McLennan

COMMUNITY

COLLEGE

1400 COLLEGE DR., WACO, TEXAS 76708

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

College Algebra
Math 1314.87

Professor Cindy Burns

SUMMER 2, 2021

NOTE: This is a 6-week course.
NOTE: This is an ONLINE course.

AN EQUAL OPPORTUNITY INSTITUTION

COURSE DESCRIPTION:

In-depth study and application of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included. Problem solving with algebraic applications relevant to today's world is emphasized.
Graphing Calculator Required   Semester Hours 3 (3 Lecture)

COURSE PREREQUISITES AND/OR COREQUISITES:

TSIA Math Complete (minimum score of 950 on TSIA or minimum score of 350 on old TSI) or Math 0311.

- ❖ 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 **ONLINE** which means all instruction is online with all assignments done online.

- 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. No code of any sort is needed. If a physical textbook is desired, try buying an older edition online via a 3rd party seller. Pearson offers a $50 option.

All of our course is located inside Brightspace (BS). 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 1314.87**
  - • 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**
  - • Below is a sample email in proper form

REQUIRED TEXT & MATERIALS:

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

1. Text Title: *College Algebra with Modeling & Visualization*
    Author: Gary Rockswold   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. Graphing Calculator—TI 83 or 84 (Try to borrow one if possible or use an online version.)
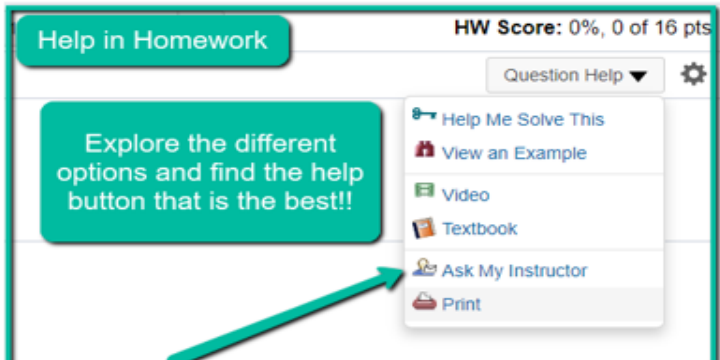
MCC Bookstore Website: http://www.mclennan.edu/bookstore/

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!

HELP!!

➢ It there are **problems with understanding the homework:**
    o Watch the instructional video again or read over notes again.
    o Try watching a video from youtube.com or khanacademy.org

    o Use the Ask My Instructor button in MyLab Math (MLM) to send me an email.
        ▪ Include the work!
        ▪ MLM sends the problem so no need to type it…but send the work attempted.
    o Visit a tutor by ZOOM on MCC website: enter 2542998500 as the meeting ID
    o Visit a tutor in person in the Math Lab located in the Mathematics Bldg., Room 225; M-Th 8-7.
    o Contact a Success Coach www.mclennan.edu/completion-center/success-coaches or 254-299-8226
➢ If there are **problems with the Pearson website:**
    o Try using a different browser or clearing the browsing history on the computer.
    o Contact Pearson for customer support by going to https://support.pearson.com/getsupport/s/
➢ If there are **problems with the computer:**
    o Clear the browsing history regularly.
    o Call MCC's Technical Support at 254-299-8077 or email: helpdesk@mclennan.edu

COURSE OBJECTIVES AND/OR COMPETENCIES:

Upon successful completion of the course, students will:
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equation.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices

This course will use a variety of internal and external instruments to assess the **core objectives** of critical thinking, communication, and empirical/quantitative analysis.

Critical Thinking: Students used inductive and deductive reasoning, explore problems using logical process of inquiry, analysis evaluation and synthesis. Assessment will use discussion, independent practice, collaborative experience, instructional technology. use of departmental test bank, or CAAP test.

Communications: Students turn in written assignment involving topics related to College Algebra or other mathematics. They then share their result with their instructor and/or colleagues in class via written, oral, and/or visual methods. Assessment will use at least one of the following: board work, class time explanation, personal interview, case study presentation, poster board presentation, small group presentation, or online presentation. Evaluation process will use departmental rubric for communication assessment.

	4	3	2	1
IN WRITTEN LANGUAGE	Student demonstrates full knowledge with no mistakes and elaborates on math concepts.	Student demonstrates good knowledge but does not elaborate.	Student demonstrates limited knowledge but makes several mistakes	Student does not have a grasp of the mathematical information.
IN ORAL LANGUAGE	4 Student uses fluent and accurate words to describe mathematical concepts and processes.	3 Student uses somewhat appropriate words to describe mathematical concepts and processes.	2 Student uses vague words to describe mathematical concepts and processes.	1 Student uses incorrect and confusing words to describe math concepts and processes.
IN VISUAL LANGUAGE	4 Student uses appropriate and accurate visual representation of math concepts and processes.	3 Student uses somewhat appropriate and accurate visual representation of math concepts and processes.	2 Student uses some inaccuracy in visual representation of mathematical concepts and processes.	1 Student uses total inaccuracy in visual representation of math concepts and processes.

Empirical/Quantitative Analysis: Students work on various mathematical problem solving skills throughout the course. The course focuses on the manipulation and analysis of numerical data or observable facts as presented in application problems and/or problem skill sets in which students demonstrate their ability to reach informed conclusions using mathematical process. Assessment will include discussion, independent practice, collaborative experience, instructional technology, questions from a departmental test bank, or the CAAP test.

COURSE OUTLINE/SCHEDULE: The outline is located on pg. 8 of the syllabus to print and use as a checklist.

COURSE GRADING INFORMATION:

Students will receive a letter grade of either A, B, C, D or F based on averages below:
        A = 90% +   B= 80-89%   C = 70-79%   D = 60-69%   F = below 60%

Grading in this course will be based according to the following percentages.

> **Homework: 20%   Quizzes (5): 15%   Tests (4): 40%   Final Exam: 25%**

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 the 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 be available after the corresponding practice quiz has a grade of 75.
- Two attempts are given for tests unless taken after the due date.
- A 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 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 and can be taken multiple times.
    - ➢ 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 5 attendance checks. **Students with 2 absences will be dropped.**

        A student may also be dropped by the instructor for:
        - o Never attended: if student does not reply to the DAY ONE email & does no work in MLM.
        - o 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 June 23.

- ❖ **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:
    - o "attend" class on a regular basis and participate in the learning process.
    - o treat other humans with respect and fairness.
    - o use resources provided by the instructor or Pearson or other online resources.
    - o 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: **Go to Brightspace on the first day, read the announcement, and watch the attached video.**

COURSE OUTLINE/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	July 8	Syllabus QUIZ Calculator Training Unit 1.3 Functions and their Representations 1.4 Types of Functions	SQ & HW due July 11
2	July 12	2.1 Equations of Lines 2.2 Linear Equations 2.3 Linear Inequalities 2.4 Piecewise Functions; Greatest Integer Function 2.5 Absolute Value Functions Practice Test 1 QUIZ **TEST 1—Linear Functions, Equations, and Graphs (online)**	HW, PTQ1 & T1 due July 18
3	July 19	3.1 Quadratic Functions and Models 3.2 Quadratice Equations and Problem Solving 3.3 Complex Numbers 3.4 Quadratic Inequalities 3.5 Transformations of Graphs Practice Test 2 QUIZ **TEST 2—Quadratic Functions, Equations, & Graphs (proctored online)**	HW, PTQ2 & T2 due July 25
4	July 26	4.1 Nonlinear Functions and their Graphs 4.2 Polynomial Functions and Models 4.3 Division of Polynomials 4.4 Real Zeros of Polynomials 4.5 Fundmental Theorem of Algebra 4.6 Rational Functions and Models 4.7 More Equations & Inequalities 4.8 Radical equations and Power Functions Practice Test 3 QUIZ **TEST 3—Polynomial, Rational, & Radical Functions (online)**	HW, PTQ3 & T3 due Aug. 1
5	Aug. 2	5.1 Combining Functions 5.2 Inverse Functions 5.3 Exponential Functions and Models 5.4 Logarithmic Functions and Models 5.5 Properites of Logarithms 5.6 Exponential and Logarithmic Equations Practice Test 4 QUIZ **TEST 4—Exponential and Logarithmic Functions (online)**	HW, PT4 & T4 due Aug. 8
6	Aug. 9	6.1 Functions and Systems of Equations in Two Variables 6.3 Systems of Equations in Three Variables 6.4 Using Matrices to Solve Systems of Equations 6.5 Properties and Applications of Matrices **FINAL EXAM—Cumulative assessment with emphasis on Solving Systems of Equations with Matrices (proctored online)**	**All assignments have a final due date of Aug. 10.** **FINAL taken Aug. 11 by midnight**

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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.