



Syllabus: College Algebra

Course Number: MATH 1314

Semester & Year:

Instructor Information

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Office Hours: M-F 7:15 – 7:44

Textbook/Supply Information

“College Algebra, Building Skills and Modeling Situations”, by McKeague, Yoshiwara, Burzynski
“XYZHomework” online resources

http://www.xyztextbooks.com/catalog/product/college_algebra

Cost should be \$45. Once you create an account you have a two week free trial.

A Scientific Calculator (preferably a TI-83 or TI-84). We will explore using the TI N-Spire calculators.

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

There is a separate schedule that shows details for every class day.

Homework is done online using *xyzhomework*. At the end of the semester I will drop your 3 lowest homework grades. Chapter tests are taken in class. The Final Exam is taken in class on the assigned date.

Tests – All chapter tests will be taken in class. There will be a total of 6 chapter tests as follows:

Test 1: Chapter 1 & 2

Test 2: Chapter 3

Test 3: Chapter 4

Test 4: Chapter 5

Test 5: Chapter 6

Test 6: Chapter 7

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

Final Exam – There will be a multiple choice comprehensive final exam given the last week of the semester in our regular classroom. A Practice final exam is available on *xyzhomework*.

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 = $0.15 \times \text{homework average} + 0.6 \times \text{chapter test average} + 0.25 \times \text{final exam average}$

Grading Scale

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

See attached schedule.

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. 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.

Dual Credit Attendance Policy

1. Students missing more than 10 days per semester will be dropped from the program. Some programs have a stricter policy due to state contact hour requirements. Students should check with their high school counselor for more information.
2. Absences due to high school activities will be excused. However, some programs may require students to complete makeup hours depending on program requirements or semester credits may not be earned.
3. Absences due to ISS or high school detention are not excused and will count against the allotted 10 days per semester.

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.*

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. 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.

Drops

If a student wishes to drop a class they should first discuss the matter with his/her high school counselor. It is the student's responsibility to complete the Dual Credit Drop Form by the deadline and submit it to the designated ISD official in order to complete the withdrawal request. The ISD official will then submit the drop form to the Texarkana College Registrar's Office. After the census date, students will receive a W until after the official last day to drop. Students may not request a drop after this date. All drops after this date must be done by the instructor or ISD official. The Dual Credit Drop Form must be completed and submitted to the Texarkana College Registrar's Office regardless of whether the drop was initiated by the student, instructor or ISD official. Students will still receive a W unless otherwise stated by the instructor. Students should check with the Texarkana College Registrar's Office or their High School Counselor for official dates.

Academic Dishonesty Policy

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. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Student Privacy

According to federal privacy regulations (FERPA), students' educational privacy rights transfer to them once they enroll in an institution of higher education. In practical terms, this means TC cannot disclose information about a student enrolled in a college course to parents or other interested parties. In general, a college instructor cannot discuss a student's grade or progress in a course with parents unless the student has given permission. By signing the dual credit early admission form, high school students are authorizing TC to exchange all information with the high school, parents and/or legal guardian.

Cell Phones: No cell phone use is allowed in the buildings. Cell phones are permitted for use while on campus before 7:48 AM, between the hour of 11:49 AM to 12:49 PM, and after 3:16 PM. Please turn your phone on silent, not vibrate! During tests, cell phones and smart watches will be placed in a central location until all tests are completed.

Class Behavior: Each student must respect the learning environment of others, therefore, there will be a zero tolerance policy for any behavior that is disruptive to classroom learning. This includes use of vulgar language or rude behavior toward the instructor or any other student in the class.

Dual Credit Discipline Policy

1. Students are dropped upon the 4th incident report within a semester.
2. Student wishing to dispute an incident must first meet with their high school administrator.
3. Students who have met with their high school administrator and wish to meet with a Texarkana College Instructor or Dean must set up the meeting through their high school administrator.
4. No visitors or phone calls are allowed on TC campus during class times. Therefore, the high school official must schedule meetings in advance.

Course Correspondence:

Any course correspondence will be through texts using Remind or TC student email. It is the student's responsibility to check his/ her TC email regularly for any announcements relating to the course. I may also post announcements on xyzhomework.

Disability Act Statement:

Texarkana College accepts students who have potential for academic success in a post-secondary educational institution. Texarkana College is committed to providing qualified students with disabilities equal access to its facilities, activities, and programs. Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable accommodations for qualified students with disabilities.

Accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA. To request accommodations, a student with a disability should arrange an appointment with a TC advisor.

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.

*The instructor reserves the right to amend the syllabus as needed anytime during the semester.