Math 1314
Online College Algebra
Fall 2019

Please Print for Quick Reference

Instructor Information

Name

Traci Sanders

E-mail Address

tsanders@southplainscollege.edu

Once class begins, all email should be sent via **Blackboard**.

Office

Reese Campus, Building 2, Room 223-C

Office Phone Number

(806) 716-4616

Blackboard Web Site

https://southplainscollege.blackboard.com

Course Description

A standard course in college algebra. This course will include indepth study and applications of polynomial, rational, radical, exponential and logarithmic functions and systems of equations using matrices.

How This Course is Conducted

This course is an online course, which means that you will access course information and correspond with me through the use of the Internet. I use Blackboard to deliver and manage this course.

Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions, and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve, and apply systems of linear equations using matrices.

Core Objectives

Communication Skills: effective development, interpretation, and expression of ideas through written, oral, and visual communication

- Develop, interpret, and express ideas through written communication
- Develop, interpret, and express ideas through oral communication
- Develop, interpret, and express ideas through visual communication

Critical Thinking: creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information

- Generate and communicate ideas by combining, changing, and reapplying existing information
- Gather and assess information relevant to a question
- Analyze, evaluate, and synthesize information

Empirical and Quantitative Competency Skills: manipulation and analysis of numerical data or observable facts resulting in informed conclusions

- Manipulate and analyze numerical data and arrive at an informed conclusion
- Manipulate and analyze observable facts and arrive at an informed conclusion

Required Materials

1. MyMathLab Student Access Code for College Algebra 7th Edition by Blitzer (ISBN#: 9780134469324)

This access code is available at either SPC Bookstore (Levelland campus or Reese Center) or online at: https://register.pearsoncmg.com/reg/buy/coursebuy.jsp;jsessionid=CerbB2tv4DJhmAHYcaWwx9GAaV3Zdtq8ZOewnnIOR2UdjdYwK2sQ!-2110088019.

Do not use this link if you plan to purchase a hard-copy textbook. Before you purchase a hard-copy textbook, please know that the entire textbook (including answers to the odd-numbered exercises) is available via **MyMathLab (MML)**. This means that you can opt NOT to purchase a hard copy of the textbook and purchase only the **Student Access Code**. Many of you prefer to have a textbook in hand, so please read the textbook information under **Optional Materials** before you purchase.

If you wish to purchase an access code somewhere other than Pearson, beware of used codes! Make sure you are buying a new, unused code for College Algebra 7th edition by Robert Blitzer.

2. Calculator

You will need a calculator for this course. It can be a scientific or graphing calculator. If you choose to buy a graphing calculator, I recommend the TI-83, TI-83 Plus, TI-84 Plus, or TI-84 Plus Silver Edition.

The following TI graphing calculator models are not allowed in this class:

TI-Nspire, TI-89, TI-92, any model with C or CE in the name

I encourage you to register for this class immediately in MyMathLab. You can use temporary access for free for 14 days before having to purchase. Using the temporary access is a good idea in case you decide to drop the course before the free access period is over. Once you buy the Student Access Code, you will not be able to return it! Class begins on August 26. This means that you should be ready to do math on August 26.

Things You Need in Order to Register in MyMathLab

•Student Access Code (will be needed before the 14 day free access runs out)
•Instructor's Course ID: **sanders54821**
•Email Address: **Please use your SPC email address for MyMathLab**. Your SPC email address can be found in your SPC Acceptance Letter.

Follow These Steps for a Painless Registration Procedure

(There is a document in Blackboard titled "MML Registration Instructions" that you can print.)
•Go to https://www.pearsonmylabandmastering.com and click Student under Register on the right.
•Follow the on-screen instructions to enter your **Student Access Code** and the **Instructor's Course ID**, provide contact information, and create a **Login Name** and **Password**. Please use the same first and last name that is on file with South Plains College! Capitalize the first letter of your last name and the first letter of your first name when you register.

After you have registered and enrolled, you are ready to login to your **MyMathLab** course. Until the first day of class, you will not have access to actual course materials, but you may be able to access the **Browser Check**.

To Login and Access Your Course in MyMathLab

•Go to https://www.pearsonmylabandmastering.com and click the Sign in button on the right.
•Enter the **Login Name** and **Password** you created during registration.
•You will be taken to **My Courses**. Simply click the name of your course to begin exploring **MyMathLab**!

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•Once you have logged in and accessed your course, the first order of business is to do the **Browser Check**. This wizard will test for and install the required plug-ins so that **MyMathLab** works properly on your computer. You must do the **Browser Check** on every computer on which you plan to use **MyMathLab**.

Logging Into Your Course in Blackboard or MyMathLab

Under no circumstances are you allowed to give your usernames and/or passwords to anyone (for either **Blackboard** or **MyMathLab**). If someone other than you logs into this course, expect to be administratively withdrawn from the course with an "F" – regardless of the reason.

Optional Materials

1. Hard Copy of College Algebra 7th Edition by Robert Blitzer

This textbook is available in multimedia e-form as a part of **MyMathLab**. If you prefer to own a hard copy, please purchase a textbook containing a **MyMathLab Student Access Code**. If you order books online to purchase or rent, double-check that the **MyMathLab Code** is included. Purchasing a code separate from the textbook is more expensive.

Academic Integrity

The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension. For more detail, see "Academic Integrity" and "Student Conduct" in the South Plains College General Catalog.

You are expected to work alone on all quizzes and tests. You are not allowed to use any electronic device other than your calculator during a quiz or test. If you choose to cheat, you will be withdrawn immediately from this class with a grade of "F."

Student Conduct

No profanity under any circumstances! Respect and courtesy is required at all times. Students who decide to insult, embarrass, intimidate, or coerce other students or me will be dropped from this course immediately.

Computer Issues

If your personal computer becomes "disabled," there are open computer labs on the Lubbbock, Levelland, and Reese campuses that you may use to access Online College Algebra. Please use only these labs to access **MyMathLab** since other labs may not have the MML plug-ins installed. Please remember that it is your responsibility to have a back-up plan in case your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. Quiz and/or homework deadlines will not be altered if you have computer problems.

Assignment Policy

Homework

Graded homework assignments for each section of the course are located in **Required Homework** on **MyMathLab**. Even though you will be entering answers online, you should work out the problems on paper in an organized manner. This will help you be prepared for quizzes and tests. Also, you can use the homework problems on paper as reference during quizzes. There are also homework assignments for each section out of the textbook. The textbook assignments will not be turned in or graded. These assignments can be found at the end of each set of **Lecture Notes**. **Lecture Notes** are located within the **Units** in **Blackboard**. You can also access a document containing all of the textbook assignments within **Text Assignments** in **Blackboard**. After completing the **Required Homework** in **MyMathLab** for a grade, you may want to work the textbook problems for more practice. I have assigned only odd-numbered problems from the textbook so that you can check your answers in the back of the textbook. If you do not have a hard-copy textbook, the answers for the odd-numbered problems can be found in **MyMathLab** by expanding **Chapter Contents** and clicking on **Student Solutions Manual**.

Online homework can be submitted multiple times until the assignment deadline. If you miss a question, please redo that question by clicking the Similar Exercise button until you succeed. You should settle for nothing less than 100% on each online homework assignment. After each homework session, click the **Save** button to insure that your score is saved correctly. Check the **Course Calendar** in **Blackboard** for each homework's deadline. There is an orientation homework assignment due Wednesday, August 28 by 11:59 pm. The purpose of this assignment is to orient you to how to enter answers in MML.

Orientation Homework Assignment
Unit 1 Homework Assignments: 1.1, 1.2, 1.4, 1.5, 1.6, 1.7
Unit 2 Homework Assignments: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
Unit 3 Homework Assignments: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6
Unit 4 Homework Assignments: 4.1, 4.2, 4.3, 4.4
Unit 5 Homework Assignments: 5.1, 5.2, 6.1, 6.5

Quizzes

There will be a quiz over each unit. All five quizzes are administered online via **MyMathLab**. However, you will work the problems out on paper, scan your work, and email it to me through Blackboard right after you submit the quiz. If you do not have a scanner, there is a mobile app called "scannable" that you can try. I need to receive your work within 30 minutes after you submit the quiz. If I do not receive your work within 30 minutes, you may receive a 0 on the quiz. If your answers on MML are correct, but your work is not correct, you will not receive credit for those problems. To access a quiz, choose **Required Quizzes** from the course menu. A link to the quiz will be found at the top of the page not under the heading Sample Tests and Quizzes.

You will have 2 hours to complete each quiz. Quizzes must be taken in one sitting. Make sure you have 2 uninterrupted hours. You may use hard copies of the textbook, homework, and notes, but you will not be able to access assignments or the book in MyMathLab during the quiz. Check the **Course Calendar** for quiz deadlines. **These deadlines are non-negotiable**.

Quiz Study Guides

An outline of quiz contents can be found in the **Unit Study Guides** provided in each **Unit** in **Blackboard**. Look over the study guide before beginning each unit. Once you have completed all homework assignments for a unit, go back to the study guide. Use it to help you prepare for the quiz on that unit.

Test-Taking

The midterm and final will be paper-pencil exams and will be proctored. You will have 2 hours to complete the midterm and 2 hours to complete the final. You will be allowed one 8.5 inch x 11 inch sheet of paper with notes on front and back and a calculator (not aTI-Nspire, TI-89, TI-92, any model with C or CE in the name). You will not be allowed cell phones, smart watches, or any other electronic devices. If you live within 50 miles of the Reese Center, you will come to the Reese campus to test. There are 2 times to choose from for the midterm and 2 times to choose from for the final. The dates and times are given on the **Course Calendar**. If you live outside of 50 miles of the Reese Center, you will be required to find your own proctor and test on the dates given on the **Course Calendar**. The proctor cannot be a relative or friend or anyone with a conflict of interest. There is a proctor approval form in Blackboard that will have to be completed by you and the proctor. This form is due on Monday, September 16. If you are finding your own proctor, you will need to get on that right away!

Midterm – covers Units 1 and 2 – Study Quiz 1 and Quiz 2 – October 14 or October 15
Final – covers Units 3, 4, and 5 – Study Quiz 3, Quiz 4, and Quiz 5 – December 9 or December 10

Attendance Policy

You are expected to actively participate in this class weekly. Attendance is monitored through the completion of assignments. If you miss 6 assignments or you miss the midterm, the instructor may withdraw you from the course with a grade of X. Just logging in does not keep you compliant. You must be turning in work!

Withdrawal

Expect to be administratively withdrawn from this class with an X for either of the following reasons:
1. you fail to submit six assignments
2. you fail to take the midterm

If you wish to withdraw yourself from this class for any reason, you must initiate the appropriate steps on your own. If you live in the South Plains College service area, you are required to go to the Admissions Office at one of our campuses to withdraw from class. We have campuses at Levelland, Reese Center, Lubbock Center, and Plainview. If you live outside of the SPC service area, contact Amanda Morin in Admissions to get assistance for submitting student withdrawals from a distance. Ms. Morin's email is amorin@southplainscollege.edu. You may contact Ms. Morin by phone at (806) 716-2570.

E-Mail throughout the Course

All communication will be conducted in **Blackboard**. Any questions or comments should be sent using **Blackboard** email. Please check your **Blackboard** email *daily* for class reminders and announcements. If I request a reply email from you, please reply promptly. Email is our only means of regular

communication. Because **Blackboard** is limited in its ability to handle math symbols easily, I will reply to your math questions in pdf form using an attachment in **Blackboard** email.

Contact with Instructor

Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
10:15 – 11:45	10:15 – 11:00 12:45 – 1:15	10:15 – 12:15	10:15 – 11:00	8:30 – 11:00
Appointments are available for other times.				

Response Times

I will do my best to respond to your email within 24 hours of receipt. Please do not wait until the last minute to do homework or to ask questions before a quiz or test.

Grading Policy

Your final grade will be calculated as follows:

Homework Average	***10%***
Quiz Average	***40%***
Midterm	***25%***
Final	***25%***

Your final course grade is based on the usual grade distribution:

A (100 – 89.5) B (89.4 – 79.5) C (79.4 – 69.5) D (69.4 – 59.5) F (59.4 – 0)

You may access your grades at any time during the course on MyMathLab by clicking on Gradebook. I will not be using the Blackboard gradebook. If you have an assignment that says past due, that assignment has not been included in calculating the overall average. Once I submit a zero for the assignment, then it will be included in the average. The column titled "Overall Score" is your average. Work hard throughout the semester! Do not ask for extra points at the end of the course. You must *earn* all points that you receive.

Math Resources

- **Me** – Please don't be afraid to ask me for help. Please send email through **Blackboard**. You can also call or visit me during my office hours.
- **MyMathLab** – This program contains infinite practice problems (with step-by-step help), tracked tutorial exercises, review exercises, practice tests, and an interactive multimedia textbook. Take advantage of all the excellent tools that **MyMathLab** provides!
- **Peer Tutors** – Peer tutors are available for free to any SPC student. Every South Plains College campus has peer tutors available. As soon as math tutors are scheduled, I will post the information in the Peer Tutors link in **Blackboard**.
- **TutorMe –** Instant online tutoring available 24/7

Technical Support

Blackboard: Student support is available by emailing blackboard@southplainscollege.edu or calling 716-2180. When emailing a request for help, include your full name, course(s) enrolled in, name of instructor(s) and

a phone number where you can be reached. There are Blackboard video tutorials available at http://ondemand.blackboard.com/students.htm. You can also get to these videos by logging into Blackboard and clicking "Videos for Students" in the On Demand Help box.

MyMathLab: http://pearsonmylabandmastering.com/students/support
You can email or chat online. The chat online is the fastest way to reach them.

Disability Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office at, Reese Center Building 8, 806-716-4675, or Levelland in the Student Health & Wellness Office, 806-716-2577.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accomodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Welcome to Online College Algebra!