TEXARKANA COLLEGE

Syllabus: College Algebra Online
Course Number: MATH 1314.W1
Semester & Year: Summer II 2015
Instructor Information
Name: Kalie Schirmer
Office: BCT Office #29
Telephone: (903) 823-3310
E-mail: kalie.schirmer@texarkanacollege.edu (best way to reach me)

Textbook/Supply Information
MyMathLab (MML) by Pearson. This is an access code that can be purchased in the TC bookstore (ask for it at the front counter) or online through the MyMathLab website. The cost is $85-$100 depending where it is purchased. The textbook, through MyMathLab, is College Algebra: An Early Functions Approach by Robert F. Blitzer. The textbook and all assignments are in MyMathLab.

The course ID you will need for MyMathLab (MML) is: <u>schirmer07288</u>

A Scientific 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 11:59 pm on the due date listed on your schedule. Late work will not be accepted. Any 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. (See Important Class Information below for more information about assignments).

Tests – All tests will be taken online <u>in the TC Testing Center or in a proctored setting</u> unless otherwise specified by the instructor. There will be a total of 5 chapter tests as follows:
Test 1: Chapter 1
Test 2: Chapter 2
Test 3: Chapter 3 (may be completed at home)
Test 4: Chapter 4
Test 5: Chapters 5 & 6 (may be completed at home)

Final Exam: The **comprehensive final** will be an online test that is to be taken in the TC Testing center. There is a Practice Final Exam posted under "quizzes" on MyMathLab.

All major tests and the comprehensive final will be taken in the TC testing center unless otherwise specified by the instructor. See Assessment and Testing Center below or visit the TC Testing center website for hours of operation and information about taking tests in the testing center.

*NOTE: Approved calculators are allowed on all work unless otherwise instructed. (the TI-89 and TI-inspire are not approved for this course)

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%

Final Grade = 0.15*homework average +0.6*chapter test average + 0.25*final exam average

Grading Scale

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

Class Schedule
Make sure to look over the schedule carefully. It is the student's responsibility to be aware of all deadlines and due dates. Due dates will not be extended except for excused absences (see excused absences below). If you miss a due date for any reason other than the listed excused absences,

Assignment	Due Date
How to Enter Answers, Sections 1.2 – 1.9	MyMathLab Homework Due Sun, July 19 at 11:59 pm
Chapter 1 Test	Take Chapter 1 Test in the testing center by **Wed, July 22**
Sections 2.1 – 2.6	MyMathLab Homework Due Sun, July 26 at 11:59 pm
Chapter 2 Test	Take Chapter 2 Test in the testing center by **Wed, July 29**
Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7	MyMathLab Homework Due Sun, Aug 2 at 11:59 pm
Chapter 3 Test	Take Chapter 3 Test by **Mon, Aug 3** (may be taken at home)
Sections 4.1, 4.2, 4.3, 4.4	MyMathLab Chap 4 Homework Due Wed, Aug 5 at 11:59 pm
Chapter 4 Test	Take Chapter 4 Test in the testing center by **Thurs, Aug 7**
Sections 5.1, 5.2, 5.4 Sections 6.1, 6.2, 6.3	MyMathLab Homework Due Sun, Aug 9 at 11:59 pm
Chapter 5-6 Test	Take Chapter 5-6 Test by **Wed, Aug 12** (may be taken at home)
Final Exam	Take Final Exam in the Testing Center by **Wed, Aug 12**. No exceptions!

  *August 6 is the last day to drop

In the case of any due date changes, the changes will be posted on MyMathLab. Make sure to check the due dates on MML on a regular basis.

Absentee Policy
A copy of Texarkana College's complete Absentee Policy is posted 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. 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. The Enrollment Verification activity for this course is to create a MyMathLab account and/or add this course to your account using the course ID: **schirmer07228**; otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week in order to be counted present. Each week in which a student does not complete an activity he/she will be counted absent.

Maximum Allowable Absences
The maximum allowable absences refers to the maximum number of unexcused absences a student is allowed before a student may be dropped from the course. After official registration for a three hour online academic class, the instructor may withdraw a student from the course if they exceed 2 absences. In other words, if you have more than two weeks with no active posts or submissions, you may be dropped from the course.

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. For this course, you must notify the teacher before the excused absence in order to schedule a way to make up your work.

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 2 major tests will 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.

Correspondence from the instructor will be given through the student's Texarkana College email account and/or the email provided when you register for MyMathLab. Please check your email regularly for updates and announcements.

A student will be **dropped** from this course for any of the following reasons:
      (1) Missing **2** major tests
      (2) Missing **2** or more weeks of assignments
      (3) Any breach of conduct (see Student Handbook)

Important Class Information!!! READ THIS

Using MyMathLab: The links you will need to use for this course on your MML dashboard are "Course Home", "Homework", "Quizzes & Tests", "Important Info/Documents", "Gradebook", and "Chapter Contents". All other items on MML are optional for you to use.

Course Home: This link will take you back to the main dashboard page.
Homework: Use this link to access all of your homework assignments.
Quizzes and Tests: This is where you will access all chapter tests, test reviews, and the final exam.
Gradebook: This is where you can check your grade. It will show your scores on all assignments and tests, as well as your overall grade in the course.
Documents/Important Info: This is where I post important course information such as your syllabus, schedule, testing center info, notes and links, formula sheet, etc.
Chapter Contents: This will allow you to access the online copy of your textbook as well as tutorial videos for each section.

Homework: Students have **<u>unlimited</u>** attempts to complete each homework assignment before the due date. Assignments are located under the "Homework" tab on your MML dashboard. If you fail to answer a question correctly after 3 attempts, you can select the "similar exercise" button for a new question. You may do this as many times as you need until you are able to correctly answer the question and receive credit. (Hint: This gives you the potential to get a 100 on every assignment!)

Because the homework is online, it is the student's responsibility to make sure you have access to a reliable internet connection. There are computers available on the Texarkana College campus for student use. Homework assignment due dates will not be extended due to computer or internet connection issues. To avoid complications from computer or internet connection issues or outages, try to complete assignments early instead of waiting until the due date.

There are tutorial videos and example problems available on MyMathLab to help you with the material. I have also posted power point presentations and extra links over the material under the documents tab. I suggest for each section of material, watching the tutorial videos, looking through the material posted under the documents tab, working example problems, then working through the homework assignment. If there is anything on the homework assignment you still do not understand you may need to go back and look over the provided materials a second time, or seek other help. Youtube has many great tutorial videos available if you feel you need extra support. You are welcome to email me with questions. I do check my email regularly, but realize that I cannot always answer instantly. If you need immediate help

Tutoring and Extra Help: Texarkana College also offers free tutoring to all students, including online students, in the Math Lab located on the second floor of the Library. In order to use the tutoring available in the Math Lab, simply bring you Student ID with you to the library, go upstairs to the area labeled Math Lab and use your ID to sign in (on the designated sign-in computer), then work on any math work at the computers or tables in the Math Lab area. The Math Lab tutors are available to help with any questions you may have about assignments. (Note: Tutors will not provide help on tests!!) The Math Lab hours for summer II are Mon – Fri 8am – 4pm.

Tests: Chapter tests are password protected and will not be accessible unless the student is in the TC testing center or other proctored setting except for tests listed to be taken at home. 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 "Tests" tab on your MML dashboard. I do supply reviews for each test. Reviews are posted under the "quizzes" tab on MML. Reviews are for practice only and don't affect your grade but are HIGHLY recommended!! The purpose of the reviews is to prepare you for the content and format of the test. You should work all homework assignments and the review BEFORE taking the actual test!! You may only take each test once. You may use the departmental College Algebra Formula sheet on all tests. A copy of the formula sheet is posted under the documents tab on MML for your home use. When taking tests in the testing center, you must use the formula sheet provided by the testing center, you may not bring your own copy.

*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.

When taking tests in the testing center, students should show all work on scratch paper. Your scratch paper should be neat and legible, and should include your name, class, teacher, and test name at the top of the paper. You should number your problems in the appropriate order. You will turn your scratch paper in to the testing center when you complete your test.

Scratch paper, graphing calculator, and College Algebra formula sheet are available in the testing center if needed. You are not allowed to use any other materials (paper or online) or open any other sites on the computer during the test.

Calculators: Calculators will be allowed on any course work. All work on tests taken at the testing center will need to be shown on scratch paper numbered in appropriate sequence and legible and turned in with your test. Scratch paper and a graphing calculator are available in the testing center if needed, you just have to ask.

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 for the summer are:

Monday-Wednesday	8:30 am - 6:00 pm
Thursday	10:00 am - 8:00 pm
Friday	8:30 am - 3:00 pm

Exams must be started a minimum of 1 hour 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, Higher one card** or a valid picture ID (driver's license/state ID) **along with** documentation of Student ID number.
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.

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/academics/testing-center/ .

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)

**The instructor reserves the right to amend the syllabus at any time.