



1400 COLLEGE DR., WACO, TEXAS, 76708

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

ELEMENTARY AND INTERMEDIATE ALGEBRA

MATH – 0307 AND 0311 – L88

PROFESSOR CINDY BURNS

NOTE: This is an Online course.

NOTE: This is a LONG 11-week Summer course.

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. Sem 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.

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

Course Notes and Instructor Recommendations:

- 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 & 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 courses.
 - **All information for both courses** is found in **one syllabus** and in the **0311 Brightspace (BS) Course**.
 - Instruction will cover material for two courses—it is **TWO MATH CLASSES IN ONE SEMESTER**.
 - Time management will be extremely important from day one of the class. Students need to plan to work at least 12 hours per week for an 11-week class...and this is TWO classes. After a few weeks of class, this time commitment can be re-evaluated and adjusted as needed.
- This class is **ONLINE** which means all instruction is online with all assignments and tests done online. For a fully online class, **students need a good computer, fast internet, a webcam, and the ability to use all of these tools**.
 - Instruction is called **Classwork (CW)** and each classwork section must be done to a grade of 85 before the homework will open. CW is not part of the course grading. It consists of videos, pages of the e-text, interactive work, and practice problems similar to a classroom experience.
 - All tests and the final exam will be proctored by a **proctoring service** which means everyone will be videoed while taking the tests.
 - A human is not watching, but videos may be viewed by instructor to verify appropriate testing behavior. Students will need a web camera of some kind and a computer that is NOT a Chromebook or a mobile device. **PREPARE NOW** for this!

- The **Syllabus Quiz** will need a grade of 100 before any assignments will open.
- **Course is located inside Brightspace (BS).**

🌀 Pearson's **MyLabMath** (MLM) will be the delivery system for homework, quizzes, tests, and online instruction. The fee for MLM was included with tuition 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.

Other instructor recommendations:

- **Manage time well**—Create a schedule including all activities to determine best time to do math.
- **Understand the requirements**—**PRINT THE SYLLABUS** and consult often. Due dates are used to keep students moving at a good pace.
- **Buy a notebook—a 3 ring binder with a set of dividers**—A lot of paper is used in the class.
- **Do the coursework**—Work regularly on assignments—several times a week. All homework sections can be done to a score of 100 with repetition and corrections. Assignments can be reviewed by clicking MLM Gradebook in BS. No extra credit requests.
- **Read the announcements** in Brightspace. Set notifications in BS.
- **Get help early!!!** Email me or call 254-299-8878 for free tutoring at MCC. Tutor by Zoom 2542998500.
- **Use the resources MCC provides**—Get your money's worth!!! A complete list of support from MCC: <https://www.mclennan.edu/campus-resource-guide/>
- **Partake in the college experience**—Many students make life-long friends while going to college. The experiences and people encountered will help set the stage of a student's future career and life.

Instructor Information:

Instructor Name: Cindy Burns
 MCC Email: cburns@mclennan.edu
 Office Phone: 254-299-8877
 Office Location: Mathematics bldg., #219
 Office Visit/Teacher Conference Hours:

On campus: Since all of my courses are online during the summer, I do not have face-to-face office hours. Please use email to contact me or request a Zoom meeting.

Online: Emails answered frequently Monday-Friday.

Zoom: By appointment requested by student.

Other Instructor Information: Replies to emails will be within 24 hours, but not on the weekend AND if the email contains our class number (0311.L88) and the student's name.

Required Text & Materials:

- Title: *Beginning & Intermediate Algebra* Author: Elayn Martin-Gay
 Edition: 6th Publisher: Pearson

ISBN: NA—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 want a hard-copy textbook.

➤ Materials:

- Desktop or laptop computer—NOT a Chromebook or mobile device—with attachable webcam or a built-in camera.
- High speed internet.
- 3 ring binder with dividers and notebook paper. This is the preferred method for writing notes and keeping all papers organized.
- Scientific calculator. Recommended: Texas Instruments: 30XIIS or 30XS
- Graph or quad paper.

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

Methods of Teaching and Learning:

In an ONLINE class, students need to be persistent and intentional in “attending” class and participating in the learning of mathematical concepts by:

- watching and listening to instructional videos,
- writing notes,
- practicing new skills,
- doing homework, quizzes, participation activities, and tests, and
- seeking help if needed.

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/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:

This schedule has been moved to the end of the syllabus for use as a checklist.

Course Grading Information:

For 0311: This a Pass or Fail class; students will receive CR for Credit if semester average is 70% or above or NC for No Credit if semester average is less than 70%. (This grade does not affect GPA.)

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

➤ **Homework: 20% Participation Project: 10% Tests (5): 50% Final Exam: 20%**

For 0307, students will receive CR (credit) if he/she passes 0311. 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 CR (Credit) if average is 70 or above. If average is below 70, then grade will be NC (No Credit).

Student's GRADEBOOK is in Brightspace(BS)—go to Content and click on MyLab Math Gradebook.

Homework:












Homework may be found by clicking the **All Assignments** button in **Brightspace (BS) Content**.

- **Homework (HW) will open after corresponding Classwork (CW) has a minimum score of 85.**
- Homework assignments are due the following Sunday as listed in the Course Schedule.
- Due dates are firm.
- Each missed problem can be re-done until it is correct so it is possible to score 100.

Participation Project:

Activities may be found in **BS Discussions or Assignments**. Grades will be recorded in MLM Gradebook.

- There will be one short interactive type activity most weeks used to extend a student's learning.
- Work will be assigned on Monday morning and due Thursday night before midnight.
- No late assignments accepted and no make-ups.
- Each weekly activity will be worth 11 points and the maximum semester score is 100.

PARTICIPATION								
A variety of quick activities will extend a student’s understanding of math concepts and/or college life. Activities will be found in Brightspace (BS) under Discussions or Assignments. Icons will be used with the description and also as a reminder on Course Schedule.								
 For Discussions				 For Assignments				
WEEK	ICON	DESCRIPTION	DUE		WEEK	ICON	DESCRIPTION	DUE
1		Introduction to classmates	6/1		7		No assignment or discussion	7/13
2		Youtube video	6/8		8		Line Gem Game	7/20
3		MCC Services	6/15		9		TBA	7/27
4		Khanacademy.org	6/22		10		Self-assess	8/3
5/6		Test 2 Debrief	7/6		11		Attendance = 1 pt. per “Present”	8/10

Unit Tests:

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

- Each test has a **75 minute time limit** which is the same as a face-to-face long semester class.
- A scientific calculator may be used. **If a phone is used, it will be considered cheating!**
- Two attempts are given for tests if taken before the due date. A grade of 0 (zero) will be entered if first attempt of test is not done by due date.
- **Notes may be used.**
- **All tests must be attempted.**
- **ALL TESTS ARE PROCTORED.** After opening the test, follow directions and Respondus Monitor will check that the computer's camera is working correctly. Students will need a school I.D. or a driver's license. Everyone is videoed while taking the test and the video will check for improper behavior during a test. If someone is looking extremely left or right then it looks like another computer monitor is being observed. Do not leave the area while taking the test.

Final Exam:

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

Students will take an **online PROCTORED comprehensive FINAL EXAM**.

- The Final Exam will have a **two-hour limit** and there is only one chance to take it.
- A scientific calculator may be used. **If a phone is used, it will be called cheating.**
- **Notes may be used.**
- THE FINAL WILL OPEN IF **ALL TESTS** HAVE BEEN TAKEN.
- **No one will be able to pass this course without taking the final exam.**
- **THE FINAL EXAM IS DUE AT 11:59 P.M. ON THE LAST DAY OF THE SUMMER SEMESTER.**

Late Work, Attendance, and Make Up Work Policies:

❖ Late work:

- **Homework will close each Sunday at 11:59 p.m.** No late assignments accepted
- **Participation Activities are due on Thursday nights** and will not be available for make-up.
- **Tests** may be taken late, but the opportunity to take a test twice is eliminated.
- **All assignments except the final will close permanently on August 9.**

❖ 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.

- Attendance is based on **homework activity and test completion**. Students will be marked Absent if all or most assignments are past due when attendance is checked on Monday morning. Students will be marked Tardy if less than half of the work is past due. There are 10 attendance checks. Two tardies will count as one absence. **Students with 3 absences will be dropped.** If a student is dropped in linked courses then he/she is dropped from both.
- Student Requested drops must be requested via student email before 4:30 on July 13.

❖ Make-up Work: **ALL OF THE WORK IN THIS ONLINE CLASS MUST BE DONE ON TIME. NO MAKE-UP WORK ALLOWED.** If a serious situation affects a student's progress, the student needs to share that information and documentation 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 and Pearson or other online resources.
 - display integrity while taking tests.
 - **Cheating is easy in an online math class. I encourage use of online help while working on homework BUT DO NOT USE PHOTOMATH OR ANY OTHER TYPE OF WEBSITE DURING A TEST! DON'T CHEAT YOURSELF OF AN EDUCATION!**
 - **If a student is found to be doing anything that is unethical, then the student will be reported for suspicious test-taking behavior to the appropriate MCC authorities and the grade for that assignment will become zero.**
 - **If a second incident of cheating occurs, the student will receive an F for the class.**

[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.








- ❖ **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 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 Most assignments are due the following Sunday at 11:59 p.m.	DUE DATES
1	May 30	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	HW due June 4 
2	June 5	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 Test 1—REAL NUMBERS, EXPRESSIONS, EQUATIONS & INEQUALITIES (Obj. 1,2,3,4,5)	HW & Test 1 due June 11 

3	June 12	3.1 Coordinate System 3.2 Graphing w/ T-chart 3.3 Graphing intercepts 3.4 Graphing slope 3.5 Graphing with slope/intercept method 4.1 Graphing a system of equations	HW due June 18 
4	June 19	JUNETEENTH HOLIDAY—CELEBRATE FREEDOM! 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 Test 2—GRAPHING AND SYSTEMS OF EQUATIONS	HW & Test 2 due June 25 
5	June 26	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	HW due July 2
6	July 3	6.1 Factoring with GCF and Grouping 6.2 Factoring Trinomials FOURTH OF JULY HOLIDAY—CELEBRATE FREEDOM 6.3 Perfect Squares 6.4 Factoring Trinomials by grouping 6.5 Two Squares and Two Cubes 6.6 Solving Quadratic Equations by factoring	HW due July 9 
7	July 10	6.7 Quadratic Equations & Word Problems Test 3 (Mid-term)—EXPONENTS & FACTORING 7.1 Rational Functions & Simplifying 7.2 Multiplying/Dividing Rational Expressions 7.3 LCD of Fractions 7.4 Adding/Subtracting Fractions	HW & Test 3 Due July 16
8	July 17	7.5 Equations w/ Rational Numbers 7.6 Proportions & Problem Solving 7.7 Complex Fractions 8.1 Graphing & Writing Linear Equations 8.2 Functions 9.1 Compound Inequalities 9.2 Absolute Value Equations 9.3 Absolute value Inequalities	HW due July 23 
9	July 24	9.4 Graphing Inequalities Test 4—RATIONAL FUNCTIONS & ABSOLUTE VALUE 10.1 Radicals 10.2 Rational Exponents 10.3 Radical Expressions 10.4 Operations on Radicals	HW & Test 4 due July 30 
10	July 31	10.5 Rationalizing Denominators 10.6 Radical Equations & Problem Solving 10.7 Complex Numbers 11.1 Square Root Theorem & Completing the Square 11.2 Quadratic Formula to solve Equations 11.5 Graph Quadratic Functions	HW due Aug. 6 
11	Aug. 7	11.6 Vertex formula Test 5—RADICAL FUNCTIONS & QUADRATIC FUNCTIONS	All due Aug. 9 
FE	Aug. 10	FINAL EXAM—Cumulative assessment of Chapters 6-11	FINAL due before 11:59 pm Aug. 10.

Updated 11/04/2022



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-
2998122

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/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.

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.