***MAC 1105 – College Algebra Course Syllabus***

**Course Description**

Prerequisite: MAT 1033 with a grade of C or better or appropriate score on placement test. This course is based on the study of functions and their role in problem solving. Topics will include graphing linear functions, quadratic functions, exponential 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. A minimum grade of C is required to progress in mathematics or if

MAC 1105 is used to meet the general education requirement in mathematics.

**Instructor**

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Office: Rm 5-245

Office Hours:

MW: Online 09:00--10:00; Rm 5-245 17:00--17:25; Rm 7-206 18:50--19:00;

 Rm 7-230 20:20--20:30, 21:45--21:50.
TTh: Online 09:00--10:00; Rm 5-245 17:00--17:25; Rm 7-230 21:20-21:40.
F: Online 09:00--10:00; Rm 5-245 17:00--17:25, 20:20-21:45

**Required Materials**

**Text: College Algebra, Sullivan, 10th edition, Pearson, 2016**

**Calculator:**A graphing calculator that does not perform symbolic manipulations is required. The TI-84+ is used for in-class demonstrations and is particularly recommended. If you are receiving financial aid it may be possible to utilize some of your funds to purchase your calculator. Check with the financial aid office for more information.

**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.

**Homework**

Completion of homework on a regular basis is crucial to your success in this course. Problems from the text will be assigned for completion before each class meeting.  You are encouraged to seek assistance from the instructor if you encounter difficulties with the assigned problems.

**Resources**

* Your instructor is interested in your success in this class.  Please ask questions regularly!
* Many students of calculus find it extremely helpful to form study groups with their classmates.  This practice is highly recommended.
* The West Campus Math Center is in building 7, room 240.  There you will find Valencia math department staff, peer tutors, study rooms and other comfortable work areas for study group meetings, computer-based tools as available for your text, and support materials for check-out with your Valencia identification card.
* Peer tutors in the Math Center are available for walk-in assistance, no appointment necessary. Tutors have been trained to use techniques that help you become an independent learner. They have been instructed to guide you through the problem solving process and utilize the materials you have available through your course. They may help you by asking open ended questions, walking you through examples in your text, or (hopefully on rare occasions) using pencil and paper to show you how to solve a problem similar to one you are working on. Since the tutors’ goal is to help you become an independent learner, they will let you do the work as much as possible. The learning process requires a regular investment of your time. Patience is the key.
* Other resources in the form of videos may be found at Math Help 24/7 at the website <http://valenciacollege.edu/math/livescribe.cfm>.

 **Class Policies**

**Attendance**

* You are expected to attend every class meeting, unless an illness or emergency makes it impossible for you to do so.
* Absences are excused solely at the discretion of the instructor, who may require that you prove the existence of extenuating circumstances before excusing any absence(s).
* Excessive absences (one week) may result in withdrawal.
* You are responsible for any information and/or assignments given during class, whether you are present or not.
* In-class activities can’t be “made up.”  If you are absent on a day that an in-class activity occurs for credit or extra credit, your grade is likely to be adversely affected.
* You are expected to be in class on time, and to remain in class for the entire period unless permission to leave early has been granted by the instructor.  It is disruptive to arrive or depart while class is in session.

**Conduct**

* You are encouraged to actively participate and ask pertinent questions during class.  Courtesy will be observed at all times.
* Your attitude will greatly affect your ability to succeed in this course.  It will also affect your classmates’ attitudes should you choose to participate in class discussions.  Always consider this carefully before you speak or act.
* Cell phones, pagers, or other devices that are audible are not permitted to be on during class.  Unplug yourself and make the most of class time!  Personal electronic devices disrupt your learning as well as the learning of other students.
* To create a good environment for learning, avoid sidebar conversations with other students while work is being done at the board, rude comments or remarks, raised voices or confrontational comments.  Follow instructions given by your instructor.
* If your actions in class are deemed by your instructor to be disruptive, you will be asked to leave class immediately.  If you are ever asked to leave class, you **may** be permitted to return to future class meetings after consultation with your instructor outside of class at a mutually convenient time.  You may also be required to arrange a conference with another college official before attending class again.

**Testing**

* You must complete each test within the time allotted during the class period.
* Every test score will be used in the computation of your progress test average.  There are no “dropped” test scores.
* If you have an excused absence for one progress test, your score on the corresponding section of the final exam will be used in place of the missing progress test score for computation of your progress test average.
* All materials in your work area during testing, including electronic memory, are subject to thorough and unannounced inspection by the instructor.

**Withdrawal**

* If you are eligible, the deadline for withdrawing from class with a grade of “W” for **full term** classes is given on the college’s academic calendar**.** Please consult the Atlas withdrawal calendar for other terms.
* **After the Withdrawal Deadline:**

**A student is not permitted to withdraw after the withdrawal deadline.** A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you will receive a grade of “W”. If you withdraw from the class after the withdrawal deadline, your grade for the course will be an “F.”

**Grading**

* Partial credit on tests and assignments is sometimes given, when appropriate, solely at the discretion of the instructor.
* Grades will not be disclosed over the telephone or via e-mail, except through your Atlas account.
* You must meet with the instructor if you wish to discuss your grade.

**Course Grade Determination**

Component    Weight

4 Assignments 30%

4 Tests 40%

Comprehensive Final Exam  30%

The following scale will be used for graded assignments as well as for computation of the course grade:

90 - 100% → A; 80 - 89% → B; 70 - 79% → C; 60 - 69% → D; Below 60% → F

**Special Accommodations**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) 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 **(WC SSB, Rm. 102,**

**Ph: 407-582-1523, Fax: 407-582-1326,TTY: 407-582-1222**).

Valencia College is interested in making sure all 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. **Bay Care 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.

**Changes in the syllabus, schedule, and/or assignments for this class may be made at the discretion of your instructor.**