



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

COLLEGE ALGEBRA

MATH 1314 89

DR. APRIL K ANDREAS

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.

Course Description:

May include the following topics: linear, quadratic, polynomial, exponential, logarithmic, and rational functions, their graphs, and their use in mathematical modeling; composition and inverses of functions, systems of linear equations and inequalities; matrices and determinants; and sequences and series. Problem solving with algebraic applications relevant to today's world is emphasized throughout.

Prerequisites and/or Corequisites:

Prerequisite: An appropriate score on the TSI, credit for MATH 0311, or consent of division director.

Instructor Information:

Instructor Name:	Dr. April K. Andreas
MCC E-mail:	aandreas@mclennan.edu
Office Hours:	By appointment – email to arrange

Required Text & Materials:

- MyMathLab. We will use MyMathLab for all homework, tests, and other graded work. You purchased access to this automatically when you paid for your course, so one less thing to worry about!
- Calculator: This course requires a TI-84 or TI-83 graphing calculator
- Computer that can run Respondus Lockdown Monitor, requires webcam and microphone.
- Optional Textbook: College Algebra: Concepts through Functions, Robert Blitzer, any edition

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

Methods of Teaching and Learning:

Lecture videos have been provided by both the instructor and the textbook. Through these resources, assignments, and tests on MyMathLab, and communication with the professor, students will gain competency with the course material.

Course Objectives and/or Competencies:

Upon successful completion of Math 1314, the student will be able to:

1. State the definition of a function, determine domain/range of a function, evaluate expressions involving function notation, state the definition of inverse functions, find the inverse of a given function, find composites of functions. (*Chapters 1 and 2*)
2. Graph the following functions: linear, quadratic, piecewise-defined, absolute value, polynomial, rational, exponential, and logarithmic. (*Chapters 1 – 4*)
3. Recognize and use transformations of functions such as shifting, stretching, shrinking, and reflecting. (*Chapter 2*)
4. Solve quadratic equations in one variable by factoring, using the square root property, completing the square, and using the quadratic formula. (*Chapter 1*)
5. Solve both linear and non-linear inequalities and state the solution in interval notation. (*Chapter 1*)
6. Find the zeros of polynomials both algebraically and by graphing. (*Chapters 1 – 3*)
7. Solve exponential and logarithmic equations. (*Chapter 4*)
8. Perform operations with matrices, find determinants of matrices, and use matrices to solve systems of equations. (*Chapter 6*)
9. Interpret mathematical models such as formulas, graphs, and tables, and draw inferences. (*Chapters 1 – 4 and 6*)
10. Use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results, such as deriving functions which model sets of data. (*Chapters 1 – 6*)
11. Use critical thinking and problem solving techniques to solve real-world application problems. (*Chapters 1 – 6*)

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Course Outline or Schedule:

You are responsible for everything in the sections listed in the detailed calendar below. You should watch the videos associated with each section on or before the dates listed so you will have time to complete the related homework. Any changes in this schedule will be announced on MyMathLab or through email.

Everything is due by 11:59 pm on the due date.

Dates	Homework Due	Test/Project Details
Mon, Jul 11		First day of class
Wed, Jul 13	1.1 - 1.3	Orientation Homework Due
Fri, Jul 15	1.4 - 1.5	
Mon, Jul 18	1.6 - 1.7	
Wed, Jul 20	2.1 - 2.2	<u>Technology Check Due 7/20</u>
Fri, Jul 22	2.3 - 2.5	
Mon, Jul 25	2.6 - 2.7	
Wed, Jul 27		<u>Midterm Due Thursday, 7/28</u>
Fri, Jul 29	3.6 - 3.7	
Mon, Aug 1	4.1 - 4.2	Turn in your communications project for +10 bonus points!
Wed, Aug 3	4.3 - 4.5	
Fri, Aug 5	5.1 - 5.2	
Mon, Aug 8	6.3 - 6.5	Final due date for your communications project.
Wed, Aug 10		
Thu, Aug 11		<u>Final Due Thursday, 8/11</u>

*You must earn a 60% or higher on the practice test in order to take the actual test.
This must be done prior to when you take the proctored test.*

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Course Grading Information:

Item Type	Percent of Total Grade
Homework	30%
Comm. Assignment	10%
Midterm	30%
Final Exam	30%
Total Points	100%

A: 90% B: 80% – 89% C: 70% – 79% D: 60% – 69% F: 0% – 59%

Homework: All assignments should be completed through MyMathLab. You will have unlimited tries to complete each problem, and your highest grade on each assignment will be recorded. Completing and understanding each problem is essential to your success in class. It is your responsibility to keep up with the assignments and to come to office hours if you need help. DO NOT wait until right before an exam to get help with the homework. There will be a 5% penalty for every day an assignment is late. This is to encourage you to not fall behind, while also allowing some flexibility for unforeseen circumstances.

The first “special” homework assignment has no 5% penalty. You can’t do any other homework until you get a 100% on it, as it serves as an orientation for the course. You can take it as many times as you want as well, and other homework assignments will still be due as assigned in the calendar even if you haven’t finished this one.

There is another assignment, the Technology Check. It also has no penalty, but you will not be able to access anything after Chapter 1 until you get 100% on it as well. If you cannot get it working, email me immediately so I can help troubleshoot and/or so we can make alternate arrangements.

Communication Assignment: Since this is a core curriculum class, there is a communication component as well. You will have the option of writing a short paper or recording a video. More information will be provided.

Tests: Both tests will be taken using the MyMathLab software using Respondus Lockdown Monitor, unless other arrangements are made (including ADA accommodations, etc.). The tests are two hours long. You can use a graphing calculator and a 3x5 notecard with anything you want written on it, front and back, You can also use scratch paper, as long as it’s blank.

There is a practice test for each test. You must earn a 60% or higher on the associated practice test in order for the actual test to be available. The practice test must be completed with a 60% or higher prior to going in to take the actual test, and is due a few days before the actual test is due (see the calendar for details). You may attempt the practice test as many times as you like, and only your highest attempt will count. ***Again: you cannot take the actual test until you've earned a 60% or higher on the practice test.***

You can get up to 10 bonus points on a test by completing the related practice test. You can retake the practice tests as many times as you want. Only your highest grade will count.

Score on Practice Test (%)	Bonus Points on Associated Test
95 – 100	10
90 – 94	8
85 – 89	6
80 – 84	4
75 – 80	2
74 or below	0

Bonus Point Opportunities:

Orientation. I'll add 10 points to your communication assignment (equivalent to a 1 point bonus on your grade in the course) if you complete the following by *Friday, July 15th*:

- Email me with email address that you check most regularly
- Get a 100% on the Orientation homework
- Get a 100% on the Technology Check

Late Work, Attendance, and Make Up Work Policies:

MCC allows for “excused” absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.

If you miss an exam due to illness or other excused absence as defined by the MCC attendance policy, you must provide documentation in order to be able to get an extension on the exam. Also, you must have met the 60% minimum practice test score requirement, unless the documentation of the illness (or other approved reason) extends into the deadline for the practice test as well.

Note that children getting sick is an approved MCC absence. If you are home caring for a sick child (or any family member), get documentation (take them to the doctor and get a doctor's note) so we can extend your time.

I recognize that sometimes things happen, work calls you in, etc. If...

- you are unexpectedly unable to take a test on the test day (whether officially MCC-approved or otherwise),
- **and** you have completed the practice test with a 60% or higher on time,
- **and** you can email me your request before the last testing window,

then I will extend the test time for you for exactly one day. You will need to be very flexible in your ability to meet for proctored testing.

Attendance will be based on participation in the course. You should have activity (homework or test) in the course each week. A report will be run each week (on Sundays) to determine activity in the course. Any week in which no work is logged, will count as an absence. This will not be enforced for students who are ahead of the week's activities. You are allowed two weeks of inactivity (25% of the course), before you can be dropped. You will receive an email when you are on the Inactivity report in any week.

If you wish to drop this class, you must email me from your MCC student account before 5 pm on the last day for student-initiated drops, with the request "Please drop me from COURSE ID and SECTION NUMBER." An email that says something like, "I would like to drop..." or, "I was thinking about dropping..." or, "I was wondering if I should drop..." will **not** be considered a drop request. (*Just like saying, "I would like to get married," does not mean anyone is going to automatically marry you.*) If the email does not come from your student account, or if the request is verbal, we cannot drop you. Alternatively, there is a form you can fill out and have me sign before 5 pm on the last day for student-initiated drops (make an appointment to ensure we am on campus to provide the signature).

After submitting your request, you must verify the drop was processed, notifying me in writing within 48 hours of your original request if it was not. Otherwise, you will stay on the roster for the rest of the semester and be awarded the grade earned. Drops past the drop date are only done in documented, extreme, life-crisis circumstances, which usually involve withdrawing from school entirely.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of this educational opportunity.

[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.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the 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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-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.

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](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.

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.