

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

### **ELEMENTARY ALGEBRA**

**MATH 307 LF1**

**Joy Howard**

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

#### **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.

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2022

#### **Course Description:**

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 not completed an algebra course within the past three years. Course topics include: solution of linear equations and inequalities,

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graphing of points and lines in a rectangular coordinate system, solving systems of linear equations, laws of exponents, operations and factoring of polynomials, and real-world applications of these concepts.  
Semester Hours: 3 for MATH 0307. (1 hour for BASM 100)

**Prerequisites and/or Corequisites:**

*Co-Requisite:* BASM 0100 LF2

*Prerequisite:* Recommendation by Advisor or Division Director.

TSI scores of 335 or less with an ABE score of 1-4 would indicate the need for these linked courses.

**Course Notes and Instructor Recommendations:**

All instruction, homework, quizzes, tests, and gradebook are located in **MyLab Math** which available through the course in **BrightSpace**.

In an online class, students need to be very diligent in doing the work in a timely manner. Due dates are set. Since good time-management will be important for the student's success I recommend everyone create a schedule and **spend time daily on math**.

This class is double the pace of a regular fall course. Learning and study time for this class is estimated at **20 hours a week**.

Plan ahead for tests...**homework and practice test quiz must be done before the test**. If they are not completed to the required grade, student will not be able to take the test and **receive a zero**. Keeping up with work is essential to passing course.

Notes on Email: Email checked and replied to daily Mon.-Fri. Please send emails from your **student account** and "sign" first and last name and include a subject that includes the topic (homework question, etc.) If you do not receive a response, within 24 hours on a weekday, feel free to resend the message as it may not have been received. Check that it was sent from student account.

Contacting through MLM: With "Ask Your Instructor", I will automatically receive the problem with your message but will not know what work you have done, so please explain the steps you used to get your answer or specific questions. If you have work, you can send a photo in a separate email.

**Instructor Information:**

**Instructor Name:** Joy Howard

**MCC E-mail:** jhoward@mclennan.edu

**Office Phone Number:** Leave Message with Theresa Evans—254-299-8812

**Alternate Contact:** Professor Cindy Burns—254-299-8877

**Office Location:** off campus. Conferences available by Zoom by appointment

**Office/Teacher Conference Hours:**

Mon 1-2 pm, Tues. 3:15-4:00 pm, Wed 5-5:30 pm; Thurs 3:15-3:45 pm; Fri 10:45-11:45 am

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**Required Text & Materials:**

1. **\*\*This course includes access to your textbook. Do not purchase separately.\*\***  
Title: *Beginning & Intermediate Algebra* Author: Elayn Martin-Gay  
Edition: 6<sup>th</sup> edition Publisher: Pearson  
**ISBN: 9780134193090 MyLab Math™ Student Access Kit—without the book**
2. **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 for tests.
3. Spiral notebook with sections for Notes (taken from classwork videos) and work from homework and quizzes.
4. Scientific calculator, preferably with 2 line display (**non-graphing, non-phone**)
5. Graph paper—10 sheets minimum—may be printed from online.
6. Photo ID for use with proctored tests.

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

**Methods of Teaching and Learning:**

In an ONLINE class, students need to be persistent in “attending” class and participating in the learning of mathematical concepts by **watching instructional videos, taking notes, and practicing new skills**. This instruction and practice will be the assignments labeled ClassWork (CW) in MyLab Math (MLM) and must be done to a grade of 90 before corresponding homework will open.

- ❖ This ONLINE class is for students who are **comfortable working with a computer AND own a computer** or have daily access to a computer/internet.
- ❖ This class is for students who are **self-motivated to get their work done and able to seek needed support**. Help is available in the learning platform as well as through tutors.
- ❖ In this class, **ALL ASSIGNMENTS MUST BE DONE or the student will not be able to pass the class**.

**Course Objectives and/or Competencies:**

Students successfully completing Elementary Algebra (307) 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 Outline or Schedule:**

The outline is located at the end of the syllabus for use as a checklist.

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**Course Grading Information:**

Although this is a Pass or Fail class, students will receive a letter grade of either A (90%+), B (80-89%), C (70-79%) or NC for No Credit (below 70) that will not affect GPA. If the semester average is lower than 70, the student will need to repeat the class. If students do not pass this class, they will also receive NC for BASM 100. Grading for 307 will be based according to the following percentages.

<b>Classwork:</b>	<b>3%</b>
<b>Homework:</b>	<b>12%</b>
<b>Quizzes (5):</b>	<b>20%</b>
<b>Tests (3):</b>	<b>45%</b>
<b>Final Exam:</b>	<b>20%</b>

Dropping this class does not count towards your limit of 6 drops. It does affect your completion rate. Making a grade of NC or A in this class does not count towards your GPA. It does affect your completion rate.

**Classwork and Homework:**

Students will complete classwork/homework in MyLab Math through BrightSpace.

Classwork/homework problems can be found by clicking the **ASSIGNMENTS** button. Assignments will open after the Syllabus Quiz is done with a score of 100.

- All classwork videos/links must be opened/watched and all questions must be completed.
- All classwork and homework assignments are due Friday at 5 pm or before test as listed in the Course Schedule.
- 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 the work.
- After the due date, work may still be completed with a 1% **per day** penalty for classwork and a 2% **per day** penalty for homework.
- **EVERY CLASSWORK section must be done with a minimum GRADE OF 90 to open homework.**
- **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.

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### 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**: MONDAY-THURSDAY, 7:30 AM – 7:30 PM; FRIDAY, 7:30 AM - 5:00 PM
  - ON CAMPUS IN LEARNING COMMONS IN THE LTC
  - ONLINE BY ZOOM: [MCLENNAN.ZOOM.US](https://mclennan.zoom.us) (MEETING ID: 254 299 8500)
- MATH HELP ON BRIGHTSPACE USING SMARTHINKING LINK (AVAILABLE 24/7)
- CONTACT A SUCCESS COACH FOR STUDY TIPS: [HTTP://WWW.MCLENNAN.EDU/COMPLETION-CENTER/SUCCESS-COACHES](http://www.mclennan.edu/completion-center/success-coaches)

#### IF YOU HAVE PROBLEMS WITH THE MyLabMATH WEBSITE:

- TRY USING A DIFFERENT BROWSER OR CLEARING BROWSER HISTORY ON YOU BROWSER
- CONTACT PEARSON CUSTOMER SUPPORT: [HTTPS://SUPPORT.PEARSON.COM/GETSUPPORT/S/STUDENTS](https://support.pearson.com/getsupport/s/students)

#### 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 SUPORT AT 254-299-8077

### Online Quizzes:

This course has 5 quizzes worth 2% each. The quizzes are under the **ASSIGNMENT** button on MLM.

- Quiz 1 tests knowledge about the requirements for this class. Students must score 100 on the Syllabus Quiz before any other assignments will open.
- The next four quizzes are practice tests.
- **EACH QUIZ NEEDS A MINIMUM GRADE OF 75 BEFORE YOU CAN TAKE THE TEST.**

### Tests:

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 note card may be used. No flipping through notes.
- Each test has an online "practice test" quiz. I recommend that these be done more than once. The quiz must be completed to a grade of 75 to take test.
- The lowest test grade may be replaced by the Final Exam grade.
- Tests will be proctored through computer webcam.
- Test may only be taken once.

- ❖ Example: To take Test 1, all homework listed in the Course Outline before Test 1 must be done to a grade of 80 so Practice Test 1 QUIZ will open, which must be passed with grade of 75 to open Test 1.

### Final Exam:

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The Final Exam is comprehensive and **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. Please begin no later than 3 hours before the final is due to allow for the login process.

❖ **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 on May 2<sup>nd</sup> at 5 pm, including the Final Practice Quiz AND has not missed any of the regularly scheduled tests.

**Extra Credit:**

There is one and only one extra credit opportunity. For each of the Practice Test Quizzes that a student makes a 90 or above, you may earn one extra point on your final exam. If you make 90 or above on all 4 of these, you will receive an additional point, for a total of 5 points. These Practice Test Quizzes may be retaken at any point during the course before midnight May 2<sup>nd</sup>.

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

- ❖ **Late work:** Homework is due at 5 pm, Fridays or on the day of a practice test quiz. Students may continue to work on homework assignments after the due date but will incur a 2% per day penalty. Quizzes will not incur a penalty if done or re-done after the due date. However, late homework or quizzes may result in a **zero test grade**. All assignments will close on the Monday May 2 before the final, except the last quiz and final which will close May 4 at 6 pm...no exceptions.
- ❖ **Attendance:** Regular attendance is required by the college and is beneficial to the learning process. Attendance credit will be granted if work is done in MyLab Math during the week. If no work is done between two Friday due dates, student will be considered absent for the previous week. Please give my email address to a relative to contact me if you become ill and will be missing several days.

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

- Never "attended"...if student does not log in.
  - Non-participation...if student misses 2 tests. Exceptions may be made for a documented emergency if I am contacted as soon as possible.
  - Absences...if student misses more than one week of class (no work in MLM from Friday to Friday.)
- ❖ **Make-up Work:** MAKE-UP TESTS WILL NOT BE GIVEN. The Final Exam grade can replace one missing test grade. If a student is aware of a conflict on a test date, he/she may ask to take it early.

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**Student Behavioral Expectations or Conduct Policy:**

- "attend" class on a regular basis and participate in the learning process.
  - treat others with respect and fairness.
  - use resources provided by the instructor or Pearson or other online resources.
  - display integrity while taking tests.
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- DON'T CHEAT YOURSELF OF AN EDUCATION! Skills learned in this class are necessary to be successful in your next math class.
  - If a student is found to be doing anything that is not allowed, such as using unauthorized resources, then the student will be reported for suspicious test-taking behavior.
  - Using a graphing calculator or phone or communicating with another person during a test is considered cheating.
  - If cheating is discovered, then the grade for that assignment will become zero.

***Having someone else complete your online assignments is cheating and will result in a zero for the work and disciplinary actions.***

**[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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**COURSE OUTLINE/SCHEDULE:** This is a TENTATIVE schedule of classwork/homework, quizzes, and tests. Changes posted in BrightSpace announcements.

Week	Dates	Assignments divided into 4 days, Mon-Thurs. Work must be completed by Fri.	Due Dates
1	Mar 14-18	Syllabus and Intro	<b>Syllabus Quiz= 100% by Mar 16</b>  HW due Friday March 18, 5 pm
		1.3 Fraction Operations	
		1.4 Exponents & Order of Op	
		1.5/1.6 Add & Sub Real Numbers	
2	Mar 21-25	1.7 Multiply & Divide Real Numbers	HW due Mar 25
		1.8 Properties of Real Numbers	
		2.1 Simplifying Expressions	
		2.2 Solving equations (a, b, & c)	
3	Mar 28-Apr 1	2.3 More Equations	<b>PT 1 QUIZ due Mar 28</b>  <b>Test 1 Mar 29-30</b>  HW due Apr 1
		2.5 Solving Formulas	
		2.4 Word Problems w/ 1 variable	
		2.8 Graphing inequalities	
4	Apr 4-8	<b>Practice Test 1 QUIZ</b>	<b>PT 1 QUIZ due Mar 28</b>  <b>Test 1 Mar 29-30</b>  HW due Apr 1
		<b>Test 1</b> (BASM Obj 1-5, 7; 307 Obj. 1-5)	
		3.1 Coordinate System	
		3.2 Graphing w/ T-chart	
5	Apr 11-14 (Apr 15 holiday)	3.3 Graphing intercepts	<b>PT 2 QUIZ due Apr 11</b>  <b>Test 2 Apr 12-13</b>  HW due Apr 14
		3.4 Graphing slope	
		3.5 Graphing w/ $y=mx+b$	
		4.1 Graphing systems of equations	
6	Apr 18-22	4.2 Solve systems w/ substitution	HW due Apr 22
		4.3 Solving systems w/ elimination	
		4.5 Word Problems w/ 2 variables	
		3.APP Graphing applications	
7	Apr 25-29	<b>Practice Test 2 QUIZ</b>	<b>PT 2 QUIZ due Apr 11</b>  <b>Test 2 Apr 12-13</b>  HW due Apr 14
		<b>Test 2</b> (BM obj 6, 307 obj 6-8)	
		5.1 Exponent Rules	
		5.2 Add/Subtract Polynomials	
8	May 2-4	5.3 Multiply Polynomials	HW due Apr 14  HW due Apr 22  HW due Wed Apr 27  <b>PT 3 QUIZ Apr 27</b>  <b>Test 3 Apr 28-29</b>  <b>Late Work: May 2 Exam: due May 4, 6 pm</b>
		5.4 Special Products	
		5.5 Negative Exponents & Sci Not.	
		5.6 Divide Polynomials	
9	May 5-9	5.7 Synthetic Division	HW due Apr 14  HW due Apr 22  HW due Wed Apr 27  <b>PT 3 QUIZ Apr 27</b>  <b>Test 3 Apr 28-29</b>  <b>Late Work: May 2 Exam: due May 4, 6 pm</b>
		6.1 GCF & factoring by grouping	
		6.2 Factoring Trinomials	
		6.5 Factoring Binomials	
10	May 12-16	Catch up day	HW due Apr 14  HW due Apr 22  HW due Wed Apr 27  <b>PT 3 QUIZ Apr 27</b>  <b>Test 3 Apr 28-29</b>  <b>Late Work: May 2 Exam: due May 4, 6 pm</b>
		<b>Practice Test 3 QUIZ</b>	
		<b>Test 3</b> (307 Obj. 9, 10)	
		<b>Practice Final QUIZ: Due May 2</b>	
11	May 19-23	<b>FINAL EXAM: May 3 or 4</b>	<b>Late Work: May 2 Exam: due May 4, 6 pm</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)

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.

**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.

**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.

**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.