

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**INTERMEDIATE ALGEBRA/COLLEGE ALGEBRA (CO-REQ/ONLINE)**

**MATH 311 – MATH 1314 – SECTION L080**

**PROF. PAULINA SIDWELL**

**DR. APRIL ANDREAS**

**NOTE: These are two 16-week, online, co-requisite courses.**

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#### **Course Description:**

Linked course which includes 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. May include the following topics: linear, quadratic, polynomial, exponential, logarithmic, and rational functions, their graphs, and their use 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 throughout.

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

Prerequisite: MATH 0307, appropriate TSI score, or consent of division director. Semester Hours 3 (3 lec/1 lab)

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

You are taking two online courses over 16 weeks. In order to complete both courses' requirements, the class will be very fast-paced. You will typically have assignments due on **Mondays, and Thursdays**. Please plan accordingly.

Your first and only non-math homework assignment (Homework 0) is the class orientation. You should take the Online Class Orientation Quiz by 11:59 pm on Thursday, August 24th so you have plenty of time for HW 1. The Orientation Quiz is available on MyMathLab, and you must get 100% on it in order to move forward in the course. The first math homework (HW 1) is due by 11:59 pm on Monday, August 28th. Not finishing this homework by this date could set you permanently behind.

***NOTE: THESE ARE LINKED COURSES. IF YOU DROP EITHER CLASS, YOU WILL BE DROPPED FROM BOTH.***

#### **Instructor Information:**

Instructor Name:	Dr. April K. Andreas
MCC E-mail:	aandreas@mclennan.edu
Office Phone Number:	(254) 299-8130      Office Location: S 221
Office Hours:	By appointment only, over ZOOM.
Also by appointment.	<a href="https://calendly.com/akandreas">https://calendly.com/akandreas</a>
Department Website:	<a href="http://www.mclennan.edu/departments/math/">http://www.mclennan.edu/departments/math/</a>

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Instructor Name: Paulina Sidwell  
MCC E-mail: [psidwell@mclennan.edu](mailto:psidwell@mclennan.edu)  
Office Phone Number: (254) 299-8544 Office Location: S 144  
Office Hours: By appointment only, over ZOOM.  
Also by appointment. <https://calendly.com/psidwell>  
Department Website: <http://www.mclennan.edu/departments/math/>

**Required Text & Materials:**

*This is an Inclusive Access course – your course fees include access to the course e-book and MyMathLab.*

Additional materials not included in Inclusive Access:

- Calculator: This course requires a TI-84 or TI-83 graphing calculator
- Optional (printed) textbook: College Algebra: Concepts Through Functions, Robert Blitzer, any edition
- A webcam for taking exams

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

**Methods of Teaching and Learning:**

Lecture videos have been provided by both the instructor and the textbook. Students will gain competency with the course material through these videos, the resources, assignments, tests on MyMathLab, and communication (email/phone) with the instructor.

**Course Objectives and/or Competencies:**

Upon successful completion of Math 311, the student will be able to:

1. Define, represent, and perform operations on real and complex numbers. *(All work)*
2. Recognize, understand, and analyze features of a function. *(All work)*
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. *(Chapter P)*
4. Identify and solve absolute value, polynomial, radical, and rational equations. *(Chapter P)*
5. Identify and solve absolute value and linear inequalities. *(Chapter 5)*
6. Model, interpret and justify mathematical ideas and concepts using multiple representations. *(All work)*

7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines. (*All work*)

Upon successful completion of Math 1314, the student will be able to:

1. State the definition of a function, determine domain/range of a function, evaluate expressions involving function notation, state the definition of inverse functions, find the inverse of a given function, find composites of functions. (*Chapters 1 and 2*)
2. Graph the following functions: linear, quadratic, piecewise-defined, absolute value, polynomial, rational, exponential, and logarithmic. (*Chapters 1 – 4*)
3. Recognize and use transformations of functions such as shifting, stretching, shrinking, and reflecting. (*Chapter 2*)
4. Solve quadratic equations in one variable by factoring, using the square root property, completing the square, and using the quadratic formula. (*Chapter 1*)
5. Solve both linear and non-linear inequalities and state the solution in interval notation. (*Chapter 1*)
6. Find the zeros of polynomials both algebraically and by graphing. (*Chapters 1 – 3*)
7. Solve exponential and logarithmic equations. (*Chapter 4*)
8. Perform operations with matrices, find determinants of matrices, and use matrices to solve systems of equations. (*Chapter 6*)
9. Interpret mathematical models such as formulas, graphs, and tables, and draw inferences. (*Chapters 1 – 4 and 6*)
10. 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. (*Chapters 1 – 6*)
11. Use critical thinking and problem solving techniques to solve real-world application problems. (*Chapters 1 – 6*)

**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.

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

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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.

**Course Outline or Schedule:**

You are responsible for everything in the sections listed in the detailed calendar below. You should watch the videos associated with each section on or before the dates listed so you will have time to complete the related homework. Any changes in this schedule will be announced on Brightspace or through email.

Start date	Section	Topics	Due	Due date
21-Aug	P1	Introduction to course	Orientation Quiz	24-Aug
25-Aug	P2	Exponents	HW 1	28-Aug
29-Aug	P3	Radical and Rational Exponents	HW 2	31-Aug
1-Sep	P3	Radical and Rational Exponents	HW 3	4-Sep
5-Sep	P4	Polynomials	HW 4	7-Sep
8-Sep	P5	Factoring	HW 5	11-Sep
12-Sep	P5	Factoring	HW 6	14-Sep
15-Sep	P1 - P5	<b>311 Practice Midterm</b>		21-Sep
		<b>311 Midterm (Respondus Monitor)</b>		<b>21-Sep</b>
22-Sep	P6	Rational Expressions	HW 7	25-Sep
26-Sep	P6	Rational Expressions	HW 8	28-Sep
29-Sep	1.5	Quadratic Equations	HW 9	2-Oct
3-Oct	1.5	Quadratic Equations	HW 10	5-Oct
6-Oct		<b>311 Practice Final</b>		12-Oct
		<b>311 Final (Respondus Monitor)</b>		<b>12-Oct</b>
13-Oct	2.1 - 2.2	Functions	HW 11	16-Oct
17-Oct	2.3 - 2.4	Graphing Functions	HW 12	19-Oct
20-Oct	2.5 - 2.7	More Functions	HW 13	23-Oct
24-Oct	1.7	Inequalities	HW 14 Comm Project	26-Oct
27-Oct	3.6	Inequalities	HW 15	30-Oct
31-Oct	4.1	Exponential Functions	HW 16	2-Nov
3-Nov	4.2	Logarithms	HW 17	6-Nov

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Start date	Section	Topics	Due	Due date
7-Nov	4.3	Logarithms	HW 18	9-Nov
10-Nov		<b>1314 Practice Midterm</b>		16-Nov
		<b>1314 Midterm (Respondus Monitor)</b>		<b>16-Nov</b>
17-Nov	4.4	Exp and Log equations	HW 19	20-Nov
		<i><b>Friday, Nov 17 is Scholar Day</b></i>		
21-Nov	5.1	Systems of Equations	HW 20	23-Nov
24-Nov	5.2	Systems of Equations	HW 21	27-Nov
28-Nov	6.3	Matrices	HW 22	30-Nov
1-Dec		<b>1314 Practice Final</b>		6-Dec
		<b>1314 Final (Respondus Monitor)</b>		<b>6-Dec</b>

**Course Grading Information:**

Grading rubric for 311:

Item Type	Percent of Total Grade
Homework	40%
Midterm	20%
Final Exam	40%
<b>Total</b>	<b>100%</b>

Grading rubric for 1314:

Item Type	Percent of Total Grade
Homework	30%
Midterm	20%
Communication assignment	10%
Final Exam	40%
<b>Total</b>	<b>100%</b>

**Homework:** All assignments should be completed through MyMathLab (which can be accessed within Brightspace). You will have unlimited tries to complete each problem, and your highest grade on each assignment will be recorded. Completing and understanding each problem is essential to your success in class. It is your responsibility to keep up with the assignments and to let us know if you need help. DO NOT wait until right before an exam to get help with the

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homework. There will be a 5% penalty for every day an assignment is late. This is to encourage you not to fall behind while also allowing some flexibility for unforeseen circumstances.

The first “special” homework assignment (HW 0) has no 5% penalty. You can’t do any other homework until you get a 100% on it, as it serves as an orientation for the course. You can take it as many times as you want as well, and other homework assignments will still be due as assigned in the calendar even if you haven’t finished this one.

There is another requirement, the Technology Check. It also has no penalty, but you will not be able to access anything after Homework 3 until you get 100% on it as well. If you cannot get it working, email me immediately so I can help troubleshoot and/or so we can make alternate arrangements.

**Tests:** All tests will be taken using the MyMathLab software using Respondus Lockdown Monitor, unless other arrangements are made (including ADA accommodations, etc.). The tests are two hours long. You can use a graphing calculator and a 3x5 notecard with anything you want written on it, front and back. You can also use scratch paper, as long as it’s blank.

There is a practice test for each test. You must earn a 60% or higher on the associated practice test in order for the actual test to be available. The practice test must be completed with a 60% or higher prior to going in to take the actual test, and is due a few days before the actual test is due (see the calendar for details). You may attempt the practice test as many times as you like, and only your highest attempt will count. ***Again: you cannot take the actual test until you’ve earned a 60% or higher on the practice test.***

*You can get up to 10 bonus points on your test by completing the related practice test. You can retake the practice tests as many times as you want.*

Score on Practice Test (%)	Bonus Points on Associated Test
95 – 100	10
90 – 94	8
85 – 89	6
80 – 84	4
75 – 80	2
74 or below	0

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**Communication Assignment:** Since College Algebra is a core curriculum class, there is a communication component as well. You will be given some options to complete this requirement. More information will be provided.

**Academic Integrity.** Any student that is found guilty of academic dishonesty such as cheating, plagiarism, or collusion, will receive a zero on every test or assignment involved. For repeated violations, a guilty student can be assigned a failing grade in this course and can be recommended for suspension from the McLennan Community College District.

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

MCC allows for “excused” absences under these circumstances: authorized participation in official College functions; personal illness, or the illness of a dependent (such as a child) that requires the student to serve as a caretaker; an illness or a death in the immediate family; the observance of a religious holy day. Additionally, accommodations can be made for special circumstances related to military service, changes in immigration status, pregnancy and parenting protection under Title IX. It is your responsibility to let me know the reason for an absence the day you are able to resume working on the class and provide sufficient documentation (doctor's note, email from coach, etc.).

If you miss an exam for Math 311 or Math 1314 due to illness or other excused absences as defined by the MCC attendance policy, you must provide documentation in order to be able to get an extension on the exam.

Note that children getting sick is an approved MCC absence. If you are home caring for a sick child (or any family member), get documentation (take them to the doctor and get a doctor's note) so we can extend your time.

We recognize that sometimes things happen, work calls you in, etc. If...

- you are unexpectedly unable to take a test on the test day (whether officially MCC-approved or otherwise),
- **and** you have completed the practice test with a 60% or higher on time,
- **and** you can email us your request before the test is due,

then we will extend the test time for you for exactly one day.

Attendance will be based on participation in the course. You should have an activity



(homework or test) in the course each week. A report will be run each week (on Mondays) to determine activity in the course. Any week in which no work is logged, will count as an absence. This will not be enforced for students who are ahead of the week's activities. You are allowed four weeks of inactivity (25% of the course), before you can be dropped. You will receive an email when you are on the Inactivity report in any week.

***NOTE: THESE ARE LINKED COURSES. IF YOU DROP EITHER CLASS, YOU WILL BE DROPPED FROM BOTH.***

If you wish to drop this class, you must email me from your MCC student account before 5 pm on the last day for student-initiated drops, with the request "Please drop me from COURSE ID and SECTION NUMBER." If the email does not come from your student account, or if the request is verbal, I cannot drop you. Alternatively, there is a form you can fill out and have me sign before 5 pm on the last day for student-initiated drops. (make an appointment to ensure I am on campus to provide the signature). Drops past the drop date are only done in documented, extreme, life-crisis circumstances, which usually involve withdrawing from school entirely.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain professional communication and classroom pa that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of this educational opportunity.

**[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) 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.