



Syllabus: College Algebra Online
Course Number: MATH 1314.W1

Instructor Information

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Supply Information

MyMathLab (also called MyLab Math) **standalone** access card w/eText for Lial's *College Algebra with Integrated Review, 13th edition*. (18 week access) **ISBN- 978-0135821992**

(There is also a 24 mo access available that you can purchase online-it costs more. I recommend the 18 week access)

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 or the TC Bookstore.

****Textbook is NOT required, only MyMathLab(MyLab Math) is required****

COURSE ID: TBA

A graphing calculator is required –a **TI-84 is preferred** but a TI-83 will be sufficient

You will also want access to Microsoft PowerPoint to watch recordings of the lessons, if needed. All students have access to Microsoft Office for free which includes PowerPoint. These lessons were created by TC professors so they correlate directly to the assignments. They are located in MyMathLab under the Notes/Important Information tab as well as in Moodle under Resources for each unit.

Link: [How to Get Microsoft Office for Free](#) (there are also links to instructions on the bottom of the “current students” page on the TC website if this link doesn't open)

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. Assignments not completed by the due date will be recorded as a zero. At the end of the course your lowest 3 homework grades will be dropped and will not count towards your homework average.

Tests – All unit tests may be taken at home online through MyMathLab. Tests will be timed but you will be given a sufficient amount of time to complete each test. **Tests are due by 8:00pm** on the scheduled due date. There will be a total of 4 unit tests as follows:

- Test 1: Unit 1
- Test 2: Unit 2
- Test 3: Unit 3-4
- Test 4: Unit 5

***I will replace your lowest test score with your final exam grade if it improves your final average.**

Final Exam: A final exam will be administered. The proctored final exam must be taken by the due date by **8:00pm**. It will be a 40 question comprehensive multiple choice exam in MyMathLab. You may use the formula sheet provided and a graphing calculator on your final exam. No notes. **The Final Exam must be taken at the TC Testing Center located inside the TC Library/Academic Commons** or your in-person proctored setting if you live out of town and have it approved in advance by the instructor with proper paperwork submitted. (see information on proctors below) All other tests may be taken at home.

Here is the link to the TC Testing Center so you can see their hours and other information:

<https://www.texarkanacollege.edu/academics/registrar/testing-center/>

Student Assessment

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

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

Final Grade = $0.15 \times \text{homework average} + 0.60 \times \text{chapter test average} + 0.25 \times \text{final exam average}$

Grading Scale

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

See the tentative course schedule and your course on MML for due dates and assignments.

Important Class Information READ THIS!!!!

Homework assignments must be completed by the due date @ **11:59pm** of each week they are assigned 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, 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 the test when you are finished and you should be fine. ☺ You may take a unit test as soon as you see it posted in MML. **You do not have to wait until the due date to take your test.** 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.**

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.

Calculators will be allowed on any course work. A TI-84 is preferred but TI-83 is sufficient. You will need a graphing calculator in order to work some of the assignments.

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 posted in MML and sent to the email account you register with MyMathLab** so make sure you are able to access your email. *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 shall be treated appropriately, including the possibility of being dropped from the course with a grade of "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. Anyone caught cheating on an assignment will have earned an’ **F’** for the semester OR you may be dropped from the course.

Class Behavior: There will be a **zero-tolerance** policy for any behavior that is a disruption to classroom learning. This includes any use of vulgar language or rude behavior toward the instructor or any other student in the class. This also includes disruptive cell phone/camera/microphone usage during class and any other disruption that impedes the learning of others. Please be considerate of others who are trying to learn by exercising appropriate behavior within the class environments. A student may be dropped from the course for violating these or any other classroom policies.

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 3 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 as a result 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 activity in their online class 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.

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

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

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)

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:

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(for OOS courses)
- 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

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.

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.

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!!

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