South Plains College
Common Course Syllabus: MATH 1314
Revised August 2020

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 1314

Course Title: College Algebra

Available Formats: conventional/flex, internet, and ITV

Campuses: Levelland, Reese, Plainview, Lubbock Center, and Dual Credit

Course Description: In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite: Minimum score of 350 on the TSIA, TSI-exempt status, or a successful completion with a grade of 'C' or better in MATH 0320.

Credit: 3 **Lecture:** 3 **Lab:** 1

Textbook: *College Algebra with Intermediate Algebra: A Blended Course*, Beecher, Penna, Johnson, and Bittinger, 2018, 1st Edition, Prentice Hall/Pearson Education

Supplies: Please see the instructor's course information sheet for specific supplies.

This course partially satisfies a Core Curriculum Requirement: Mathematics Foundational Component Area (020)

Core Curriculum Objectives addressed:
- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

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

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: There will be departmental final exam questions given by all instructors.

Attendance/Student Engagement Policy: Attendance and effort are the most important activities for success in this course. The instructor maintains records of the student's engagement throughout the semester. The student will be allowed to miss twenty percent (20%) of class assignments for the semester, *for any reason*. Should this number be exceeded, the instructor has the right to drop the student with a grade of F or an X, depending on the instructor's discretion.

Plagiarism violations include, but are not limited to, the following:
1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:
1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

COVID Syllabus Statement: It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit

the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester.   The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by* Amazon, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases.   Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Proctorio Syllabi Description - US Higher Education

Proctorio is a Learning Integrity Platform
This course will use Proctorio, a remote proctoring solution designed to protect the integrity of this course's assessments.

Equity and Fairness
The reason I've chosen Proctorio for this course is to make education more equal, by giving each student an opportunity to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Privacy
Proctorio is a trusted platform for remote proctoring because of its commitment to student privacy. Proctorio uses single sign-on through our LMS and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students and Proctorio will never sell your data to third parties. Read more about Proctorio's approach to privacy.

Security
Proctorio only runs as an extension in your browser. This means that Proctorio works within a sandbox and has limited access to your computer system unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio only runs while you are taking your exam. After your exam ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, you'll need to reinstall the extension again before starting your next exam.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Even Proctorio cannot see your exam data. Read more about Proctorio security.

Getting Started
Before getting started on your first exam, make sure to follow the instructions in Proctorio's Quick Start Test Taker Guide for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the exam. (This guide is in the Course Information folder on our Blackboard course also.)

If after reading the Quick Start Test Taker Guide if you have any trouble while using Proctorio, you can reach out to Proctorio support for troubleshooting. Proctorio support is available 24/7 and can assist in troubleshooting any extension related issues before, during and after your exam. You can contact Proctorio support via email at support@proctorio.com or by starting a live chat by clicking the Proctorio extension's shield icon.

COURSE SPECIFIC INFORMATION FOR MATH1314.205

Instructor: Phyllis Cormier
Email: pcormier@southplainscollege.edu
Office: Reese Center, Building 2 Rm 223B   Phone: (806)716-2797

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 – 1:00 PM Virtual	2:30 – 3:00 PM F2F	11:00 – 1:00 PM F2F	2:30 – 3:00 PM F2F	9:00 – 10:00 AM Virtual
2:00 – 3:00PM F2F		2:00 – 3:00 PM Virtual		

Office hours are times I have set aside to work with students individually. Please use these times to help you better understand your homework.
Online: The location of virtual office hours will be posted in the Office Hours tab on the tool bar on the left side of our Blackboard course. These hours will be in Zoom. Click on the link provided and I will meet you there.
Face-to-Face: I will also have F2F office hours in my office at Reese room 223B. Appointments may also be made at times other than those listed above in person or virtual. You may make an appointment through email, in person, or by calling.

Textbook: The textbook is not required but you may choose to purchase it for reference. The textbook referenced in this course will be the following:
- Beecher, J., Penna, J., Johnson, B., and Bittinger, M., (2017). College Algebra with Intermediate Algebra: A Blended Course, 1st ed. Boston: Pearson. ISBN 978-0-13-455526-3.
You may also consider referencing an older edition.
- Blitzer, R. (2017). College Algebra, 7th ed. New Jersey: Pearson Prentice Hall. ISBN 978-0-134-46916-4. OR
- Blitzer, R. (2013). College Algebra, 6th ed. New Jersey: Pearson Prentice Hall. ISBN 978-0-321-78228-1.

Class Structure: This course is a flex course. All instructional material is on Blackboard. Each unit in Blackboard has assignments followed by notes with video links to teach the material.
Face-to-Face: You will learn the most by coming to class, taking notes, and asking questions. If you must miss class for any reason, the notes and videos are provided for you on Blackboard. I plan to have Blackboard Collaborate open during class time for anyone who wants or needs to attend class virtually. Technical difficulties can and will occur, so I cannot ensure that this will be an option for every class meeting.

Class Attendance: Currently, the class size is small enough that we can all meet together twice a week for the full class time. If the class reaches enrollment that exceeds the room capacity with social distancing, you will receive an email no later than Monday January 18th asking you to choose whether you would like to meet for the first 45 minutes of class or the last 45 minutes.

Assignments & Grading:
Homework: Homework is used as a study guide. Complete all homework before beginning lab assignments. Homework is on Blackboard with the solutions.

Labs: Labs consist of 3 -10 problems that will allow me to assess students understanding of the material. You will not have answers for the lab assignments. They should be completed without apps or websites but you may use a scientific calculator, notes, and your homework. You must show all work for credit.

<u>Turning in Labs</u>: You will need to submit your labs as a pdf uploaded to the assignment in Blackboard. There are many apps that you can use to take a picture of your work and turn it into a pdf. Common ones include Camscanner, Scannable, and the OneDrive app. Videos showing how to use some of these are included in the Course Information folder in Blackboard.

<u>Lab Grades</u>: Each lab is worth 5 points. Complete the homework first to learn the material. Plan ahead to have your homework completed to the best of your knowledge before the next class period. This will allow time for you to ask questions. You may ask questions about the homework, but the labs are for you to complete on your own. **Work must be shown to receive credit.** Late assignments will be accepted for a one-point deduction per day.

<u>Exams</u>: You may use a scientific or graphing calculator on the exams but calculators on cell phones will not be permitted. The use of any websites or apps during exams is considered cheating. No one should be with you while you are taking the exam. The presence of another person may be considered cheating. We will be using Proctorio through Blackboard to securely proctor exams that are given online. You must be able to show your work space while taking the exams to receive credit for the exams. An explanation of how to do this is in the Course Information tab located on the tool bar in Blackboard. Most exams will be given during class time.   There will be 5 exams including the final exam. Failure to comply with the exam guidelines may result in a zero on the exam. I reserve the right to set up a Zoom meeting to ask you to work problems similar to those on the exam at any time after the exam has been submitted.

<u>Online exam guidelines</u>:
1. Sign on to Blackboard and navigate to the exam.
2. Proctorio will have you perform some checks on your computer and show your ID.
3. Before beginning the exam, hold the formula sheet (front and back) up to the camera.
4. Show your work space. Your hands and paper should be visible on the video throughout the exam.
5. Show your cell phone. It should also be visible throughout the exam but should not be touched until the end.
6. When you have completed the exam, use your cell phone to make pdf's of your work. Do this while the timer is still running and the camera is showing you making the pdf's.
7. Email your work to pcormier@southplainscollege.edu
8. Click submit on the exam.

<u>Determining Grades:</u>

Labs (5 pts each)	100 pts
Exam 1	100 pts
Exam 2	100 pts
Exam 3	100 pts
Exam 4	100 pts
Final Exam	125 pts
Total possible points	625 pts

Your accumulated points in the course will determine the letter grade posted on your transcript. This grade is determined by the following scale:

<u>Accumulated points</u>	<u>Final Grade</u>
560 and above	A
500 – 559	B
435 – 499	C
370 – 434	D
369 and below	F

Supplies:
- Graph paper. Graph paper can be found in the Course Information folder on Blackboard.
- Notebook paper and pencils
- Basic scientific calculator (such as a TI-30X). Calculators on cell phones, TI-89, TI-92, or TI-Inspire calculators, or any other electronic devices will <u>not</u> be allowed during testing without permission from the instructor.
- 3-ring binder to keep all homework assignments, quizzes, labs and exams organized and easy to find for reference (Recommended but not required.)
- Reliable internet access.
- Phone or tablet capable of making a pdf.
- Webcam. We will be using Proctorio for online exams. Most laptops have a built-in webcam. If you do not have a webcam, you will need to buy or borrow one before our first quiz.
- Mask that covers your nose and mouth must be worn when you are inside any building on campus.

Supplementary Course Information & Tutoring: Blackboard is the online course management system that will be utilized for this course. This course syllabus, as well as any class handouts can be accessed through Blackboard. Login at http://southplainscollege.blackboard.com. The user name and password should be the same as the Texan Connect and SPC email.

Free tutoring is available. Check Blackboard often for the latest tutoring schedule and course supplements (handouts, additional notes, sample problems for practice, etc.). More information about tutoring is available in the Course Information tab on Blackboard.

Week	Monday	Tuesday	Wednesday	Thursday
	January			
1	*Martin Luther King Holiday*	19	20 1 Linear & Rational Equations	21
2	25 2 Linear Applications Lab 1 due	26	27 3 Complex Numbers & Quadratic Equations Lab 2 due	28
	FEBRUARY			
3	1 4 Quadratic Equations Cont. Lab 3 due	2	3 5 Other Types of Equations Lab 4 due	4
4	8 6 Linear & Abs Value Inequalities with Review Lab 5 due	9	10 EXAM 1	11
5	15 7 Functions & Their Graphs	16	17 8 Linear Functions Lab 7	18
6	22 9 Distance, Mdpt, Circles & Operations on Functions Lab 8 due	23	24 10 Composition and Inverse Functions Lab 9 due	25
	MARCH			
7	1 11 Quadratic Functions Lab 10 due	2	3 11 (continued) Synthetic division & the rational root theorem Lab 11 due (Quadratic Functions only)	4
8	8 EXAM 2	9	10 12 Polynomial & Rational Inequalities	11
SPRING BREAK WEEK	15	16	17	18

9	22 13 Polynomial Functions & Their Graphs Lab 12 due	23	24 14 Rational Functions & Their Graphs Lab 13 due	25
10	29 15 Exponential & Logarithmic Functions Lab 14 due	30	31 16 Properties of Logs Lab 15 due	1
	APRIL			
11	5 17 Exponential and Logarithmic Eq. Lab 16 due	6	7 18 Review Lab 17 due	8
12	12 EXAM 3 *Online registration opens at 8:00 AM for Spring Interim, Summer, and Fall 2021*	13	14 19 2X2 and 3X3 Systems	15
13	19 20 Matrix Solutions Lab 19 due	20	21 21 Cramer's Rule Lab 20 due	22
14	26 22 Nonlinear Systems Lab 21 due	27	28 EXAM 4	29 *Last day to drop Spring semester classes*
	MAY			
15	3 22 (continued) Systems of Inequalities	4	5 Review for final Lab 22 due	6
FINALS	10 FINAL EXAM 1:00 – 3:00 PM	11	12	13