McLennan COMMUNITY COLLEGE

1400 COLLEGE DR., WACO, TEXAS 76708

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Elementary and Intermediate Algebra

Math 0307.L88 linked with Math 0311.L88

Professor Cindy Burns

Summer 2021

NOTE: This is an 11-week course.

NOTE: This is an 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.

AN EQUAL OPPORTUNITY INSTITUTION

COURSE DESCRIPTION:

0307 Elementary Algebra: Covers topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. A course designed for students who have not completed an algebra course within the past three years.

Course topics include: solution of linear equations and inequalities, 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 lecture

0311 Intermediate Algebra: 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. Provides further study of algebraic concepts, operations and applications to real world problems.

Topics will include factoring polynomials and solving equations with quadratic models, operations with rational expressions and solutions of rational equations, further investigation of linear functions and linear inequalities, operations with radical expressions and solutions of radical equations, various solution methods for quadratic equations, graphing quadratic functions, and graphing systems of linear inequalities. Semester Hours: 3 lecture

PREREQUISITES AND/OR COREQUISITES:

TSIA math score below 950 with a diagnostic level of 3-4. (new)
TSI math score of 336-341 or if TSI score is less than 336, then need an ABE score of 5+. (old)

- This ONLINE class is for students who are **comfortable working with a computer AND own a computer** or have regular access to a computer with high speed internet.
- This ONLINE class is for students who are **self-motivated to get their work done and able to seek support** when needed.

COURSE NOTES (1.) AND INSTRUCTOR RECOMMENDATIONS (2.):

1. This class is **LINKED** which means we will cover two math courses in one semester. One book will be used to cover both courses. Each course will have its own grading and attendance requirements and those will also be linked. It is possible to pass both courses or to pass 0307 but not pass 0311 or to fail both.

   This class is **ONLINE** which means all instruction is online with all assignments and tests done online.

   - Ins Instruction is called **Classwork (CW**) and must be done to 85 before the homework practice will open. CW is not part of the course grading. It consists of videos, pages of the etext, interactive work, and practice problems similar to a classroom experience.
   - Every section of **Homework (HW)** must be done to grade of 85 before a quiz will open.
   - The **Syllabus Quiz** will need a grade of 100 before any assignments will open. Other **quizzes** need a minimum grade of 75.
   - A **Unit Test** will open after the corresponding quiz has a grade of 75.
   - **One test and the Final Exam will be proctored** by a proctoring service which means that every student will be videoed while taking the test. Students will need a webcam and use a computer that is NOT a chromebook or a mobile device.

Pearson's **MyLabMath** (MLM) will be the delivery system for homework, quizzes, tests, and online instruction. The fee for MLM was included in the tuition statement and no code of any sort is needed. If a physical textbook is desired, I recommend buying an older edition online via a 3rd party seller or Pearson offers a $50 option.

All of our course is located inside the 0311 Brightspace (BS) Shell. ALL ASSIGNMENTS MUST BE DONE.

2. Student **SUCCESS** recommendations from instructor:

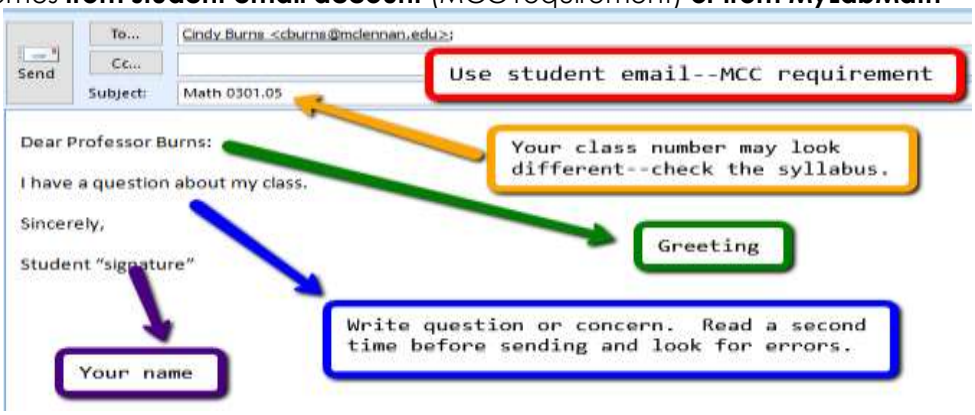
- **good time management**--create a schedule including all activities to determine best time to do math.
- **understand the requirements--**read/consult the syllabus often. Due dates are used to keep students moving at a good pace. Before any assignments will open in MLM, the student will need to score 100 on the Syllabus Quiz. All assignments can be reviewed by clicking MLM Gradebook.
- **get organized—**although this is an online class, a lot of paper is used and needs to be orderly.
- **do the work**--work regularly on assignments. Regularly in the summer means daily!
- **dedicate yourself to the task**--experts recommend spending at least twice the course hours in study weekly. If we were in a face-to-face class, we would meet 8 hours per week for instruction. If we multiply that by 2, then students need to schedule 16 hours a week of homework/study time in addition to the 8 hours of classwork.
- **get help early**—see the box titled, "HELP."
- **use the resources MCC provides**—get your money's worth!!! A complete list of support from MCC: https://www.mclennan.edu/campus-resource-guide/

INSTRUCTOR INFORMATION:

Instructor: Cindy Burns
MCC Email: cburns@mclennan.edu
Office Phone: 254-299-8877
Office Location: Mathematics Bldg., #219
Office/Teacher Conference Hours:
On campus: No on-campus office time during the summer.
Online: Emails answered frequently every day EXCEPT Sunday.
Zoom: If needed, I can meet via Zoom by request of a student.

Email is the best method of contact. Replies to emails will be within 24 hours, but not on Sunday **AND if the email is written in the correct form**. Phone calls will be returned during on-campus conference hours.

- **Correct form for emails:**
  - **Subject line** has the class title and number**—Math 0307/0311.L88**
  - It is **addressed** as: Dear Mrs. Burns or Professor Burns or Cindy
  - It is **signed** with the student's first and last name
  - Comes **from student email account** (MCC requirement) **or from MyLabMath**



REQUIRED TEXT & MATERIALS:

We use MyLabMath from Pearson for online work. The cost is included in student's tuition statement. Nothing needs to be purchased from the bookstore. See COURSE NOTES if a textbook is desired.

1. Title: *Beginning & Intermediate Algebra*
   Author: Elayn Martin-Gay Edition: 6th Publisher: Pearson Education
2. **ACCESS TO A DESKTOP OR LAPTOP COMPUTER WITH HIGH SPEED INTERNET SERVICE and A WEBCAM**—THE PROCTORING SERVICE WILL NOT WORK ON A CHROMEBOOK OR A MOBILE DEVICE. THE WEBCAM IS NEEDED FOR TEST PROCTORING AND TO ENGAGE IN A ZOOM MEETING IF NEEDED.
3. 1½ in. 3-ring binder with 5 dividers & paper OR spiral with 2-4 pockets—for note-taking and paper organization → Label dividers: handouts, notes, homework, practice tests, quizzes/tests
4. Pencils/pens plus a colored pen/pencil or highlighter—to grade own work or underline important info.
5. 3x5 index cards—write formulas or information that will be used often
6. Graph (quad) paper—10 sheets minimum
7. Calculator (scientific, non-graphing, non-phone)

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

METHODS OF TEACHING AND LEARNING:

Students will spend considerable time watching instructional videos, taking notes, and practicing new skills along with doing homework, quizzes, and unit tests. After scoring 85 on the Classwork (CW), then the student will be allowed to start the Homework (HW). Pay close attention to due dates & plan a schedule accordingly.

Learning a new skill takes patience and practice…and lots of both!



COURSE OBJECTIVES AND/OR COMPETENCIES:

Students successfully completing **Elementary Algebra (0307)** 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

Students successfully completing **Intermediate Algebra (0311)** should be able to:

1. Define, represent, and perform operations on real and complex numbers
2. Recognize, understand, and analyze features of a function.
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.
4. Identify and solve absolute value, polynomial, radical and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

COURSE OUTLINE OR SCHEDULE: The outline is located at the end of the syllabus for use as a checklist.

COURSE GRADING INFORMATION:

Although 0311 is a Pass or Fail class, students will receive a letter grade of either A, B, C or NC for No Credit.

A = 90% + B= 80-89% C = 70-79% NC = below 70%

(This grade does not affect a student's GPA.)

Grading in 0311 will be based according to the following percentages.

- **Homework: 20%** **Quizzes (6): 10%** **Tests (5): 50%** **Final Exam: 20%**

If a student passes 0311, then he/she also passes 0307. However, if a student does not pass 0311, then the grade for 0307 will be based on homework (50%) and average of first 3 tests (50%). The grade for 0307 will be either C for Credit if average is 70 or above or NC for No Credit if average is below 70.

Student's **GRADEBOOK** is in Brightspace/Content/MyLab Math Gradebook.

Homework:

Homework problems may be found by clicking the **All Assignments** button in Brightspace/Content.

- **Homework (HW) will open after the corresponding Classwork (CW) is done with a score of 85.**
- Homework assignments are due the following Sunday as listed in the Course Schedule.
- Each missed problem can be re-done until it is correct so it is possible to score 100.
- After the due date, homework may still be completed with a 1% per day penalty.
- **EVERY HOMEWORK SECTION MUST BE DONE WITH A MINIMUM GRADE OF 85 TO OPEN A QUIZ.**

Quizzes:

Quizzes may be found by clicking the **All Assignments** button in Brightspace/Content.

- The first quiz tests knowledge about the requirements for this class. **Students must score 100 on the Syllabus Quiz** before any classwork (CW) or homework (HW) assignments will open.
- The next four quizzes are practice test quizzes for the four tests and will open when HW is 85.
- The quizzes are timed to give the student the experience of a timed test before taking a test.
- **EACH QUIZ NEEDS A MINIMUM GRADE OF 75 BEFORE THE CORRESPONDING TEST WILL OPEN.**

Unit Tests:

Tests may be found by clicking the **All Assignments** button in Brightspace/Content.

- Tests have a **75 minute time limit** which is the same as a face-to-face long semester class.
- Each test will open after the corresponding practice quiz has been done to a grade of 75.
- Two attempts are given for tests unless taken after the due date.
- A scientific, non-graphing, non-phone calculator and notes may be used.
- Test 2 will be proctored. Students will enter the test as usual and follow the directions. Respondus Monitor will check that the computer's webcam is working correctly before starting. Students will need a school I.D. or a driver's license. Everyone is videoed while taking the test and the video will be checked for improper behavior during a test.
- **Tests have strict due dates to keep everyone moving at a good pace through the class**. If a test is not done by the due date, then the student will incur an absence and lose one attempt. A test's availability will disappear one week after the due date. If a student does not take a test, then the student needs to drop the class since all work for this class must be done.

Final Exam:

Final may be found by clicking the **All Assignments** button in Brightspace/Content.

- The Final Exam will have a **two-hour limit** and there is only one chance to take it.
- A scientific, non-graphing, non-phone calculator and notes may be used.
- The final will be proctored online.
- THE FINAL WILL OPEN IF **ALL TESTS** HAVE BEEN TAKEN.
- **No one will be able to pass this course without taking the final exam.**

LATE WORK, ATTENDANCE, AND MAKE UP WORK POLICIES:

- **Late work:**
  - **Homework will close each Sunday at 11:59 p.m**. Students may continue to work on homework assignments after the due date but will incur a 1% per day penalty.
  - **Quizzes** will not incur a penalty if done after their due dates.
  - If a **test** is taken late, then the opportunity to take it twice is eliminated and it will be unavailable one week after the due date.
  - **All assignments except the final will close permanently on the day before the final.**

- **Attendance:** Regular attendance is required by the college and is beneficial to the learning process. Online class attendance is very flexible and therefore needs to be planned. Schedule time in the week, preferably every day, to work on math. Attendance will be recorded in Brightspace for online participation.
  - Attendance is based on online homework, quiz, and test activity. Students will be marked absent if no work is done in a 7-day period ending Sunday night. There are 10 attendance checks. **Students with 3 absences will be dropped.**

    A student may also be dropped by the instructor for:
    - Never attended: if student does not reply to the DAY ONE email & does no work in MLM.
    - Lack of participation: if student misses 2 tests and does not provide excused reasons.

  - Student Requested drops must be requested via student email before 4:30 on July 15.

- **Make-up Work:** **ALL OF THE WORK IN THIS ONLINE CLASS MUST BE DONE.** Penalties are in place for late work (see above). If a serious situation affects a student's progress, the student needs to share that information with the instructor so options may be discussed.

STUDENT BEHAVIORAL EXPECTATIONS OR CONDUCT POLICY:

- Students are expected to:
  - "attend" class on a regular basis and participate in the learning process.
  - treat other humans with respect and fairness.
  - use resources provided by the instructor or Pearson or other online resources.
  - display integrity while taking tests.
    - **DON'T CHEAT YOURSELF OF AN EDUCATION!**
    - **If a student is found to be doing anything that is not ethical, then the student will be reported for suspicious test-taking behavior.**
    - **If cheating is discovered, then the grade for that assignment will become zero.**

*** Click Here for the MCC Attendance/Absences Policy**
(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.

- **TO GET STARTED IN THIS COURSE: An email will be sent on the first day of class; go to Brightspace on the first day, read the announcement, and watch the attached video.**

COURSE OUTLINE OR SCHEDULE:

This schedule is subject to change and if changes are made, then students will be notified by an announcement in Brightspace (BS). Turn on email notifications for BS announcements. (Click your name at the top of our BS course page and then click Notifications. Check email next to announcements.)

WEEK	BEGINS	CLASSWORK (CW) & HOMEWORK (HW) SECTIONS COVERED Assignments are due the following Sunday at 11:59 p.m.	DUE DATES
1	June 1	Print and read syllabus; do **Syllabus QUIZ** 1.3 Fraction review 1.4 Exponents & Order of Operations 1.5/1.6 Add & Sub Real Numbers 1.7 Multiply & Divide Real #s 1.8 Properties of Real Numbers	SQ due June 3 HW due June 6
2	June 7	2.1 Simplifying Expressions 2.2 Solving equations 2.3 More Equations 2.5 Solving Formulas 2.4 Word Problems w/ one variable 2.8 Graphing inequalities	HW due June 13
3	June 14	**Practice Test 1 QUIZ** (Obj. 1,2,3,4,5) **Test 1—REAL NUMBERS, EXPRESSIONS, EQUATIONS & INEQUALITIES** 3.1 Coordinate System 3.2 Graphing w/ T-chart 3.3 Graphing intercepts 3.4 Graphing slope 3.5 Graphing w/ y=mx+b	PT1Q, T1 & HW due June 20
4	June 21	4.1 Graphing a system of equations 4.2 Solving a system of equations w/ substitution 4.3 Solving a system of equations w/ addition/elimination 4.5 Word Problems w/ 2 variables	HW due June 27
5	June 28	**Practice Test 2 QUIZ** **Test 2—GRAPHING AND SYSTEMS OF EQUATIONS** 5.1 Exponent Rules 5.2 Add/Subtract Polynomials 5.3 Multiply Polynomials 5.4 Special Products 5.5 Negative Exponents & Scientific Notation 5.6 Divide Polynomials	PT2Q, T2, & HW due July 5
6	July 6	6.1 Factoring with GCF and Grouping 6.2 Factoring Trinomials 6.3 Perfect Squares 6.4 Factoring Trinomials by grouping 6.5 Two Square and Two Cubes 6.6 Solving Quadratic Equations by factoring 6.7 Quadratic Equations & Word Problems	HW due July 11

7	July 12	**Practice Test 3 QUIZ** **Test 3 (Mid-term)—EXPONENTS & FACTORING— PROCTORED** 7.1 Rational Functions & Simplifying 7.2 Multiplying/Dividing Rational Expressions 7.3 LCD of Fractions 7.4 Adding/Subtracting Fractions 7.5 Equaitons w/ Rational Numbers 7.6 Proportions & Problem Solving 7.7 Complex Fractions	HW, PT3, AND T3 Due July 18
8	July 19	8.1 Graphing & Writing Linear Equations 8.2 Functions 9.1 Compound Inequalities 9.2 Absolute Value Equations 9.3 Absolute value Inequalities 9.4 Graphing Inequalities	HW due July 25
9	July 26	**Practice Test 4 QUIZ** **Test 4—RATIONAL FUNCTIONS & ABSOLUTE VALUE** 10.1 Radicals 10.2 Rational Exponents 10.3 Radical Expressions 10.4 Operations on Radicals 10.5 Rationalizing Denominators	PTQ4, T4 & HW due Aug. 1
10	Aug. 2	10.6 Radical Equations & Problem Solving 10.7 Complex Numbers 11.1 Square Root Theorem & Completing the Square 11.2 Quadratic Formal to solve Equations 11.5 Graph Quadratic Functions 11.6 Vertex formula	HW due Aug. 8
11	Aug. 9	**Practice Test 5 QUIZ** **Test 5—RADICAL FUNCTIONS & QUADRATIC FUNCTIONS**	PT5Q & T5 due Aug. 10.
FE	Aug. 11	**FINAL EXAM—Cumulative assessment of Chapters 6-11; proctored**	**FINAL due before 11:59 pm Aug. 11.**

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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. 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.

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.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 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.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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 Title IX Coordinator at 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/. 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.

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.