the midterm exam and final exam on the date each exam is administered (Friday, February 28 for Midterm Exam, and Friday, May 1 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.)**

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 will post grades on an assignment a few days after the deadline for that assignment. If you are working ahead of the schedule please note that your grade may or may not appear until after the deadline. **Please note that the two proctored exams are 60% of your grade.** They are VERY important. **ALL of the other work is just a means by which to get ready for those two exams.**

**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 or scan 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:** 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](mailto: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, April 23, 2020**. 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.**