



Department of Mathematics

Syllabus

for

MATH 1314.101CL

College Algebra

Summer I 2024

MTWTRF 8:00am-10:30am in STE RM 107

Instructor Information: Ms. Smith

Email: jsmith56@com.edu –

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

Office phone: 409-933-8647

Office: STEAM Bldg., Suite 325, room 10

Student Hours (Office Hours); Location: STEAM 325-10

10:30 am – 11:00 am Monday & Wednesday

Required Textbook/Materials

1. The textbook used in this course is: College Algebra, by Beecher, Penna, Bittinger, fifth edition, published by Pearson. The etext is provided within MyMath Lab (**No purchase needed**).
2. Access to a desktop computer or laptop and internet service outside of class are required to gain access to the required online assignments. Computers and internet access are available on campus during specified times. *Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments.*
Note: MyLab Math generally does not like Safari. Download Chrome or Firefox if you have an Apple computer.
3. *MyLab Math (MLM)* software is required for this class.
4. A TI-84 Plus graphing calculator will be used for some Math 1314 class demonstrations. Having your own TI-84 Plus calculator to use outside of class or during class presentations would be beneficial to you to assist with learning the appropriate keystrokes. For Math 1314 in-class quizzes, exams, and other assessments that require a TI-84 Plus calculator, the **ONLY** graphing calculator that will be allowed is a college issued TI-84 Plus calculator provided by the instructor during the designated time frame

of the assessment, but your own TI-30XIIS calculator can be used in combination with the graphing calculator. These graphing calculators cannot be checked out since they are used in multiple classes. A TI-Nspire, TI-89 or higher graphing calculator is not appropriate for this course and should not be purchased.

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:

MyLab Math (MLM) Online Assignments– Go to your Brightspace course.

You can access **D2L Brightspace at COM** at <http://com.brightspace.com>. You can also access D2L by going to COM's homepage at <http://www.com.edu>, scroll down to the bottom of the page, and click on the button for D2L Brightspace. Once you gain access to *MyLab Math* within your Brightspace course, you are required to successfully complete an online orientation within MLM before the online assignments will appear. MLM assignments include homework and several online quizzes, and the deadlines for each are provided within MLM. The online homework includes homework from each section and a final exam review. If you opted out of *MyLab Math*, your recorded *MyLab Math* homework and online quiz grades will be zeros.

MLM Online Quizzes– Go to your Brightspace course and locate MyLab Math.

Online quizzes must be completed in one sitting and are timed. You cannot exit the quiz and come back to it as you can with homework. When you have answered all the questions, click submit quiz and the quiz will be graded online with your grade being posted to your gradebook of *MyLab Math*. To see your gradebook, click on the Gradebook button and you can see the scores for all assignments attempted as well as your current average. You can retake each online quiz once to improve your score if the deadline is met. When an online quiz is retaken, the higher quiz grade is used in calculating your overall average. Reviewing a submitted online quiz is only available immediately after submitting.

MyLab Math (MLM) Homework – Go to your Brightspace course and locate MyLab Math.

There is an assigned homework for each section as well as a final review homework assignment. Work problems organized and legibly on notebook paper, so you can reference when asking questions for clarification and for a resource when studying for a quiz/exam.

Within MyLab Math homework:

1. Enter your answers then click the CHECK ANSWER button.
2. If needed, click the SIMILAR EXERCISE button to redo the exercise.
Note: You should strive to score at least 80% before moving on to the next section.
3. If the submitted answer is correct, click on the SAVE button to send your results to the gradebook. Your grade will show up in the GRADEBOOK and will be automatically accessible by your instructor.
4. Click on the next question to continue.

Please note that personal computer problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. If at any time you experience technical problems with your *MyLab Math* account, please contact Pearson's Customer Technical Support.

In Class Exams:

Four 1314 tests plus a comprehensive final will be given. To receive credit for problems, work provided on the tests/quizzes must justify answers using incremental steps. Use a pencil to show work, and tests and quizzes must be finished within the allotted time. Due to departmental policies, you are not allowed to complete tests in a testing facility beyond the allotted class time. There are no retakes on any of the exams.

Being able to use a computer and gain access to the internet is necessary to complete the required online assignments and to have access to test reviews.

Determination of course Grade/ Grading Formula

Homework Average (<i>My Math Lab</i> & Other Hmwk Assignments)	10%
Online Quiz Average	10%
Chapter Test Average	64%
Final Exam	16%

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)

Your individual assignment grades and overall course average will be located within your MLM Course Gradebook, NOT the Brightspace's gradebook.

Late Work, Make-Up Policy, & Extra-Credit Policy

MyLab Math Homework- Start on your assignments early to have enough time to practice, study, learn the information, and meet deadlines. In some situations, depending on how close the *MyLab Math* homework deadline is to the exam, you can work past the deadline with a 20% penalty. The final deadline for online homework is usually the day before the exam. *Only rework or do problems that were not completed successfully by the deadline, because the 20% penalty applies to any problem worked after the deadline. Work problems in the IMPROVE GRADE mode, not REVIEW mode. The REVIEW mode will not change your grade for the section. This is not a self-paced class, so deadlines are put into place to assist you with an appropriate pace to promote a productive learning environment.*

Other Homework Assignments

The deadline for each homework 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 homework assignment grade.

Quizzes

You cannot make up a quiz. A specified deadline will be given, and you will not be allowed to submit late. If the quiz assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the quiz assignment grade.

Tests

As a general rule, there are no make-up exams. A make-up exam will only be allowed at the discretion of the instructor and only under extenuating circumstances and is limited to **one** make-up chapter exam. If it is necessary to miss an exam:

1. You are required to petition the instructor in writing using your COM email **before** the exam is given to be considered for a make-up exam.
2. You must have at least a 75% homework average for Math 1314 at the time of the request.
3. Only extenuating circumstances of a serious nature that are documented will be considered.

Realize not being prepared for the exam is not a legitimate reason for a make-up exam nor is scheduling work/appointments/vacations during the class period. **All other missed tests will be assigned a zero, and the zero(s) will be used to calculate overall grade in course.**

This course most likely will not have any extra credit, so practice, study adequately, learn the information, and meet deadlines for the assignments you do have.

Attendance Policy:

Students at COM are expected to attend and participate in every session of all classes for which they are registered. 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.

To aid in a successful semester for a face-to-face math class, attendance and being engaged by actively participating to gain knowledge through class discussions and taking detailed and organized notes is essential. Students are not considered to be actively engaged when missing any part of a class and/or when their attention is directed to other sources. Because of this, students will be counted absent when:

1. Arriving to class 15 minutes late or later,
2. Taking break(s) during the class period for a significant amount of time or taking multiple breaks,
3. Sleeping during the class period,
4. Leaving early (15 minutes or longer), and/or
5. Using cellphone(s) and/or earbuds/headsets during the class period since students are expected to have a productive workspace and be engaged with the class discussions to aid students in having an environment that is conducive to optimal learning.

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. Also, please be advised that it is **your** responsibility to get caught up when a class is missed.

Remember:

EACH DAY OF THE WEEK, EXCLUDING FRIDAYS, THAT WE MEET COUNTS AS

TWO CLASS PERIODS.

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 recommend downloading the Outlook app on your smartphone for easy access to COM email and to check your COM email at LEAST once per day.*

General Education Core Objectives

This course will address the following core objectives:

- Critical Thinking Skills: to include creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information;
- Communication Skills: to include effective development, interpretation, and expression of ideas through written, oral and visual communication;
- Empirical and Quantitative Skill: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Table Mappings SLO's and 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 (CB)	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 Quantitate 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 Handbook. Any student found to have been academically dishonest on a 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 sections on *Standards of Student Conduct and Discipline and Penalties* in the on-line 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 lrichardson@com.edu.

Additional Policies

Unattended Minors/Children in Class

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of fellow classmates and staff, please do not bring children to class.

Productive Workplace

Students are expected to bring all tools necessary for success to class every day. These tools include writing implements, notebook/note paper, and an approved calculator. **Food and drinks, except for bottled water, are not allowed in classrooms.** All other items (backpacks, purses, bags, laptops, etc.) must be placed between your feet. In addition, headsets/wireless earbuds and cell phones are to be placed in your backpack, etc. before class starts.

Classroom Conduct Policy

Arriving on time, staying the entire class period, eliminating distractions like cell phones, using appropriate language (no cursing), respecting your classmates and the instructor, and cleaning up after yourself are all expectations for students in the classroom. Please abide by these expectations so that the class setting is enjoyable for all students. Regarding cell phones, they should be turned off or set on airplane mode and in your backpack/purse (not on your desk).

It is extremely disruptive to the learning environment, so you will be asked to leave if it is a continuous problem. You are not allowed to use laptops during class. You may **ONLY** use a tablet for not taking purposes. Infractions may result in an automatic withdrawal from the class. Cell phones **cannot** be used during tests or quizzes and refer to testing policies for additional information. Please notify me before class if you have an emergency that requires you to answer your phone during class. Take an emergency phone call outside of the classroom.

Recording of Class

Students may not record all or part of class and/or all or part of a livestream without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Student Disability Services. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. If any instructor's recordings are provided, students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone

without the prior written approval of the instructor. Failure to comply with requirements regarding recordings may result in a disciplinary referral and/or disciplinary action

Class Notes

Every week, class notes for each section to be covered that week will be posted on D2L for you to print and follow along during the lectures. It is **highly** suggested you have these notes for each class session.

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. Therefore, it is strongly advised that students take care of all personal business prior to entering the classroom to take an exam.

Course Outline

Week	Dates	Topics	Sections	Due	
1	June 3-June 9	Introduction to Graphs	1.1	June 6	
		Functions and Graph	1.2		
		Linear Functions, Equations of Lines	1.3, 1.4		
		Linear Functions, Zeros	1.5		
		Inc, Dec, Piecewise Functions	2.1		
		Quiz A: Sections 1.1-1.5			
		The Algebra of Functions	2.2		
		The composition of Functions	2.3		
		Transformations	2.5		
		Exam 1 Review			June 9
2	June 10-June 16	Exam 1 (Chapter 1, 2)		June 10	
		Quadratic Functions	3.2	June 14	
		Graph Quadratic Functions	3.3		
		Polynomial Functions	4.1		
		Graphs of Polynomial Functions	4.2		
		Remainder, Factor Theorems	4.3		
		Polynomial Inequalities	4.6		
		Rational Functions	4.5		
		Quiz B (Sections 3.2, 4.3, and 4.5)			
		Exam 2 Review			June 16
3	June 17-June 23	Exam 2 (5.1-5.6) (June 17th)			June 17th
		Inverse Functions	5.1	June 20	
		Exponential Functions	5.2		
		Logarithmic Functions	5.3		
		Quiz C (Sections 5.1-5.3)			
		Properties of Logarithmic Functions	5.4		
		Exponential, Logarithmic Equations	5.5		
		Modeling	5.6		
		Review			June 23
4	June 24-June 30	Review			June 24
		Exam 3			
		Solve Systems in Two Variables	6.1		
		Matrices and Systems of Equations	6.3		
		Systems of Equations in Three Variables	6.2		
		Matrix Operations	6.4		
		Quiz D (section 6.1-6.4)		June 28	
		Review		June 30	

5	July 1-July 5	Exam 4 (Chapter 6)		July 1
		Review for Final Exam		
		Final Exam (comprehensive)		July 5

PLEASE NOTE: The syllabus is subject to change at the discretion of the instructor.

Important Dates:

No Class- Juneteenth-June 19th

W-day for 1st 5-week session-July 1st

No Class-July 4th

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_2023-2024_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 5-week session is July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the 2nd 5-week session is August 2.

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.