

**Syllabus for MAC 1105 College Algebra
Valencia College-UCF Downtown Campus**

Fall 2021

Online (CRN: 16911)

Mon/Wed 4 - 5:15p (F2F, CRN 16913)

Mon 5:30p - 6:45p (Mixed-Mode, CRN 16910)

Instructor Information

Mrs. Stephanie Luzoro

E-mail: SLuzoro@valenciacollege.edu

Office Number: (407) 582-7315

Google Voice: (407) 850-8801 (*text preferred*)

Office Hours: *Communication available via email, phone/text, or Zoom video conference.*

Monday/Wednesday: 2:00-3:30 pm (Virtual Hours Only)

Tuesday/Thursday/Friday: 2:30-4:30pm (Virtual Hours Only)

Beyond office hours, I will do my best to respond to emails within 24 hours. I generally respond within a much shorter time frame, however, allow for 24-48 hours on weekends or holidays.

College Contacts

Executive Dean, DTC: Dr. Eugene Jones

1-407-582-5508

Learning Support Services, Manager: Ning Christopher

1-407-582-1120

Instructional Math Lab Supervisor: Jennifer Nelson

1-407-582-3508

Learning Support Center

- Tutoring Offered Online via Zoom:
- Students will still access online tutoring by clicking on the Help icon on the Navigation Toolbar in Canvas and clicking on Online Tutoring. For more information, students can visit the following page:

<https://libguides.valenciacollege.edu/distancetutoring>

Operation Days and Times

- Monday - Thursday: 10:00am - 9:00pm
- Saturday & Sunday: 11:00am - 7:00pm

Course Description

This course is based on the study of functions and their role in problem solving. Topics include the study of linear functions, quadratic functions, exponential functions, and inverse functions. Students will be required to solve applied problems and communicate their findings effectively. Technological tools will be utilized in addition to analytical methods. A minimum grade of C is required if MAC1105 is used to satisfy the Gordon Rule and general education requirements.

Course Prerequisites

Students registered for this course must have completed MAT 1033 with a C (2.0) or better or an appropriate score on an approved assessment.

Downtown Campus Course Information

Courses offered through DTC following policies and procedures specific to DTC. Most notably, students in DTC courses cannot be withdrawn by the instructor and DTC courses use the [DTC bookstore](#).

Required Textbook(s) & Materials

(Please do not open or use any course materials until after the first class meeting!)

1) REQUIRED: WEBCAM or a LAPTOP with a built-in camera.

- A Laptop is needed for exams (no tablets or cell phones).

2) REQUIRED: MyMathLab (MML) Student Access Kit

Purchasing Options:

- Purchase a custom Valencia/UCF MML Access Kit at the DTC bookstore at discounted rate.
 - <https://ucf-vc.bncollege.com/shop/ucf-valencia/home>
- Purchase instance access through MyMathLab with a debit or credit card.
- *Important Note:* For this course, MyMathLab can only be accessed via the “*MyLab and Mastering*” menu item in Canvas; therefore, there is **NO COURSE ID**. Do not try to access the course via the MyMathLab website, as it will not work—it can only be accessed through Canvas.
- *Note:* There are 18-week (cheaper) and two-year access codes available for purchase online. Just know, if you buy the 18-week code and need to retake the course, you will have to buy the code again.

3) RECOMMENDED CALCULATOR:

- TI-84+ or approved (Non-CAS) graphing calculator.

4) (VERY) OPTIONAL TEXTBOOK:

- College Algebra, Sullivan, 11th edition, Pearson, 2020
- Note: A virtual copy of the textbook is available through MyMathLab, so a physical textbook is not necessary. If you wish to buy a physical textbook, please speak to the instructor for additional purchasing options.

Course Components

Attendance

Attendance will be taken based on your course activity in MML.

A student’s Last Date of Attendance is determined by the last date of activity in MML.

Illness Statement

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please contact me as soon as possible to create a plan for the best course of action.

No Show Policy

The Syllabus Quiz/Orientation assignment (in MML), “Introduce Yourself!” FlipGrid post (in Canvas), Proctoring Survey (in Canvas) must be completed by August 27 to avoid being reported as a No Show and potentially dropped from the course.

HonorLock

HonorLock is an online proctoring service that operates through Canvas. The service requires you to use a laptop/desktop with a webcam. The platform monitors/records your progress as you take exams via MyMathLab. It records your immediate surroundings and the computer screen to protect the integrity of the online testing process. **HonorLock is required for this online course for unit exams and the final exam. If you are unable to use the service or do not accept the policies of the service, you should withdraw from the course.**

Grading Policy

Homework = 25%

Homework is assigned in MyMathLab (MML) for each section covered. Refer to the Daily Topics for a list of all homework assignments and due dates. Due dates are also shown in MML for each assignment.

Completion of homework on a regular basis is crucial to your success in this course. It is your responsibility to stay on top of due dates.

Homework can be completed after the due date for a 10% penalty per day.

Please use the "Ask the Instructor" feature in MML to email your instructor about specific homework questions. You are also encouraged to seek assistance from the instructor during office hours if you encounter difficulties or visit the Math Lab tutoring

Quizzes = 15%

Quizzes are assigned in each unit in MyMathLab. Refer to the daily topics and MyMathLab for specific due dates. It is the student's responsibility to stay on top of due dates. Students will have up to three attempts at each quiz with a time limit of 60 minutes per attempt. The highest of the three scores will count toward the quiz grade. Quizzes can not be completed after the due date. The average of all quiz grades (only the highest attempt of each quiz) will make up 15% of your overall grade.

Exams = 40%

Five scheduled unit exams are assigned in MyMathLab and are proctored using Honorlock via Canvas unless otherwise noted. You only have one attempt for each unit exam, so be sure to study any practice exams or reviews available in Canvas or MML before taking the exam.

Each exam is timed at 2 hours and must be completed in one sitting. Exams cannot be completed after the due date.

Final Exam = 20%

This course requires a cumulative final exam. The final exam must be proctored using HonorLock online proctoring service in Canvas.

The final exam represents 20% of your overall grade and must be taken on or before Wednesday, December 8th--no exceptions! You are welcome to complete the course and final exam early, however.

Grading Scale

All grades will be calculated to the nearest tenth and rounded appropriately.

Percentage	Grade
89.5%-100%	A
79.5% - 89.4%	B
69.5% - 79.4%	C
59.5% - 69.4%	D
0% - 59.4%	F

Course Make-Up Policy

All homework assignments, quizzes and exams must be completed by the unit due dates. Any work completed after the due date will receive a 10% deduction per day late

Withdrawal

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who does not attend class during the first week of class will be dropped from the course by the instructor.

- Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of “W.”
 - **Student withdrawal deadlines for this semester is October 29th.**
<https://valenciacollege.edu/academics/calendar/>
- A student is not permitted to withdraw after the withdrawal deadline.
- Important Note: The professor CANNOT withdraw a student after the deadline on the Downtown Campus. Since this course is offered through the Downtown Valencia College/UCF (DTC) campus, we must follow DTC policies and procedures.
- Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policy>

Valencia Student Core Competencies:

Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you develop and demonstrate the abilities to (1) **think** clearly, critically, and creatively; (2) **communicate** with others verbally and in written form; (3) make reasoned **value** judgments and responsible commitments; and (4) **act** purposefully, reflectively, and responsibly.

Academic Honesty

Plagiarism or cheating of any form will be cause for **immediate removal from this class, a course grade of F and referral of this incident to the Dean of Student Affairs/Mathematics**. Cheating is defined by any behavior that can be construed as cheating such as blatant cheating, looking at somebody’s paper, talking or whispering during a test, copying (including all take-home activities, examinations, and/or homework assignments), use of a cellular phone or other electronic device without prior permission, suspicious behavior, or failing to follow appropriate procedures for taking a test as prescribed by the instructor. **SIMPLY stated, cheating will not be tolerated.**

Special Accommodations

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Danelle Maschhoff, Testing & Accessibility Office, Union West #210).

Student Resource for Assistance

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Other policies & Information:

Computer/Equipment Use Policy

This course relies on the use of technology to aid in your learning. You are expected to check Canvas and your email at least once before class to ensure that you have the most current information. Computers are available on campus if you do not own one. If you experience any technical issues, call the support number below.

Canvas Help Desk: (407) 582-5600 or visit <https://valenciacollege.edu/students/learning-support/>

ATLAS Student Help Desk: (407) 582-5444 or <https://valenciacollege.edu/about/support/>

OIT Help Desk: (407)-582-5554

Email Communication Policy

The instructor will only correspond with you through your Canvas or atlas e-mail only. Students are expected to check their Canvas and Atlas e-mail daily. The instructor may send updates, announcements, changes, etc. to your atlas e-mail. Students are responsible for all messages sent to your atlas e-mail by the instructor. The instructor will not correspond with any personal email addresses. All e-mail correspondence must originate from your Valencia account. Grades are discussed by appointment only or through your atlas e-mail. All e-mail by students and the instructor should be respectful and professional. Students should identify their name, class that they are in, and a complete message using respectful language, complete sentences, and proper grammar. A subject line is mandatory.

Valencia College: Laptop Loan Program

Downtown Campus Office of Information Technology (OIT) has acquired new laptops to loan to students who are registered for the semester and have expressed technology needs.

Valencia Students

To apply for a new laptop visit: <https://valenciacollege.edu/laptop>

This link will take you to the Atlas log-in screen, and then to the form.

Laptops are distributed on a first come-first served basis, so if you are in need, request a laptop early!

UCF Students

This UCF link will describe the types of devices a student can borrow from Tech Lending: [UCF Libraries-Tech Lending](#).

Distance Tutoring & Technology Support at Valencia

You can easily access Valencia's free distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing. More information can be found at <https://valenciacollege.edu/students/learning-support/downtown/index.php>

Online Learning Technology Support services are also available. You can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to a PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. You are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Click the "MATH" tab at the top for math tutoring. Also, through this site you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Brainfuse: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

Intellectual Freedom and Viewpoint Diversity at Valencia

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the

class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College's Student Code of Conduct.

Disclaimer:

This syllabus and the related course schedule may be changed at the discretion of the instructor and you will be notified of those changes in class.

This syllabus is an agreement between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this agreement. It is the responsibility of the student to carefully read this syllabus/agreement in its entirety and to adhere to all policies and procedures within the syllabus.

Enter Your Canvas Course:

1. Sign in to Canvas and enter your Canvas course.
2. Do one of the following:

Select **the MyLab & Mastering** in the Course Navigation, and then select “Mastering Assignments” on the Pearson page.

Get Access to Your Pearson Course Content:

1. If you have a Pearson account, enter your Pearson account **username** and **password** to **Link Accounts**.
*You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.

If you don't have a Pearson account, select **Create** and follow the instructions.

2. Select an access option:
Enter the access code that came with your textbook or was purchased separately from the bookstore.
Buy access using a credit card or PayPal account.
If available, get temporary access by selecting the link near the bottom of the page.
3. From the You're Done page, select **Go to My Courses**.

Note: You always enter your MyLab & Modified Mastering course through Canvas.

Get Your Computer Ready

For the best experience, check the system requirements for your product at:

<http://www.pearsonmylabandmastering.com/system-requirements/>

Need help?

For help with MyLab & Modified Mastering with Canvas, go to:

<http://help.pearsoncmg.com/mylabmastering/canvas/student/en/index.html>