



---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**LINKED  
INTERMEDIATE ALGEBRA / COLLEGE ALGEBRA  
MATH 0311.L01/MATH 1314.L01**

**LISA LINDLOFF**

**NOTE: These are 16-week courses.**

**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.

LINKED  
INTERMEDIATE ALGEBRA/COLLEGE ALGEBRA  
MATH 0311/1314

**Course Description:**

Provides a study of algebraic concepts that may include linear, quadratic, polynomial, exponential, logarithmic, and rational functions, their graphs, and applications in mathematical modeling; composition and inverses of functions, systems of linear equations and inequalities; matrices and determinants; and sequences and series. Problem solving with algebraic applications relevant to today's world is emphasized. Graphing calculator required. Semester Hours (3) for Math 0311 and (3) for Math 1314.

**Prerequisites and/or Corequisites:**

Prerequisite: MATH 0307 or TSI math score between 342-349, or equivalent score on approved alternative test, or consent of division director.

**Course Notes and Instructor Recommendations:**

This course has a major component (MyMathLab via Brightspace) that requires a good working knowledge of the computer. Online access is needed at a speed that will facilitate streaming video and downloading of materials.

**Instructor Information:**

Instructor Name: Lisa Lindloff

MCC E-mail: llindloff@mclennan.edu

Office Phone Number: 254-299-8802      Office Location: Mathematics 215

Office/Teacher Conference Hours: TBA

**Required Text & Materials:**

**YOUR COURSE IS DESIGNATED AS IA (Inclusive Access).**

**Because your course is IA (Inclusive Access) the cost for the MML access will be covered in your tuition and you do not need to purchase any Access item. You will need a TI 84 calculator or smartphone app.**



TI 83/84 Graphing Calculator Required

Smartphone options  
which are free or  
inexpensive will be  
discussed in the course.

LINKED  
INTERMEDIATE ALGEBRA/COLLEGE ALGEBRA  
MATH 0311/1314

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

**Methods of Teaching and Learning:**

This pair of linked classes meets 4-days per week, M-Th. You will be responsible for online homework as noted in the calendar. A three-pronged approach is used in this course. For each instructional unit a blank lecture notes, complete lecture notes and video recording of the lecture notes worked will all be available on Brightspace under MML Instruction Links.

It is essential that students stay current with homework assignments. Procrastination may result in lack of success in these linked classes.

**Course Objectives and/or Competencies:**

*Upon successful completion of 0311, students will:*

1. Define, represent, and perform operations on real and complex numbers.
2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical, and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

*Upon completion of 1314 course, the student will be also able to:*

1. Demonstrate and apply knowledge of properties of functions, including 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.
6. Graph the following functions: linear, quadratic, piecewise-defined, absolute value, polynomial, rational, exponential, and logarithmic
7. Recognize and use transformations of functions such as shifting, stretching, shrinking, and reflecting
8. Solve quadratic equations in one variable by factoring, using the square root property, completing the square, using the quadratic formula, and by graphing
9. Solve both linear and non-linear inequalities and state the solution in interval notation

LINKED  
INTERMEDIATE ALGEBRA/COLLEGE ALGEBRA  
MATH 0311/1314

10. Find the zeros and extrema of polynomials both algebraically and by graphing
11. Solve exponential and logarithmic equations
12. Perform operations with matrices, find determinants of matrices, and use matrices to solve systems of equations
13. Interpret mathematical models such as formulas, graphs, and tables, and draw inferences from them
14. Use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results, such as deriving functions which model sets of data.
15. Use critical thinking and problem-solving techniques to solve real-world application problems

**Course Outline or Schedule:**

This is a tentative schedule and subject to change by the instructor.

**FALL 2022**

Week #	Dates	M	T	W	Th	ONLINE WEEKEND
	<b>MON-SUN</b>					
1	8/22-8/28	Intro	IA1	IA2	IA3	ONLINE IA TEST 1
2	8/29-9/4	IA 4	IA5	IA6	IA7	ONLINE IA TEST 2
3	9/5-9/11	HOLIDAY	IA8	IA9	IA10	
4	9/12-9/18	IA11	IA12	IA13	IA14	ONLINE IA TEST 3
5	9/19-9/25	IA15	CATCH-UP	1.5 F	1.5 SRP	ONLINE IA TEST 4
6	9/26-10/2	1.5 CS	1.5 QF	1.5 VAR	REVIEW	
7	10/3-10/9	TEST CH 1	2.1	2.1	2.2	
8	10/10-10/16	2.2	2.3	2.3	2.4	
9	10/17-10/23	2.5	2.6	2.7	R	
10	10/24-10/30	TEST CH 2	3.1	3.1	3.2	
11	10/31-11/6	3.2	3.3	3.4	REVIEW	
12	11/7-11/13	TEST CH 3	3.5	4.1	4.2	TAKEHOME TEST 3.5
13	11/14-11/20	4.2	4.3	4.4	4.5	
14	11/21-11/27	CATCH-UP	REVIEW	HOLIDAY	HOLIDAY	ONLINE TEST CH 4
15	11/28-12/4	REVIEW	REVIEW			REVIEW FOR EXAM
16	12/5	EXAM				

LINKED  
INTERMEDIATE ALGEBRA/COLLEGE ALGEBRA  
MATH 0311/1314

**Course Grading Information:**

***Grading 0311:***

- There are 4 units for 0311: Introduction, Radicals, Polynomials, Rational Expressions
- Homework must be completed at 70% to test over each of these units.
- There are 4 tests over units in the 0311 portion. These may be online tests that may be taken up to 2 times. The tests must all be passed in order to receive credit for 0311. The 0311 grade will be based exclusively on these 4 tests and a possible comprehensive exam. Students will earn CR or NC. Grades earned for 0311 will not affect the grade for 1314.

***Grading 1314:***

- Grading in this course will be based on homework, unit tests, and a comprehensive final exam according to the following percentages.
- Online homework ave: 25% or 30%
- Test average: 50%  
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. Makeup tests will not be given.
- Communication Project: 5% (IF APPLICABLE)
- 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.

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

In this class, there are expectations of doing daily assignments whether you attend class or are absent. My intent is for students to complete assignments each day after a lesson is presented. It is important that each assignment be completed before students attend the next class meeting. There are weekly deadlines for the lessons taught during a week.

**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. In an online format, students are expected to follow the weekly calendar, check your school email frequently, and communicate via email respectfully always including your name and course number\_section.

LINKED  
INTERMEDIATE ALGEBRA/COLLEGE ALGEBRA  
MATH 0311/1314

**[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.

*\* 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.*



---

## 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.