WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

ELEMENTARY & INTERMEDIATE ALGEBRA

MATH 0307_L017_MATH 0311_L017

CARMACK BERRYMAN

NOTE: This is a 16-week Face-To-Face linked course.

AN EQUAL OPPORTUNITY INSTITUTION **FALL 2024**

Course Description:

Math 0307: Covers topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. A course designed for students who have not completed an algebra course within the past three years.
Course topics include: solution of linear equations and inequalities, graphing of points and lines in a rectangular coordinate system, solving systems of linear equations, laws of exponents, operations and factoring of polynomials, and real-world applications of these concepts. Semester Hours: 3 online.

Math 0311
Intermediate algebra provides further study of algebraic concepts, operations, and applications to real world problems. Additional topics may 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. Prerequisite: MATH 0307, or THEA math score between 230-270, or equivalent score on approved alternative test, or consent of division director. Semester Hours 3 (3 lec)

Prerequisites and/or Corequisites:

TSI math score of 336-341 or if TSI score is less than 336, then need an ABE score of 5+.

Course Notes and Instructor Recommendations:

This class is **LINKED** which means we will cover concepts for two math courses within one semester. It is possible to pass 0307 and not pass 0311, but not vice-versa. Each course will have its own grading requirements but those will also be linked.
Instruction is delivered by videos titled Math 0307 Lecture Videos & Math 0311 Lecture Videos the in MyLabMath (MLM). Students are able to pause or forward through parts already understood. Math 0307 & 0311 Lecture Notes(To Accompany Video Lectures).
The syllabus and the log-in information for Pearson's MyLabMath are in **Brightspace** while all instruction, homework, quizzes, and tests are located in MyLabMath .
Due dates are set to keep students moving at a good pace. Since good time-management will be important for the student's success I recommend everyone create a schedule and **spend time daily on math**.

Instructor Information:

Instructor Name: **Carmack Berryman**
MCC E-mail: aberryman@mclennan.edu
Office Phone Number: 254-299-8868
Office Location: MATH 216
Office/Teacher Conference Hours: TBA

Replies to emails will be within 24 hours **AND if the email is written in the correct form**.

- **Correct form for emails:**
  - **Subject line** has the class title and number**—Math 0307/0311.L091**
  - 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

Text & Materials:

1. Title: *Beginning & Intermediate Algebra*
   Author: Elayn Martin-Gay
   Edition: 7th
   Publisher: Pearson Education
   ISBN: 9780137644315

- **Access Code is paid thru Tuition. No Textbook**

Any 4-function calculator may be used.

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

Methods of Teaching and Learning:

The following methods for teaching and learning will be used: classroom lecture, online homework, online exams, and tutorial software. A three pronged approach is used in this course. For each instructional unit a worksheet, worked out notes for the worksheet, and video recording of the problems being worked will all be available on the website companion to this class which is accessed through Brightspace.

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 including factoring.

Students successfully completing **Intermediate** Algebra will:

1. Define, represent, and perform operations on real and complex numbers.
2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical, and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.

7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

Course Outline or Schedule:

Math 0307

Week	Date	Chapter
1	8/26 – 9/08	1 & 2
2	8/26 – 9/08	2
3	9/09 – 9/22	3
4	9/09 – 9/22	3
5	9/23 – 10/06	4-Jan
6	9/23 – 10/06	4
7	10/07 – 10/19	5
8	10/07 – 10/19	5
8	10/ 19 – 10/20	F

MATH 0311

Week	Date	Chapter
9	10/21 – 11/03	6-Jan
10	10/21 – 11/03	6
11	11/04 – 11/17	7
12	11/04 – 11?17	7
13	11/19 – 11/24	8 & 9
14	11/25 – 12/01	10
15	12/02 – 12/07	11
16	12/08 – 12/11	F

Course Grading Information:

Math 0307:

Students must have a 70% or higher to pass course with a CR, Average below 70% will receive a NC

Grading in this course (Chapters 1-5) will be based on homework, unit/chapter tests, and a comprehensive final exam according to the following percentages.

- Online homework average: 30%
- Test average: 60%

  Before each test is available (online or face to face), all homework assignments must be completed with at least a 70% score for that unit. In an online format, students will have 2 tries at each unit test and the higher score will be used in the average.
- Final exam grade: 10%.

Math 0311

Students must have a 70% or higher to pass course with a CR, Average below 70% will receive a NC

Grading in this course will be based on homework, unit/chapter tests, and a comprehensive final exam according to the following percentages.

Online homework average: 30%

Test average: 60%

Before each test is available (online or face to face), all homework assignments must be completed with at least a 70% score for that unit. A variety of testing modes may be used.

Final exam grade: 10%

. Having someone else do your online homework assignment and cheating on a test 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 have additional guidelines specific to this course.

Late Work, Attendance, and Make Up Work Policies:

This is a online class with some flexibility in working on the course. There are weekly requirements to keep from being counted absent and possibly dropped from the class. **My course definition of a week is Monday morning until Sunday night. Specific assignments are to be completed during each week. You may be counted absent if you do not submit the assignments as indicated in the calendar. If you accumulate 4 weeks of absences, you may be dropped from the class. You may work**

ahead. Otherwise, please try to follow the calendar. If you are dropped from BASM, you will also be dropped from Math 0307.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

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 the education opportunity. Students are expected to come to class prepared and with supplies necessary to participate actively in each class meeting.

MCC Academic Integrity Statement:

* **Click Here for the MCC Academic Integrity Statement** (**www.mclennan.edu/academic-integrity**)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

MCC Attendance Policy:

* **Click Here for the MCC Attendance/Absences Policy**
(www.mclennan.edu/highlander-guide/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.
* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla,*

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07/02/2024

MCLENNAN COMMUNITY COLLEGE

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 Accommodations (Disability Services) 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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 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.