Math 1314
Dual Credit Online College Algebra
Spring 2018

Please Print for Quick Reference

Instructor Information

Name

Traci Sanders

E-mail Address

tsanders@southplainscollege.edu

Once class begins, all e-mail should be sent via **Blackboard**.

Office

Reese Campus, Building 2, Room 223-C

Office Phone Number

(806) 716-4616

Blackboard Web Site

https://southplainscollege.blackboard.com

The first time you log into **Blackboard** you may be asked to change your password.
PLEASE WRITE DOWN YOUR PASSWORD!

Course Description

A standard course in college algebra. This course will include indepth study and applications of polynomial, rational, radical, exponential and logarithmic functions and systems of equations using matrices.

How This Course is Conducted

This course is an online course, which means that you will access course information and correspond with me through the use of the Internet. I use Blackboard to deliver and manage this course.

Learning Outcomes

Upon successful completion of this course, students will:

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.

Core Objectives

Communication Skills: effective development, interpretation, and expression of ideas through written, oral, and visual communication

- Develop, interpret, and express ideas through written communication
- Develop, interpret, and express ideas through oral communication
- Develop, interpret, and express ideas through visual communication

Critical Thinking: creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information

- Generate and communicate ideas by combining, changing, and reapplying existing information
- Gather and assess information relevant to a question
- Analyze, evaluate, and synthesize information

Empirical and Quantitative Competency Skills: manipulation and analysis of numerical data or observable facts resulting in informed conclusions

- Manipulate and analyze numerical data and arrive at an informed conclusion
- Manipulate and analyze observable facts and arrive at an informed conclusion

Required Materials

1. MyMathLab Student Access Kit

This Kit is available at either SPC Bookstore (Levelland campus or Reese Center) or online at: https://register.pearsoncmg.com/reg/buy/coursebuy.jsp;jsessionid=CerbB2tv4DJhmAHYcaWwx9GAaV3Zdtq8ZOewnnIOR2UdjdYwK2sQ!-2110088019

Do not use this link if you plan to purchase a hard-copy textbook. Before you purchase a hard-copy textbook, please know that the entire textbook (including answers to the odd-numbered exercises) is available via **MyMathLab (MML)**. This means that you can opt NOT to purchase a hard copy of the textbook and purchase only the **Student Access Kit**. Many of you prefer to have a textbook in hand, so please read the textbook information under **Optional Materials** before you purchase.

If you wish to purchase an access code somewhere other than Pearson, beware of used codes! Make sure you are buying a new, unused code for College Algebra (7^{th} edition) by Robert Blitzer.

2. Calculator

You will need a calculator for this course. It can be a scientific or graphing calculator. If you choose to buy a graphing calculator, I recommend the TI-83, TI-83 Plus, TI-84 Plus, or TI-84 Plus Silver Edition.

The following TI graphing calculator models are not allowed in this class:

TI-Nspire, TI-89, TI-92, any model with C or CE in the name

I encourage you to purchase your **Student Access Kit** immediately to register for this class in MyMathLab. Class begins on January 16th. This means that you should be ready to do math on January 16th.

Things You Need in Order to Register in MyMathLab

•Student Access Code (in the **Student Access Kit**)
•Instructor's Course ID: **sanders82583**
•South Plains College Zip Code: 79336
•Personal E-Mail Address: **Please use your SPC e-mail address for MyMathLab**. Instructions for locating and accessing your personal SPC e-mail account are included in this syllabus.

Follow These Steps for a Painless Registration Procedure

•Go to https://www.pearsonmylabandmastering.com and click Student under Register on the right.
•Follow the on-screen instructions to enter your **Student Access Code** and the **Instructor's Course ID**, provide contact information, and create a **Login Name** and **Password**. Please use the same first and last name that is on file with South Plains College! Capitalize the first letter of your last name and the first letter of your first name when you register. Please write down this information for future reference.

After you have registered and enrolled, you are ready to login to your **MyMathLab** course. Until the first day of class, you will not have access to actual course materials, but you may be able to access the **Browser Check**.

To Login and Access Your Course in MyMathLab

•Go to https://www.pearsonmylabandmastering.com and click the Sign in button on the right.
•Enter the **Login Name** and **Password** you created during registration.
•You will be taken to **My Courses from Pearson**. Simply click the name of your course to begin exploring **MyMathLab**!

Course name: **1314.451 – Sp 18**

•Once you have logged in and accessed your course, the first order of business is to do the **Browser Check**. This wizard will test for and install the required plug-ins so that **MyMathLab** works properly on your computer. If you fail to do this, none of the homework problems or test questions will appear on your computer. You must do the **Browser Check** on every computer on which you plan to use **MyMathLab**.

Logging Into Your Course in Blackboard or MyMathLab

Under no circumstances are you allowed to give your User IDs and/or passwords to anyone (for either **Blackboard** or **MyMathLab**). If someone other than you logs into this course, expect to be administratively withdrawn from the course with an "F" – regardless of the reason. You are NOT allowed to take this course at the same time as a friend, roommate, brother, sister, parent, spouse, or significant other. If I find this is the case, both of you will be withdrawn from the course with an "F." The only exception to this sibling/friend policy is for dual credit high school students during the fall and spring semesters. These students are exceptions because a facilitator proctors their daily work and tests.

Optional Materials

1. College Algebra (7th edition) by Robert Blitzer

This textbook is available in multimedia e-form as a part of **MyMathLab**. If you prefer to own a hard copy, please purchase a textbook containing a **MyMathLab Student Access Code**. If you order books online to purchase or rent, double-check that the **MyMathLab Code** is included. Purchasing a code separate from the textbook is more expensive.

SPC Student E-mail Accounts

Did you know that you have a South Plains College e-mail account? You must use this e-mail address when you register for **MyMathLab**.

Your SPC E-mail Address

Your SPC Domain Username is the first part of your e-mail address. Your Username is your first initial plus the first 11 letters of your last name and last 4 digits of your student ID number. In some cases, your username might be a duplicate of someone else's so your middle initial might be used after your first initial then only the first 10 letters of your last name plus the last 4 digits of your student ID number. If this username is still not unique then a random digit will be added after the first 8 letters of your last name. Whatever the case, the Domain Username will never be more than 16 letters and/or digits. Your SPC e-mail address can be found on your SPC Acceptance Letter. Do not forget to include the word "students" after the @.

Your SPC e-mail address looks like: Username@students.southplainscollege.edu

Why Use Your SPC E-mail Address

You MUST use your SPC e-mail address for **MyMathLab**. Also...you probably have several professors who send all class communications only to SPC e-mail accounts. It is a good idea to send/receive all of your college communications using the same account.

Academic Integrity

The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension. For more detail, see “Academic Integrity” and “Student Conduct” in the South Plains College General Catalog.

You are expected to work alone on all tests. If you choose to cheat, you will be withdrawn immediately from this class with a grade of "F." As we progress through the course, if a test score is more than 30% better than the preceding test score, you may be required to come to the Reese campus and retake that test in a proctored setting. It is rare for a student to make this kind of advanced progress from one test to the next. Retesting is to insure the validity of the test score. If you are doing all of your own work, retesting will be little more than an inconvenience.

Student Conduct

No profanity under any circumstances! Respect and courtesy is required at all times. Even though we are not meeting face to face, I still expect formal/polite classroom decorum, as do your classmates. Students who decide to insult, embarrass, intimidate, or coerce other students or me will be dropped from this course immediately.

Prerequisite Skills

In order to participate in this online course, you need these skills:

- typing skills
- know how and be willing to compose, reply to, and forward e-mail messages
- know how to attach and open documents in an e-mail message
- have algebra skills consistent with the successful completion of high school Algebra I and Algebra II. (SPC's Beginning Algebra and Intermediate Algebra courses provide these skills as well.)

Required Software

MyMathLab requires the following plug-ins:

- **Adobe Flash Player**
- **Adobe Reader**

Links for the above plug-ins as well as other information concerning computer requirements, browser requirements, and monitor resolution, are found in the **Browser Check** in **MyMathLab**. The **TestGen Plug-in** is not required for this class, so do not install it when working through the **Browser Check**.

Computer Issues

If your personal computer becomes "disabled," there are open computer labs on the Levelland and Reese campuses that you may use to access Online College Algebra. Please use only these labs to access **MyMathLab** since other labs (or places like public libraries) may not have the MML plug-ins installed. Please remember that it is your responsibility to have a back-up plan in case your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. Test and/or homework deadlines will not be altered if you have computer problems.

Assignment Policy

Graded homework assignments for each section of the course are located in **Homework** on **MyMathLab**. There are also homework assignments for each section out of the textbook. The textbook assignments will not be turned in or graded. These assignments can be found at the end of each set of **Lecture Notes**. **Lecture Notes** are located within the **Units** in **Blackboard**. You can also access a document containing all of the textbook assignments within **Text Assignments** in **Blackboard**. After completing the **Homework** in **MyMathLab** for a grade, you should work the textbook problems for a more complete understanding of the topics. I have assigned only odd-numbered problems from the textbook exercises so that you can check your answers in the back of the textbook. If you do not have a hard-copy textbook, the answers for the odd-numbered problems can be found in **MyMathLab** by expanding **Chapter Contents** and clicking on **Student Solutions Manual**.

Online homework can be submitted multiple times (until the assignment deadline). If you miss a question, please redo that question by clicking on the Similar Exercise button until you succeed. You should settle for nothing less than 100% on each online homework assignment. After each homework session, click the **Save** button to insure that your score is saved correctly. Homework is grouped together by units. Check the **Course Calendar** in **Blackboard** for each unit's homework deadline. You will no longer have access to those homework sections after the deadline.

Although the **MyMathLab** servers are rarely down, Pearson does schedule routine maintenance and upgrades from time-to-time. Pay close attention to all announcements on the **MyMathLab Course Home** page. If either routine maintenance and/or an upgrade is scheduled at the same time as a homework or test deadline, you must be aware of this and make plans to submit all homework assignments and/or tests BEFORE the outage occurs. No deadlines will be extended due to routine maintenance or upgrade outages on **MyMathLab**.

Attendance Policy

You are expected to actively participate in this class weekly. Attendance is monitored through the completion of assignments. Whenever you have 6 missed assignments or two missed tests, the instructor may withdraw you from the course with a grade of X. Just logging in does not keep you compliant. You must be turning in work!

Withdrawal

Expect to be administratively withdrawn from this class with an X for either of the following reasons:
1. you fail to submit six assignments
2. you fail to submit two tests

If you wish to withdraw yourself from this class for any reason, you must initiate the appropriate steps on your own. If you live in the South Plains College service area, you are required to go to the Admissions Office at one of our campuses to withdraw from class. We have campuses at Levelland, Reese Center, Lubbock Center, and Plainview. If you live outside of the SPC service area, contact Amanda Morin in Admissions to get assistance for submitting student withdrawals from a lengthy distance. Ms. Morin's e-mail is amorin@southplainscollege.edu. You may contact Ms. Morin by phone at (806) 716-2570. In your e-mail, you will need to explain why you need to withdraw, your current location as to why you cannot withdraw in person, and provide a copy of your photo ID. Cc me to this e-mail. Include your full name, SPC ID number, and course and section number of the course to be dropped.

Dual credit high school students must initiate withdrawal through their high school counselors. High school students may not drop the course without the aid of the counselor.

Dual credit home-schooled students should do the following in order to withdraw from the course:
1. Before dropping, contact JimAnn Batenhorst in the Dual Credit Office at (806) 716-2503 for more information on how dropping the course could affect your future academic standing and financial aid eligibility.
2. If you decide to continue with the drop process, access the dual credit drop form here - http://www.southplainscollege.edu/files/file/resources/Admissions/dual_credit_drop.pdf.
3. Complete the drop form. A parent or legal guardian should sign as Counselor/Instructor.
4. Submit the form as directed. Also send a copy of this form to JimAnn Batenhorst at jbatenhorst@southplainscollege.edu.

E-Mail throughout the Course

All communications will be conducted in **Blackboard**. Any questions or comments should be sent using **Blackboard** e-mail. Please check your **Blackboard** e-mail *daily* for class reminders and announcements. If I request a reply e-mail from you, please reply promptly. If you do not enjoy reading e-mail or hesitate to send e-mail, you should reconsider your plans to take Online College Algebra. E-mail is our only means of regular communication. Because **Blackboard** is limited in its ability to handle math symbols easily, I will reply to your math questions in .pdf or .doc form using an attachment in **Blackboard** e-mail.

Contact with Instructor

Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
10:15 – 12:15	10:15 – 11:15	10:15 – 11:15	10:15 – 11:15	9:00 – 12:00

You are welcome to call or visit me at my office during my posted office hours.

Response Times

I will do my best to respond to your e-mail within 24 hours of receipt. Please do not wait until the last minute to do homework or to ask questions before a test.

Grading Policy

Your final grade will be calculated as follows:

Homework Average	***20%***
Test Average (4 Tests and Final Exam)	***80%***

Your final course grade is based on the usual grade distribution:

A (100 – 89.5) B (89.4 – 79.5) C (79.4 – 69.5) D (69.4 – 59.5) F (59.4 – 0)

You may access your grades at any time during the course on MyMathLab by clicking on Gradebook. I will not be using the Blackboard gradebook. If you have an assignment that says past due, that assignment has not been included in calculating the overall average. Once I submit a zero for the assignment, then it will be included in the average. The column titled "Overall Score" is your average. Work hard throughout the semester! Do not ask for extra points at the end of the course. You must *earn* all points that you receive.

Test-Taking

All five tests in this course are administered online via **MyMathLab**. To access a test, choose **Quizzes & Tests** from the course menu. A link to the test will be found at the top of the page not under the heading Sample Tests and Quizzes. Tests are password protected. Each test will have a different password that I will e-mail to you in **Blackboard** the day before the test is released. The tests are timed. You will have 2.5 hours (150 minutes) to complete each unit test and 3 hours to complete the final. Tests must be taken in one sitting. Make sure you have 2.5 uninterrupted hours (3 for the final). The tests are not printable. You must remain connected to the Internet and logged into **MyMathLab** for the duration of each test. Change the sleep settings on your computer so that it does not go to sleep during a test. You may use hard copies of the textbook, homework, and notes, but you will not be able to access assignments or the book in MyMathLab during the test.

It is critical that you use a reliable computer with a trustworthy Internet connection to take tests. All other applications should be closed. If your computer or Internet connection is not reliable, do not use it to take tests. You may use a computer in one of the SPC labs.

If you fail to take two tests, you will be withdrawn from the course with an X. The **Final Exam** is required of all students still enrolled at the time of the test.

Dual credit high school students and home-schooled students: You may not take tests on your own. You are required to take your tests in the presence of a proctor. Generally, this person is your class facilitator. At test time, you and your proctor should schedule a 2.5-hour block of time for testing. Your proctor will know the test passwords. All students at the same high school taking this course must test at the same time.

A parent may not proctor home-schooled students. You must ask a teacher, school administrator, adult friend who holds a professional job, clergy-person, etc., if he/she is willing to proctor your tests. This person must be approved by me in advance of the first test. Do not wait until the last minute to make these arrangements. If these arrangements are not made in advance, you will be required to test at Reese at my convenience.

Test Deadlines

Check the **Course Calendar** for both release dates and test deadlines. **These deadlines are firm and non-negotiable**.

Test Study Guides

An outline of test contents can be found in the **Unit Study Guides** provided in each **Unit** in **Blackboard**. Look over the study guide before beginning each unit. Once you have completed all homework assignments for a unit, go back to the study guide. Use it to help you prepare for the test on that unit.

Math Resources

There is always additional assistance available to you if you need it! Take advantage of every resource.

- **Me** – Please don't be afraid to ask me for help. I should be your first "line of defense" not your "last resort." Please send e-mail through **Blackboard**. You can also call or visit me during my office hours.
- **MyMathLab** – This program contains infinite practice problems (with step-by-step help), tracked tutorial exercises, review exercises, practice tests, and an interactive multimedia textbook. Take advantage of all the excellent tools that **MyMathLab** provides!
- **Peer Tutors** – Peer tutors are available for free to any SPC student. Every South Plains College campus has peer tutors available. As soon as math tutors are scheduled, I will post the information in the Peer Tutors link in **Blackboard**.

Technical Support

Blackboard: Student support is available by emailing blackboard@southplainscollege.edu or calling 716-2180. When emailing a request for help, include your full name, course(s) enrolled in, name of instructor(s) and a phone number where you can be reached. There are Blackboard video tutorials available at http://ondemand.blackboard.com/students.htm. You can also get to these videos by logging into Blackboard and clicking "Videos for Students" in the On Demand Help box.

MyMathLab: http://pearsonmylabandmastering.com/students/support
You can email or chat online. The chat online is the fastest way to reach them.

Students with Special Needs

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. For more information, call or visit the Disability Services Office at, Reese Center Building 8, 806-716-4675, or Levelland in the Student Health & Wellness Office, 806-716-2577.

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.

Welcome to Online College Algebra!