Updated 07/18/2023

McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERMEDIATE ALGEBRA/COLLEGE ALGEBRA (CO-REQ/ONLINE)

MATH 311 – MATH 1314 – SECTION L080

PROF. PAULINA SIDWELL

DR. APRIL ANDREAS

NOTE: These are two 16-week, online, co-requisite courses.

Course Description:

Linked course which includes 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. 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: MATH 0307, appropriate TSI score, or consent of division director. Semester Hours 3 (3 lec/1 lab)

Course Notes and Instructor Recommendations:

You are taking two online courses over 16 weeks. In order to complete both courses' requirements, the class will be very fast-paced. You will typically have assignments due on ***Mondays, and Thursdays***. Please plan accordingly.

Your first and only non-math homework assignment (Homework 0) is the class orientation. You should take the Online Class Orientation Quiz by 11:59 pm on Thursday, August 27th so you have plenty of time for HW 1. The Orientation Quiz is available on MyMathLab, and you must get 100% on it in order to move forward in the course. The first math homework (HW 1) is due by 11:59 pm on Monday, August 31st. Not finishing this homework by this date could set you permanently behind.

NOTE: THESE ARE LINKED COURSES. IF YOU DROP EITHER CLASS, YOU WILL BE DROPPED FROM BOTH.

Instructor Information:

Instructor Name:	Dr. April K. Andreas
MCC E-mail:	aandreas@mclennan.edu
Office Phone Number:	(254) 299-8130 Office Location: S 221
Office Hours:	https://calendly.com/akandreas Mondays via email, 11 am – 1 pm Wednesdays in Office, 2 pm – 4 pm Thursdays via email, 6 pm – 8 pm
Department Website:	https://www.mclennan.edu/mathematics-department/

Instructor Name:	Paulina Sidwell
MCC E-mail:	psidwell@mclennan.edu
Office Phone Number:	(254) 299-8544 Office Location: S 144
Office Hours:	https://calendly.com/psidwell Mon/Wed 1 pm – 2:30 pm and Tues/Thurs 11:30 to 1 pm (on campus or Zoom); Fridays by appointment only (via Zoom).
Department Website:	https://www.mclennan.edu/mathematics-department/

Required Text & Materials:

This is an Inclusive Access course – your course fees include access to the course e-book and MyMathLab.

Additional materials not included in Inclusive Access:

- Calculator: This course requires a TI-84 or TI-83 graphing calculator
- Optional (printed) textbook: College Algebra: Concepts Through Functions, Robert Blitzer, any edition
- A webcam for taking exams

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. Students will gain competency with the course material through these videos, the resources, assignments, tests on MyMathLab, and communication (email/phone) with the instructor.

Course Objectives and/or Competencies:

Upon successful completion of Math 311, the student will be able to:

1. Define, represent, and perform operations on real and complex numbers. *(All work)*
2. Recognize, understand, and analyze features of a function. *(All work)*
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. *(Chapter P)*
4. Identify and solve absolute value, polynomial, radical, and rational equations. *(Chapter P)*
5. Identify and solve absolute value and linear inequalities. *(Chapter 5)*
6. Model, interpret and justify mathematical ideas and concepts using multiple representations. *(All work)*
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines. *(All work)*

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)*

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.

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 Brightspace or through email.

Start date	Section	Topics	Due	Due date
24-Aug	P1	Introduction to course	Orientation Quiz	**27-Aug**
28-Aug	P2	Exponents	HW 1	**31-Aug**
1-Sep	P3	Radical and Rational Exponents	HW 2 Email Profs Activity	**3-Sep**
4-Sep	P3	Radical and Rational Exponents	HW 3 Intro Disc. Board	**7-Sep**
8-Sep	P4	Polynomials	HW 4 Peer Responses to DB	**10-Sep**

11-Sep	P5	Factoring	HW 5	**14-Sep**
15-Sep	P5	Factoring	HW 6 Prep for Midterm Survey	**17-Sep**
18-Sep		**311 Practice Midterm**		**24-Sep**
18-Sep		**311 Midterm (Respondus Monitor)**		**24-Sep**
25-Sep	P6	Rational Expressions	HW 7 Post Midterm Survey	**28-Sep**
29-Sep	P6	Rational Expressions	HW 8 311 Midterm Second Attempt (optional)	**1-Oct**
2-Oct	1.5	Quadratic Equations	HW 9	**5-Oct**
6-Oct	1.5	Quadratic Equations	HW 10 Prep for Final Survey	**8-Oct**
9-Oct		**311 Practice Final**		**15-Oct**
9-Oct		**311 Final (Respondus Monitor)**		**15-Oct**
16-Oct	2.1 - 2.2	Functions	HW 11 Post Final Survey	**19-Oct**
20-Oct	2.3 - 2.4	Graphing Functions	HW 12 311 Final Exam Second Attempt (optional)	**22-Oct**
23-Oct	2.5 - 2.7	More Functions	HW 13	**26-Oct**
27-Oct	1.7, 3.6	Inequalities	HW 14 Communication Project	**29-Oct**
30-Oct	4.1	Exponential Functions	HW 15	**2-Nov**
3-Nov	4.2 - 4.3	Logarithms	HW 16 Prep for Midterm Survey (optional)	**5-Nov**
6-Nov		**1314 Practice Midterm**		**12-Nov**
6-Nov		**1314 Midterm (Respondus Monitor)**		**12-Nov**
13-Nov	4.4	Exp and Log equations	HW 17 Post Midterm Survey (optional)	**16-Nov**
17-Nov	5.1	Systems of Equations	HW 18 1314 Midterm Second Attempt (optional)	**19-Nov**
20-Nov	5.2	Systems of Equations	HW 19	**23-Nov**
24-Nov	6.3	Matrices	HW 20 Prep for Final Survey (optional)	**30-Nov**
1-Dec		**1314 Practice Final**		**3-Dec**
1-Dec		**1314 Final (Respondus Monitor)***		**3-Dec**
		1314 Final Second Attempt (optional)		**9-Dec**

Table I Course Outline

Course Grading Information:

Grading rubric for 311:

Item Type	Percent of Total Grade
Homework	40%
Midterm	20%
Online Interaction	10%
Final Exam	30%
Total	**100%**

Table II Rubric for Math 311

Grading rubric for 1314:

Item Type	Percent of Total Grade
Homework	40%
Midterm	20%
Communication Project	10%
Final Exam	30%
Total	**100%**

Table III Rubric for Math 1314

Homework: All assignments should be completed through MyMathLab (which can be accessed within Brightspace). 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 let us know 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 not to fall behind while also allowing some flexibility for unforeseen circumstances. The last day to complete homework in the semester will be Thursday, December 3rd.

The first "special" homework assignment (HW 0) 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 requirement, the Technology Check. It also has no penalty, but you will not be able to access anything after Homework 3 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.

Online Interaction: It is important that you communicate with your instructor and your peers in this course. There are a few assignments designed to encourage interaction:

Item	Percent%
Introductory Discussion Board and Peer Responses	5%
Email your Professors Activity	1%
Prep for 311 Midterm Survey	1%
Post 311 Midterm Survey	1%
Prep for 311 Final Survey	1%
Post 311 Final Survey	1%
Total	10%

Table IV Online Interaction Grade

Note: There are Prep and Post Surveys for the Math 1314 Midterm and Final as well. These are optional, and those grades can be used to replace any surveys that from Math 311 that were not completed by the deadline. These activities and their instructions can be found on Brightspace and will be explained as their deadlines approach.

Tests: All tests will be taken using the MyMathLab software using Respondus Lockdown Monitor, which requires taking tests on a computer that has a webcam and working microphone, unless other arrangements are made (including ADA accommodations, etc.). The tests are two hours long. You can use a graphing calculator and a 3 inch x 5 inch notecard with anything you want written on it, front and back. You can also use scratch paper, as long as it's blank. Each test will open up one week before the due date.

There is a Practice Test for each test. You must attempt the Practice Test at least once in order to gain access to the corresponding test. You can get up to 10 bonus points on your test by earning a high grade on the practice test. You can retake the practice tests as many times as you want. You are HIGHLY ENCOURAGED to take it as many times as possible and try to earn as high a grade as you can prior to taking the test.

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

Table V Bonus Point Details

If you did not do as well on a test as you wish you had, you can have another opportunity to take it. However, in order to be allowed a second attempt, you must first get 70% on the Practice Test. The second attempt must be taken within a week of the original test's deadline. If you miss the deadline to take the first test, you can use the second attempt to make this up but you "forfeit" a second attempt in that case. You can also continue to work on the Practice Test up to one week after the original test's deadline to continue to earn bonus points.

Communication Project: Since College Algebra is a core curriculum class, there is a communication component as well. You will be given some options to complete this requirement. More information will be provided.

Academic Integrity. Any student that is found guilty of academic dishonesty such as cheating, plagiarism, or collusion, will receive a zero on every test or assignment involved. For repeated violations, a guilty student can be assigned a failing grade in this course and can be recommended for suspension from the McLennan Community College District.

Late Work and Make Up Work Policies:

MCC allows for "excused" absences under these circumstances: authorized participation in official College functions; personal illness, or the illness of a dependent (such as a child) that requires the student to serve as a caretaker; an illness or a death in the immediate family; the observance of a religious holy day. Additionally, accommodations can be made for special circumstances related to military service, changes in immigration status, pregnancy and parenting protection under Title IX. It is your responsibility to let me know the reason for an absence the day you are able to resume working on the class and provide sufficient documentation (doctor's note, email from coach, etc.).

If you miss an exam for Math 311 or Math 1314 due to illness or other excused absences as defined by the MCC attendance policy, you must provide documentation in order to be able to get an extension on the exam.

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.

Attendance will be based on participation in the course. You should have an activity (homework or test) in the course each week. A report will be run each week (on Mondays) 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 four 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.

NOTE: THESE ARE LINKED COURSES. IF YOU DROP EITHER CLASS, YOU WILL BE DROPPED FROM BOTH.

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." If the email does not come from your student account, or if the request is verbal, I 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 I am on campus to provide the signature). 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 professional communication and classroom pa 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)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

06/03/2026

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 begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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 Accommodations/Title IX at (254) 299-8514.

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/

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.

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/)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email 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.

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:
For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: https://www.mclennan.edu/center-for-teaching-and-learning/requirements.html

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 (https://www.mclennan.edu/employees/procedure-manual/docs/C/CR-II.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.