



Syllabus: College Algebra

Course Number: MATH 1314 HYB

Instructor Information

Name: Monica Davis

Telephone: (903) 823-3313

Office: James Henry Russell STEM Complex, MATH Building, #25

E-mail: monica.davis@texarkanacollege.edu

Course Description- This course is a hybrid class and will meet every Tuesday and Thursday for eight weeks. This course is for **STEM** students.

Textbook/Supply Information

- **“College Algebra 13th Edition”** Lial, Hornsby, Schneider, Daniels ****Textbook is NOT required. ****
- MyLab Math(MLM) by Pearson (this is an access code that can be purchased in the TC bookstore or online through the MyLab Math website)
- A Graphing Calculator is recommended for this course—preferably TI-84

Student Learning Outcomes for the Course

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding and knowledge of properties of functions, which include domain, range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential, and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomials and rational functions.
5. Recognize, solve, and apply systems of linear equations using matrices.

Student Requirements for Completion of the Course and Due Dates

Homework assignments are to be completed using MyLab Math(MLM). The best browsers to use are **Chrome and Firefox**. To earn credit, homework assignments should be completed by midnight on the next class day (see class assignment schedule). You will have unlimited attempts per question, and you will not receive any credit for assignments completed after the due date. **You, the student, are** responsible for all assignments regardless of whether you are present at the time of assignment. **Any missed assignment will be recorded as a zero.** At the end of the semester your **3 lowest homework grades** will be dropped and will not count towards your homework average. Even though the homework is online, you should still work your problems on paper. Quizzes may be given on a regular basis and will be included in your homework average.

This is a hybrid class; therefore, you may be required to watch videos before you attend class, take notes from those videos, and complete a quiz during class.

Students are expected to participate in face-to-face classes by being prepared for class, engaging in group activities, joining class discussions, and explaining their work to others.

Tests – All Unit Exams will be taken on a computer using MyLab Math(MLM). **Students MUST take the exam during the time given by the instructor.**

A review will be provided at the end of each chapter. There will be a total of 4 Unit Tests.

Unit 1 Test: Sections 1.1, 1.2, 1.7, 2.3, 2.4, 2.5

Unit 2 Test: Sections 1.3, 1.4, 1.5, 1.6

Units 3-4 Test: Sections 2.6, 2.7, 2.8, 3.2, 3.3, 3.5

Unit 5 Test: Sections 4.1, 4.2, 4.3, 4.4, 4.5

Final Exam – There will be a two part multiple choice comprehensive final exam given the last two days of class in our regular classroom. A Scantron(Form 882-E) is required and can be purchased from the bookstore. A practice final exam will be available.

Student Assessment

You have opportunity to earn points in the following 3 areas. Your final grade will be determined by the corresponding percentages.

(1) Homework	15%
(2) Chapter Tests	60%
(3) Final Exam	25%

Final Grade = $0.15 \times \text{homework average} + 0.6 \times \text{chapter test average} + 0.25 \times \text{final exam average}$

Grading Scale

A 90-100	B 80-89	C 70-79	D 60-69	F 59-below
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Computer Requirement Policy

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser may be used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students. A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.

Absentee Policy (<https://www.texarkanacollege.edu/courses/>)

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. The course content will be delivered through face-to-face interaction in the classroom and through MyLab Math(MLM) video. See detailed class schedule. Face to face meetings are required for attendance. If a student leaves and returns during face-to-face class before the class is over, he/she **may** be considered absent or tardy. **Three tardies constitute one absence.**

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. **Since this class is a Hybrid Course, an instructor may withdraw a student from a course for having 3 recorded absences.**

Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are reconsidered by Texarkana College. **Responsibility for work missed for any absence is placed on the student.** Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures.

Instructors are not required to allow students to make up work for absences due to other reasons.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

Make-up Policy

There will be no make-up exams for major tests. Any test missed will be recorded as a zero. Any student missing 2 major tests may be dropped from the course. If your final exam grade is higher than one of your chapter test grades, the final exam grade will replace the lower test score. Homework assignments not completed by the assigned due date will be recorded as a zero. At the end of the semester your **3 lowest homework grades will be dropped** and will not count towards your homework average.

Class Behavior

There will be a zero tolerance policy for any behavior that is a disruption to virtual classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class. This also includes disruptive cell phone usage during our virtual class time! Please be considerate of others who are trying to learn.

A student may be dropped from the course for any of the following reasons:

1. Missing 3 classes
 2. Missing 2 major tests
 3. Any breach of classroom conduct (see student handbook)
- *Being dropped from the course could affect your financial aid.

Tutoring and Extra Help

Texarkana College also offers free tutoring to all students, including online students, in the Math Lab located on the second floor of the Library. Tutoring is also offered through Microsoft TEAMS. For more information about face to face tutoring or tutoring through Microsoft TEAMS, please visit <https://texarkanacollege.libcal.com/>

The Math Lab tutors are available to help with any questions you may have about assignments.

Mon- Thurs	8:00 am – 9:00 pm
Fri	8:00 am – 4:00 pm
Sun	2:00 pm – 6:00 pm

Course Correspondence

Any course correspondence will be through TC student email. It is the student's responsibility to check his/her TC email regularly for any announcements relating to the course.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or labsites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé' at 903.823.3349, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid

Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Basic Needs Security Statement

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so.

Alternate Operations during Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

The instructor reserves the right to amend the syllabus as needed anytime during the semester.