McLennan COMMUNITY COLLEGE

WACO, TEXAS

# COURSE SYLLABUS

# AND

# INSTRUCTOR PLAN

## BASE MATH & ELEMENTARY ALGEBRA
## LINKED ONLINE

## BASM 0100. L87 - MATH 0307.L87

## LISA LINDLOFF

**NOTE: These are 16-week linked, online courses.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

**Course Description**:
A course designed for students who need foundational remediation prior to taking Elementary Algebra, Math 0307. TSI scores of 335 or less with an ABE score of 1-4 would indicate the need for these linked courses. Course topics include: use of integers, solution of linear equations and inequalities, graphing of points and lines in a rectangular coordinate system, introduction to functions, solving systems of linear equations, laws of exponents, operations and factoring of polynomials, and real-world applications of these concepts. Prerequisite: Recommendation by Advisor or Division Director. Semester Hours 4 (1hr/3hr linked)

**Prerequisites and/or Corequisites**:
Recommendation by Advisor or Division Director.

**Course Notes and Instructor Recommendations:**
Both of the linked courses are accessed through Brightspace. They will use a single MyMathLab Access payment to save you money. All assignments will be available at this site, as well as an electronic version of the text, class notes, and both publisher and instructor lecture videos. There are review for tests and numerous other learning aids available. **This course in an online format involves using the internet to view all lessons, do homework, and take tests. No visits to campus are required in the online format. BASM will be during the first weeks and Math 0307 will be during the entire 16 weeks.**

**Instructor Information:**
Instructor Name: Lisa Lindloff
MCC E-mail: LLindloff@mclennan.edu
Office Phone Number: 254-299-8802
Office Location: MATH 215
Office/Teacher Conference Hours: TBA

**Required Text & Materials**:
Title: Prealgebra & Introductory Algebra (MML Access Code)
Author: Elayn Martin-Gay
Edition: 5th
Publisher: Pearson
ISBN-13: 978-0-13-470763-1 (book ISBN)… students should purchase access only
No hardcopy textbook is needed. Any 4-function calculator may be used.
MCC Bookstore: http://www.mclennan.edu/bookstore/

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html find out more about the emergency grant. The application can be found here (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**
**(https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Email Policy:**

McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email.

All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.
A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.
If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**
The College recommends that you set up your mobile device to receive McLennan emails.

**Forwarding Emails:**
You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

**Methods of Teaching and Learning:**
The following methods for teaching and learning will be used: lecture, online homework, written/online/group exams, and tutorial software. A three pronged approach is used in this course. For each instructional unit a worksheet, worked out notes for the worksheet, and video recording of the problems being worked will all be available on the website companion to this class which is accessed through Brightspace.

**Course Objectives and/or Competencies**:
Students successfully completing Elementary Algebra will:

1. Perform operations with integers.
2. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts.
3. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts.
4. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations.

5. Apply algebraic reasoning to manipulate expressions and equations to solve real world problems.
6. Use graphs, tables, and technology to analyze, interpret, and compare data sets.
7. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions.
8. Identify and apply properties of real numbers.
9. Simplify and evaluate algebraic expressions.
10. Perform operations and solve equations with integers, fractions, and decimals.
11. Solve application problems related to numbers, geometry, ratio and proportion, mixture, and money.
12. Solve inequalities in one variable and describe solutions in inequality form and interval notation.
13. Graph linear equations by T-chart, intercept techniques, and slope intercept methods.
14. Solve systems of linear equations by graphing, addition, and substitution methods.
15. Solve applications problems which indicate system solutions.
16. Use the rules for exponents.
17. Perform operations with polynomials including factoring.

**Course Outline or Schedule:**

This is a TENTATIVE weekly schedule. Changes will be announced in class and/or in the student's online announcement portal.

| WEEK | DATE RANGE | UNIT |
|---|---|---|
| 1 | 8/24-8/29 | 1 |
| 2 | 8/30-9/5 | 2 |
| 3 | 9/6-9/12 | 3 |
| 4 | 9/13-9/19 | 3 |
| 5 | 9/20-9/26 | 4 |
| 6 | 9/27-10/3 | 4 |
| 7 | 10/4-10/10 | 5 |
| 8 | 10/11-10/17 | 5 |
| 9 | 10/18-10/24 | 6 |
| 10 | 10/25-10/31 | 6 |
| 11 | 11/1-11/7 | 7 |
| 12 | 11/8-11/14 | 7 |
| 13 | 11/15-11/21 | 8 |
| 14 | 11/22-11/28 | 8 |
| 15 | 11/29-12/5 | 8 |
| 16 | 12/6-12/10 | R/T |

**Course Grading Information:**

*Basm 0100*:

Students must pass (70 or above) units 1-3 exams in the course to receive CR in BASM.

*Math 0307*:

Grading in this course (units 4-8) will be based on homework, unit/chapter tests, and a comprehensive final exam according to the following percentages.

- Online homework average: 20%
- Test average: 60%

  Before each test is available (online or face to face), all homework assignments must be completed with at least a 70% score for that unit. In an online format, students will have 2 tries at each unit test and the higher score will be used in the average.
- Final exam grade: 20%.

Having someone else do your online homework assignment and cheating on a test are both violations of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Infractions such as these will be reported to the administration for tracking and possible college action.

**Late Work, Attendance, and Make Up Work Policies:**

This is an online class with some flexibility in working on the course. There are weekly requirements to keep from being counted absent and possibly dropped from the class. **My course definition of a week is Sunday morning until Saturday night. Specific assignments are to be completed during each week. You may be counted absent if you do not submit the assignments as indicated in the calendar. If you accumulate 4 weeks of absences, you may be dropped from the class. You may work ahead. Otherwise, please try to follow the calendar. If you are dropped from BASM, you will also be dropped from Math 0307.**

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Students are expected to come to class prepared and with supplies necessary to participate actively in each class meeting.

**MCC Academic Integrity Statement:**

* **Click Here for the MCC Academic Integrity Statement**

(**www.mclennan.edu/academic-integrity**)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** Click Here for the MCC Attendance/Absences Policy**
**(https://www.mclennan.edu/highlander-guide/policies.html)**
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**Accommodations/ADA Statement**
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.
Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

**TITLE IX**

*** Click Here for more information about Title IX**
**(www.mclennan.edu/titleix)**
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/.
McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*