



**Math 1314-002IN**  
**College Algebra**  
**Spring 2021**  
**Online**

**Instructor Information:**

**Name:** Ms. Kristi Kelley

**Email:** [kkelley9@com.edu](mailto:kkelley9@com.edu)

*Include your **course & section** in the subject line when emailing.*

-I recommend downloading the Outlook app on your smart phone so you can check your email easy and often.

-Since this is an online class it is CRUCIAL to your success in the course that you check your email AT LEAST once per day.

**Phone:** If you need to reach me by phone, email me with your phone number, and I will call you at the earliest convenience.

**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 @ 97d8k3 to the number 81010
- 3) Download the Remind101 app on your smart phone. Choose "Join class" in the left-hand toolbar. Enter @ 97d8k3

**class remind code: @ 97d8k3**

**Microsoft Teams:** Join the Team for your class by either of the two methods. You will need to join to be able to come to virtual tutoring and exam review sessions. Login using your COM email address and password.

1) clicking the link [Click here to join Teams](#)

2) Downloading Microsoft Teams or going to Microsoftteams.com. Click join/create team. Input the Team code: **w9vq5r9**

**Student hours and location:** Office hours are to be held virtually via Microsoft Teams. You'll need to join the class "Team" to come to office hours.

**Days/Times:** M-TH 9-11AM.

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

-To meet with me during office hours, you will go to your Outlook calendar, double click the office hours meeting for that day, and click the link to join the meeting.

-I understand that not everyone can meet from 9-11AM or question may arise outside of this time. Send me an email and I'll be happy to find a time that we can both meet if necessary. I will create a link you can access via your Outlook calendar.

### **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.
3. *MyMathLab* access code is required for this class. Your homework, quizzes, and tests will be located at [www.mymathlab.com](http://www.mymathlab.com)
4. A **TI-84 Plus calculator** is allowed but not necessarily needed. I would at least purchase a **TI-30XIIS** for this course.
5. A free PDF converter app or a printer that can scan documents is needed to submit scratch work. ***I recommend the CamScanner app on your smart phone.***

### ***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 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. 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 **Pearson: 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:** College Algebra is an in-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices.

### **Course requirements:**

#### ***Homework Assignments:***

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

#### ***Quizzes***

- There are four quizzes. You can retake each quiz just once to improve your score; the higher score will be the one that counts.
- There will be slots in BB for you to upload your quiz scratchwork. This is NOT required, but if you want me to review your quiz with you or see if you could get points back for something that MML counted wrong. For example, you put a comma in the wrong spot, typed a number in wrong, etc. Click Assignments in the left-hand toolbar of BB and then click Quiz Scratchwork.

### ***Exams:***

- There are four-unit exams and a comprehensive final exam to be done online using *MyMathLab*.
- There are no retakes on any of the exams, and there is only one attempt for each exam including the final exam. Quizzes and exams must be completed in one sitting and are timed
- You are required to submit scratchwork for each exam.

### ***Submitting Exam Scratch Work:***

- You will be required to submit scratchwork for each exam to Blackboard. To upload your scratchwork, click Assignments in the left-hand toolbar of BB and then click Exam Scratchwork Submission and the appropriate exam.
- Exam scratchwork needs to be submitted using the following criteria or will not be accepted:
  - 1) Pages must be numbered and submitted in the correct order
  - 2) Problems must be numbered and worked according to the methods provided in the instructor's lecture videos and/or Pearson resources. Problems worked via methods not appropriate for this course may not be given credit. **Scratchwork that is not legible will not be graded.** I will choose between 4-8 questions to grade by hand per exam.
  - 3) You must take pictures of your scratchwork using a smart phone, convert to a **SINGLE PDF FILE** (multiple PDFs will not be accepted) using a PDF converter app such as CamScanner, and upload to BB within **15 minutes** of completing the exam. *Exam scratchwork submitted after 15 minutes will be docked 5 points.*

### ***Exam Pre-requisites:***

- **There is a pre-test quiz that contains testing instructions that must be completed prior to the exam opening.** Also, any quizzes over the material covered on that exam must be attempted at least once before the exam review will open. The review for the exam must be at least opened before the testing instruction quiz will open. The testing instructions quiz must be completed before the exam will open.
- Make sure you are leaving yourself plenty of time to attempt the quizzes and reviews prior to completing the exam.

### ***Class discussions:***

- There are 4 class discussions throughout the semester. There is one discussion each week in Week 1-4. The class discussions are located inside the week's instructions. Once you click Week \_\_\_\_, you'll notice the class discussion as the last button underneath week \_\_\_\_.
- You must make an initial post by Friday and are required to respond to two other classmates' posts by Sunday of that week.

### ***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 15% of your grade.
- **Final Exam:** The comprehensive final exam will be given at the end of the course during Week 16. The final exam will count as 15% of your grade.
- **Discussions:** The class discussions will count as 5% of your grade.

**Final Average = .60(Exam AVG) +.15(Final Exam) +.10(Homework AVG) +.10(Quiz AVG) + .05(Discussions 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 MML. The Blackboard gradebook will not be utilized.*

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

**-Due Dates** – Most of the homework/quizzes will be due on Sunday by 11:59PM. Most of the exams will be due on Tuesday or Wednesday. There will be homework to do after the exam that will be due on Sunday. ***It is your responsibility to look at the week's instructions in the left-hand toolbar of MyMathLab and the course calendar located in the syllabus frequently, so you do not miss any due dates.***

**-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 close date(one day after the exam is due).

-You have one day after the exam due date to take the Exam late. You will receive a 20%-point deduction if you take the exam after the due date.

-As a general rule, there are no make-up exams. Please do not wait until the last minute to take an exam as assistance may be limited due to the reduced timeframe. *Make-up exams will only be allowed under extenuating circumstances. If you need to miss an exam, you must petition the instructor **before** the 20% penalty day to be considered for a make-up exam.* If you do not reach out prior to the exam, an extension will not be granted. **Only extenuating circumstances of a serious nature that are documented will be considered such as a death in the family or hospitalization.** Realize not being prepared for the exam is not a legitimate reason for a make-up exam. **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.***

**Attendance Policy:** Students at COM are expected to participate every week for which they are registered. Per COM policy, students are required to log on to their course at least twice per week, but it may be necessary to log on more times each week to complete the assignments required of this course. When students are not actively participating (e.g., contributing to discussions and completing weekly online homework), the faculty member can initiate an instructor drop and, subsequently, the student will receive a **W** for the course.

**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.

### Student Learner Outcomes/Core Objectives

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:**

<b>Week</b>	<b>Date</b>	<b>Math 1314</b>	<b>Sections</b>	<b>Due Date</b>
1	June 7-13	Introduction to Graphing Functions and Graphs Linear Functions, Slope Equations of Lines Linear Functions, Zeros, Applications <b>Quiz 1: Sections 1.1 – 1.5</b> Increasing, Decreasing, Piecewise Functions The Algebra of Functions	1.1 1.2 1.3 1.4 1.5  2.1 2.2	S:June 13
2	June 14 - 20	Composition of Functions Transformations <b>Review Exam 1</b> <b>Exam 1: Chapters 1, 2</b> Quadratic Functions and Zeros Graphs of Quadratic Functions Polynomial Functions Graphing Polynomial Functions Remainder and Factor Theorems	2.3 2.5  3.2 3.3 4.1 4.2 4.3	T:June 15  <b>Th:June 17</b>  S:June 20
3	June 21 - 27	Rational Functions <b>Quiz 2: Sections 3.2, 4.3, 4.5</b> Polynomial and Rational Inequalities <b>Review for Exam 2</b> <b>Exam 2: Chapters 3, 4</b> Inverse Functions Exponential Functions and Graphs Logarithmic Functions and Graphs Properties of Logarithmic Functions <b>Quiz 3: Sections 5.1 – 5.3</b> Solving Exponential and Logarithmic Equations	4.5  4.6  5.1 5.2 5.3 5.4  5.5	T:June 22   <b>Th:June 24</b>   S: June 27
4	June 28 -July 4	Exponential/Logarithmic Applications <b>Review for Exam 3</b> <b>Exam 3: Chapter 5</b> Systems of Equations in 2 variables/ Matrices and Systems of Equations Systems of Equations in 3 Variables Applications Matrix Operations	5.6  6.1/6.3  6.2 6.4	T:June 29  <b>Th:July 1</b>  S:July 4
5	July 5 - 8	<b>Quiz 4: Sections 6.1 – 6.4</b> <b>Review for Exam 4</b> <b>Exam 4: Chapter 6</b> <b>Review for Final Exam</b> <b>Final Exam</b>		<b>T:July 6</b>  <b>Th: July 8</b>

**\*W-Day: July 2<sup>nd</sup>**

**\*The syllabus is subject to change at the discretion of the instructor.**

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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 is March 3rd for the 1st 8-week session, April 26 for the 16-week session, and May 5th.

**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