

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

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

ELEMENTARY ALGEBRA LINKED WITH BASE MATH

MATH 0307.LF1
w/ BASM 0100.LF1

JOY HOWARD

NOTE: This is an 8-week linked online 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 on any changes to these guidelines.

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Course Description:

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. Course topics include: use of integers, 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 (+1hr linked)

Prerequisites: Recommendation by Advisor or Division Director.

Course Notes and Instructor Recommendations:

Both of the linked courses are accessed through Brightspace for this course, linked to MyLabMath. **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 8 weeks.** These classes total 4 hours credit over just 7 weeks, meaning that students should expect an average of 20 hours per week for the average student.

Instructor Information:

Instructor Name: Joy Howard

MCC E-mail: jhoward@mclennan.edu

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

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

Office Location: online meeting available by Zoom

Office/Teacher Conference Hours: by appointment

Notes on Email: Email checked and replied to daily Mon.-Fri. Please send emails from your **MCC student account** and "sign" full 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 missed. 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 written 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 DESIGANTED 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 Access item.

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You also 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 for tests.
2. Scientific calculator, preferably with a 2-line display. Example: TI-30X (4 function calculator allowed but not recommended. **No graphing calculator or phone apps allowed.**)
3. Photo ID for use with proctored tests.

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

Methods of Teaching and Learning:

The following methods for teaching and learning will be used: lecture, online homework, written/online exams, and tutorial software. A three-pronged approach is used in this course.

*****It is essential that students stay current with homework assignments. Procrastination often results in lack of success in these linked classes.*****

Course Objectives and/or Competencies:

Students successfully completing Elementary Algebra 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 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.
8. Identify and apply properties of real numbers.
9. Simplify and evaluate algebraic expressions.
10. Perform operations and solve equations with integers, fractions, and decimals.
11. Solve application problems related to numbers, geometry, ratio and proportion, mixture, and money.
12. Solve inequalities in one variable and describe solutions in inequality form and interval notation.
13. Graph linear equations by T-chart, intercept techniques, and slope intercept methods.
14. Solve systems of linear equations by graphing, addition, and substitution methods.
15. Solve applications problems which indicate system solutions.
16. Use the rules for exponents.
17. Perform operations with polynomials.

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COURSE SCHEDULE: This is a TENTATIVE weekly schedule. Changes will be announced on BrightSpace.

Week			Due Dates
1	Mar 13-16	Mon: Welcome Email, <u>Syllabus Quiz</u> , Homework 1.3	Syllabus Quiz= 100%: Tues., Mar 14 HW unit 1, BASM Test 1: Sat., Mar 18
		Tues: Homework 1.4 - 1.7.2	
		Wed: Homework 1.7.3 - 1.8.2	
		Thurs: BASM TEST 1	
2	Mar 20-23	HW 2.1- 2.4	HW unit 2 and 3, & BASM Test 2 Mar 25
		HW 2.5 - 2.6	
		BASM TEST 2	
		HW 3.1 - 3.2	
3	Mar 27-30	HW 3.3 - 3.4	HW Unit 3 & 4, Unit 4 Quiz, BASM Test 3: Apr 1
		BASM TEST 3	
		Unit 4 Homework	
		<u>Unit 4 Quiz</u> (Plan to take at least 2-3 times, reviewing mistakes each time)	
4	Apr 3-6	Unit 5 Homework	Unit 5 HW, Unit 5 Quiz & 307 Test 1: Apr 8
		<u>Unit 5 Quiz</u>	
		307 TEST #1 (Unit 4 and 5) (Study using Quizzes for Units 4 and 5)	
		(no new work due to Good Friday/Easter/Spring Holiday Fri-Sun)	
5	Apr 10-13	Unit 6 Homework (Pt. 1)	Unit 6 and 7 HW, Unit 6 Quiz: Apr 15
		Unit 6 Homework (Pt. 2)	
		<u>Unit 6 Quiz</u>	
		Unit 7 Homework (14.1-14.3)	
6	Apr 17-20	Unit 7 Homework (14.4), <u>Unit 7 Quiz</u>	Unit 7 and 8 HW, Unit 7 Quiz, & 307 Test 2: Apr 22
		307 TEST #2 (Unit 6 and 7)	
		Unit 8 Homework (Pt. 1)	
		Unit 8 Homework (Pt. 2)	
7	Apr 24-27	<u>Unit 8 Test Quiz</u>	Unit 8 and Review Quizzes & 307 Test 3: Apr 29
		<u>Review Quiz</u> (Study Previous 307 Quizzes)	
		307 Test # 3 (Unit 8 and Review of 307)	
		<u>Practice Final Quiz</u>	
8	May 1-3	May 1, LAST DAY OF CLASS: <u>Practice Final Quiz</u> due	
		May 2, 6 am: Final Exam Opens. LAST DAY for LATE WORK.	
		May 3: FINAL EXAM due by 6 pm!!! Final exam is comprehensive for 307.	

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Course Grading Information:

BASM 0100:

Students must pass (70 or above) units 1-3 exams and have a passing average (70 or above) in the Math 0307 units in the course OR students who have an 85 or above in units 1-3 and have completed all homework, quizzes, tests, and the final in both courses, and have a 60 or above in Math 307 will receive CR in BASM. Note: BASM 100 is a credit (CR) or no credit (NC) class.

Math 0307:

Grading in the 307 course (units 4-8) will be based on homework, quizzes, unit/chapter tests, and a comprehensive final exam according to the following percentages. (Students who do not complete all work in Math 0307 with a grade of 60% or above cannot receive credit for BASM.)

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. (A grade of 60-69% is not passing in a developmental course.) 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. The GRADEBOOK is in MyLab Math. Grading for 307 will be based according to the following weight:

Online Homework:	15%	Tests (5):	45%
Quizzes/Prac. Tests (8):	20%	Final Exam:	20%

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.

Having someone else do any of your online assignments or cheating on a test (including using unapproved calculators or aids) are both violations 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.

Homework:

Students will complete homework in MyLab Math through BrightSpace. 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 Thursday 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.

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- 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**: **MONDAY-THURSDAY, 7:30 AM – 6:00 PM**
 - ON CAMPUS IN LEARNING COMMONS IN THE LTC
 - ONLINE BY **Zoom**: [MCLENNAN.ZOOM.US](https://mclennan.zoom.us) ([MEETING ID: 254 299 8500](https://mclennan.zoom.us/j/92542998500))
- **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 USED TO COMPLETE HOMEWORK OR TAKE QUIZZES AND TESTS :

- TRY USING A DIFFERENT BROWSER OR CLEARING BROWSER HISTORY ON YOUR BROWSER
- **CONTACT PEARSON TECHNICAL 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 SUPPORT AT **254-299-8077**

Online Quizzes:

This course has 8 online quizzes. The quizzes are under the **ALL ASSIGNMENT** link on MLM.

- The first Quiz tests knowledge about the requirements for this class. Students must score 100 on the Syllabus Quiz before any other assignments will open.
- The other 7 quizzes are over each 307 unit and practice for 307 Tests and the Final.
- **EACH QUIZ NEEDS A MINIMUM GRADE OF 70% BEFORE YOU CAN TAKE THE TEST.**

Tests:

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

For MATH 307, students will take 3 online, proctored tests (plus the final).

- 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.

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- Each 307 test has online quizzes for the corresponding unit(s). I recommend that these be done 2-3 times correcting mistakes between attempts. The quiz must be completed with **a grade of 70 to take test**.
 - The lowest 307 test grade may be replaced by the Final Exam grade.
 - Tests will be proctored through computer webcam.
 - Tests may be taken twice **if taken on time**. If missed the first test score will be a zero. The online test may be taken a second time up to a week after the due date unless the course has closed at the end of the semester.
- ❖ Example: To take 307 Test 1, all Unit 4 homework must be done to a grade of 80 so Unit 4 QUIZ will open. All Unit 5 homework must be done to 80% to take Unit 5 Quiz. Both quizzes must be passed with grade of 70 to open Test 1.

Final Exam:

The Final Exam is comprehensive for 307 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.
- ❖ **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 1st at 5 pm, including the Final Practice Quiz AND has not missed any of the regularly scheduled tests.

Late Work, Attendance, and Make Up Work Policies:

- ❖ **Late work:** **Homework is due on Saturdays.** Students may continue to work on homework assignments after the due date but will incur a 2% per day penalty. Online Quizzes will not incur a penalty if done or re-done after the due date. However, late homework or quizzes may result in a missed test. Missed test result in a zero test grade. Late tests/re-tests are not accepted in 307. All assignments will close Tuesday May 2, the day before the final is due, except the last quiz which will close 1 hour before the final exam due date...no exceptions.
- ❖ **Attendance:** Regular attendance is required by the college and is beneficial to the learning process. Credit for online portion of the class will be given for completing homework each week before Saturday. If work is not completed during the week, an absence will be recorded.

A student may be dropped from this class for:

- Never attended...not logging or responding within the first week.

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- Non-participation...if student doesn't complete any assignments for MyLab Math before MCC's Census Date
 - Non-participation...if student misses 2 tests. Exceptions will only be considered for an emergency and if I am contacted as soon as possible.
 - Absences...if student misses (does not do work for) 2 weeks.
- ❖ **Make-up Work:** MAKE-UP TESTS OR QUIZZES WILL NOT BE GIVEN. The Final Exam grade can replace one missing 307 test grade. If a student is aware of an absence before a test/quiz date, he/she may ask to take it early.

Student Behavioral Expectations or Conduct Policy:

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.

* *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.*

Updated 11/04/2022

McLennan
C O M M U N I T Y
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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.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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/. 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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to 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-andStaffCommons/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.

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 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.

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.