Math 1314- College Algebra- Fall 2019 Syllabus- Dual Credit Online

Disclaimer: This syllabus is current and accurate as of its posting date, but will not be updated. For the most complete and up-to-date course information, contact the instructor.

Instructor Information

<table>
<thead>
<tr>
<th>Name: Mrs. Codi Jaynes</th>
<th>Office Hours: Monday &amp; Wednesday 8:30 – 10:00 am &amp; 2:00 pm – 3:00 pm</th>
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</thead>
<tbody>
<tr>
<td>Office: MCS 220C</td>
<td>Tuesday &amp; Thursday 8:30 – 9:30 am &amp; 1:00 – 2:00 pm</td>
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<tr>
<td>Phone: 325-486-5446</td>
<td>Friday 8:30 – 10:00 am</td>
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<tr>
<td>Email: <a href="mailto:codi.jaynes@angelo.edu">codi.jaynes@angelo.edu</a></td>
<td>Virtual Office Hours: Tuesday &amp; Thursday 2:00 – 3:00 pm (via Blackboard Collaborate)</td>
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This is an online course and therefore all of the learning will take place online. To be successful in this course you must be able and willing to do the following:

- Access the internet from home and/or school.
- Spend quality time each week preparing for new material and completing homework and quizzes (approximately 10-12 hours or more).
- Organize your notes, homework, quizzes, and exam reviews in an easily accessible and easily readable form, preferably in a 3-ring binder.
- Ask questions, form a study group, and visit the Math Lab or use Upswing as needed.
- Complete all homework and quizzes accurately and on time.
- Prepare for exams and perform successfully on exams.

Math Lab: The Math Learning lab is available on campus that provide FREE math tutoring. Please utilize this great resource- no appointment is necessary.

- MATH LAB- LIB C302 (upstairs)
  - Monday – Thursday: 9:00 am – 8:00 pm
  - Friday: 9:00 am – 12:00 pm
  - Sunday: 4:00 pm – 8:00 pm

Blackboard/Email:

- I plan to post notes, test reviews, quizzes, and other documents on Blackboard. I will expect you to print these documents and use them throughout the semester. I will also post grades and other important announcements on Blackboard.
- Blackboard can be accessed through RamPort or by visiting http://blackboard.angelo.edu.
- I will send you information via email. It is your responsibility to regularly check your angelo.edu email account. All electronic correspondence will be sent to your ASU e-mail account unless other arrangements are made. I will do my best to respond to all emails by the next business day.

Lecture Notes: It is your responsibility to print the lecture notes from Blackboard and fill them in using the videos posted. I strongly suggest keeping your notes and other class materials in a 3-ring binder.

Homework: Some homework will be assigned over each section through MyOpenMath software. This is a free online homework system. Instructions on accessing the homework and setting up an account will be available in Blackboard.

Other useful homework information:

- Daily assignments will consist of homework problems completed on MyOpenMath and occasional quizzes.
- Quizzes will be submitted through Gradescope. You can find more details on using this program in Blackboard.
- No late work will be accepted!
I will drop 5 daily grades at the end of the semester to help compensate for unavoidable circumstances.

**Exams:** There will be exams during the semester and a cumulative final. Calculators are NOT allowed on the first two tests. Non-graphing calculators will be permitted on the last 3 exams. I will discuss approved calculators after we take exam 2. If you have questions before that time, feel free to contact me. All exams will be paper/pencil exams.

**There will be no make-up exams.** If it benefits you, your final exam grade may replace your lowest test grade. This means that if you miss one test, your final exam grade will replace it. If you miss a second test, you will receive a grade of zero for it.

If you are not able to take your exam at the scheduled time, you need to speak with me at least 5 days before the scheduled test time. If you are ill, you must send me an official doctor’s note stating that you cannot come take the exam before the scheduled test time. All decisions regarding changes in testing will be made at my discretion.

Due to the nature of the dual credit courses, exact exam times cannot be set. However, your exams will be taken on your campus with a proctor or teacher. The dates below are tentatively scheduled. If you are unable to take your exam on the date given, please email me and we will find a solution. If you would like to take your exam with me, exams will be given on the dates below from 5:30 – 6:45 pm at Angelo State University, MCS room 212.

<table>
<thead>
<tr>
<th>Test 1</th>
<th>Tuesday, September 24</th>
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<tbody>
<tr>
<td>Test 2</td>
<td>Tuesday, October 15</td>
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<tr>
<td>Test 3</td>
<td>Tuesday, November 5</td>
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<tr>
<td>Test 4</td>
<td>Tuesday, November 19</td>
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**Final Exam:** A comprehensive final exam will be given during the week of December 9th – December 12th. Exact exam dates will be announced once the semester begins.

**Grading:** Grades will be roughly determined as follows:

- Daily Grades- 15%
- Exams (4)- 15 % each
- Final Exam- 25%

**Final Grades:** Final grades will be determined using the following scale

- A: 90% or above
- B: 80% - 89%
- C: 70% - 79%
- D: 60% - 69%
- F: Below 60%

**Special Notes for Online Courses:**

- Since this class has no regular class meetings other than exams, it is your responsibility to learn the material and to stay current with the course material being covered.
- During the week, a regular lecture course would spend 3 hours a week to cover the topics in a lecture format. For online courses, you need to allot around 3 hours a week to watch the lecture videos and utilize any resources needed.
• As an estimation, you can expect to spend an additional 6 – 9 hours a week completing the homework, quizzes, and studying for exams.
• During the working day (Monday – Friday from 8am – 4pm), I will do my best to reply to your emails within 2 hours. Outside of the working day, I will respond as soon as possible, but it might be the next working day before a response is sent.
• Keep in mind that all homework will be due at 11:59pm on Wednesday, Friday, and Sunday nights. Try to work on your homework and quizzes as soon as possible as computer and internet problems do occur. There are no extensions on homework and quizzes.
• Keep a homework notebook with problems thoroughly worked out to help study for your exams.

Drop Date: October 31st is the last day to drop a course with a W or withdraw from ASU.

General Policies Related to this Course: All students are required to follow the policies and procedures presented in these documents:

Angelo State University Student Handbook

Angelo State University Catalog

In the event that the university is closed for a scheduled class time, whatever was scheduled for that day and/or whatever was due that day will be scheduled and/or due on the next scheduled class time.

Feel free to come by my office at any time for help. I will definitely be near my office during my office hours (or there will be a note telling you when I will be back). If my office hours are not convenient for you, meet with me, or send me an email, to arrange for another time that is more convenient.

University Policies:

Student Disability Services

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting:

Dallas Swafford
Director of Student Disability Services
Houston Harte University Center 112
325-942-2047
dallas.swafford@angelo.edu

Title IX
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sex discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking
are not tolerated at ASU. As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.

Director of Title IX Compliance/Title IX Coordinator

Mayer Administration Building, Room 200

325-942-2022

michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above. For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Student Absence for Observance of Religious Holy Days: A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Incomplete Grade Policy: It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Student Conduct Policies

Academic Integrity: Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the Statement of Academic Integrity.

Plagiarism: Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.
Copyright Policy: Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Student Learning Outcomes
1. Students will demonstrate factual knowledge including the mathematical notation and terminology used in this course. Students will read, interpret, and use the vocabulary, symbolism, and basic definitions used in college algebra including the real numbers, exponents, radicals, polynomials, factoring, functions, equations, inequalities, and graphs.

2. Students will describe the fundamental principles including the laws and theorems arising from the concepts covered in this course. Students will identify and apply the laws and formulas that result directly from the definitions; for example, the quadratic formula, rules of exponents, and properties of logarithms.

3. Students will apply course material along with techniques and procedures covered in this course to solve problems. Students will use the facts, formulas, and techniques learned in this course to simplify algebraic expressions, graph functions, and solve inequalities, equations, and systems of equations.

4. Students will develop specific skills, competencies, and thought processes sufficient to support further study or work in this field or related fields. Students will acquire a level of proficiency in the fundamental concepts and applications necessary for further study in academic areas requiring college algebra as a prerequisite, or for work in occupational fields requiring a background in algebra. These fields might include education, business, finance, marketing, computer science, physical sciences, and engineering, as well as mathematics.

Course Content
0. A Review of Basic Algebra: Real Numbers; Integer Exponents and Scientific Notation; Rational Exponents and Radicals; Polynomials; Factoring Polynomials; Rational Expressions.

1. Equations and Inequalities: Linear Equations and Rational Equations; Applications of Linear Equations; Complex Numbers; Quadratic Equations; Applications of Quadratic Equations; Other Types of Equations; Inequalities; Absolute Value.

2. Functions and Graphs: Functions and Function Notation; The Rectangular Coordinate System and Graphing Lines; Linear Functions and Slope; Writing and Graphing Equations of Lines.

3. Functions: Graphs of Functions.

4. Polynomial and Rational Functions: Quadratic Functions

5. Exponential and Logarithmic Functions: Exponential Functions and Their Graphs; Logarithmic Functions and Their Graphs; Properties of Logarithms; Exponential and Logarithmic Equations.


Subject Matter: (tentative schedule- subject to change)

The subject matter schedule listed below is tentative, and subject to change and adaptation. For current, updated information about course topics, contact the instructor or see Blackboard.

Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syllabus &amp; Orientation</td>
</tr>
<tr>
<td>2</td>
<td>Sets of Real Numbers</td>
</tr>
<tr>
<td>3</td>
<td>Integer Exponents, Scientific Notation, Rational Exponents, &amp; Radicals</td>
</tr>
<tr>
<td>4</td>
<td>Polynomials &amp; Factoring</td>
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<tr>
<td>5</td>
<td>EXAM 1, Rational Expressions, Linear Equations, &amp; Rational Equations</td>
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<tr>
<td>6</td>
<td>Applications of Linear Equations &amp; Complex Numbers</td>
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<tr>
<td>Week</td>
<td>Topics</td>
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<tr>
<td>7</td>
<td>Quadratic Equations &amp; Their Applications</td>
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<tr>
<td>8</td>
<td><strong>EXAM 2</strong>, Other Types of Equations, and Inequalities</td>
</tr>
<tr>
<td>9</td>
<td>Absolute Values, Functions, Rectangular Coordinate System, &amp; Graphing</td>
</tr>
<tr>
<td>10</td>
<td>Linear Functions, Slope, Writing &amp; Graphing Equations of Lines, &amp; Graphs of Functions</td>
</tr>
<tr>
<td>11</td>
<td><strong>EXAM 3</strong>, Quadratic Functions, &amp; Exponential Functions</td>
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<tr>
<td>12</td>
<td>Logarithmic Functions, Properties of Logarithms, &amp; Exponential &amp; Logarithmic Functions</td>
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<tr>
<td>13</td>
<td><strong>EXAM 4</strong>, Systems of Linear Equations</td>
</tr>
<tr>
<td>14</td>
<td>ASU THANKSGIVING BREAK</td>
</tr>
<tr>
<td>15</td>
<td>Review for Final Exam</td>
</tr>
<tr>
<td>16</td>
<td><strong>FINAL EXAM</strong></td>
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</tbody>
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2. [http://www.angelo.edu/catalogs/](http://www.angelo.edu/catalogs/)  
3. [http://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of](http://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of)  
4. [http://www.angelo.edu/content/files/14197-op-1011-grading-procedures](http://www.angelo.edu/content/files/14197-op-1011-grading-procedures)  