

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Elementary Algebra

MATH 0307_L017

Lorraine Stansel

NOTE: This is a linked 16-week course.

NOTE: This is a Face-to-Face course.

NOTE: The linked pair of MATH 0307 and MATH 0311 is designed for students on a STEM pathway.

The MATH 0307 portion will be completed in

7 weeks to allow time for the linked MATH 0311 portion.

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 or TSIA2 Math score below 950 with a diagnostic level of 3 or 4, or credit in BASM 0100.

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 continue with MATH 0311, 1332, or 1342.

Mathematics courses are skills-based and require practice to attain mastery. The online assignments are in Pearson’s My Lab Math 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 Pearson My Lab Math program.

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:	lstansel@mcclennan.edu
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 or 225 as needed for computers
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 to 36 hours for an email response. I probably will not respond during holidays.
Other Instruction Information:	Please use your MCC student email for all correspondence with MCC faculty and staff.

Required Text & Materials:

This course is Inclusive Access. The cost of the online assignments portion (My Lab Math) 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, dividers, and sticky notes
- 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

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. My Lab Math uses cookies, pop-ups and JavaScript technology. All these features must be turned on or updated in your browser. A system check is available through Brightspace and should be used after every automated browser upgrade.

Lecture notes, formula lists, and additional practice 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!

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

Artificial Intelligence (AI) applications may seem helpful, but they do not replace actual learning. Occasional in-class opportunities will help ensure your learning progresses appropriately.

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 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.

Students who miss class are expected to email the instructor, access any handouts through Brightspace and meet the assignment deadlines as indicated in My Lab Math. Students who miss more than one day of class in any given week should contact a Success Coach at <https://www.mclennan.edu/successcoaching/>. Appropriate **documentation** is expected for extended absences.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

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.

Course Outline or Schedule:

Any changes to the following *tentative* course schedule will be made in class and posted in Brightspace. Lectures are on Monday, Tuesday and Wednesday. Thursdays are usually reserved for exams and computer lab time.

Week #	Class Topics & Exams
1	Introduction to Course 1.3 Fractions 1.4 Order of Operations, Exponents, 1.8 Properties of Real Numbers Exam Chapter 1 (in class)
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 Exam Chapter 2 (Obj. 1-5) 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 Exam Chap 3: (Obj 6)
5	4.1 Solving Systems – Graphing, 4.2 Solving Systems – Substitution 4.3 Solving Systems – Addition 4.5 Problem Solving with Systems Exam Chap 4: (Obj. 7 & 8)
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 Exam #4, Chap 5: (Obj. 9, 10) Comprehensive Final Exam
8	Begin work in Chapter 6 as part of MATH 0311

Course Grading Information:

Grading in this course is **Credit/Non-Credit**. A **70% average is required for Credit**. The average 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: 20%**
 - Daily quizzes (Exit Tickets) over problems should be expected and **may not be made up if absent**. These may be used to verify attendance.
- **Exam average: 40%**
 - There are 5 Chapter Exams in My Math Lab. All exams are timed.
 - Some exams may be 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 **accommodations** MUST be requested at least **one week BEFORE** attempting an exam.
- **Final exam grade: 20%.**

All assignments and exam grades will be posted in My Lab Math. Intermittent grades posted in Brightspace may appear up to 48 hours after due dates of assignments in My Lab Math. Final course grades will be posted in Brightspace within 24 hours of the end of the semester final exam time.

Late Work and Make Up Work Policies:

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

Homework assignments remain available for review throughout the semester. Exams are timed and due dates are honored. Do not fall behind.

In-class quizzes or 'exit tickets' cannot be made up.

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

Using online math resources (AI) to complete assignments is **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**. Health and safety are foremost.

Students are expected to abide by the **General Conduct Policy** in the MCC Highlander Guide Student Handbook: <https://www.mclennan.edu/catalog/policies.html>

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 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/catalog/policies.html>)

Click on the link above for the complete college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.