



Department of Mathematics

Math 0315.03711
Foundations of Algebra
Fall 2024
Internet Class

Instructor: Danielle Smith
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Office: N/A

Student hours: Mondays 3:00-4:00pm online in D2L or by appointment

1. **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. I will make every effort to respond to your email within 24 hours of receiving it.

2. **Required Textbook/Materials**

Intermediate Algebra, 8th edition, by Tobey, Slater, Blair and Crawford by Pearson. A hard copy of the textbook may be helpful, but it is optional since the software used, MyLab Math (MML), has the electronic version of the textbook in it.

3. **Course Description**

This course is designed to develop skills and understanding in the following areas: relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course does not transfer.

4. **Course Requirements**

Homework Assignments (10%) - There is an assigned homework for each section to be completed online using MyLab Math through D2L Brightspace. Homework pertaining to sections covered each week will be due by 11:59pm on the date indicated on the course outline (see page 3; homework is *usually* due on Sundays and Thursdays). I strongly recommend you create a schedule for yourself for the sections each week and stick to it, ***do not wait until the due date to start the assignments***. You should begin the assignments as soon as possible after the material is covered in class. Although the homework is online, you should write out your work and put it in your notebook so you can study from it later. Many of the homework questions are subject to reappear on quizzes and tests.

Quizzes (10%) and Exams (80%) - There are 4 quizzes, 4 chapter exams, and a comprehensive final exam that will be completed online using MML. You can retake each quiz just once to improve your score; the higher score will be the one that counts. Tests must be completed within the given window. There is also a time limit to complete the test once you start. **There are no retakes on any of the exams.** Be sure to label and write out your work/solutions for all tests and quizzes in a neat and organized manner, ***you may be asked to submit photos of your work in D2L for credit***. The work from these problems will also come in handy to review as you prepare for subsequent tests and the final exam.

5. **Late Work, Make-Up, and Extra-Credit Policy**

As a general rule, there are no make-up exams. Students must make every effort to complete the exam within the window given on the course outline (page 3). Extensions for exams will only be considered under extenuating circumstances. If you need to miss an exam, you must **petition the instructor prior to the end of exam window and have a legitimate reason**. If you do not reach out prior to the exam, an extension will not be granted. All missed chapter tests will be assigned a zero, and the zero(s) will be used to calculate final grade in course. The final exam may be used to replace the lowest test score if it benefits the student.

Due dates for homework WILL NOT be extended (see Course Outline on page 3 for due dates). 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 and quizzes until the corresponding exam date.

There is no guaranteed extra-credit for this course. Extra credit may be offered at the professor's discretion for completion of assignments or activities outside of the normal scope of the course (such as designated discussion boards or video projects).

6. **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 Handbook. 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 will be referred to the Office of Student Conduct for further disciplinary action. Please read the sections on *Standards of Student Conduct and Discipline and Penalties* in the online Student Handbook.

7. **Determination of Course Grade/Detailed Grading Formula**

The course grade will be determined by the following formula:

Final Avg =

$$\mathbf{64\%Chapter\ Exam\ Avg + 16\%Final\ Exam + 10\%Homework\ Avg + 10\%Quiz\ Avg}$$

(The Final Exam score will replace the lowest Chapter Exam Score when it is larger)

Grading Scale:

Grade A: Final Average in [89.5, 100]

Grade B: Final Average in [79.5, 89.5)

Grade C: Final Average in [69.5, 79.5)

Grade D: Final Average in [59.5, 69.5)

Grade F: Final Average in [0, 59.5)

8. **Concerns about the Instructor**

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 the Department Chair for Math & Computer Science, Leslie Richardson at lrichardson@com.edu, 409-933-8329.

Attendance Policy:

Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance & participation is a critical component to being successful in courses. Since this is an internet course, attendance/participation is based on your progress in MML. If you stop making progress, your last date of attendance will be the last date that you logged into MML and made meaningful progress.

9. Course Outline

This is a tentative schedule - adjustments may be made at the instructor's discretion.

Week	Section, Topic, Due Date
1 (8/19) (8/21)	M – Syllabus & Orientation Exercises Due 8/22 1.5 Operations with Variables & Grouping Symbols Due 8/22 1.6 Evaluating Variable Expressions & Formulas Due 8/22 W – 2.1 First Degree Equations with One Unknown Due 8/25 2.4 Solving Word Problems Due 8/25 2.6 Linear Inequalities Due 8/25
2 (8/26) (8/28)	M – 2.3 Absolute Value Equations Due 8/29 Quiz 1 (1.5, 1.6, 2.1, 2.3, 2.4) Due 8/29 2.8 Absolute Value Inequalities Due 8/29 W – Review for Exam 1 Due 9/01 Exam 1: Chapters 1,2 -- Open 8/28-9/1 3.1 Graphing Linear Inequalities Due 9/01 3.2 Slope of a Line Due 9/01
3 (9/2) (9/3) (9/5)	M – HOLIDAY T – 3.3 Equations of Lines Due 9/06 Quiz 2 (3.1 – 3.3) Due 9/06 4.1 Systems of Linear Equations Due 9/06 TR – 4.3 Applications of Systems of Equations Due 9/08 Review for Exam 2 Due 9/06
4 (9/9) (9/11)	M – Exam 2 (3.1 – 4.3) – Open 9/9-9/12 1.4 Rules of Exponents (omit scientific notation) Due 9/12 5.1 Polynomials: Adding, Subtracting, Multiplying Due 9/12 W – 5.3 Synthetic Division Due 9/15 Quiz 3 (1.4, 5.1, 5.3) Due 9/15 5.4 GCF & Factoring by Grouping Due 9/15
5 (9/16) (9/18)	M – 5.5 Factoring Trinomials Due 9/19 5.6 Special Case Factoring Due 9/19 5.8 Solving Equations Using Factoring Due 9/19 W – Review for Exam 3 Exam 3 (1.4, 5.1 – 5.8) – Open 9/18-9/22
6 (9/23) (9/25)	M – 6.1 Simplify, Multiply, Divide Rational Expressions Due 9/26 6.2 Add, Subtract Rational Expressions Due 9/26 7.2 Radical Expressions and Function Due 9/26 W – 7.3 Simplify Add Subtract Radical Expressions Due 9/29 7.4 Multiply, Divide Radical Expressions Due 9/29 Quiz 4 (7.2 – 7.4) Due 9/29
7 (9/30) *W-Day 10/02* (10/2)	M – 7.6 Complex Numbers Due 10/3 Review for Exam 4 Due 10/3 Exam 4 (6.1 – 7.6) – Open 9/30-10/3 W – Review for Comprehensive Final Exam Due 10/8
8 (10/7)	M - Comprehensive Final Exam -- Open 10/6-10/8

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://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.

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: Kimberly Lachney, Student Accessibility Services Coordinator
Phone: 409-933-8919 **Email:** AccessibilityServices@com.edu
Location: COM Doyle Family Administration Building, Student Success Center

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 October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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.

Resources to Help with Stress: If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement: The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.