

**MAC 1105 College Algebra Online  
Supplemental Course Materials**

Summer 2024 H1

**May 6 - June 17**

Professor Ryan Sandefur

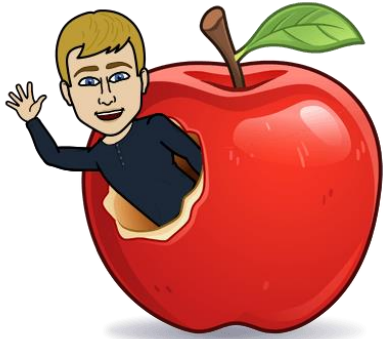
**Class Information:**

CRN	Days	Time	Campus/Room
32664/34075	Online	NA	Downtown Valencia/UCF Campus (DTC)*

*\*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 Most notably, students in DTC courses cannot be withdrawn by the instructor and DTC courses use the [DTC bookstore](#).*

**Instructor Information**

Name: Dr. Ryan Sandefur, EdD  
 Email: [rsandefur@valenciacollege.edu](mailto:rsandefur@valenciacollege.edu)  
 Office Phone: 1-407-582-1794  
 Cell Phone: 1-407-900-8378 (texts only)  
 Office Location: DPAC 340



**Office Hours (Virtual): May 6 - June 18**

Monday-Friday: 11:00 am - 1:00 pm

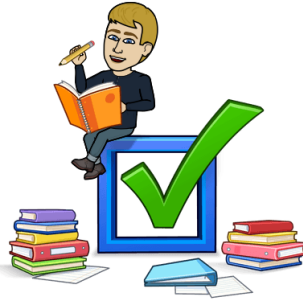
Beyond office hours, I will do my best to respond to texts or emails within 24 hours. I generally respond within a much shorter time frame, however. Allow for 24-48 hours on weekends or holidays.

**College Contacts**

Executive Dean, DTC: Dr. Leonard Bass	1-407-582-5508
Mathematics Discipline Coordinator: Dr. Ryan Sandefur	1-407-582-1794
Learning Support Services, Manager: Ning Christopher	1-407-582-1120
Instructional Math Lab Supervisor: Amanda Forth	1-407-582-3508

**Simple Syllabus**

Refer to the simple syllabus in Canvas for the course description and learning outcomes.



## Required Texts and Materials

1. **REQUIRED: WEBCAM** or a **LAPTOP** with a built-in camera. A Laptop with Google Chrome is needed for exams (no tablets or cell phones).

*Note: You do not need the webcam listed at the bookstore if your computer has a camera.*

2. **REQUIRED: MyMathLab (MML) Student Access Kit**

Purchasing Options: Access **MUST** be purchased by one of the following methods:

- Purchase a custom Valencia/UCF MML Access Kit at the DTC bookstore through website: <https://ucf-vc.bncollege.com/shop/ucf-valencia/home>  
--OR--
- Purchase instance access through MyMathLab with a debit or credit card.
  - *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.*

**Important:** For this course, MyMathLab can only be accessed via the “**Access Pearson**” 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.

3. **RECOMMENDED CALCULATOR: TI-84+ or approved (Non-CAS) graphing calculator.**

Graphing calculators that perform symbolic manipulations (e.g., TI-89, TI-Nspire) are not allowed. The TI-84+ is used for lecture demonstrations and is particularly recommended. If you do not have a TI-84, a digital (free) version can be accessed online: [Games and Links \(andyborne.com\)](#). Scroll to TI-84 CE and select link. Click “Start” twice to access.

4. **OPTIONAL TEXTBOOK:**

College Algebra, Sullivan, 11th edition

*Note: A virtual copy of the textbook is available through MyMathLab, so a physical textbook is **not required**. If you wish to buy a physical textbook, please speak to the instructor for additional purchasing options.*

## Course Components

### HonorLock Proctoring Service

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.**

### Participation

- Attendance is recorded based on your activity doing work in MyMathLab. The Syllabus Quiz/Orientation assignment (in MML) and "Introduce Yourself!" discussion post (in Canvas) must be completed by **June 7<sup>th</sup>** to avoid being reported as a No Show and potentially dropped from the course.

### Grading Policy

- All course work (homework, quizzes, exams) are assigned in MyMathLab unless otherwise noted. Each unit has specific due dates that coincide with my in-person lecture courses.
- Technical Problems such as power outages and poor Internet connections can happen. Do not wait until the last minute to complete your assignments. Technical problems are not grounds for a due date extension. Complete each unit BEFORE the deadline to anticipate issues.

### MyMathLab Quizzes = 10%

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. Any quiz completed after the due date will receive a 10% penalty per day late. The average of all quiz grades (only the highest attempt of each quiz) will make up 10% of your overall grade.

### MyMathLab Project = 10%

A group project will represent 10% of your grade. In order to complete the project, **you will need both a TI-84 (or other approved graphing calculator) and/or Microsoft Excel.** If you do not have access to a TI-84, see "Required Texts and Materials" for a free online version. You must have access to Microsoft Excel or comparable spreadsheet software that can compute regression analysis. All students should have free access to [Microsoft Office 365](#). **Note: A desktop version of Microsoft Excel is required for the project as the web version will not perform regression lines.**

### MyMathLab Homework = 20%

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

### Unit 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 completed after the due date will receive a 10% penalty per day late.

### 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 **Friday, April 26<sup>th</sup>**--no exceptions! You are welcome to complete the course and final exam early, however.

Assessment	Percent of Final Grade
Homework	20%
Quizzes	10%
Project	10%
5 Exams	40%
Final Exam	20%
Total	100%

## Grading Scale

Final course letter grades will be posted based on the following percentages as provided in the Canvas gradebook.

Percentage	Grade
90%-100%	<b>A</b>
80% - 89%	<b>B</b>
70% - 79%	<b>C</b>
60% - 69%	<b>D</b>
0% - 59%	<b>F</b>

## 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.

## Withdraw Policy:

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 reported as a No Show. The professor will not withdraw/drop students on DTC.

- 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."
- **Important Dates and Deadlines, including withdrawal dates, may be found here:** <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. The withdrawal date for this semester is June 7<sup>th</sup>. Since this course is offered through the Downtown Valencia College/UCF (DTC) campus, we must follow DTC policies and procedures.

## 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).

## Downtown Campus

- Union West, Room 201
- Email: [osddtc@valenciacollege.edu](mailto:osddtc@valenciacollege.edu)
- Phone: 407-582-3517

- Sorenson Video Relay Service (SVRS):
  - Union West, Room 201 (OSD)

### Policy Website Link:

<http://valenciacollege.edu/osd/>

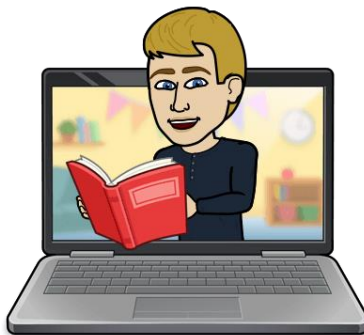
<https://sas.sdes.ucf.edu/>

## 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.

## E-mail 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 personal e-mail 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.



## 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

### **Loaner Laptops for Students:**

Valencia College is currently loaning laptops to students in need. You can request a laptop by completing the request form at <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!

This UCF link will describes 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](http://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](http://www.valenciacollege.edu/tutoring)