



Syllabus: Online College Algebra

Course Number: MATH 1314.W1

Instructor Information

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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 is College Algebra: An Early Functions Approach by Robert F. Blitzer. You are not required to purchase a physical copy of the textbook. An online copy of the textbook and all assignments are included with your MyMathLab access.

You will also need 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 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 in the TC Testing Center or in 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

*your lowest test score will be replaced with your final exam score IF it improves your grade.

Final Exam: There will be a **comprehensive final Exam**, which is an online test that is to be taken in the TC Testing center or other proctored location. There is a Practice Final Exam posted under “quizzes” on MyMathLab. The final exam will be mostly multiple choice.

*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.

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|-------------------|-----|
| (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 MyMathLab for a schedule of due dates and assignments. 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). 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.

Assessment and Testing Center Information: The Assessment and Testing Center is located on the first floor of the Texarkana College Library. Testing Center hours are posted on the TC website.

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 or valid Driver's License 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.

*Students must abide by all Testing Center rules and regulations, which can be found on the Testing center page of the TC website. (There is a link on your MyMathLab account)

Important Class Information!!! READ THIS

Homework: Homework assignments must be completed by the due date @11:59pm. Assignments not completed by the due date will be recorded as a zero. Students have **unlimited** 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 would like until the due date or until the desired grade is achieved. (Hint: This gives you the potential to get a 100 on every assignment!)

Because the homework is online, it is your responsibility to make sure you have access to a reliable internet connection. There are computers available on the Texarkana College campus for student use if you need them. 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.

Tests: Chapter tests are password protected and will not be accessible unless the student is in the TC testing center or other proctored setting. You may take a chapter tests 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" tab on your MML dashboard. Reviews for each test can also be found under "Quizzes & Tests". 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. You will find a copy of the College Algebra Formula sheet under the 'notes' section on MyMathLab. 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 tests.

*It is your responsibility to make sure your work is completed and tests are taken by the due date.

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. 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.

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 3 major tests will be dropped from the course. 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 **3** major tests
- (2) Missing **3** weeks of class or homework
- (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 on the first floor of the Library. 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)

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!!) Math Lab hours are posted at the Math Lab. There are also tutors available in Student Support Services.

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