

TEXARKANA COLLEGE

Syllabus: College Algebra-Online

Course Number: MATH 1314.W1

Semester & Year: Spring 2014

Instructor Information

Name: Kalie Schirmer

Office: Physical Science Office #5

Telephone: (903) 823-3310

E-mail: kalie.schirmer@texarkanacollege.edu (best way to reach me)

Office Hours:

Mon	Tues	Wed	Thurs	Fri
9:00 – 9:30	9:00 – 9:30	9:00 – 9:30	9:00 – 9:30	9:00 – 11:00
11:00 – 12:00	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00	
	2:00 – 3:30		2:00 – 2:30	

Textbook/Supply Information

MyMathLab (MML) by Pearson (this is an access code that can be purchased in the TC bookstore or online through the MyMathLab website) Cost \$85-\$100 depending where it is purchased

College Algebra: An Early Functions Approach 2nd Edition by Robert F. Blitzer, ISBN-13: 978-0-321-58797-8

The textbook will be used only as a reference for you.

(purchasing the textbook is **optional**, the textbook and all assignments are available on MyMathLab)

*Textbooks purchased from the TC bookstore are packaged with a MyMathLab access code. The access code may be also be purchased separately in the TC bookstore. You may have to ask for it at the front counter.

The course ID you will need for MyMathLab is: schirmer22475

A Graphing Calculator (preferably a TI-84)

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 not completed by 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 chapter tests will be taken online in the TC Testing Center or a proctored setting (see **Proctors**). There will be a total of 5 chapter tests as follows:

Test 1: Chapter 1

Test 2: Chapter 2

Test 3: Chapter 3

Test 4: Chapter 4

Test 5: Chapters 5 & 6

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

Final Exam: A comprehensive final exam will be administered. The final exam must be taken online at the TC testing center between Friday, May 9 and Tuesday, May 13.

All major tests and the comprehensive final will be taken in the TC testing center (or your proctored setting if you live out of town). See Assessment and Testing Center below for hours of operation and information about taking tests in the testing center

*NOTE: Calculators 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) Chapter Tests	60%
(3) Final Exam	25%

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.

Absentee Policy

A copy of Texarkana College's complete Absentee Policy is posted under the "Documents" tab on MyMathLab. 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. 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. 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.

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

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. (This means if you have more than 2 weeks with no active posts or submissions.)

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 only (See excused absences above).

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 Larry Andrews at 903.823.3283, 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.

Assessment and Testing Center Information:

The Assessment and Testing Center is located in the center of the Business and Computer Technology Building (Room 11). Testing Center hours are:

<u>Fall and Spring</u>	Monday - Thursday	7:30 am - 8:30 pm	(no test started after 8:00 pm)
	Friday	8:00 am - 4:00 pm	(no test started after 3:30 pm)
	Select Saturdays*	9:00 am - 1:00 pm	(no test started after 12:30 pm)

* Feb 8,15, Mar 22, 29, Apr 5, 12, May 10

Exams must be started a minimum of 30 minutes before closing time and must be completed by closing time. In order to take a test you will need the following:

1. Your CURRENT STUDENT PICTURE ID or valid Driver's License.
2. The name of your instructor.
3. The name and section of the course.
4. The name of the test or exam you wish to take.

Rules and Prohibited Items in Testing Room:

1. No electronic devices, backpacks, *books, *calculators, cell phones, cigarettes, computers, laptops, extra scantrons, food or drinks, hats, jackets and coats, *notes, pagers, personal items, purses and wallets, sunglasses, tobacco. (*unless approved by instructor)
2. No children in testing area. No children in the hallway unless supervised by an adult or guardian.
3. No appointments, (first come first served).
4. The Center is equipped with cameras and audio surveillance.

Important Class Information:

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. Assignments are located under the “Homework” button on your MML dashboard. 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.

Chapter tests are password protected and will not be accessible unless the student is in the Testing Center. You may take a chapter 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 located under the “Quizzes & Tests” button on your MML dashboard. Reviews for each test can be also found on MML under the “Quizzes & Tests” button. Reviews are for practice only and don’t affect your grade but are HIGHLY recommended. All work on tests taken at the testing center will need to be shown on scratch paper, numbered in appropriate sequence and legible. Make sure to include your name, your instructor’s name, and the name of the test you are taking at the top of your scratch paper. You will turn in your scratch paper before you leave the testing center.

*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. Graphing calculators are available in the testing center if needed, you just have to ask.

Correspondence from the instructor will be given through the student’s Texarkana College email account. Please check your email regularly for updates and announcements. Announcements will also be posted on MML and sent to the email account you register with MyMathLab.

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) Having more than **2** 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 chapter tests and final exam in the Texarkana College Testing Center located in Room 11 of the Business and Computer Technology Building, located on campus. Testing Center hours of operation and other testing information can be found at <https://www.texarkanacollege.edu/pages/297.asp>.

Students living outside the 50 mile radius of Texarkana College, and 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

The National College Testing Association has a web site that lists approved sites for proctoring tests. Their web address is <http://www.ncta-testing.org/cctc/find.php>

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)

Free Tutoring @ Texarkana College:

There are two locations that TC students (including online students) can receive FREE tutoring. These are good places to get help if you are struggling in the course.

- TC Math Lab- located in the Physical Sciences building
- Student Services – located in the TC Library

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