

**Valencia College**  
**MAC 1105 College Algebra Face-to-face (East Campus)**  
**CRN 10512 Credit hours: 3**  
**Course Syllabus – Fall 2022**

*Welcome to MAC1105 course!*

*Please read through the following information in order to be aware of important course information.*

*I promise I will do my best to make your learning experience both informative and engaging. Let's work together towards your success. Please reach out whenever you are confused or need help.*

**Instructor:** Liudmila Kashirskaya

**E-mail:** [lkashirskaya@valenciacollege.edu](mailto:lkashirskaya@valenciacollege.edu)

(Please include your name and course number in all emails).

**Phone:** The Math Department: 407-582-2438, 407-582-2417, 407-582-2451

**Office Location:** The Math Department office 7-142

**Class:** East Campus building 8, room 242

**Time:** Tuesday 10:00 -11 :15 am

Thursday 10:00 -11 :15 am

**Student Engagement hours:**

Tuesday 8:50 -9 :50 am, room 2-115

Thursday 08:50- 9:50 am, room 2-115

I welcome you to contact me via email **at any time!**

**How can I reach my instructor?** I do hope you will visit our class hours and Student Engagement hours (above).

Each week I will send a little reminder about what is happening.

**What materials do I need for this course?**

**Required:**

1. Access to a reliable computer with internet: To be able to take this course, you must have access to a computer with Internet access. Check to make sure that your computer meets the system requirements to run Mymathlab at <https://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/>
2. MyMathLab code – This MyMathLab code has a specific ISBN 9780135885208. It is available at East campus bookstore or you can also purchase the code online once you are in the course in CANVAS. All students must have access to MyMathLab and be enrolled by 8/22. To register at MyMathLab, you will need an access code. You need to purchase a MML access code for a minimum of 16 weeks. The access code will give you access to the etext. You must register for Mymathlab through Canvas. Directions are in the Orientation Module in Canvas.
3. Graph paper

**Optional:** *College Algebra, MyLab Math Revision with Corequisite Support, 5th Edition;*

Author(s): Beecher, Judith; Bittinger, Marvin; Penna, Judith. Textbook **ISBN-13:9780321969576**

**Don't I need to buy a calculator?** No! We will be using the DESMOS online graphing calculator.

**Why do we bother with making a syllabus?** This syllabus is an agreement between you and me, and it outlines the policies and procedures of the course. It is important that you carefully read this syllabus/agreement in its entirety and adhere to all policies and procedures within the syllabus. If there is anything that you do not understand, please do not hesitate to reach out to me for clarification. If I make any changes to the syllabus, I will notify you through Atlas email and Canvas.

**What is the catalog Course Description?** **MAC 1105 College Algebra (Credit Hours: 3)** 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. Minimum grade of C required if MAC 1105 is used to satisfy Gordon Rule and general education requirements.

**What are the major course outcomes?**

1. The student will use algebraic properties to write expressions in equivalent forms.
2. The student will solve algebraic statements.
3. The student will have a thorough understanding of relations and functions.
4. The student will construct relations and functions.
5. The student will solve application problems.

**How is this course set up?** This course is set up in weekly modules. Each week contains a lesson with videos and notes on a specific topic in "Today's Lesson." The videos are designed to mimic a face-to-face class in both time and content. Some lessons begin with a recommended, but optional, Prerequisite Skills section. This section is provided to help students review skills that are necessary for success in the Today's Lesson section. Follow along in the module in the order listed. I encourage you to work ahead to account for disruptions in your schedule.

**Is there a schedule?** The schedule for the semester is published in the Orientation Module and on the home page of the class in CANVAS.

**What is the attendance policy?** Attendance will be taken at every class meeting. If a student should need to miss class, he/she should contact the instructor as soon as possible.

Being late to class or leaving early is a disruption to the class and is discourteous to the professor and the other students. You should be on time to each class, complete all assignments and remain in class for the entire time unless prior permission has been given by the instructor to leave early. Students are responsible for all class materials and any announcements made in class whether or not they are present. Regular attendance and class participation are significant factors that promote success in this course. There will be no "excused" absences.

**What is the No-Show Policy?** The U.S. Department of Education requires students to show attendance by submitting an assignment during the first week of classes. The Department of Education has made it clear that simply logging into a course does not constitute attendance as an "academically-related activity." The way a student shows attendance in this course is by completing 1.1 MML Exercises at an 80% or higher. If you have not completed the assignment, you will be withdrawn from this course as a No-Show.

**How will you calculate my grade?** All assessments/evaluation procedures are consistent with the educational activities and will appropriately measure the stated learning outcomes and unit learning objectives.

**1. Individual Practice Assignments:**

- a. **Lesson Exercises:** Each section will have a set of online exercises or a paper assignment for you to complete and upload to practice the skill we are learning. **Each MML Exercise can be attempted unlimited times up to the deadline. Uploaded assignments have only one attempt.** I will accept late MML exercises until the last day of class with a 15% penalty. I will NOT accept any late uploaded assignments once the solutions are posted.
  - b. **Canvas Discussions:** These are included to develop a collaborative environment. Challenge yourself to check back and respond more than required to make friends with your classmates. Be sure to review the rubric that is published with each discussion to see the requirements.
  - c. **Quizzes:** The Orientation Quiz will be scored and included.
2. **Activities:** DESMOS activities are included to add engagement and exploration to your semester. These activities will be scored for completion and correctness. Be sure to correct your answer if you receive feedback that it is incorrect. This is a group activity and can be represented by Power point presentation by group of students.
  3. **Lesson Notes:** You will need to submit on paper or upload a copy of your class notes. Online videos will help you if you missed something. It needs to be submitted in order, neat, and in a single file for each lesson. **I will randomly choose ONLY 11 of these to grade and drop the lowest score.** Once a set of notes has been graded, they cannot be submitted.

4. **Tests:** You will take three tests. All tests will be taken in class on the specified date.

**Test 1- Thursday, September 15    Test 2- Tuesday, October 11    Test 3- Thursday, November 3.**

5. **Final Exam:** The final exam will be completed individually in class on Tuesday, December 6, 2022.

**Grades:** The final grade for this course will be weighted by:

Tests	45%	The grading scale is as follows:
Individual Practice Assignments	15%	A 90% or higher
Desmos Activities	10%	B 80% or higher
Weekly Notes	10%	C 70% or higher *
Final Exam	20%	D 60% or higher

\* Minimum grade to pass MAC 1105 (Gordon Rule/General Education Requirements)

**Can I use an online program to help me solve exercises or test questions?** No, using an online aid to solve the exercises won't help you learn how to do the problems. Online aids (except for Desmos) are not allowed on the tests.

**What if I have an emergency?** Extenuating circumstances such as religious observances, jury duty, participation in extracurricular activities in which students are official representatives of the college, and active military obligations are recognized as excused absences; however, you must notify me in advance, so we can determine how to best help you move forward based on how long you will be absent from the course. If you are unable to participate in the course for other reasons, e.g., 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 your absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and your professor.

**Where can I find my grade?** I encourage you to regularly check your grade in the Canvas gradebook. Please do not check MyMathLab for a current grade. It will not be correct. All grades can be found in Canvas.

**What if I have a Technical Problems?** Technical problems such as power outages and unavailability of internet connections can happen. Do not wait until the last minute to complete your assignments. Technical problems are not an acceptable excuse for work that has not been completed by the due date. If you have a problem with Mymathlab, contact them directly at 1-800-677-6337.

**How will you communicate with me?**

- Students are expected to check their Canvas email on a regular basis throughout the week.
- Students can expect to devote 5-6 hours each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#). Some highlights from these principles are: Create a hospitable and accountable community, suspend judgment, and that **all voices have value**.
- The Instructor will provide a variety of feedback on submitted assignments within 7 days.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#).
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

**What behavior is expected in my face-to-face course?** It is important to be aware of your behavior in learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some [guidelines for behaviors](#). All students are expected to:

- Show respect for the instructor and for other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

**What campus dates are especially important for me to note on my Calendar?**

Face-to-face class opens: August 22, 2022

Drop/Refund Deadline: August 29, 2022

Withdrawal deadline: October 28, 2022

College Closed: September 05, November 11, November 23-27

---

**If I have questions for the East Campus Mathematics Department, how can I contact them?** The [Mathematics Web Site](#) lists the phone numbers of the administrative staff that would happy to speak with you and help with any concerns that you may have during the semester.

---

**How can I access Valencia and community services, such as pandemic resources, financial aid, counseling/advising, and the answer center?** Sample Wording for Student Services and Community Resources: Valencia has moved many services online for ease of students. The college has also compiled a list of community resources that you may find of assistance. The Student Services departments (answer center, advising, counseling, etc.) schedule contains in-person and virtual office hour information

Financial Aid: Students can email financial aid or call 407-582-1507.

The Advising & Counseling website provides

- Student Counselors: Students who want to talk with a Valencia counselor for emotional support and resources should:
- Submit a Counseling Support Form and a counselor will reach out to you.
- Or email advising and indicate you want to talk with a counselor
- Or call 407-582-1507 Hours of operation: Monday – Friday 8:00am – 5:00pm

For general enrollment questions, assistance is available through our Answer Center — which is available on-campus and online. Our student services advisors can answer your questions about financial aid, assessment, transcripts, residency and more.

- Advisors are available to assist with steps to enrollment, follow up on the admissions process, review and determine financial aid needs, and clarify initial educational goals. Connect on Zoom Virtual Answer Center and Virtual Advising Center:
  - Hours of operation: Mon – Thu. 10:00 am – 7:00 pm, Fri. 9:00 am – 5:00 pm, Sat. 9:00 am – 1:00 pm
- In-person: 8:00 am to 5: 00 pm by appointment Monday – Thursday on all campuses; Fridays -- East/Osceola/West will operate from 9 am to 5 pm

---

**Am I allowed to videotape in the classroom?** The Florida House Bill 233 Intellectual Freedom and Viewpoint Diversity allow students to video and audio record in the classroom with certain restrictions.

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers' rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College's Student Code of Conduct.

---

**What are the conduct expectations for students?** All students are expected to comply with Valencia College's policy on [student code of conduct](#).

---

**What are the expectations for academic honesty?** All students are expected to comply with Valencia College's policy on [academic integrity](#).

---

**I am considering withdrawing. Where do I find out more information?** 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?** Learning Assistance Resources: In-Person Tutoring: Valencia's East Campus Learning Support Center offers in-person math

tutoring services at the Math Center located in 4-102. Visit the East Math Center website to learn more and East Learning Support Center website for additional services and for links to services on all of Valencia's campuses.

- Distance Tutoring & Technology Support at Valencia: Students can easily access Valencia's free distance tutoring from a computer, laptop or mobile device. Distance tutoring services are fully online via Zoom and provided real-time via a Valencia tutor for mathematics, sciences, accounting & economics, computer programming, EAP, foreign languages, and writing.
- To get started using the Distance Tutoring services, students can visit the Distance Tutoring Home page. Through this site, students can view the schedule of tutors, find available times, learn more about the services, access tech support and a collection of supplemental resources that are available 24/7. If you have questions regarding college-wide tutoring services, please contact [tutoring@valenciacollege.edu](mailto:tutoring@valenciacollege.edu).
- Brainfuse: Brainfuse is a 24/7 online tutoring and learning hub available to all of Valencia's students. This service is best used as a back-up to Valencia's virtual tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting the Distance Tutoring Home page and selecting the Brainfuse tab.
- 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!

---

**If I need some accommodations in the class to support my learning, what should I do?** 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(F-1 OR J-1 VISA), is there information that I should know?** 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?** 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?** 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?** 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?** 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 type of allowances are made for Religious Observances?** The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. Faculty are committed to providing educational opportunities to students of all belief systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. Please contact your professor within the first two weeks of the first class meeting and at least seven calendar days prior to the holy day(s) to allow time for fair and reasonable adjustments as determined by the professor to the schedule and/or tasks. Visit this link for Valencia College's policy on [student accommodations of religious observances](#).

---

**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?** 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.

---

**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.