



WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

**BASE MATH & ELEMENTARY ALGEBRA  
LINKED, BLENDED/HYBRID**

**BASM 0100. LF05 - MATH 0307.LF05**

**JOY HOWARD**

**NOTE: These are 6-week linked, blended/hybrid courses.**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

## BASE MATH - ELEMENTARY ALGEBRA

### BASM 0100 - MATH 0307

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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 4 total (1hr/3hr linked)

**Prerequisites:** Recommendation by Advisor or Division Director.

#### **Course Notes and Instructor Recommendations:**

Both of the linked courses are accessed through Brightspace, which links to MyMathLab. All course work for both courses is available through the MATH 0307 course. **This course is in both in person and 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 6 weeks.** This is a total of 4 hours credit over just 5 weeks, meaning that students on the course taking an average of 24 hours per week, 4 hours in class and 20 hours of independent work each week.

#### **Instructor Information:**

**Instructor Name:** Joy Howard

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

**Office Phone Number:** (254) 299-8812 during office hours or to leave a message

**Office Location:** Math Building (MWF) 226

**Office/Teacher Conference Hours:** Tues/Thurs: 9:30-10:10 am and 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 received. Check that it was sent from student account.

Contacting through MLM: With "Ask Your Instructor", I will automatically receive the problem with your message but will not know what work you have done, so please explain the steps you used to get your answer or specific questions. If you have work, you can send a photo in a separate email. 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 MML 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**)
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, class practice, 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 may result 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 Outline or Schedule:** This is a TENTATIVE weekly schedule. Changes will be announced in class and/or in BrightSpace. In-Class Tests and Activities are in **bold**.

Week		In-Class and at home:	Due Dates
1	July 11-14	Mon (at home): Welcome Email, Syllabus Quiz, 1.3	Syllabus Quiz=100%: <b>July 12</b>  HW, BASM Test 1, & Test 2: <b>July 16</b>
		Tues ( <b>class day</b> and homework): <b>Unit 1 Practice</b> , Homework 1.4 - 1.8	
		Wed (at home): BASM Test 1 (Online), HW 2.1- 2.4	
		Thurs (class day and homework): <b>Unit 2 Practice</b> , HW 2.5 - 2.6, BASM TEST 2 (Online)	
2	July 18-21	HW 3.1 - 3.3	HW, BASM Test 3, & Unit 4 Quiz: <b>July 23</b>
		<b>In-Class Quiz #1, Unit 3 Practice</b> HW 3.4, BASM TEST 3 (Online)	
		Unit 4 Homework	
		<b>Unit 4 Practice</b> , Unit 4 Online Quiz, Unit 5 Homework (Pt. 1)	
3	July 25-28	Unit 5 Homework (Pt. 2)	Unit 5 and 6 HW, Unit 5 Quiz Unit 5 Test: <b>July 30</b>
		<b>Unit 4 Test: 307 Test #1</b> (in class...all homework and Unit 4 quiz must be complete before Test to take Test), <b>Unit 5 Practice</b> , Unit 5 Online Quiz	
		Unit 5: 307 TEST #2 Online, Unit 6 Homework (Pt. 1)	
		<b>In-Class Quiz #2, Unit 6 Practice</b> , Unit 6 Homework (Pt. 2)	
4	Aug 1-4	Unit 6 Online Quiz, Unit 7 Homework	Unit 6 Quiz: <b>Aug 2</b>  Unit 7 & 8 HW, Unit 7&8 Quizzes & Unit 7 Test: <b>Aug 6</b>
		<b>Unit 6 Test: 307 TEST #3, Unit 7 Practice</b> , Unit 7 Online Quiz	
		Unit 7 Test: 307 TEST #4 Online, Unit 8 Homework (Pt. 1)	
		<b>In-Class Quiz #3, Unit 8 Practice</b> , Unit 8 Homework (Pt. 2) Unit 8 Online Quiz	
5	Aug 8-11	Final Online Quiz	Final Quiz: <b>Aug 9</b>
		<b>In-Class Quiz #4, Unit 8: 307 Test # 5, Review</b>	
		Study Day	
		<b>AUG 11: FINAL EXAM</b> In person 10:15 am-12:15 pm	

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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:

<b>Online Homework:</b>	<b>15%</b>	<b>Tests (5):</b>	<b>45%</b>
<b>In-class Quizzes (4):</b>	<b>8%</b>	<b>Final Exam:</b>	<b>20%</b>
<b>Online Quizzes/Prac. Tests (6):</b>	<b>12%</b>		

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

Having someone else do any of your online assignments and 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 before test 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.

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- Each missed problem can be re-done until it is correct, so a score 100 just takes persistence. MCC offers free tutors that can help you with the work.
- After the due date, work may still be completed with a 2% **per day** penalty.
- **EVERY HOMEWORK section must be done with a minimum GRADE OF 75% 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/2542998500))
- MATH HELP ON BRIGHTSPACE USING SMARTTHINKING 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 7 online quizzes. The quizzes are under the **ALL ASSIGNMENT** link on MLM.

- Quiz 1 tests knowledge about the requirements for this class. Students must score 100 on the Syllabus Quiz before any other assignments will open.
- The other 6 quizzes are practice tests 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 2 online, proctored tests and 3 in-class tests.

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- A scientific, non-graphing, non-phone calculator may be used.
  - Notes written on one side of one page or note card may be used. No flipping through notes.
  - Each 307 test has an online "practice test" quiz. I recommend that these be done more than once. The quiz must be completed to a grade of 70 to take test.
  - The lowest 307 test grade may be replaced by the Final Exam grade.
  - Tests will be proctored through computer webcam.
  - In-person test may only be taken once and may not be made-up. Online 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 Unit 4 Test, all Unit 4 homework must be done to a grade of 75 so Unit 4 Online QUIZ (Practice Test) will open, which must be passed with grade of 70 before coming to class to take Unit 4 Test.

#### **Final Exam:**

The Final Exam is comprehensive and **must be taken by every student wanting to pass this course unless exempt.**

- A scientific (non-graphing, non-phone) calculator may be used along with a single page of notes.
- The Final Exam will have a two-hour limit and only allows one attempt in person.

#### ❖ **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 Aug 9th 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 or the day before a test. 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. All assignments will close Wednesday August 10 at 5 pm before the final, except the last online quiz which will close 30 minutes before the final exam...no exceptions.
- ❖ **Attendance:** Regular attendance is required by the college and is beneficial to the learning process. Attendance will be recorded in Brightspace. Class begins promptly, so be early and

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stay until dismissed. With so much material to cover, we almost always need all the scheduled time. Put phone on mute and into bag and leave it there except for mid-class break. Credit for online portion of the class will be given for completing homework each week before Saturday.

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

- o Never attended...if student does not attend the first three classes.
- o Non-participation...if student doesn't complete any assignments for MyLab Math before MCC's Census Date
- o Non-participation...if student misses 2 tests. Exceptions may be made for an emergency if I am contacted as soon as possible.
- o Absences...if student has 5 absences, whether in-person, or online due to not completing work. If a student is late, leaves early, not participating or is spending time on their phone, then they may be counted absent or partially absent.

- ❖ **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:**

*You are expected to maintain classroom decorum that includes respect for all students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. You are expected to come to class prepared with necessary supplies AND to participate actively in each class meeting.*

- o **no phone/electronic use during class,**
- o **calculators may be used in class but not calculator apps on phone,**
- o email when you are absent,
- o do your work on time,
- o be respectful,
- o **ear buds should be put away unless otherwise instructed,**

- o stay awake and alert
- o leave kids and spouses at home,
- o no eating. Drinks allowed WITH lid,
- o ask good questions,
- o **no phones, smart watches, or leaving class during quizzes/tests.**

*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.*





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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

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

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**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](mailto: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.