



Syllabus: College Algebra Extended-Online Dual Credit

Course Number: MATH 1314

Instructor Information

Name: Stephanie Carpenter

Office: Business Computer Technology Building #28

Telephone: (903) 823-3318

E-mail: stephanie.carpenter@texarkanacollege.edu (best way to reach me)

Office Hours: by apt

Textbook/Supply Information

MyMathLab (MML) by Pearson (this is a **title specific access code** that can be purchased online through the MyMathLab website). The textbook and all assignments are in MyMathLab. You will also need a **graphing calculator** (preferably a TI-84).

If you do not purchase the access code when you register on MyMathLab, **please make sure you are purchasing the access code with the following ISBN number:**

MyMath Lab **standalone** access card w/eText for Lial's *College Algebra with Integrated Review, 12th edition*.(24 mo access) **ISBN- 9780135909966**
(approx. cost \$105-126)

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

Student Learning Outcomes for the Course

Upon successful completion of this course, student will:

1. Demonstrate understanding and knowledge of properties of functions, which include domain and 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 polynomial 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: Homework assignments are to be completed using MyMathLab (MML). You will receive full credit for assignments turned in by the due date @ 11:59pm. Assignments after the due date will be recorded as a zero. At the end of the semester your lowest 3 homework grades will be dropped and will not count towards your homework average.

Tests – All unit tests will be taken online through MyMathLab. Tests will be timed but you will be given a sufficient amount of time to complete each test. There will be a total of 9 tests as follows:

Test 1: Algebra Skills Review	Test 6: Unit 3
Test 2: Unit 1 Part 1	Test 7: Unit 4
Test 3: Unit 1 Part 2	Test 8: Unit 5
Test 4: Unit 2	Test 9: Unit 6
Test 5: Semester 1 Test	

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. It will be a 40 question multiple choice exam and will also be timed.

*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.

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) Unit 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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Class Schedule

See your course on MML for due dates and assignments.

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. 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.

You may take a unit test as assigned by your high school teacher. Tests are located under Assignments in MML and listed as tests. You will have a Review Homework assignment for each test that will count toward your homework grade. 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 Review/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.**

The links you will need to use for this course on your MML dashboard are “Course Home”, “Assignments”, “Notes and Important Information” and “Gradebook”. All other items on MML are optional for you to use, but use all of it that you need to be successful.

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

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.

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.

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)

Cheating is prohibited. Anyone caught cheating on an assignment or test will have earned an 'F' for the semester OR you may be dropped from the course.

Cell Phones:

Cell phone use is prohibited during class. If you are using a cell phone during class you may be asked to leave and counted absent for the day. Please turn your phone on silent, not vibrate!

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 use of vulgar language or rude behavior toward the instructor or any other student in the class.

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.

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 as a result of a student's absence from class. 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. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

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.

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

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. For a three hour Online Academic class, an instructor may withdraw a student from a course if they exceed 2 absences.

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 3 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. Students may have the homework due date extended for excused absences (See excused absences above). Or, see ISD's make-up policy.

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>.

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.

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, Director of Student Retention, 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 make sure it is presented 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.*

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.

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 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/>.

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.

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.

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

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