



**Syllabus:** College Algebra

**Course Number:** MATH 1314

**Instructor Information:**

Name: Jamie Ashby

Office: STEM Math Building Office #29D.

Telephone: 903-823-3319

E-mail: [jamie.ashby@texarkanacollege.edu](mailto:jamie.ashby@texarkanacollege.edu)

Office Hours: TBA

**Textbook Information:**

“College Algebra” by Lial, Hornsby, Schneider, Daniels; Pearson 13<sup>th</sup> edition.

MyMathLab Access Code, Course Notes Packet, 3-ring binder with dividers

A Graphing Calculator is required for this course—TI-84 or TI-84 Plus or TI-84 Plus CE

**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/Quizzes**— Homework assignments and quizzes are to be completed in the online resource *MyMathLab* according to the accompanying schedule. Any changes in due date will be posted on MyMathLab. At the end of the semester your lowest 3 homework grades will be dropped and will not count towards your homework average.

**Major Tests**— There will be a total of **5 or 6 chapter tests**. All chapter tests will be taken online in a proctored setting.

**Final Exam**— A comprehensive final exam will be administered. The final exam must be taken online at your proctored setting at the end of the semester on the date scheduled by your proctor. \*I will replace your lowest test score with your final exam grade if it improves your final average.

\*NOTE: Calculators and the College Algebra Formula Sheet are allowed on all work unless otherwise instructed.

This course may be designed as a hybrid course or as an asynchronous (WEB) course. In the hybrid format, the course will meet in-person, synchronously through TEAMS, and/or asynchronously online for some material and will include some video-based instruction created by the instructor. In the web format, all content will be delivered through asynchronous video-based instruction created by the instructor. Either way, you will be responsible for creating a work schedule for yourself, keeping up with all of the reading, assignments, online

tests, etc. It takes a fair amount of self-discipline to do well in a hybrid or online course. So make a plan, and stick to it so that you complete all of your work by the stated due dates.

The course will utilize MyMathLab for unit exams and homework. The unit exams must be taken either 1) at the TC Testing Center located inside the TC Library (Academic Commons), 2) using the Respondus lockdown browser and camera test monitoring platform, or 3) at a proctored test setting if you live more than 50 miles out of town and have advance approval by the instructor for your proctor location based on the Proctor Requirements provided below. See the course shell in Moodle for details regarding each exam.

### **Proctor Requirements**

If you live within a 50 mile radius of Texarkana College, you must take your midterm and final exam in the Texarkana College Testing Center located in the Texarkana College Library(Academic Commons), located on campus.

Students living outside the 50 mile radius of Texarkana College, and who do not wish to drive to the TC campus to take their tests, must find their own proctor.

An acceptable proctor must be one of the following:

- Educational administrator or librarian at a community college, university, or high school
- Librarian at a public library
- Learning Center, ESO, or an officer of higher rank than the student, if in the military
- College, university, or private testing center

**Note: Any cost for either the proctor or proctoring site is the full responsibility of the student. (This applies only if you are not taking tests at TC.)**

### **Student Assessment**

Homework 15%; Tests – 60%; Final Exam – 25%

Assignment of a letter grade will be made according to the following scale.

<b>A</b> 90-100	<b>B</b> 80-89	<b>C</b> 70-79	<b>D</b> 60-69	<b>F</b> 59-below
-----------------	----------------	----------------	----------------	-------------------

### **Class Schedule**

Unit 1 Linear Equations & Inequalities, Absolute Value Equations & Inequalities	Unit 2 Quadratic & Other Types of Equations, Quadratic & Rational Inequalities	Unit 3 Functions & Their Graphs
Unit 4 Polynomial & Rational Functions & Equations	Unit 5 Exponential & Logarithmic Functions, Graphs, & Equations	Unit 6 Systems of Equations & Matrices

### **Important Class Information:**

Homework assignments must be completed by the due date @ 11:59pm of each week they are assigned for credit. Assignments turned in after the due date will be recorded as a zero. Students have **unlimited** attempts to complete each assignment before each due date. Assignments are located on your MML dashboard. After 3 attempts, select “similar exercise” for a new question. You can keep doing this as long as you would like until the due date or the desired grade is achieved.

Chapter tests are either IP address or password protected and will not be accessible unless the student is in your proctored setting (high school classroom). You may take a chapter test as soon as you see it posted in MML or

when your proctor schedules it before the due date. Review Homework and Practice Tests for each test can be also found on MML under the “Assignments” button. **Review Homework will count for a grade in your homework. Practice Tests are for practice only and don’t affect your grade but are HIGHLY recommended.** The **comprehensive final** will be an online multiple choice exam.

\*All due dates are final so please don’t ask for extra time. It is your responsibility to make sure your work is completed and tests are taken by the due date.

**Calculators** will be allowed on any course work. All work on tests will need to be shown on scratch paper numbered in appropriate sequence and legible and turned in with your test. Scratch paper and a graphing calculator are available if needed, you just have to ask.

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

- (1) Missing **3** major tests
- (2) Missing **3** or more weeks of homework
- (3) Any breach of conduct (see Student Handbook)

### **Absentee Policy**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies may be counted as one absence. Experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

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.

### **Excused Absences**

An absence is defined as any time you are not in class. 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 considered 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.

### **Maximum Allowable Absences**

The maximum allowable absences refer to the maximum number of unexcused absences a student is allowed before a student may be dropped from the course. After official registration for a three credit hour academic class that meets two days a week for 16 weeks, the instructor may withdraw a student from the course if they exceed 4 absences. This means you may be dropped from the course for having 5 recorded absences. For a three credit hour academic class that meets two days a week for 8 weeks, the instructor may withdraw a student from the course if they exceed 2 absences. This means you may be dropped from the course for having 3 recorded absences.

### **Make-Up Policy**

Students may make up missed tests if the absence is due to military duty or religious holy days when students notify the instructor prior to being absent. 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. It is the student’s responsibility to communicate with the instructor regarding absences and missed course work. Any missed test

will be recorded as a zero. I will replace your lowest test grade with the score from your comprehensive final exam, if that grade is higher. Students may have the homework due date extended for excused absences (See excused absences above). You will not receive credit for homework assignments after the due date has passed. At the end of the semester your lowest 3 homework grades will be dropped and will not count towards your homework average.

### **Tutoring and Extra Help**

Texarkana College also offers free tutoring to all students, including online students, through the Math Lab located on the second floor of the Library. In order to use the tutoring available in the Math Lab, simply bring your Student ID with you to the library, go upstairs to the area labeled Math Lab and use your ID to sign in (on the designated sign-in computer), then work on any math work at the computers or tables in the Math Lab area. Check with the Math Lab for current hours of operation. **Note: Math Lab tutors will be available online through TEAMS.**

### **Class Behavior**

Each student must respect the learning environment of others, therefore, there will be a zero tolerance policy for any behavior that is disruptive to 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 class! Please be considerate of others who are trying to learn by using your cell phone appropriately during class time.

### **Course Correspondence:**

**Correspondence** from the instructor will be given through the student's Texarkana College email account. Announcements may also be posted on MML and sent to the email account you register with MyMathLab. Please check your email and MML regularly for updates and announcements. Grades and attendance will be posted on MyTC. It is the student's responsibility to check his/ her email, MyTC, and MyMathLab regularly for any information relating to the course.

### **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](http://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.

### **COVID-19 Online/Virtual Environment Instructional Commitment**

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

## **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 3<sup>rd</sup> party anti-virus solution
- The Respondus Lockdown browser is 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/>.

## **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 lab sites, including dual credit campuses. This information can be found in the Student Handbook at

<https://texarkanacollege.edu>.

This college assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct, including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. You are required to complete all work independently unless otherwise instructed- no excuses or exceptions. Unless a test is identified as "open book," the student may not use any notes or resources of any kind that are not explicitly identified as allowable by the teacher. The student may not use problem solving apps, Internet searches, or any other human or technology-based tool to assist with testing (unless approved through Disability Services).

## **Academic Integrity and Use of AI Tools Policy**

As members of the academic community, you are expected to uphold the highest standards of integrity. The advent of artificial intelligence (AI) tools offers new opportunities and challenges in our pursuit of knowledge and academic growth. To maintain fairness and integrity in our academic work, the following guidelines are established for the use of AI in this course:

### **Acceptable Use of AI Tools**

1. Research Assistance: AI tools may be used for preliminary research and to assist in locating academic sources. Proper citations must be provided for any materials found via AI tools.
2. Skill Development: AI may be employed for skill development in areas such as coding, languages, and mathematical problem-solving. Use these tools responsibly to enhance your understanding rather than replace your learning efforts.

### **Prohibited Use of AI Tools**

1. Assignments and Examinations: AI tools must not be used to generate content or answers for assignments, projects, quizzes, or exams. Submitting AI-generated work as your own is considered academic dishonesty.
2. Paraphrasing and Translation: Using AI to paraphrase text or translate assignments is not permissible if it disguises the source material without proper acknowledgment. All work submitted should be in your own words and reflect your own understanding.

### **Disclosure and Citation**

1. Acknowledgment: If any AI tools are used to aid in your learning process (e.g., for brainstorming or editing), their use must be disclosed in a brief statement in your submission.
2. Citation: All AI-assisted content must be properly cited according to the appropriate academic style guide mentioned in this syllabus.

### **Consequences of Misuse**

Violating this policy will result in disciplinary actions consistent with the College's Academic Integrity Policy, which may include failing the assignment, failing the course, or further disciplinary measures.

### **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 Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to help provide access to resources.

### **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.

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:**

**Attention!** 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.

\*The instructor reserves the right to amend the syllabus at any time.