



Syllabus: College Algebra

Course Number: MATH 1314 WEB

Semester & Year:

Instructor Information

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Textbook Information:

The Textbook for this course is College Algebra, 13th e, by Lial, Hornsby, Schneider, and Daniels. You are not required to purchase a textbook for this course only an access code.

The program we are using is called MyMathLab (sometimes MyLab Math) w/eText for *College Algebra with Integrated Review, 13th Edition* (18-week access) ISBN-978-0135821992

You will be completing all homework and tests (except the final exam) for this class using this program. This access code can be purchased in the TC Bookstore (ask for it at the front counter) or online through the MyMathLab website when you sign up on MyMathLab (MML). It is course specific so make sure you are purchasing the correct access code if you don't get it through the MyMathLab website!

****Textbook is NOT required, only MyMathLab is required****

A Graphing Calculator is recommended for this course—preferably TI-84 or TI-83

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 MyMathLab (MML). You will receive credit for assignments submitted by 11:59 pm on the due date indicated on the class schedule. Assignments completed after the due date will be recorded as a zero.

A total of **5** homework grades will be dropped at the end of the semester.

Major Tests will be taken at the end of each assigned unit. These will be administered online through MyMathLab with a 90-minute time limit. **Tests are due by 8:00 pm** on the scheduled due date.

A practice test will be provided for each exam. You will have unlimited attempts at the practice test. These scores will not be included in your final grade. Five bonus points will be awarded on each exam for those scoring 80% or better on any attempt at the practice test.

Due dates will be posted in Moodle and in MyMathLab. There will be a total of 5-unit tests.

Unit 1: Sections 1.1, 1.2, 1.7, 1.8, 2.3, 2.4, 2.5

Unit 2: Sections 1.3, 1.4, 1.5, 1.6, 1.7

Unit 3: Sections 2.6, 2.7, 2.8

Unit 4: Sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6

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

A sixth unit-- Sections 5.1, 5.2 -- will be covered. You will not have a unit test over these two sections, but this material will be included on the final exam.

There will be no make-up exams given in this course.

Final Exam will be administered in the **Texarkana College Testing Center** or another approved proctored location (see information on proctors below). It will be a 40 question, comprehensive, multiple-choice exam in MyMathLab. You may use the formula sheet provided, a graphing calculator, and scratch paper during the exam, no notes. A practice final exam is available through Moodle.

Student Assessment

Homework/Daily Quizzes	15%
Major Tests	60%
Final Exam	25%

Grading Scale

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

Tentative Class Schedule

A general schedule is provided below. A course schedule with due dates for the current semester will be provided separately and included in Moodle and MML (MyMathLab).

Week	Section	Title
1		How to Enter Answers in MyMathLab
	1.1	Linear Equations
	1.2	Applications and Modeling with Linear Equations
	1.7	Inequalities-Linear
2	1.8	Absolute Value Equations and Inequalities
	2.3	Functions
	2.4	Linear Functions
	2.5	Equations of Lines and Linear Models
	Unit 1 Practice Test	
3	Unit 1 Test	
	1.3	Complex Numbers
	1.4	Quadratic Equations
	1.5	Applications and Modeling with Quadratic Equations
	1.6	Other Types of Equations and Applications
	Unit 2 Practice Test	
4	Unit 2 Test	
	2.6	Graphs of Basic Functions
	2.7	Graphing Techniques
	2.8	Function Operations and Composition
	3.1	Quadratic Functions and Models
	Unit 3 Practice Test	
5	Unit 3 Test	
	3.2	Synthetic Division
	3.3	Zeros of Polynomial Functions
	3.4	Polynomial Functions: Graphs, Applications, and Models
	3.5	Rational Functions: Graphs, Applications, and Models
	Unit 4 Practice Test	
6	Unit 4 Test	
	4.1	Inverse Functions
	4.2	Exponential Functions
	4.3	Logarithmic Functions
	4.4	Evaluating Logarithms and the Change-of-Base Theorem
7	4.5	Exponential and Logarithmic Equations
	5.1	Systems of Linear Equations
	Unit 5 Practice Test	
	Unit 5 Test	
8	5.2	Matrix Solutions of Linear Systems
	5.2	Applications
	Final Exam in the TC Testing Center (or Approved Proctored location)	

Important Class Information READ THIS!!!!

Homework assignments must be completed by the due date @ **11:59pm** for credit. Assignments not completed by the due date will be recorded as a zero. Students have unlimited attempts to complete each assignment before each due date. Homework assignments are located under the “Assignments” button on your MML dashboard. You can also find them on your MML calendar. After 3 attempts, select “similar question” for a new question. You can keep doing this as long as you would like until the due date has passed or the desired grade is achieved. Some questions do not allow 3 attempts, but you can still select “similar question” to try a new problem.

Unit Tests may be taken at home, are timed at 90 minutes (unless I have received an accommodation letter from Mrs. Blasé’s office), and involve restricted access while you are taking them. Tests must be completed by the due date @ **8:00pm**. Please do not try to go to any assignments, pages, sites or press the “back” button on your browser because it may lock you out of the test and you will have to inform me so I can give you access again. I will not always be available to do this for you and you will receive the grade you earned up to that point. Just stay on the test page, submit when you are finished, and you should be fine. You are allowed to have the formula sheet provided in Moodle, scratch paper, and your calculator for each exam. No notes!

You may take a unit test earlier than the date indicated on the schedule by emailing me with your request. This must be done at least 2 days in advance to allow time for your individualized settings to be entered into the computer. Tests are also located under “Assignments” on your MML dashboard. Practice Tests for each test can be also found in “Assignments” in MML and listed as a Quiz. They are for practice only and don’t affect your grade but are HIGHLY recommended. Whatever is on the Practice Test is on the actual TEST.

*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.

Free Tutoring @ Texarkana College:

<https://texarkanacollege.libcal.com/>

Class Policies

Correspondence: Initial correspondence from the instructor will be given through the student’s Texarkana College email account. Once class starts, announcements will be sent to your TC email account. I highly recommend you use your TC email account when you register for MML.

Academic Integrity: 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.

Academic dishonesty, including but not limited to cheating, 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 can result in the student being dropped from the class with an “F”.

Please refer to the Texarkana College Catalog and Student Handbook for more information. Texarkana College will utilize as necessary technology programs/software to ensure academic honesty. This policy applies to any TC course taken on or off campus. This information can be found in the Student Handbook at <https://texarkanacollege.edu>. Cheating is prohibited.

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.

Anyone caught cheating on an assignment will have earned an 'F' for the semester AND/OR you may be dropped from the course.

Make-up Policy

There will be **NO make-up exams** for major tests or the final exam. 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 unit 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. I will drop your 5 lowest homework grades at the end of the semester. Students may have the homework due date extended for excused absences only (See excused absences below).

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 constitute one absence.

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

Online/Hybrid Course Absences

Absence in an online course is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an **Enrollment Verification** activity within the first week of class (activity depends upon the professor); otherwise, the professor may drop the student for not having attended.

Your enrollment verification activity is the first assignment. Students must complete at least one assignment in their online class (MML) per week. Each week in which a student does not complete an activity will be counted as an absence. The attendance week runs Monday-Sunday.

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 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

Texarkana College's attendance policy allows students to be dropped by instructors for excessive absences. After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. In an 8-week term, instructors may drop students for attendance if student absences exceed more than one week of class meetings and/or online assignments.

Proctors:

If you live within a 50-mile radius of Texarkana College, you must take your 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 do not wish to drive to the TC campus to take their final exam, must find their own proctor and be approved by the instructor in advance. 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)

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 accommodation, please present it to me so we can discuss the accommodation(s) 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.

Basic Needs Security

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. This will enable them to provide any resources that they may possess.

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.

Course Correspondence:

All course correspondence will be through TC student email. It is the student's responsibility to check his/her TC email at least every other day for any announcements relating to the course.

Warning

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

1. Missing 3 classes.
2. Missing 10 required homework assignments.
3. Missing 3-unit tests.
4. Any breach of classroom conduct. The instructor reserves the right to remove any student from the class for any disruptive conduct which may result in the student being dropped with an **F** from this course (see Student Handbook).

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 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 back up 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/>.

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.

Online math classes can be very challenging, so I encourage you to work hard and not to wait until the last day to do your assignments. It is A LOT of work, but you can be successful!!

The instructor reserves the right to amend the syllabus and class schedule as needed.