



Syllabus: College Algebra

Course Number: MATH 1314

Semester & Year: 8-Weeks

Instructor Information

Name: Serena Metcalf

Office: 29B Stem Building-James Henry Russell STEM Complex

Telephone: 903-823-3376

E-mail: serena.metcalf@texarkanacollege.edu

Office Hours: TBA

Textbook Information:

The Textbook for this course is College Algebra, 13th e, by Lial, Hornsby, Schneider, and Daniels. You are not required to purchase a textbook for this course. You will be completing all homework and quizzes for this class using the online program MyMathLab. You need only purchase the access code. Instructions for doing this are included on the Student Registration Instructions sheet sent with an email.

(Note: The e-book is included with this access.)

A Graphing Calculator is recommended for this course—preferably TI-84

Student Learning Outcomes for the Course

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding and knowledge of properties of functions, which include domain, 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 polynomials 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 will be assigned on the computer before (some skill assessments may be assigned before the next class meeting) and after each class meeting. Students are responsible for the assignment(s) whether present or not. If you are absent, all assigned work is due by the designated date and time shown online.

A total of 5 homework grades will be dropped at the end of the semester.

Major Tests will be taken at the end of each assigned unit. These will be administered online through MyMathLab with a 90-minute time limit. A practice test will be provided for each exam. You will have unlimited attempts at the practice test. These scores will not be included in your final grade. Five bonus points will be awarded on each exam for those scoring an 80% or better on any attempt at the practice test. Due dates will be posted on Moodle and in MyMathLab. There will be a total of 5-unit tests.

Unit 1: Sections 1.1, 1.2, 1.7, 1.8, 2.3, 2.4, 2.5

Unit 2: Sections 1.3, 1.4, 1.5, 1.6, 1.7

Unit 3: Sections 2.6, 2.7, 2.8

Unit 4: Sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6

Unit 5: Sections 4.1, 4.2, 4.3, 4.4, 4.5

A sixth unit-- Sections 5.1, 5.2 -- will be covered. You will not have a unit test over these two sections, but this material will be included on the final exam.

There will be no make-up exams given in this course.

Final Exam will be given in the classroom during the last two class meetings of the semester. The final exam will be a written, comprehensive, multiple-choice test. A Scantron will be required and can be purchased from the bookstore. Form 882-E is required. A practice final exam will be made available through Moodle and MyMathLab.

Student Assessment

Homework/Daily Quizzes	15%
Major Tests	60%
Final Exam	25%

Grading Scale

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

Tentative Class Schedule

A general schedule is provided below. A tentative course schedule with due dates for the current semester will be provided separately and included in Moodle and MML (MyMathLab).

Week	Section	Title
1	How to Enter Answers in MyMathLab	
	1.1	Linear Equations
	1.2	Applications and Modeling with Linear Equations
	1.7	Inequalities-Linear
2	1.8	Absolute Value Equations and Inequalities
	2.3	Functions
	2.4	Linear Functions
	2.5	Equations of Lines and Linear Models
3	1.3	Complex Numbers
	1.4	Quadratic Equations
	1.5	Applications and Modeling with Quadratic Equations

	1.6	Other Types of Equations and Applications
4	2.6	Graphs of Basic Functions
	2.7	Graphing Techniques
	2.8	Function Operations and Composition
	3.1	Quadratic Functions and Models
5	3.2	Synthetic Division
	3.3	Zeros of Polynomial Functions
	3.4	Polynomial Functions: Graphs, Applications, and Models
	3.5	Rational Functions: Graphs, Applications, and Models
6	4.1	Inverse Functions
	4.2	Exponential Functions
	4.3	Logarithmic Functions
	4.4	Evaluating Logarithms and the Change-of-Base Theorem
7	4.5	Exponential and Logarithmic Equations
	5.1	Systems of Linear Equations
	5.2	Matrix Solutions of Linear Systems
	5.2	Applications
8	Final Exam in the Classroom-Part 1	
	Final Exam in the Classroom-Part 2	

Free Tutoring @ Texarkana College:

<https://texarkanacollege.libcal.com/>

Delivery Method

Course sections containing an **HYB**—indicates the course combines face-to-face and online course delivery. Most of the course will be delivered through online instruction. Students will also be expected to attend in person at regularly scheduled times.

Attendance Policy

Attendance in a MATH course is extremely important! Every student is allowed 2 absences. Three tardies will count as one absence. Arriving late (after the roll has been checked) or leaving early (before the class is dismissed) will be counted as either a tardy or an absence as determined by the instructor. Students may be dropped from the class for excessive absences (3 or more).

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 because 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.

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.*

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.

Make-up Policy

It is important that students attend every math class, therefore there will not be any makeup opportunities given for homework, quizzes, or tests. **However:** the student’s final exam score will replace the lowest test score provided the final is higher.

Classroom Behavior

Each student must respect the learning environment of others. There will be a **zero-tolerance** policy for any behavior that is disruptive to classroom learning.

This includes the use of vulgar language or rude behavior toward the instructor or any other student in the class as well as **cell phone usage or other devices** during class time. Students who disrupt class will receive a warning and/or be asked to leave the class.

All phones are to be in **silent mode**, not on vibrate. **Any use** of the cell phone during scheduled class times must be cleared with the instructor prior to the class. Any unauthorized use will result in: a warning, either verbal or through email, for the first offense, an absence for the day on the second offense, and a drop from the course with an “F” on the third offense.

Any student observed sleeping will be marked absent for the day.

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 can 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>.

Academic Integrity and Use of AI Tools Policy

As members of the academic community, you are expected to uphold the highest standards of integrity. The advent of artificial intelligence (AI) tools offers new opportunities and challenges in our pursuit of knowledge and academic growth. To maintain fairness and integrity in our academic work, the following guidelines are established for the use of AI in this course:

Acceptable Use of AI Tools

1. Research Assistance: AI tools may be used for preliminary research and to assist in locating academic sources. Proper citations must be provided for any materials found via AI tools.
2. Skill Development: AI may be employed for skill development in areas such as coding, languages, and mathematical problem-solving. Use these tools responsibly to enhance your understanding rather than replace your learning efforts.

Prohibited Use of AI Tools

1. Assignments and Examinations: AI tools must not be used to generate content or answers for assignments, projects, quizzes, or exams. Submitting AI-generated work as your own is considered academic dishonesty.
2. Paraphrasing and Translation: Using AI to paraphrase text or translate assignments is not permissible if it disguises the source material without proper acknowledgment. All work submitted should be in your own words and reflect your own understanding.

Disclosure and Citation

1. Acknowledgment: If any AI tools are used to aid in your learning process (e.g., for brainstorming or editing), their use must be disclosed in a brief statement in your submission.
2. Citation: All AI-assisted content must be properly cited according to the appropriate academic style guide mentioned in this syllabus.

Consequences of Misuse

Violating this policy will result in disciplinary actions consistent with the College’s Academic Integrity Policy, which may include failing the assignment, failing the course, or further disciplinary measures.

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 accommodation, please present it to me so we can discuss the accommodation(s) 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.

Basic Needs Security

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.

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.

Course Correspondence:

All course correspondence will be through TC student email. It is the student's responsibility to check his/her TC email at least every other day for any announcements relating to the course.

Warning

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

1. Missing 3 classes.
2. Missing 10 required homework assignments.
3. Missing 3-unit tests.
4. Any breach of classroom conduct. The instructor reserves the right to remove any student from the class for any disruptive conduct which may result in the student being dropped with an **F** from this course (see Student Handbook).

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
- 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
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

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.

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