

**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**

**Intermediate Algebra**

**MATH 0311\_L41**

**Lorraine Stansel**

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

**This course begins about mid-semester, after completion of  
MATH 0307\_L41**

**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:**

Intermediate Algebra is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. The course provides further study of algebraic concepts, operations, and applications to real world problems.

Topics will include factoring polynomials and solving equations with quadratic models, operations with rational expressions and solutions of rational equations, further investigation of linear functions and linear inequalities, operations with radical expressions and solutions of radical equations, various solution methods for quadratic equations, graphing quadratic functions, and graphing systems of linear inequalities.

**Prerequisites and/or Corequisites:**

Prerequisites: TSI math score of 342 to 347, or credit in the linked MATH 0307 course, or consent of Division Director.

**Course Notes and Instructor Recommendations:**

MATH 0311 is an intermediate algebra course and assumes students are able to solve a wide variety of equations and applications, and are fluent in basic mathematics terminology. This course is on the STEM pathway. Successful completion of MATH 0311 enables students to enroll in MATH 1314 or 1324.

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.

## Elementary Algebra

MATH 0311 L41

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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 **MCC student email** for all  
correspondence with MCC faculty and staff.

### **Required Text & Materials:**

**No additional materials** or access codes are required for MATH 0311 linked with MATH 0307.

Basic school/college/office supplies are needed for all college or workplace situations.

**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. Factor polynomials and solve quadratic equations by factoring
2. Simplify and perform operations with rational expressions
3. Solve rational equations
4. Use slope and y-intercepts to graph linear equations
5. Write the equation of a line from given information
6. Solve inequalities involving absolute value
7. Graph linear inequalities in two variables
8. Simplify expressions with roots and radicals
9. Solve radical equations
10. Solve quadratic equations by the square root property, completing the square, and the quadratic formula
11. Solve application problems defined by a quadratic equation
12. Graph quadratic functions

### **Course Outline or Schedule:**

Any changes to the following *tentative* course schedule will be made in class and posted in Brightspace. Since this is a same-semester continuation of MATH 0307, the Week numbers begin with Week 8 of the current full semester.

Week #	Class Topics & Exams
8	6.1 Factoring with GCF 6.2 & 6.3 Factoring Trinomials 6.5 Factoring Binomials
9	6.6 Solving Quadratic Equations 6.7 Applications with Quadratics <b>Chapter 6 Exam (Obj 1)</b>
10	7.1 Rational Functions 7.2 Multiply/Divide Rational Functions 7.4 Add/Subtract Rat'l Functions

<b>Week #</b>	<b>Class Topics &amp; Exams</b>
	7.5 Solve Equations with Rat'l Funct.
11	7.6 Applications of Rational Functions 7.7 Complex Fractions <b>Chapter 7 Exam</b> ( <i>Obj. 2, 3</i> )
12	3.6 Functions Review 8.1 Graphing & Equations of functions 8.2 Function Notation 8.3 Transformations 9.4 Graph Linear Inequalities <b>Chapter 8 &amp; 9 Exam</b> ( <i>Obj. 4, 5, 6</i> )
13	10.1 Intro to Radicals 10.2 Rational Exponents 10.3 Simplifying Radicals 10.4 Operations with Radicals 10.5 Rationalizing Denominators
14	10.6 Equations with Radicals 10.7 Complex Numbers <b>Chapter 10 Exam</b> ( <i>Obj. 7,8</i> )
15	11.1 & 11.2 Solve Quadratic Equations 11.5 & 11.6 Graph Quadratic Functions Review for Chapter 11 Exam Review for Final Exam <b>Chapter 11 Exam</b> ( <i>Obj. 9, 10, 11</i> )
16	<b>Comprehensive Final Exam</b> ( <i>Obj. 1-11</i> )

**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.
  - Most 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%.** This exam MAY be administered in person.

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.