



**Math 1314.151CL**  
**College Algebra**  
**STEAM Bldg, Room 105**  
**Spring 2022**  
**MW: 8-9:20AM; 9:30-11AM**  
**F: 8-8:50AM**

**Instructor Information:**

**Name:** Ms. Kristi Kelley  
**Phone:** 409-933-8287  
**Office:** STEAM Bldg, 325-05  
**Email:** [kkelley9@com.edu](mailto:kkelley9@com.edu)

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your **COM email**. Due to **FERPA** restrictions, faculty cannot share any information about performance in the class through other electronic means. COM's email policy states I must return emails within 24 hours on a weekday. You will typically get a response from me by the end of the day at the latest. *I recommend downloading the Outlook app on your smart phone so you can check your email easily and often. It is CRUCIAL to your success in the course that you check your email AT LEAST once per day.*

**Remind101:** To get text reminders about assignments that are due and to be able to text me from your phone, join your class's Remind101 by one of the methods below:

- 1) Join Remind101 by clicking the link. [Click here to join Remind101](#)
- 2) Join by texting **@ 343dr** to the number 81010
- 3) Download the Remind101 app on your smart phone. Choose "Join class" in the left-hand toolbar. Enter **@ 343dr**

**class remind code: @ 343dr**

**Microsoft Teams:** Join the Team for *virtual office hours* by either of the two methods below. You will need to join to be able to come to virtual office hours. *Login using your COM email address and password.*

- 1) clicking the link [Click here to join the Virtual Office Hours Team](#)
- 2) Downloading Microsoft Teams or going to Microsoftteams.com. Click join/create team. Input the Team code: **73e624w**

Join the Team for the *Math 0320/1314.151 class Team* by either of the two methods below. You will go to this Team to watch class lectures from home when sick or to watch the recordings of the class lectures.

- 1) clicking the link [Click here to join the Virtual Office Hours Team](#)
- 2) Downloading Microsoft Teams or going to Microsoftteams.com. Click join/create team.

Input the Team code: **gk4ddlq**

**Student hours and location:** Office hours are to be held my office: *STEAM Bldg, 325-05* or virtually via Microsoft Teams. You'll need to join the class "Team" to come to virtual office hours.

**Days/Times:** M, W: 11:00AM-1:30PM  
T, TH: 11AM-12:30PM

-If you are needing to meet with me virtually for assistance, please send me an email.

-If you have a question outside of office hours, please send me an email, and I will find a time to meet with you virtually.

### Tutoring Options:

1. COM tutor (face to face)

- Located in the Technical-Vocational Building, Room 1306.

Monday	8:00 AM – 8:00 PM
Tuesday	8:00 AM – 8:00 PM
Wednesday	8:00 AM – 8:00 PM
Thursday	8:00 AM – 8:00 PM
Friday	8:00 AM – 12:00 PM
Saturday	9:00 AM – 1:00 PM
Sunday	CLOSED

Operating hours are subject to change. Please call or visit The Tutoring Center for current hours. (409) 933-8703

2. COM tutor (online)

- Go to the website [com.mywconline.com](http://com.mywconline.com) to schedule an appointment.
- Go to [www.com.edu/tutoring](http://www.com.edu/tutoring) and click on "How to make an online math tutoring appointment" in the left-hand toolbar for help with making an appointment

3. NetTutor (online tutor 24/7)

- Click on NetTutor Online Tutoring in the left-hand toolbar on BB (under the Info & Resources)

### Required Textbook/Materials:

1. College Algebra, by Beecher, Penna, Bittinger, fifth edition, published by Pearson.

2. A computer/laptop and internet service are required to gain access to the required assignments. *Some devices like iPads/tablets and cellphones present problems with gaining access to MyMathLab, so they are not acceptable devices for this class.*

**Note: MyMathLab generally does not like Safari. Download Chrome and Firefox if you have an Apple Computer.**

3. *MyMathLab* access code is required for this class and Math 1314 (**two separate purchased access codes**). Your homework, quizzes, and tests will be located at [www.mymathlab.com](http://www.mymathlab.com)

-**Make sure you use your COM email when registering for MyMathLab.**

-Go to your Blackboard (BB) math course and register for MML. Look for **MyMathLab** link in the left-hand toolbar of BB.

4. A **TI-30XIIS calculator** is needed for this course.

5. A free PDF converter app or a printer that can scan documents is needed to submit scratch work/worksheets, etc. *I recommend the CamScanner app.*

### ***Purchasing options for the MML access code:***

1. You can purchase an access code with a textbook from the bookstore.
2. You can also purchase the access code by itself directly through MyMathLab. (This is usually the cheapest option)
3. You can gain a two-week temporary access to *MyMathLab*, but you must purchase permanent access in *MyMathLab* immediately once this has ended, using the same account, for you to be able complete any assignments after the temporary access ends. ***Due dates will not be extended for losing access after the temporary access has ended due to you falling more and more behind with an extension. Please make sure you have the funds for MyMathLab within the two-week temporary access.***

**You will gain access to the e-book with purchase of an access code.**

### ***Accessing MyMathLab:***

-Make sure you use your COM email when registering for *MyMathLab*.

-Go to the course in Blackboard (BB) to register for MML. Look for **MyMathLab** link in the left-hand toolbar of BB.

-You will not need a course ID since BB and MML are linked.

-It is recommended that you go to MML from BB since they are linked. You will not need to login to MML if you access MML through BB.

-If BB is ever down, you can access MML by going to [mymathlab.com](http://mymathlab.com). You will need your username and password when going this route.

**Course Description:** This course is designed to develop skills and understanding in the following areas: basic algebra concepts to include exponents, factoring and radicals; relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites/co-requisites: Prerequisite of TSIA2 Math Diagnostic 4. This course does not transfer.

### **Course requirements:**

#### **Homework Assignments**

-There is assigned homework for each section to be done online using *MyMathLab* as well as test reviews.

-Other homework assignments besides *My Math Lab* may be given during the semester. To receive credit for the questions, follow instructions and show incremental, organized, and legible work. In addition, methods used to solve must match the instructions stated in the problem. The homework assignments (besides *My Math Lab* homework) will be scanned and converted to a single PDF file (using a PDF converter app on your smartphone or a printer at the college) and uploaded to Blackboard.

-The deadline for each assignment must be met and no retakes are provided. If the homework assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the assignment.

### Quizzes

- There are four *My Math Lab* quizzes. You can retake each quiz just once to improve your score; the higher score will be the one that counts.
- Other quizzes besides *My Math Lab* may be given 1-2 times per week during class. The quizzes can be announced or unannounced and will consist of information contained in homework, textbook, and/or class lectures. In-class quizzes are during designated times of the class period and cannot be made up. Multiple in-class quiz grades, with zeros being used for any quiz missed, leading up to the chapter exam will be averaged to calculate one chapter quiz grade. The grade from the chapter exam will replace the chapter quiz grade if the chapter exam grade is better. Arrive on time to class to ensure you have an opportunity to take the quiz. To receive credit for the questions, use a pencil, follow instructions, show incremental, organized, and legible work, and methods to solve must match the instructions stated in the problem.

### Exams

- There are four-unit exams and a comprehensive final exam. ALL EXAMS ARE TAKEN IN CLASS.
- There are no retakes on any of the exams, and there is only one attempt for each exam including the final exam
- To receive full credit on exam questions, show incremental, organized, and legible work, and techniques used to solve must come from the textbook and/or lecture using proper notation.

### **Determination of Course Grade/Detailed Grading Formula:**

- **Homework:** Homework assignments (exam reviews are included in this) will count as 10% of your final grade.
- **Quizzes:** Cumulatively, the quizzes will count as 10% of your final grade.
- **Unit Exams:** Each test will count as 16% of your grade.
- **Final Exam:** The comprehensive final exam will count as 16% of your grade.

$$\text{Final Average} = .64(\text{Exam AVG}) + .16(\text{Final Exam}) + .10(\text{Homework AVG}) + .10(\text{Quiz AVG})$$

**Grading Scale:** The course grade will be determined using the following scale:

Grade A: Final Average [89.5, 100]

Grade B: Final Average [79.5, 89.5)

Grade C: Final Average [69.5, 79.5)

Grade D: Final Average [59.5, 69.5)

Grade F: Final Average [0, 59.5)

*Your overall average/grade will be located in you MML Course. We will NOT be using the BB gradebook to keep up with your overall average.*

### **Late Work, Make-Up, and Extra-Credit Policy:**

**-Due Dates** - The homework for the sections covered on Monday will be due Wednesday at 11:59PM unless there is an exam on Wednesday. If there is an exam on Wednesday, the homework for the sections covered on Monday will be due Tuesday at 11:59PM. The homework for the sections covered on Wednesday and Friday are due Sunday at 11:59PM. The online exam reviews are due before the day of the exam at 11:59PM. (Sunday or Tuesday at 11:59PM) ***It is your responsibility to look at the course calendar located in the syllabus frequently, so you do not miss any due dates.***

**-Late Work - Due dates for homework WILL NOT be extended.** Homework worked after the due date will receive a 20% deduction on all problems worked after the due date. You'll be able to work on past due homework until the exam date.

**-Missed Exams-** You are allowed **ONE** make up exam IF there is an **extenuating circumstance**. **Only extenuating circumstances of a serious nature that are documented will be considered such as a death in the family, hospitalization, or contagious illness.** (*Evidence must be provided if an extenuating circumstance arises*) Not being prepared for the exam is not a legitimate reason for a make-up exam.

-If you need to miss an exam due to an extenuating circumstance, you must email the instructor **before** class starts. If you do not reach out prior to the exam, an extension will not be granted.

**- No one will be permitted to take more than one make-up exam. All other missed chapter tests will be assigned a zero, and the zero(s) will be used to calculate final grade in course.**

**-There is no extra credit for this course.**

### **Additional Policies**

#### **Productive Workplace**

Students are expected to bring all tools necessary for success to class every day. These tools include writing implements, notebook/notebook paper and an approved calculator. All other items (back packs, purses, bags, etc.) must be placed either on the floor between your feet. Your cell phone is to be placed on SILENT (NOT VIBRATE) and placed in your purse, backpack, or pocket. It is not to be out during class. ***Having a cell phone out during class is an interruption to the learning environment for your classmates, yourself, and the instructor.***

#### **Testing Policy**

Prohibited devices include, but are not limited to:

- Cell phones; smart phones; smart watches
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers
- Cameras or any other photographic equipment
- Any devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content

If your device makes a sound or is in your possession when the device goes off, you may be dismissed, and your score may be recorded as a zero. **If you leave the classroom at any time during an exam, the exam must be submitted for grading.** If you are not feeling well, let me know in advance of distributing the exam and the exam will be given one page at a time. Therefore, it is strongly advised that students take care of all personal business prior to entering the classroom to take an exam.

**There is NO extra credit for this course.**

**Attendance Policy:** Students at COM are expected to attend *and participate* in every session of all classes for which they are registered *if possible*. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to

miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law. You cannot make-up classes, and it is your responsibility to be punctual and regular at attending class. If you find that you are having trouble arriving on time, adjust your schedule accordingly. ***Tardiness, leaving early, not participating, and/or being on your cell phone during class can cause you to be counted absent. Also, please be advised that it is your responsibility to get caught up when a class is missed.***

### Student Learner Outcomes

Student Learner Outcomes	SLO assessed via this assignment	SLO maps to Core Objective	Core Objective assessed via this assignment
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.	Exam 1		
2. Recognize and apply polynomial, rational, exponential, and logarithmic functions and solve related equations.	Exam 2, Exam 3	Critical Thinking Skills (CT)	2 application problems on Exam 3
3. Apply graphing techniques.	Quiz 3	Communication Skills (CS)	Graphing question on Exam 1
4. Evaluate all roots (zeros) of higher degree polynomials and rational functions.	Quiz 2		
5. Recognize, solve and apply systems of linear equations using matrices.	Exam 4	Empirical and Quantitative Skills (EQS)	2 application problems on Exam 4

**Academic Dishonesty:** College of the Mainland is committed to a high standard of academic integrity. All students are responsible for honesty and independent effort. Incidents of academic and scholastic dishonesty (including cheating, plagiarism, and collusion) will be dealt with in a manner that is consistent with College Policy and the Student Conduct. Any student found to have been academically dishonest on an assignment, quiz, or exam will receive a zero for that assignment, quiz, or exam, and he or she will be referred to the Office of Student Conduct for further disciplinary action. Please read the section on Standards of Student Conduct and Discipline and Penalties in the online Student Handbook.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Mr. Leslie Richardson, Math Department Chair, at (409) 933-8329 or at [lrichardson@com.edu](mailto:lrichardson@com.edu).

### Course Outline:

Week	Math 0320	Due Dates @11:59PM
1 Jan 18-23 *MLK Day – Jan 17	MyLab Math Orientation – 90% required to gain access to homework. 1.5 Operations with Variables & Grouping Symbols-W 1.6 Evaluating Variable Expressions & Formulas-W 2.1 First Degree Equations with One Unknown-F	Jan 23
2 Jan 24-30	2.4 Solving Word Problems-M 2.6 Linear Inequalities-M 2.3 Absolute Value Equations-W <b>Quiz A: Sections 1.5, 1.6, 2.1, 2.3 &amp; 2.4</b> 2.8 Absolute Value Inequalities-W Review for Test 1-F	2.4, 2.6-due Jan 26-W  2.3, 2.8, quiz A, Review(T1)-due Jan 30
3 Jan 31-Feb 6	<b>Test 1: 1.5, 1.6, &amp; Chapter 2 – Jan 31-M</b> 3.1 Graphing Linear Equations-M 3.2 Slope of a Line-M 3.3 Equations of a Line-W <b>Quiz B: Sections 3.1-3.3</b> 4.1 Systems of Linear Equations-W/F	<b>Test 1(0320)-Jan 31</b>  3.1, 3.2-due Feb 2  3.3, quiz B, 4.1-due Feb 6
4 Feb 7-13	4.3 Applications of Systems of Equations-M Review for Test 2-M <b>Test 2: Chapters 3, 4 – Feb 9-W</b> 1.4 Rules of Exponents (exclude scientific notation)-W 5.1 Polynomials: Adding, Subtracting, Multiplying-W 5.3 Synthetic Division-F	4.3, Review(T2)-due Feb 8  <b>Test 2(0320)- Feb 9</b>  1.4, 5.1-due Feb 13
5 Feb 14-20	<b>Quiz C: Sections 1.4, 5.1, 5.3</b> 5.4 GCF, Factor by Grouping-M 5.5 Factoring Trinomials-M 5.6 Special Case Factoring-W 5.7 Mixed Factoring Practice (Online assignment only) 5.8 Solving Equations by Factoring-W Review for Test 3-W/F	5.3, Quiz C, 5.4-due Feb 16  5.5, 5.6, 5.8, Rev(T3).-due Feb 20
6 Feb 21-27	<b>Test 3: 1.4 &amp; Chapters 5 –Feb 21-M</b> 6.1 Rational Expressions, Simplifying, Multiply, Divide-M 6.2 Add/Subtract Rational Expressions-F	<i>Math 1314</i> 1.1 Introduction to Graphing-W 1.2 Functions and Graphs-W  <b>Test 3(0320)-Feb 21</b>  6.1-due Feb 23  6.2-due Feb 27  1.1, 1.2-due Feb 27
7 Feb 28-Mar 6	<i>Math 0320</i> 3.6 Graphing Functions	<i>Math 1314</i> 1.3/1.4 Linear Functions, Slope, and Applications, & Equations of Lines-M 1.5 Linear Equations, Functions, Zeros, Applications-M <b>Quiz A (Sections 1.1-1.5)</b> 2.1 Increasing, Decreasing, and Piecewise Functions-W 2.2 The Algebra of Functions-W
8 Mar 7-13	<i>Math 0320</i> 7.2 Radical Expressions and Functions (square root only)-F	1.3/1.4, 1.5-due Mar 2  Quiz A, 2.1-due Mar 6 *start on 2.2  6.4-due Mar 6  2.2, 2.3-due Mar 9  2.5, Review(T1)-due Mar 13  7.2, 7.3-due Mar 13

	7.3 Simplifying, Adding and Subtracting Radicals-F		
Mar 14-20	<b>Spring Break</b>		
9 Mar 21-27	<i>Math 0320</i> 7.4 Multiplying, Dividing Radicals-F <b>Quiz D: Sections 7.2, 7.3, 7.4</b>	<i>Math 1314</i> <b>Test 1 (Chapters 1 &amp; 2) – Mar 21-M</b> 3.2 Quadratic Equations, Functions, Zeros, Models-M 3.3 Analyzing Graphs of Quadratic Functions-W 4.1 Polynomial Functions-W	<b>Test 1(1314) -Mar 21</b>  3.2-due Mar 23  3.3, 4.1-due Mar 27  7.4, Quiz D-due Mar 27
10 Mar 28-Apr 3	<i>Math 0320</i> 7.6 Complex Numbers (exclude division)-F <b>*April 1<sup>st</sup> class held in TVB 1150</b>	<i>Math 1314</i> 4.2 Graphing Polynomial Functions-M 4.3 Remainder and Factor Theorems-M 4.5 Rational Functions-W <b>Quiz B (Sections 3.2, 4.3 &amp; 4.5)</b> 4.6 Polynomial Inequalities-W	4.2, 4.3-due Mar 30  4.5, Quiz B, 4.6-due Apr 3
11 Apr 4-10	<i>Math 0320</i> Review for Test 4-F	<i>Math 1314</i> Test 2 Review-M 5.1 Inverse Functions-M ( <i>Test 3 material</i> ) <b>Test 2 (Chapters 3, 4)-Apr 6-W</b> 5.2 Exponential Functions and Graphs-M	Review(T2)- due Apr 5  <b>Test 2 (1314) -Apr 6</b>  5.1, 5.2-due Apr 10  Review (T4)-due Apr 10
12 Apr 11-17 *Good Friday-4/15	<i>Math 0320</i> <b>Test 4: Chapter 6 &amp; 7.6-Apr 11-M</b>  No class Friday	<i>Math 1314</i> 5.3 Logarithmic Functions and Graphs-M <b>Quiz C (Sections 5.1-5.3)</b> 5.4 Properties of Logarithmic Functions-W 5.5 Solving Exponential and Logarithmic Equations-W	<b>Test 4 (0320)-Apr 11</b>  5.3, quiz c-due Apr 13  5.4, 5.5-due Apr 17
13 Apr 18-24	<i>Math 0320</i> Review for Comprehensive Final Exam-F	<i>Math 1314</i> 5.6 Applications-M Test 3 Review-M <b>Test 3: Chapter 5 – Apr 20-W</b> 6.1 Systems of Equations in Two Variables-W	5.6, Review(T3)-due Apr 19  <b>Test 3 (1314)-Apr 20</b>  6.1/6.3(#1-4)-due Apr 24 *Start on the 6.1/6.3 HW  Review (FE-0320)-due Apr 24
14 Apr 25-May 1	<i>Math 0320</i> <b>Final Exam-Apr 25- M</b>	<i>Math 1314</i> 6.3 Systems of Equation and Matrices - M 6.2 Systems of Equations in Three Variables-W 6.4 Matrix Operations-W	<b>Final Exam (0320)- Apr 25</b>  6.1/6.3-due Apr 27  6.2-due May 1
15 May 2-May 8	<i>Math 0320</i>	<i>Math 1314</i> 6.4 Matrix Operations-M <b>Quiz D (Sections 6.1-6.4)</b> Test 4 Review-M <b>Test 4: Chapter 6 – May 4 – W</b> <i>Final Exam Review-W/F</i>	6.4, Quiz D, Review(T4)-due May 3  <b>Test 4 (1314)-May 4</b>  Review(FE)-due May 8



16 May 9-13		<i>Math 1314</i> <b>Comprehensive Final Exam – May 9-M</b> <b>Class ends on May 9<sup>th</sup> .</b>	<b>Final Exam (1314)- May 9</b>

**Census Date: Feb 2**

**Drop Date: Apr 25**

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## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is March 2nd. The last date to withdraw from the 16-week session is April 25th. The last date to withdraw for the 2nd 8-week session is May 4th.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed

to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

If you are exposed or become Covid-19 positive, please email your instructor and self-report by clicking the link below.

[College of the Mainland COVID-19 Reporting Form \(qualtrics.com\)](#)

### **Tips for Success**

1. Believe that you can be successful!
2. Treat this class as if it were your full-time job.
3. Schedule your study time and be diligent with it.
4. Attend each and every class period being punctual and attentive in class.
5. Participate in class in a nondisruptive manner.
6. Read the section before coming to class.
7. Do all the homework (online and textbook problems) assigned and additional problems if needed.
8. Work on the homework problems the same day as the lecture.
9. See a tutor or instructor before the next class period for the problems that cannot be completed.
10. Review sections that have already been completed after the assigned homework has been finished.
11. Complete the test review sheet(s) before class.
12. Complete the chapter test(s), review the completed homework for that specific test, and work additional problems in a random order from the sections.
13. Read the questions carefully on the test.
14. Never leave a question blank.
15. Organize work neatly so steps can be easily followed.
16. Check work.
- 17. Avoid procrastinating and complete assignments quickly as unforeseen problems may arise.**

Honor yourself...BE THE BEST YOU CAN BE!!