



Syllabus: Online Modular Math – College Prep 1/College Prep 2

Course Number: MATH0021-8 weeks/MATH 0022-8 weeks

Instructor Information

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Courseware Information

Courseware you will need for this course is Hawkes courseware ***Preparation for College Mathematics, 2nd Edition*** by Franklin Wright (ISBN 978-1-64277-004-9). You are not required to purchase a textbook. We will not use it. You **ARE REQUIRED** to purchase a license number/access code for the **Hawkes** courseware listed above. Only one license number/access code is needed. It can be used for both courses. All work will be done using the Hawkes Learning webpage. This courseware can be purchased in the TC bookstore(ask for it at the front counter) or online through the Hawkes Learning website when you sign up on Hawkes. There also an option to get temporary access if you need it when you sign up on Hawkes.

Link to Hawkes website: <https://learn.hawkeslearning.com/Portal/User/Login>

A calculator is required, preferably a TI-84.

You will also need Microsoft Powerpoint to watch instructional video prepared by TC instructors that correlate with your coursework. All students can download Microsoft Office for free which contains Powerpoint. Here is the link for the instructions: <https://www.texarkanacollege.edu/helpdesk/install-office-365/>

Student Learning Outcomes for the Course

Upon completion of these courses students should be able to:

College Prep 1

1. Perform order of operations problems with exponents.
2. Perform arithmetic operations with integers.
3. Perform arithmetic operations with fractions.
4. Solve linear equations in one variable.
5. Solve linear application problems.
6. Use properties of exponents to simplify an algebraic expression.
7. Multiply and simplify polynomials.
8. Divide and simplify polynomials.

College Prep 2

1. Determine if a relation is also a function.
2. Perform algebraic operations and composition with functions.
3. Factor a polynomial expression.
4. Solve a quadratic equation by factoring.
5. Simplify and perform operations with radical expressions.
6. Solve equations that contain one or more radical expression.
7. Find the slope and/or y-intercept of a line.
8. Find a linear equation in slope-intercept form.

Student Requirements for Completion of the Course and Due Dates:

Modules: Students move through a series of content modules using a mastery learning approach, making extensive use of computer software for content delivery, practice of skills, and assessment (graded certifies, and module post-tests).

Module Tests (8 Total): All module Post-Tests must be completed with a minimum score of 70 in order to move on to the next module. Students may not take a module Post-Test until ALL of the certifies for that module have been completed. Pre-Tests are for review only and do not affect your score. All work except for the two final exams may be completed at home.

College Prep 1 – Modules 1-4

College Prep 2 – Modules 5-8

All work is assigned one module at a time.

Final Exam: An online comprehensive final exam will be administered separately for College Prep 1 and College Prep 2 once the modules for each individual course have been completed. *Both the College Prep 1 and College Prep 2 Final exams must be taken on campus in the TC Testing Center located inside the library (or your proctored setting if you live out of town).*

Student Assessment

You have the following possibilities for earning points:

- | | |
|------------------------------------|-----|
| (1) Homework Assignments (Certify) | 20% |
| (2) Module Tests | 50% |
| (3) Final Exam | 30% |
| TOTAL 100% | |

****In order to progress from one module to the next, students must Certify the Module Homework and score 70% or higher on Module Post-tests. It is the student's responsibility to let the instructor know they need to be moved to the next module. Once you Certify a module and make at least 70% on your module Post-Test then email me to let me know. I will then move you to the next module so you can continue to progress within the course.**

Grading Scale: The following scale will be used to assign a letter grade for this course.
An average of 70 or better is required for credit.

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

Class Schedule and Assignments

Modular classes follow a “work at your own pace” model. There will be approximate dates for completion of each module but none are exact due dates. To receive credit for both courses, all work **MUST** be completed by the end of each course with the appropriate grade for advancement. College Prep 1 must be completed by the start of College Prep 2 in order to take both courses. See Hawkes Learning Software for assignments. See handout for approximate due dates.

Absentee Policy

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. 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. The Enrollment Verification activity for this course is signing up for Hawkes Learning.

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.*

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>.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase 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:

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.

Class Policies:

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

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.

Math Lab: The Math Lab is a good place for doing homework. This semester you will want to schedule a time to go to the Math Lab when needed since they are limiting the number of students in the lab. There are computers available as well as **FREE Math tutors**. The tutors in the Math Lab can schedule a time for you to meet with them online through Microsoft Teams as well as in person in the Math Lab when possible. Below is a link to read about the tutors or schedule a time. You can always just go to the Math Lab during the times they are open. All TC math students are welcome.

[Link to schedule a Tutor in the Math Lab](#)

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 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)

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 including Power Point 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

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.

The instructor reserves the right to amend the syllabus as needed.

Special Notes:

Even though this course is designed to let students work at their own pace, in order for students to have a chance to complete both courses, they must meet certain deadlines.

If a student has not completed at least 50%, **at least two modules**, of the course by the **beginning** of the sixth week of the course, the student must meet with the instructor and may be required to drop the course. If the student fails to meet with the instructor, the student will be dropped from the course.

Students who receive an “Incomplete” in College Prep 1 and wish to complete College Prep 2 in the same semester will have until the census date for College Prep 2 to complete the first course. This is a mandate and cannot be altered by the instructor. Otherwise, students will be given until the end of the semester to complete the first course. The College Prep 2 course will be dropped from the student’s schedule will then need to be taken during the next semester.

If a student has not completed all work for the course with the appropriate grade by the last day of the course before final exams, the student will not be allowed to take the final exam and will receive a zero for the exam and any other work not completed with the appropriate score and the overall average will then be calculated.