

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **Elementary Algebra**

**MATH 0307\_L41**

**Lorraine Stansel**

**NOTE: This is a Linked course.**

**The MATH 0307 portion will be completed in 7  
weeks to allow time for the MATH 0311 portion.**

#### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

***From the MCC Course Catalog:***

“MATH 0307 Elementary Algebra [covers] topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. A course designed for students who have successfully completed MATH 0301 or the equivalent. Course topics include: 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. Semester Hours 3 (3 lec)”

***From the Texas Higher Education Coordinating Board’s Lower-Division Academic Course Guide Manual, Spring 2018***

**“Developmental Mathematics**

“The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. . . .

**Prerequisites and/or Corequisites:**

**Prerequisites:** TSIA math score of 336 to 341, and TSIA Math ABE level of 5 or 6; or credit in BASM 0300, MATH 0301 (CAI Math 0111, 0112, 0113) or its equivalent.

**Corequisites:** MATH 0311

**Course Notes and Instructor Recommendations:**

MATH 0307 is a beginning algebra course and assumes students are able to solve equations, work with integers, and understand basic mathematics terminology. This course is on the STEM pathway. Successful completion of MATH 0307 enables students to enroll in MATH 0311, 1332, or 1342.

Mathematics courses are skills-based and require practice to attain mastery. The online assignments are in Pearson’s My Mat Lab and are already included in this course. Homework assignments, exams, video lectures, animations, PowerPoint presentations, and a complete electronic version of the text are included in the Brightspace course module..

A **personal computer** or laptop with high-speed **Internet** connection is **vital** to completing the homework and any online activities in the course. Tablets, heavily shared Wi-Fi and smartphones are not sufficient for efficient completion of the course work.

Math tutors are available through [Academic Support and Tutoring](#) . Check general announcements in Brightspace for specific times and ZOOM numbers.

**Instructor Information:**

Instructor Name:	Lorraine Stansel
MCC E-mail:	<a href="mailto:lstansel@mclennan.edu">lstansel@mclennan.edu</a>
Office Phone Number:	254-299-8883 Leave a clear message with your full name and class meeting time. Email will get a quicker response.
Office Location:	Math Bldg. (MWF) 217
Office/Teacher Conference Hours:	MTW: 2:30 – 4:00, Th 2:30 – 3:00 I will also be available via email or by appointment. Please allow 24 hours for an email response. I probably will not respond during holiday weekends.
Other Instruction Information:	Please use your <b>MCC student email</b> for all correspondence with MCC faculty and staff.

**Required Text & Materials:**

**This course is Inclusive Access. The cost of the online assignments portion (My Math Lab) is included with tuition.**

**There are no additional textbooks or access codes required for this course.**

**Additional materials and supplies include basic school/college/office supplies:**

**3-ring binder with sufficient notebook paper**

**Writing utensils including a highlighter**

**Access to high-speed Internet via a home computer or laptop**

**Hard-wired Ethernet is preferable to heavily shared Wi-Fi**

**Other items that may be helpful include:**

**Dividers for the binder**

**Sticky notes**

**A straight edge (index card or small ruler or edge of your smartphone)**

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

The methods for teaching and learning will include lecture, video, classroom practice, and online homework. Mozilla Firefox and Google Chrome are the preferred browsers for the online portion of this course. MyMathLab uses cookies, pop-ups and JavaScript technology. All these features must be turned on or updated in your browser. A system check is available in Brightspace and should be used after every automated browser upgrade.

Lecture notes, formula lists, additional practice and exam reviews are in Brightspace. **WRITE OUT** the notes and formulas – it saves unnecessary printing **AND** it gives your brain a chance to file it and remember it!

Should the need arise, the course will be moved to an online format which will require you to spend considerably more time reading.

If at first you don't succeed (on the homework), **READ** the question **aloud**. Also, read and take notes on the explanations provided!!

Success in any college course or life situation is dependent on several choices. Opportunity for failure increases dramatically with the omission of one or more of these choices:

- Regular and punctual **attendance**, physically and mentally
- Preparation for and **participation** in class activities and discussions
- Conscientious **completion** of all assignments
- Timely and appropriate **questions** over assignments, concepts, & grades
- Basic “good health” **habits**: adequate sleep, appropriate meals, and effective stress management
- Efficient **prioritization** and control of distractions

**Course Objectives and/or Competencies:**

*Students successfully completing Elementary Algebra should be able to:*

1. Identify and apply properties of real numbers
2. Simplify and evaluate algebraic expressions
3. Perform operations and solve equations with integers, fractions, and decimals
4. Solve application problems related to numbers, geometry, ratio and proportion, mixture, and money
5. Solve inequalities in one variable and describe solutions in inequality form and interval notation
6. Graph linear equations by T-chart, intercept techniques, and slope intercept methods

7. Solve systems of linear equations by graphing, addition, and substitution methods
8. Solve applications problems which indicate system solutions
9. Use the rules for exponents
10. Perform operations with polynomials including factoring

**Course Outline or Schedule:**

Any changes to the following *tentative* course schedule will be made in class and posted in Brightspace.

Week #	Class Topics & Exams
1	Introduction to Course 1.3 Fractions 1.4 Order of Operations, Exponents, 1.8 Properties of Real Numbers <b>Exam Chapter 1 (in class)</b>
2	2.1 Simplify Expressions 2.3 Solving Linear Equations 2.4 Intro to Problem Solving
3	2.5 – 2.7 Formulas and Problem Solving <b>Exam Chapter 2 (Obj. 1-5)</b> 2.8 Solving Linear Inequalities 3.1 Rectangular Coord. Plane
4	3.2 & 3.3 Graph w/ T-chart & w/ Intercepts 3.4 Slope 3.5 Using Slope Intercept Form <b>Exam Chap 3: (Obj 6)</b>
5	4.1 Solving Systems – Graphing, 4.2 Solving Systems – Substitution 4.3 Solving Systems – Addition 4.5 Problem Solving with Systems <b>Exam Chap 4: (Obj. 7 &amp; 8)</b>
6	5.1 Exponent Rules 5.5 Neg. Exp. & Sci. Notation 5.2 Introduction to Polynomials 5.3 & 5.4 Multiply Polynomials
7	5.6 Dividing Polynomials <b>Exam #4, Chap 5: (Obj. 9, 10)</b> <b>Comprehensive Final Exam</b>
8	Begin work in Chapter 6 as part of MATH 0311

**Course Grading Information:**

Grading in this course will be based on homework, participation/quizzes, unit/chapter exams, and a comprehensive final exam according to the following percentages:

- **Online homework average: 20%**
  - **All related homework must be completed with a grade of 80% before each exam can be accessed.**
- **Class participation/pop quizzes/misc. 'Attendance' assignments: 15%**
  - Daily quizzes (Tickets out the Door) over problems should be expected and may not be made up if absent. These may be used to verify attendance.
- **Attendance 5%** (as recorded in Brightspace)
- **Exam average: 50%**
  - There are 5 Chapter Exams in My Math Lab. All exams are timed.
  - Some exams are scheduled for **Thursday** during regular class time in the computer lab. Do not fall behind!
  - Every relevant homework assignment **must be** completed at **80% or better** to gain access to the exam.
  - Any **ADA accommodations** MUST be requested **BEFORE** attempting an exam.
- **Final exam grade: 15%.**

All grades will be posted in My Math Lab and, 24 to 48 hours later, will automatically transfer into Brightspace. Final course grades will be posted in Brightspace within 24 hours of the end of the final exam time.

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

Due dates for homework assignments are two days before the exam due date. Plan accordingly.

In-class quizzes can not be made up without proper written documentation for the absence.

Students may be dropped from the course when 7 absences have been recorded in Brightspace. Students dropped from either MATH 0307 or the linked MATH 0311 will be dropped from both courses.

Appropriate **documentation** is expected for extended absences.

Allowing someone else to complete your assignments is, essentially, **cheating. Don't do it.**

Using online math resources to complete assignments is also **cheating. Don't do it.**

Any substantive **changes** in the calendar will be announced in class and in Brightspace.

If you miss a homework question more than twice and still don't understand it, use the 'Ask My Instructor' button under Question Help in every homework question screen. Remember that I am your instructor.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to adhere to the College's **COVID-19 policies & practices**.

Students are expected to abide by the *General Conduct Policy* in the MCC Highlander Guide Student Handbook: <http://www.mclennan.edu/highlander-guide/>

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.

Laptops may be brought to class to facilitate asking and answering questions on the related MATH 1332 assignments.

For safety reasons, minors (children) are **not** permitted to attend college classes.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<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 additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **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. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

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](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.



**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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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 notified via 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.

**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. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**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 their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.