



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**COLLEGE ALGEBRA  
MATH 1314.O082**

**STACY KUEHN**

**NOTE: This is an online 16-week course**

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**Course Description:**

In-depth study and application of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included.

**Prerequisites and/or Co-requisites:**

MATH 0311 or consent of division chair.

**Instructor Information:**

**Instructor Name:** Stacy Kuehn

**MCC E-mail:** [skuehn@mclennan.edu](mailto:skuehn@mclennan.edu)

*When contacting me through email, include the COURSE NUMBER in the subject line and YOUR NAME somewhere within the body of the email. Please review the **Email Policy** found at the link Academic Resources and Policies in the CONTENT section of our Brightspace class.*

**Office:** M 211

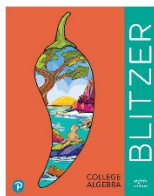
**Office Hours:** MW 1:30-3:00 pm  
TTH 1:30-3:30 pm  
F by appointment

\*\* feel free to contact me via email or phone with any questions and I will get back with you within 24 hours Monday through Friday.

Your McLennan student email address is the preferred email address for official college information or business. You are expected to read and, if needed, respond in a timely manner to college emails. The College recommends that you set up your mobile device to receive McLennan emails.

**Required Text & Materials:**

The cost of the textbook and access code are already **included in the price of the tuition**, so you do not need to make any additional textbook purchases. For your information, the textbook we are using is given below.



*College Algebra with Integrated Review, 8<sup>th</sup> ed.*  
**Author:** Robert Blitzer

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Additional supplies include (but are not limited to):

1. Reliable internet (please see the MCC website for more suggestions on internet).
2. Camera on computer or an externally connected webcam for proctored midterm and final exams.
3. Graphing calculator. I will mainly use the TI-84 graphing calculator but I also utilize the free online Desmos graphing calculator. If you do not already have a graphing calculator, please check the 'Graphing Calculator Resources' section found in the START HERE section of our Brightspace course.

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

**Course Notes and Instructor Recommendations:**

Math 1314 in an online format involves listening to video lectures and taking notes, completing online assignments and various activities as well as a proctored midterm and comprehensive final exams.

The student is *solely* responsible for:

- Completing all assignments by the specified date
- Utilizing, as needed, all available study options (including contacting the instructor, referring to outside texts, reaching out for free tutoring through the Math Lab, etc) to resolve any questions they might have regarding course material
- Giving as much of an effort as it takes to pass this course

**Course Grading and Information:**

**Homework** – Online homework is assigned for every lesson and is to be completed on any internet connected computer. *Please do not work the homework until you have watched the video lecture and taken notes.* There is no limit on the number of times you can work a homework problem until the due date for that assignment. That means you could potentially score a 100 on every homework if you reworked the assignment to achieve that score. I suggest you keep a notebook showing all your work so you can review homework for understanding as well as ask questions if needed. **Students must score 70 or above on each homework assignment in order to take the chapter quizzes.**

**Activities** – We have several activities scheduled in Desmos that will be completed during the semester which are meant to enhance your understanding of the various topics being covered in the course as well as practicing the topics in a different form than the homework. These **activities are not optional** and do count for 10% of your overall grade. When necessary, offline work from the activities will be submitted in Brightspace. I will drop 1 activity grade at the end of the semester. *Since I do not curve or replace your exams, think of this activity grade as your potential curve 😊.*

**Quizzes** - There will be five chapter quizzes during the semester and you will have **two** attempts on each quiz. Please refer to the CALENDAR for dates and coverage information. **Students must score a 60 or above on each chapter quiz in order to take the midterm and final exams.**

**Exams** – The midterm and final exam will both be online and proctored via webcam from your internet connected computer\*\*. You get one attempt for each exam and I do not drop or replace either exam.

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*\*\*We will be utilizing Respondus Monitor Proctoring for both the midterm and final exams. This service utilizes a webcam that is either built into your computer or an external webcam attached via USB port. This service **does not** work with Chromebooks. If you do not have a camera or you use a Chromebook, there are several places on the MCC campus that have computers with webcams for use during these exams. Another alternative could be to use a friend or relative's computer that has a webcam. Either way, start preparing now for how to address the exam issue as online proctoring via webcam is a course requirement.*

### Course Grade

It should be noted that the final responsibility for learning lies with the student. The average will be determined by the following guidelines:

Homework	25%
Quizzes	25%
Midterm exam	20%
Final exam	20%
Activities	10%

Having someone else do your online assignments (homework, quizzes, and exams) is a violation of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Infractions such as these will be reported to the administration for tracking and possible college action.

There is no extra credit. Active participation in class (asking/answering questions through email, completing assignments by the due date, listening to lectures and taking notes, getting help through the free, online Math Lab, etc.) leads to improved test scores, rendering extra credit unnecessary.

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

Due dates for online homework, quizzes, and exams are clearly stated in MML and therefore extensions are not given unless otherwise noted. For homework and quizzes only, there is a two-day grace period to turn in homework with a 5% late penalty per day. Missing the final will also result in a 0 and I do not drop this grade. The instructor has the right to adjust this policy under special circumstances.

### **Attendance Policy:**

#### **Course Specific Policy**

Attendance will be based on participation in the course. You should have activity (**activity = work in any MML assignment such as homework or quizzes**) in the course each week. A report will be run each week (on Monday) to determine activity in the course. This attendance report will be kept on our Brightspace course. Any week in which no work is logged, will count as an absence. You are allowed 4 such weeks of inactivity before I will withdraw you from the course.

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.

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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.

**Campus Attendance Policy**

\* [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 guidelines specific to this course.

**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.

**Course Objectives and/or Competencies:**

Upon successful completion of the course, students will:

- Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
- Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
- Apply graphing techniques.
- Evaluate all roots of higher degree polynomial and rational functions.
- Recognize, solve and apply systems of linear equations using matrices

**Course Outline or Schedule:**

*This is a TENTATIVE weekly schedule. Changes will be communicated through the Announcement section of the course.*

Week	Section	Assignment in MML <b>Due each Sunday, 11:59pm unless noted</b>
1	1.2 Linear and Rational Equations 1.4 Complex Numbers	1.2 Homework 1.4 Homework Activity – Introduction to Desmos
2	1.5 Quadratic Equations 1.6 Other Types of Equations	1.5 Homework 1.6 Homework Activity – Factoring Practice
3	1.7 Linear/Abs Value Inequalities Quiz 1: Ch 1	1.7 Homework <b>Quiz 1: Functions</b>
4	2.1 Basics of Functions and Graphs 2.2 More of Functions and Graphs	2.1 Homework 2.2 Homework

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	2.3 Linear Functions	2.3 Homework Activity – Domain and Range Practice
5	2.5 Transformation of Functions 2.6 Composite Functions	2.5 Homework 2.6 Homework Activity – Transformations with Parabolas
6	2.7 Inverse Functions Quiz 2: Ch 2	2.7 Homework <b>Quiz 2: Quadratics</b>
7	Midterm: Ch 1-2 3.1 Quadratic Functions 3.2 Polynomial Fns and Graphs	<b>Midterm: Ch 1-2 – due by Wednesday, 11:59pm</b> 3.1 Homework 3.2 Homework
8	3.3 Factor Theorem 3.4 Zeros of Polynomials	3.3 Homework 3.4 Homework Activity – Constructing Polynomials and Their Roots
9	3.5 Rational Fns and Graphs 3.6 Polynomial/Rational Inequalities	3.5 Homework 3.6 Homework Activity – Graphs of Rational Functions
10	Quiz 3: Ch 3 4.1 Exponential Functions	<b>Quiz 3: Polynomial and Rational Functions</b> 4.1 Homework
11	4.2 Logarithmic Functions 4.3 Properties of Logs	4.2 Homework 4.3 Homework Activity – Properties of Logarithms
12	4.4 Log/Exponential Equations 4.5 Modeling Data	4.4 Homework 4.5 Homework Activity – Exp and Log Functions Review
13	Quiz 4: Ch 4 5.1/5.2 Systems of Equations in Two Var	<b>Quiz 4: Logarithmic and Exponential Functions</b> 5.1/5.2 Homework
14	6.1 Matrix Solutions to Linear Systems	6.1 Homework Activity
15	6.3 Matrix Operations Quiz 5: Ch 5-6	6.3 Homework <b>Quiz – Systems and Matrices</b>
16	Final Exam	<b>Final Exam: Ch 1-6</b> <i>Test must be completed by Wed**</i> <i>**Graduating students must be finished by Tues, 11:59pm!</i>

\* 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.

*I reserve the right to change any term on this syllabus at any time during the semester.*

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Updated 07/18/2023



## **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.