

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**BASE BEGINNING ALGEBRA**

**BASM 0100 – L280**

(linked w/ MATH 0307)

**JOY HOWARD**

**NOTE: This is an 8-week course.  
This is an Online course.**

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### **Course Description:**

This is 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. Supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Course topics include: include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Semester Hours: 1hr

### **Prerequisites and/or Corequisites:**

Need recommendation by Advisor or Division Director. Taken with MATH 307.

### **Course Notes and Instructor Recommendations:**

Both linked courses are accessed through Brightspace, which links to MyMathLab. All course work for both courses is available through the link in MATH 0307. **This course is in an online format involves using the internet to view lessons, do homework, and take tests. BASM will be during the first weeks and Math 0307 will be during the entire course.** Four hours total credit are earned in 8 weeks, meaning students spend an average of 20 hours per week.

### **Instructor Information:**

Instructor Name: Joy B. Howard

MCC Email: [jhoward@mclennan.edu](mailto:jhoward@mclennan.edu) \*

Office Phone Number: (254) 299-8812 to leave a message

Alternate contact: Professor Cindy Burns—254-299-8877

Office Location: online meeting available by Zoom

Office/Teacher Conference Hours: by appointment

Other Instruction Information:

\*Email protocol: Email checked and replied to daily Mon.-Fri. Send emails from your MCC student account and “sign” full name. Include a subject that includes the topic (homework question, etc.) Do not reply to emails sent to the class without changing subject. If you do not receive a response, within 24 hours on a weekday, feel free to resend the message, checking that you followed above directions, as it may not have been received.

Homework Help Request with MLM: With “Ask Your Instructor” button, it automatically sends the problem and answer with your message but not work you have done, so please explain the steps you used to get your answer or your specific questions. If you have work, you can send a photo in a separate email. This button is the best option for help with homework.

**Required Text & Materials:**

Your course is designated as IA (Inclusive Access). Because your course is IA (Inclusive Access) the cost for the MLM access will be covered in your tuition and **you do NOT need to purchase any textbook or access item.**

You do need:

1. Access to a **computer** with high-speed internet service and **webcam**—a phone will not work and **a Chromebook will NOT work for tests.** You will need to install and use LockDown Browser (free) for tests.
2. **Scientific calculator**, preferably with a 2-line display. Example: TI-30X Four-function calculator allowed but not recommended. **No graphing calculator or phone apps.** Can be purchased at bookstore or most local grocery stores. (Tests do have an on-screen scientific calculator you may use, but most students find a hand-held one much easier and quicker to use.)
3. Photo ID for use with proctored tests.

You may also want:

1. Notebook for working out problems and taking notes. Some students prefer a spiral notebook with graph paper.
2. Pencils or erasable pens

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

**Methods of Teaching and Learning:**

The following methods for teaching and learning will be used: video lecture, multi-media activities, online homework, online quizzes and exams, and tutorial software.

**Course Objectives and/or Competencies:**

Students successfully completing this course 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

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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.

### **Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will only receive funding for those courses attended as of the course census date.

- ❖ **Attendance:** Regular attendance is required by the college. Attendance will be recorded in Brightspace. Credit for online class will be given for completing homework each week before the Saturday due date.

#### **A student may be dropped from this class:**

- if student doesn't complete syllabus quiz and one homework assignment in MyLab Math before MCC's Census Date, October 23<sup>rd</sup>.
- if student misses 2 tests. Exceptions may be made for an emergency if I am contacted as soon as possible.
- if student has 2 weeks absent, that is 2 weeks without completing the assigned work.

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

See schedule on last page

### **Course Grading Information:**

BASM 0100 is a credit (CR) or no credit (NC) class.

To receive credit (pass), students must have completed all homework, quizzes, tests, and the final in both courses (BASM 100 and MATH 307) and either:

- 1) Have passed (70 or above) BASM units 1-3 exams AND have a passing average (70 or above) in the Math 0307 units

OR

- 2) Have 85 or above on all 3 BASM tests (units 1-3) and have a 60 or more in Math 307

**Students may not take first Unit 4 HW assignment, Unit 4 quiz or the related test until BASM tests have all been passed. Contact instructor immediately if you fail a BASM retest.**

Dropping this class does not count towards your limit of 6 drops. It does affect your completion rate. This class does not count towards your GPA. It does affect your completion rate.

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Having someone else do any of your online assignments or cheating on a test (including using unapproved types of calculators, math apps, or other aids) are both violations of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Tests are video proctored and talking to someone during the test is cheating. Infractions such as these will be reported to the administration for tracking and possible college action.

### **Homework:**

Students complete homework in MyLab Math accessed through BrightSpace link. Homework problems can be found going to the Content Tab on our 307 course and clicking the MyLab Math “All Assignments” link. Assignments will open after the Syllabus Quiz is done with a score of 100.

- All videos/links must be opened/watched and all questions must be completed.
- All homework assignments are due Saturday or as listed in the Course Schedule. Note: Tutor help is available Monday through Friday and instructor help is available till Friday at 5 pm, so completing work during the week is advisable.
- Each missed problem can be re-done until it is correct, so a score 100 just takes persistence. MCC offers free tutors that can help you with homework.
- After the due date, work may still be completed with a **2% per day penalty**.
- Every homework section must be done with a minimum **grade of 80%** to open quiz.
- Also available on MyLab Math: an electronic version of the book, lecture videos, reviews for tests and other learning aids.

### **NEED HELP?**

#### **IF YOU NEED HELP WITH UNDERSTANDING HOMEWORK:**

- USE THE **ASK MY INSTRUCTOR** BUTTON IN MYLAB MATH TO SEND ME AN E-MAIL. INCLUDE DETAILS OF WHAT YOU NEED CLARIFIED OR EMAIL A PICTURE OF YOUR WORK ON THAT PROBLEM.
- TRY SEARCHING FOR A VIDEO ON THE TOPIC FROM [YOUTUBE.COM](https://www.youtube.com) OR [KHANACADEMY.ORG](https://www.khanacademy.org)
- VISIT MCC MATH TUTORS: MON.-THURS.: 7:45 AM – 6:00 PM, Fri.: 7:45 AM – 5:00 PM
  - ON CAMPUS IN LEARNING COMMONS IN THE LTC (phone: 254-299-8500, email: [ast@mclennan.edu](mailto:ast@mclennan.edu))
  - ONLINE BY ZOOM: [MCLENNAN.ZOOM.US](https://mclennan.zoom.us) (MEETING ID: 254 299 8500)
- MATH HELP ON BRIGHTSPACE USING UPSWING LINK (AVAILABLE 24/7)
- CONTACT A SUCCESS COACH FOR STUDY TIPS: <https://www.mclennan.edu/successcoaching>

#### **IF YOU HAVE PROBLEMS WITH THE MYLABMATH WEBSITE:**

- TRY USING A DIFFERENT BROWSER OR CLEARING BROWSER HISTORY ON YOUR BROWSER
- CONTACT PEARSON TECH SUPPORT: <https://support.pearson.com/getsupport/s/contactsupport> or 1-833-585-1828

#### **IF YOU HAVE PROBLEMS WITH YOUR COMPUTER:**

- USE A COMPUTER IN THE ON CAMPUS TUTORING CENTER (LEARNING COMMONS) OR THE LIBRARY
- CALL MCC’S TECHNICAL SUPPORT AT 254-299-8077

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### **Tests:**

For BASM 100, students will take 3 online, proctored tests.

- A scientific, non-graphing, non-phone calculator may be used.
- Notes written on one side of one page or a single note card may be used. No flipping through notebooks.
- Tests will be proctored through computer webcam.
- Tests may be retaken once if taken on time. If missed the first test score will be a zero.

The test may be taken a second time up 6 days after the due date except the last test which must be retested by Dec. 4 (last day to do any late work/retests).

❖ Example: To take BASM Test 1, all Unit 1 homework must be done to a grade of 80% to open Test 1.

### **Final Exam:**

The Final Exam is comprehensive for 307 and counts toward your MATH 307 grade.

It must be taken by every student wanting to pass this course unless exempt.

- A scientific (non-graphing, non-phone) calculator may be used along with a single page of notes.
- The Final Exam will have a two-hour limit and only allows one attempt.

### ❖ Final Exam Exemption:

The Math Department requires a Final Exam of all students. However, students who study hard and make test completion a priority can benefit from an exemption. A student will be exempt from taking the Final Exam if he/she has an average of 90 or above by **Dec. 4 at 5 pm**, including the Final Practice Quiz AND has not missed any of the regularly scheduled tests. Once you have completed all your work, please email Ms Howard to confirm your exemption.

### **Late Work and Make Up Work Policies:**

- ❖ **Late/Make-up work:** Homework is due on Saturdays (except Thanksgiving Holiday, when it is extended to Monday). Students may continue to work on homework assignments

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after the due date but will incur a 2% per day penalty. However, late homework may result in a missed test, resulting in a zero test grade. All assignments will close Monday, Dec. 4 before the final, except the last online quiz.

❖ **Make-up Work:** MAKE-UP TESTS OR QUIZZES WILL NOT BE GIVEN.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to have an attitude that seeks to take full advantage of the education opportunity and integrity in working with only approved resources.

**[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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Wk	<b>COURSE SCHEDULE:</b> TENTATIVE weekly schedule. Changes announced on BrightSpace.		<b>Due Dates</b>
1	Oct 16-19	Mon: Welcome Email, <u>Syllabus Quiz</u> , Homework 1.3	Syllabus Quiz= 100% by <b>Tues. Oct 17</b> HW unit 1, BASM Test 1: <b>Sat., Oct 21</b>
		Tues: Homework 1.4 - 1.7.2	
		Wed: Homework 1.7.3 - 1.8.2	
		Thurs: <b>BASM TEST 1</b>	
2	Oct 23-26	HW 2.1- 2.4 ***Census Date: No Quiz = Dropped	HW unit 2 and 3, & BASM Test 2 <b>Sat., Oct 28</b>
		HW 2.5 - 2.6	
		<b>BASM TEST 2</b>	
		Unit 3 Homework	
3	Oct 30- Nov 2	<b>BASM TEST 3 (must be <u>passed</u> by Friday to complete Unit 4 quiz)</b>	BASM Test 3 HW Unit 4 and 5, Unit 4 Quiz: <b>Sat., Nov 4</b>
		Unit 4 Homework	
		<u>Unit 4 Quiz</u> (Take at least 2-3 times, reviewing mistakes each time)	
		Unit 5 Homework	
4	Nov 6-9	<u>Unit 5 Quiz</u>	Unit 5 Quiz, 307 Test 1, Unit 6 HW: <b>Sat., Nov 11</b>
		<b>307 TEST #1 (Unit 4 and 5)</b> (Study using Quizzes for Units 4 and 5)	
		Unit 6 Homework (Pt. 1)	
		Unit 6 Homework (Pt. 2)	
5	Nov 13-16	<u>Unit 6 Quiz</u>	Unit 7 HW, Unit 6 & 7 Quiz, 307 Test 2: <b>Sat., Nov 18</b>
		Unit 7 Homework	
		<u>Unit 7 Quiz</u>	
		<b>307 TEST #2 (Unit 6 and 7)</b>	
6	Nov 20-21	Unit 8 Homework	Unit 8 HW, Unit 8 Quiz: <b>Mon., Nov 27</b>
		<u>Unit 8 Quiz</u>	
		<b>Thanksgiving Holiday</b>	
7	Nov 27- 30	<u>Review Quiz</u> (Study Previous 307 Quizzes)	Review Quiz, 307 Test 3, Prac. Final Quiz: <b>Sat. Dec., 2</b>
		<b>307 TEST # 3 (Unit 8 and Review of 307)</b>	
		Retest TEST #3 if needed.	
		<u>Practice Final Quiz</u>	
8	Dec 4-6	<b>Dec 4, LAST DAY OF CLASS: All Late Work and Retests due</b>	<b>Mon., Dec 4: Late Work due</b>
		Dec 5: Early Exam option w/ 85% or more on Practice Final Quiz	
		<b>Dec 6: FINAL EXAM</b> (comprehensive for 307) due by <b>Midnight Wed.</b>	<b>Wed. Dec 6: Final</b>



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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) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail](http://www.mclennan.edu/studentemail).

**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](#)
- [Email Setup for Androids](#)

**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.