

## College Algebra MAC1105 Online

CRN 30456

Course Syllabus

Spring Session 2017

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This syllabus is a contract between the student and the instructor. By attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract, and to adhere to all policies and procedures within.

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# Course Information

## Description:

Prerequisite: Minimum grade of C in MAT 1033C or appropriate score on an approved assessment

Course based on the study of functions and their role in problem solving. Topics include graphing, the linear, quadratic, and exponential families of functions, and inverse functions. Students will be required to solve applied problems and communicate their findings effectively. Technology tools will be utilized in addition to analytical methods.

Gordon Rule course. Minimum grade of C is required if MAC 1105 is used to satisfy Gordon Rule and general education requirements.

## Required materials:

1. Access to MyMathLab - available from the bookstore or online at <http://pearsonmylabandmastering.com>

Note that this allows you to access an electronic copy of the text.

2. TI-84 graphing calculator (can be checked out from one of the campus math centers)

## Optional materials:

Textbook: *College Algebra 5/e* with MyMathLab by Beecher, Penna, Bittinger.

## Computer and Internet Requirements:

Access to Atlas email. Appropriate settings for MyMathLab on your computer.

## Attendance:

This online class has no scheduled class meetings; there are 2 exams that must be taken in a proctored testing center.

## No Show Status

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."

The way a student shows attendance in this course is by

(1) completing the Information Quiz found in Blackboard (<http://learn.valenciacollege.edu/>),  
and

(2) completing at least one Homework assignment (in MyMathLab <http://pearsonmylabandmastering.com>) with a score of at least 80% during the first week of class (Jan 9-13, 2017).

Caution: if you have not logged into Blackboard, completed the Information quiz, logged into MyMathLab, and completed at least one homework assignments with at least an 80% **during the first week of this term** (Jan 9-13, 2017) you will have not complied with the ED attendance policy, and you will be withdrawn from this course as a No-Show.

## Time Commitment:

Note that an online course may need more time commitment than an onsite course. Since this is a short term online course, the six hours a week that you would normally use to attend lectures should be spent online reading the textbook, watching lecture videos, working through practice exercises and taking tests. Any college course also requires at least two hours of study-time for every lecture hour. Thus, you should allocate at least another twelve hours a week on study time activities such as working on assigned homework and sample tests. This course may take more time than you expect.

## Communication:

This is an online course, therefore, we will communicate mainly electronically via email. You must check your ATLAS email regularly as to not miss any important messages from the instructor. All communications should follow appropriate etiquette. Email should be used in a professional way. Always put identifying information in the subject line and include your name and course (MAC1105) so that I know who you are.

All emails will receive my response in a timely fashion. You should expect my reply within a 24-hr period, excluding Saturdays and Sundays. On the other hand, when you receive any email from me that requires your response, I expect you to reply in a timely fashion as well. I will be communicating with you on at least a weekly basis; therefore, it is crucial that you check your emails frequently. Not checking my emails is not accepted as an excuse for missing assignments.

# Getting Started

## To register for College Algebra:

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).
2. Under Register, select Student.
3. Confirm you have the information needed, then select OK! Register now.
4. Enter your instructor's course ID: rhodes18131, and Continue.
5. Enter your existing Pearson account username and password to Sign In. 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 an account, select Create and complete the required fields.
6. 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.
7. From the You're Done! page, select Go To My Courses.
8. On the My Courses page, select the course name College Algebra to start your work.

## To sign in later:

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).
2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select the course name College Algebra to start your work.

# How to be Successful in this Course (Work Requirements)

When you sign into your course you will see a list of buttons on your left. They are: Course Home, Announcements, Homework, Quizzes and Tests, Study Plan, Gradebook, Chapter Contents (Textbook), Tools for Success, Multimedia Library, Pearson Tutor Services, Syllabus.

1. Click on Chapter Contents (**Textbook**), select the chapter and section you would like to work on. Click on Multimedia eText to read and work through the examples given in the section. Click on Study Plan to work through sample problems for this section.
2. Click on **Multimedia Library** to view animations, power points and publisher videos for the course.
3. Click on **Study Plan** to work through sample problems in the section you are working on.
4. Click on **Pearson Tutor Services** to access free tutoring. Click on **Tools for Success** for extra downloads (podcasts, etc.)
5. Click on **Homework** to do the graded homework for each section. Due dates are listed here as well as on the attached calendar.
6. When you have completed the chapter, practice for the chapter test by taking the practice test available online under **Tests**. If you score at least an 80% on the practice test by the deadline, you will receive a 5% bonus on the test for that chapter. Review what you did wrong on the practice tests and for extra practice, work through the chapter test in the textbook. Get help at this point if you need it!
7. Take your chapter test! Once you finish and submit your test click on **Grade Book** to ensure that your test was submitted successfully. Your current average in the course can be found here by clicking on **Show Overall Score** on the top left.
8. Take the midterm and the final exam as scheduled in a proctored testing center.

**Note: It is the student's responsibility to work ahead of the attached schedule in order to build some flexibility into the schedule. There will be no extensions on any of the due dates.**

# Graded Assessments:

Your grade in this course will be computed from the following:

- 1) Online Homework (200 points)
- 2) Chapter Tests (200 points)
- 3) Midterm (150 points)
- 4) Final Exam (200 points)

## 1) Online Homework:

There is an online homework assignment for each section covered in this course. Each homework section must be completed by midnight (E.S.T.) on the date indicated on the attached schedule. There will be NO extensions on the due dates-no exceptions. The percentage of homework completed will count towards 200 points of your final grade. All of the homework assignments can be found by first logging into your course in MyMathLab, clicking on Homework on the left hand side, and then select the section you want to work on and do the exercises. When you are done make sure to click on Save. You may only answer a single question 3 times per attempt at the homework. You may submit a homework assignment as many times as needed up until the deadline date. Therefore, you can work on the homework until you get a perfect score. Every time you hit Save your homework grade will be updated in your grade book that can be assessed by clicking on Gradebook on the left hand side. It is the student's responsibility to check their grade book to ensure that the homework was submitted successfully. There will be a homework make up day scheduled on April 17, 2017. You will be allowed to make up all homework on this day with no penalty.

## 2) Online Chapter Tests:

There will be 5 online tests. Each test will be worth 50 points for a total of 200 points (the 4 highest test grades). There is one practice test for each test-they do not count towards your grade but can add a bonus of 5% to your test score if you score at least an 80% by the deadline. Each test must be completed by midnight (E.S.T.) on the date indicated on the attached schedule. The tests can be found by clicking on Tests on the left hand side. The following dates are the last possible day for you to take the chapter tests-NO exceptions. There will be no extensions on these due dates. You can take them at any time before these dates. There will be a 120-minute time limit for each test. Your lowest test grade will be dropped at the end of the course. If you miss a test, then that will automatically become your lowest test score.

Chapter 1: January 25, 2017

Chapter 2: February 13, 2017

Chapter 3: February 27, 2017

Chapter 4: March 24, 2017

Chapter 5: April 14, 2017

It is the student's responsibility to check their grade book to ensure that the test was submitted successfully.

## 3) Midterm and Final Exam:

There will be a comprehensive midterm and final exam in this course. The midterm is worth 150 points and the final exam is worth 200 points. These exams are taken in MyMathLab but will need a password inputted from a proctored testing center. Be prepared to use a graphing calculator when necessary. There is one practice test for the midterm and final-they do not count towards your grade but can add a bonus of 5% to the test grade if you score at least an 80% on the practice test by the deadline.

The midterm and the final exam are to be taken in a proctored testing center on or before the due dates. The midterm deadline is March 3, 2017. You may take the final exam on any day on or before April 24, 2017. A Valencia photo ID will be required at the Valencia Testing Centers. Arrangements to take the midterm and/or final exam at another proctored testing center other than any of the Valencia College Testing Centers must be made by January 31, 2017. Your midterm and final exam will automatically be available at the East, West, Winter Park, Lake Nona, and Osceola campus testing centers.

Students who live outside of commuting distance to Valencia College (East, West, Osceola, Lake Nona or Winter Park campuses) must use the form at the end of the syllabus to arrange off-campus testing. This form must be completed and submitted to your instructor via email by September 30, 2016 so that an appropriate site can be approved and arrangements made. If the student does not email me a location to send the information for the midterm and final exam, then it will be automatically placed at the Valencia College Testing Centers. The student is responsible for any and all arrangements that must be made and for determining their chosen testing center's hours. Make sure to check your testing

centers hours before you come in to take your midterm and final exam. You should plan on spending a minimum of 2 hours on the midterm and 2.5 hours on the final exam.

The midterm exam covers chapters 1-3 (review the chapter tests or practice chapter tests for those chapters as well as the online review) and the final exam covers chapters 1-5 (review the chapter tests or practice chapter tests for those chapters as well as the online review).

Not taking the final exam will result in a grade of "F" in the course. Any concerns/emergencies about missing the final exam must be communicated and discussed with the instructor before April 17, 2017.

### **Grades:**

Your grade will be assigned as follows:

675-750 points = A;                      600-674 points = B;                      525-599 points = C;  
450-524 points = D;                      0 – 449 points = F

Please refer to page 8 of this syllabus to find the worksheet that I will use to calculate your final grade.

### **Make-ups/Extensions:**

There are no make-ups or extensions except there will be a homework make up day scheduled on April 17, 2017. You will be allowed to make up all homework on this day with no penalty. Make-up exams are only given for jury duty or military service. NO make-up tests will be given for other reasons. If one chapter test is missed for any reason, it will be the lowest test grade that is dropped at the end of the term. There are no make-ups for the midterm or the final so plan accordingly (unless for jury duty or military service when notified before the deadline).

Technical problems are not an excuse for missing an exam. Plan to take the tests early so that you will have time to fix technical difficulties that may arise and take the test before the deadline. If you are having problems with your computer you can access this course on the computers on the East campus in building 4 in the Math Support Center or call technical support at 1-800-677-6337.

### **Tutoring (Getting Help):**

1. Walk-by tutoring is given to students in the campus Math Support Centers.
2. Tutoring is available through the Pearson Tutor Services button in MyMathLab
3. Send me an email or visit during office hours.
4. SmartThinking online tutoring (see below)

### **Academic Dishonesty:**

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. **Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook.**

### **College Withdrawal Policy:**

Students may only withdraw themselves up until the withdrawal deadline (March 31, 2017) for a grade of W. Students may be withdrawn for excessive absence (until the withdrawal deadline) if they miss 6 consecutive assignments or miss the midterm exam. After the withdrawal deadline, the instructor will not withdraw anyone from the course. Therefore, students who have not withdrawn (or been withdrawn) prior to the withdrawal deadline will be assigned whatever grade was earned for the course as their final grade.

### **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.

### **Expected Student Conduct:**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

### **Valencia I.D. Cards:**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services. Some Valencia testing center locations may accept a driver's license as a photo ID but be sure to check with your testing center for the acceptable forms of ID.

### **LEARNING ASSISTANCE RESOURCES:**

*Free* tutoring services are provided on Valencia College's East campus at the Academic Success Center in Building 4-Room 101. The East Campus Academic Success Center strives to provide a *safe, inclusive learning environment* that motivates students to *maximize learning opportunities, grow toward independence, and discover the lifelong learner within.* <http://valenciacollege.edu/east/academicsuccess/>

### **Math support at the academic success center**

The Math Center in Building 4-Room 102-B provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, workshops, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in developmental mathematics courses. The SPA has information and study sheets for most mathematical concepts. Normal hours for the Math Center are Monday – Thursday from 8am-10pm, Friday from 8am-5pm, and on Saturday from 8am-4pm. Please check hours around holidays and special events and during the summer terms.

<http://valenciacollege.edu/east/academicsuccess/math/>

**Valencia's Math Help 24/7:** Valencia Math professors have created pen-casts and videos of common lessons to help you learn the concepts being presented in class. This resource is located at: [www.valenciacollege.edu/math/liveScribe.cfm](http://www.valenciacollege.edu/math/liveScribe.cfm) Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!

### **Smart Thinking (Online Tutoring):**

Smarthinking is a FREE online tutoring tool available to all of Valencia's students, and math tutors are available 24/7. Students can access Smarthinking through the Courses tab in Atlas. Students have an eight hour limit of usage per semester, and therefore Smarthinking is best used as a back up to on-campus services and support, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices.

<http://valenciacollege.edu/east/academicsuccess/onlineTutoring.cfm>

### **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.

**Contact Information: Bldg.: 5-216; Ph: 407-582-2229; Fax: 407-582-8908;**

**TTY: 407-582-1222. <http://valenciacollege.edu/osd/default.cfm>**

**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.

**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.

**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. If you would like assistance on campus, you can go to [valenciacollege.edu/eo](http://valenciacollege.edu/eo) or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing [rkane8@valenciacollege.edu](mailto:rkane8@valenciacollege.edu). 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.

If you have more questions about Title IX or the College's response, please visit [valenciacollege.edu/eo](http://valenciacollege.edu/eo).

**DISCLAIMER**

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

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 see: <http://valenciacollege.edu/ferpa/default.cfm#whatis>

**Note: It is the student's responsibility to work ahead of this schedule in order to build some flexibility into the schedule. There will be no extensions on any of the due dates.**

**Spring Schedule: There will be no extensions on these dates.**

	Due Date	Section		Due Date	
January	9	Information Quiz (Blackboard)	March	2	Practice test for Midterm
	11	1.1 (MyMathLab)		3	Midterm
	13	1.2		13	4.1
	18	1.3		15	4.2
	20	1.4		17	4.5
	24	Practice test		20	4.6
	25	Chapter 1 test		23	Practice test
	27	2.1		24	Chapter 4 test
	30	2.2		27	5.1
February	1	2.3		29	5.2
	3	2.4		31	5.3
	6	2.5	April	3	5.4
	8	2.6		5	5.5
	12	Practice test		7	
	13	Chapter 2 test		10	5.6
	15	3.2		13	Practice test
	17	3.3		14	Test 5
	20	3.5		17	HW make-up day
	22	7.4		19	Review for the final
	26	Practice test		23	Practice test for Final
	27	Chapter 3 Test		24	Final Exam

**Grade Calculation Worksheet**

How I will calculate your final grade:

At the end of the course go to your online grade book and record the following. For your homework points click on Show Overall Score on the top left and it will display the points.

Chapter 1 Test: \_\_\_\_\_/50

Chapter 2 Test: \_\_\_\_\_/50

Chapter 3 Test: \_\_\_\_\_/50

Chapter 4 Test: \_\_\_\_\_/50

Chapter 5 Test: \_\_\_\_\_/50

Homework: \_\_\_\_\_/200

Midterm: \_\_\_\_\_/150

Final Exam: \_\_\_\_\_/200

Cross out the lowest chapter test score. Now add all the remaining blanks. These are your points for the course. Your grade will be assigned according to the scale in your syllabus.

675-750 points = A; 600-674 points = B; 525-599 points = C; 450-524 points = D; 0 – 449 points = F

**Please note: the online grade book will not reflect the dropping of the lowest chapter test score in order to keep it "true".**



# Off-Campus Testing Site Request Form

This form is only to be used by those taking the exam **outside** of Valencia's East, West, Osceola, Lake Nona or Winter Park campuses.

Students who live outside of commuting distance to Valencia College should use this form to arrange off-campus testing. This form must be completed and submitted to your instructor via email by January 31, 2017 so that an appropriate site can be approved and arrangements made.

## Student Information

Name: \_\_\_\_\_ Valencia email: \_\_\_\_\_

VID number: \_\_\_\_\_

Course name: \_\_\_\_\_

CRN: \_\_\_\_\_

## Off-Campus Site Criteria:

1. The requested site must be a college, university or military facility. No other locations will be approved.
2. **The site must have computers available for you to sign on to MyMathLab and take your midterm and final exam.** It is your responsibility to ensure that you are able to access the test in MyMathLab in their testing facility.
3. The proctor must be an employee affiliated with the school's assessment/testing office and authorized to administer exams on behalf of the appropriate institution. Proctors at military bases must be appointed to or assigned to the Educational Services Office (ESO).
4. Student is responsible for any fees charged by the remote testing site.

To find possible testing sites, visit: <http://www.ncta-testing.org/cctc/find.php>

## Requested Testing Site:

College/Site name: \_\_\_\_\_

Testing Center Website: \_\_\_\_\_

Testing Center Phone Number: \_\_\_\_\_

Proctor and/or Testing Center Administrator Name: \_\_\_\_\_

Proctor's email: \_\_\_\_\_

(Must be a college, university, or military email. Personal emails will not be approved.)