

Syllabus for MAT 1033C Intermediate Algebra Valencia College - East Campus

Online
Spring 2021, CRN: 20532

Instructor Information

Mrs. Stephanie Luzoro

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Virtual Hours via email: Schedule an electronic meeting via calendly.com/sluzoro

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

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://valenciacollege.edu/tutoring>

Course Description and Structure

Structure: Lecture

Intermediate Algebra presents algebraic skills for MAC 1105. Topics include linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, factoring, algebraic fractions, rational equations, radicals and rational exponents, complex numbers, quadratic equations, scientific notation, applications of the above topics and the communication of mathematics. Applications emphasizing connections with other disciplines and the real world will be included. (Contact hour breakdown: CR3 Class 3 Lab 1)

Course Prerequisites

Minimum grade of C in MAT0022C or MAT0028C or MAT0055C or MAT0056C or appropriate score on an approved assessment.

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.

Required Textbook(s) & Materials

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

1) REQUIRED: MyMathLab (MML) Student Access Kit

Purchasing Options:

- Purchase MML Access Kit at the bookstore at discounted rate.
 - <https://www.valenciabookstores.com>
- 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.

2) REQUIRED: WEBCAM

- a. This course will require reliable internet and a computer with a webcam.
 - i. Before purchasing a webcam, make sure your computer does NOT already have an integrated webcam.
 - ii. You cannot use a tablet or cellphone as a webcam for the tests, tests must be taken on a computer.

3) RECOMMENDED CALCULATOR:

- **TI-84+ or approved (Non-CAS) graphing calculator.** This is recommended if you must take MAC 1105 or STA 2023.

4) (VERY) OPTIONAL TEXTBOOK:

- Intermediate Algebra, 7th Edition, Elayne Martin-Gay
- *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

This online class has no required synchronous class meetings; however, missing more than six assignments or not complying with the No Show Status Policy will subject the student to being withdrawn. No Show Status Policy By the "Program Integrity and Documentation of Online Course Attendance" published by the US Department of Education (ED) and adopted by Valencia College, any student registered in an online course must show attendance. The Department of Education has made it clear that simply logging into an online course does not constitute attendance as an "academically-related activity."

Lessons

I do not conduct synchronous (scheduled, timed delivery) class sessions or video lectures. Instead, I've created "bite-sized" modules for each lesson that generally include:

- **Lesson Objectives**
- **Lecture/Class Notes** (Blank and Detailed)
- **Publisher PowerPoints** (I'm biased, but I like the notes I provided better)
- **Videos**--These videos were handpicked by the Downtown Campus professors for quality and relevance, so you can bet they are worth watching!
- **Links** to helpful websites or resources.

I also teach an RTV course, attending that Zoom meeting is completely optional but highly recommended if you have questions or need help. Link to the Zoom meeting is in our Canvas course.

Class Meetings Times:

Tuesday and Thursdays: 4p – 5:15p

Homework

- Homework is assigned in MyMathLab (MML) for each section covered. Refer to the MAT 1033C Daily Topics for a list of all homework assignments and due dates.
 - Due dates are also shown in MML for each assignment.
- Homework can be completed after the due date for a **10% penalty** per day. (So, homework beyond ten days late can still be completed, but no credit will be awarded).

- The **Ask the Instructor** feature in MML is the most effective way to contact your instructor about individual homework questions.
 - This feature sends me a direct email referencing the specific question that you are requesting help for

Lab Attendance

This course includes a mandatory lab component that must be completed each week (students should refer to their daily topics for due dates).

Lab activities are designed to supplement and reinforce students' understanding of the course concepts and provide students with opportunities to develop their skills. In addition to being mandatory, participation in lab activities correspond to improved performance in the course, so it's in students' best interest to treat the lab activities just as seriously as they regard homework and class.

Each Lab assignment consists of two parts for a total of 100 points

- Lab Activity PDF submission – 50 points
 - You are required to submit a PDF version of your work and worksheet for each lab assignment
 - Make sure you have the technology necessary to scan/upload your work.
 - Please see Canvas on how to upload scanned work.
- Canvas Assignment – 50 points
 - You will answer questions based on the lab activity for each lab assignment

Exams

This course includes 8 Mastery Tests and one comprehensive final exam. Mastery Tests account for 40% of your course grade, and the final exam will represent 20% of your course grade. **For Spring 2021, exams will be completed via HonorLock.** All exams are completed and graded in MyMathLab. However, you are required to submit your handwritten work via Canvas, so make sure you have the technology necessary to scan/upload your work. Please see Canvas on how to upload scanned work.

Mastery Tests: (1 Attempt, 75 minute time limit)

To unlock each Mastery Test, the following requirement must be met:

Score at least an 80% on EACH homework assignment in the unit.

Proctored Final Exam: (1 Attempt, 150 minute time limit)

The final exam must be taken in order to pass this course and must be completed by the last day of the course: **Wednesday, April 28, 2021.**

This course utilizes Honorlock, an online exam proctoring service, to promote academic integrity during online testing. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7. After you verify your identity and scan your room, you can begin your exam. Honorlock will record you via webcam, as well as record your screen activity. Honorlock's system also includes a process that can detect inappropriate search-engine use, while protecting the privacy of your personal information. The recorded information will be subject to the protections of the College's policy on Student Records.

To take an online exam, you will need:

- A laptop or desktop computer with a microphone (not a tablet or phone)
- A webcam
- Reliable Internet connection
- Photo identification in the form of a Valencia-issued student ID card or government-issued ID card (i.e. driver's license, passport)
- [Google Chrome](#) downloaded (required browser)
- [Honorlock Chrome Extension](#) downloaded

Honorlock support is available 24/7/365. Support access is built into Honorlock in real-time.

If you encounter any issues during an exam, you can contact support by live chat within the Honorlock window in Canvas, by phone (855-828-4004), and/or by email at support@honorlock.com. For answers to common questions on online proctoring, visit the Student FAQ page or Honorlock's student information website.

Grading Policy

Canvas is the official gradebook for our course

Assessment	Percent of Final Grade
Homework	25%
Lab Assignment	15%
8 Mastery Tests	40%
Final Exam	20%
Total	100%

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
0.0% - 59.4%	F

Course Make-Up Policy: Make-Up Exams are not permitted.

- If you do not complete an assignment or test by the due date, a zero score will be assigned for each incomplete grade (unless otherwise noted by the professor).
- Contact the instructor BEFORE the due dates if you experience any issues prohibiting your from meeting any deadlines.

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 March 26th 2021.**
<https://valenciacollege.edu/academics/calendar/>
 - A student is not permitted to withdraw after the withdrawal deadline.
 - 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>

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.**

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 e-mail 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

E-mail Communication Policy: The instructor will only correspond with you through your atlas e-mail only. Students are expected to check their 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 other e-mail account, PDA, or cell phone. 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

Valencia College's Office of Information Technology (OIT) has acquired new laptops to loan to students who are registered for the semester and have expressed technology needs. To apply for a new laptop visit: <https://valenciacollege.edu/laptop>, they are on a first come first serve basis.

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.

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. 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.

Hours of Operation:

Monday-Friday: 8 am – 10 pm

Saturday & Sunday: 9 am – 7 pm

EAST CAMPUS MATHEMATICS REQUIRED SYLLABUS CONTENT

What are the college policies that I should know about?

STUDENT CODE OF CONDUCT: All students are expected to comply with Valencia College's policy on [student code of conduct](#).

ACADEMIC HONESTY: All students are expected to comply with Valencia College's policy on [academic honesty](#).

WITHDRAWAL POLICY: Visit the link for Information on the [withdrawal policy](#).

What are learning resources that I could take advantage of at the college when I need extra help?

ONLINE LEARNING ASSISTANCE RESOURCES:

- **Valencia's Virtual Tutoring Service:** In response to COVID-19, Valencia's tutoring services have moved online and are available live for all math students. To get started, visit and self-enroll in the [math tutoring](#) course in Canvas. This is where you will access the link to live tutoring (via Zoom), as well as the schedule of tutors, times, and services.
 - **Valencia's Math Help 24/7:** Valencia Math professors have created [pen-casts and videos](#) of common lessons to help you learn the concepts presented in class. Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!
 - **Smarthinking:** [Smarthinking](#) is an online tutoring tool available to all of Valencia's students, and math tutors are available 24/7. You can access Smarthinking through the Courses tab in Atlas, in the My Courses channel. Students have a limited number of hours available, and therefore, Smarthinking is best used as a back up to Valencia's virtual tutoring service, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices.
 - **Distance Tutoring Guide and Additional Resources:** For more information on [virtual learning support services](#), including links to live Valencia tutoring for other subjects.
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If I need some accommodations in the class to support my learning, what should I do?

STUDENTS WITH DISABILITIES: Valencia students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities. East: Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222. Here are the [campus locations and contact numbers](#).

If I am an international student, is there information that I should know?

NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1 VISA): Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services office](#) for more information.

As a future Valencia graduate, what are the core competencies that I will take with me?

CORE COMPETENCIES OF A VALENCIA GRADUATE:

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to 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;
- 4) ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

How can I share with my instructor my experience in this class?

STUDENT FEEDBACK ON INSTRUCTION: Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only *after* grades are submitted and students' names are *not* included in the results – all responses will be anonymous.

If I am in need of counseling services outside of the class, where can I get help?

STUDENT ASSISTANCE PROGRAM: Valencia College has contracted with a private and confidential counseling service [Bay Care Behavioral Health Student Assistance Program \(SAP\)](#) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

Is there support for me if I am struggling with food, housing, or financial insecurities?

SUPPORT FOR STUDENTS WITH FOOD/HOUSING/FINANCIAL NEEDS: Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to complete a form at [Counselor in the Advising Center](#) or call 407-582-1507.

What privacy rights do I have as a student?

FERPA (*Family Educational Rights and Privacy Act*): FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232G; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further [information on FERPA](#).

What is Title IX, and why is this important?

TITLE IX: Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701 or you may prefer [assistance](#) on campus, or email Valencia College's Title IX and Equal Opportunity Officer, [Ryan Kane](#). If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name and detailed information shared with me. We take privacy very seriously at the

College and only those who have a legitimate need to know the information will be provided with this information. Visit this link if you have more [questions about Title IX](#) or the College's response.

If my class has a lab, what can I expect?

LAB: This course includes a online lab component once or twice each week to support learning in the course (students should refer to their class schedules for details). Lab instructors are former Valencia students that have mastered the content of your course and can help you navigate the course and college life.

Each lab will be assigned by the course Professor. Lab activities are designed to supplement and reinforce students' understanding of the course concepts and provide students with opportunities to develop their skills. Lab activities correspond to improved performance in the course, so it's in students' best interest to treat the lab activities and lab sessions just as seriously as they regard homework and class.

Lab Support sessions will take place once or twice a week using Zoom. The sessions will be conducted Instructional Lab Assistants. You are encouraged to attend the support sessions so you can ask questions and receive assistance with your work. A link to the zoom session will be posted in Canvas and/or will be sent to your Canvas email.

While in Lab Support Sessions, you are expected to:

- Abide by Valencia's [student code of conduct policy](#).
- Adhere to [Valencia's integrity policy](#).
- Follow all instructions from the Professor and Instructional Lab Assistants.
- Ask questions and actively participate.

You can expect the Instructional Lab Assistants to provide:

- Clear instructions for all lab activities.
- Respectful and professional assistance.
- A safe learning environment.

DISCLAIMER: Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. In case you are absent, it is **your** responsibility to find out what, if any, announcements or changes have been made.

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>