Instructor Information
Instructor: Dr. Susan Abernathy-Taylor
Office: MCS 220i
Phone: 325.486.5442
Email: Both of the following addresses work. They go to the same inbox; you need only send an email to one of them.
   susan.abernathy@angelo.edu
   staylor28@angelo.edu
Office Hours: Office hours will be held virtually through Blackboard Collaborate. See Blackboard for more information. You can also email me to make a phone appointment.

Course Format
This class will be entirely online. Videos and reading assignments will be posted in Blackboardi. To get started in the course, read the rest of this syllabus and then go to our Blackboard course page.

Textbook
College Algebra from OpenStaxii. This is a free textbook available online. You can also purchase a print version, if you prefer, via the campus bookstore.

Technology Requirements:
Required:
- A computer (desktop/laptop) or mobile device (phone/tablet) that can access the internet.
- Access to a stable internet connection.
- Speakers/earbuds/headphones for listening to videos.
- Internet browsing software (such as Mozilla Firefoxiii or Google Chromeiv).
- Either a scanner or a scanning app (such as Adobe Scanv) that will allow you to submit written homework in PDF form.
- PDF-viewing software (such as Adobe Acrobat Readervi).

Optional:
- Device with a microphone for chatting with the professor during online office hours through Blackboard Collaborate.

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, email the instructor.
**Attendance**
Students are expected to “attend” by completing homework and logging into Blackboard to keep up with the class. Extended periods of non-communication or not completing work may be reported to the University through EarlyAlert. **If you have extenuating circumstances (such as a severe illness) that will prevent you from completing work for an extended period of time, please email me to discuss options.**

**Homework**
There will be a written homework assignment from the textbook for each section, which you will submit online through Blackboard as a PDF. Your lowest four homework grades will be dropped to account for unforeseen circumstances. **Late homework will not be accepted.**

There will also be optional online homework in MyOpenMath (available at no cost to the student) that can be done for bonus points. More information about bonus homework will be posted in Blackboard.

**Assessments**
There will be eight assessments during the semester, each counting for 9% of your overall grade. Four assessments will be completed online in MyOpenMath, the same software used for online bonus homework. Four will be submitted online through Gradescope (which is available to you at no cost). More information about these can be found on Blackboard. There will also be a cumulative final exam at the end of the semester which is 18% of your overall grade. If it benefits you, your final exam grade will replace your lowest assessment grade.

**Grading System**
Grades will be determined as follows:
- Tests: 72% (9% each)
- Homework: 10%
- Final Exam: 18%

Final grades will be based on the following grading scale: A is 89.5+, B is 79.5-89.49, C is 69.5-79.49, D is 59.5-69.49, F is below 59.5.

Homework and assessment grades will be posted in Blackboard. However, your overall grade is NOT computed in Blackboard – so you may see grades listed in Blackboard that do not directly count for your overall grade. For example, all homework grades will be listed in Blackboard, including the lowest four, but the lowest four will not count toward your final overall grade.

**Tentative Assessment Dates**
Each assessment will be open for at least 48 hours, and may be completed during that window whenever is convenient for you. It is your responsibility to start early enough so that you have enough time to complete the assessment. Tentative dates for assessments are listed here.

Assessment 1: August 28-30
Assessment 2: September 10-11
Assessment 3: September 22-23
Assessment 4: October 1-2
Assessment 5: October 13-14
Assessment 6: October 22-23
Assessment 7: November 3-4
Assessment 8: November 12-13
Final Exam: November 20-24

Make-up Policy
If you have a conflict with an assessment, you must talk to me about it beforehand if possible. If you miss an assessment, your final exam grade will replace it. You will receive a grade of zero on any subsequent missed assessments. Make-up tests will be given (or not) at the discretion of the instructor.

Expectations for Students
- Maintain academic honesty (don’t cheat).
- Complete each assignment by the specified due date.
- If you have a question, look for the answer in Blackboard and/or the syllabus before you ask me a question about class procedures.
- That said, ask questions if you need help or if something is unclear.
- Positively contributing to the class environment. Be courteous and respectful to everyone in class. This includes online office hours and written communication (email, discussion board, etc.)
- Being proactive about their grade in this course. You are not given a grade in a college course; you EARN your grade. It is your responsibility to put in as much effort as it takes to earn your desired grade. This includes utilizing (as needed) all available study aid options (attending office hours and/or getting help from the Math Lab, emailing the instructor, etc.) to resolve any questions or concerns you might have about any aspect of the course.

Tips for Succeeding in This Class
- Be prepared to devote time to learning – in class, we would be in lecture 3 hours per week. You should expect to spend at least that amount of time on this class, plus extra on homework.
- Take notes as if you were in class while watching videos and reading the book.
- Organize your notes in a binder or notebook.
- Communicate! Email me or come to office hours when you have a question on a homework problem or an example from a video or the book.

Communication Policy
During the week, I will respond to emails within 24 hours (usually faster). Any emails sent on weekends or holidays may not be answered until the next business day.
Topics by Week
This subject matter listed below is tentative and subject to change. For current information about course topics and schedule, please contact the instructor or see Blackboard.

1. 1.1, 1.2
2. 1.3, 1.4, Assessment 1
3. 1.5, 1.6
4. 2.1, 2.2, Assessment 2
5. 2.3, 2.4
6. 2.5, Assessment 3, 2.6
7. 2.7, 3.1, Assessment 4
8. 3.2, 3.6
9. 4.1, Assessment 5
10. 5.1, 6.1, Assessment 6
11. 6.2, 6.3
12. 6.4, Assessment 7, 6.5
13. 6.6, 7.1, Assessment 8
14. 7.2, Review, Final Exam
15. Final Exam

Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

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 (ADAA), 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  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu

**Title IX at Angelo State University:**
The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.  
Director of Title IX Compliance/Title IX Coordinator  
Mayer Administration Building, Room 210  
325-942-2022  
michelle.boone@angelo.edu

You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://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.

For more information about Title IX in general, you may visit: [www.angelo.edu/title-ix](http://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. The full details can be found in ASU Operating Policy OP 10.19 [Observance of Religious Holy Days](http://www.angelo.edu/title-ix).

**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][xii] 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][xiii]

- **Plagiarism**: Plagiarism is a serious topic covered in ASU’s [Academic Integrity policy][xiv] 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][xiv].

- **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.

**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][xv]
- [Angelo State University Catalog][xvi]

**Mathematics 1314 – College Algebra – 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**

**Textbook:** College Algebra from OpenStax. This is a free textbook available online at [https://www.openstax.org/details/college-algebra](https://www.openstax.org/details/college-algebra). You can also purchase a print version, if you prefer, via the campus bookstore.

The following topics are covered.

1. **A Review of Basic Algebra:** Real Numbers; Integer Exponents and Scientific Notation; Rational Exponents and Radicals; Polynomials; Factoring Polynomials; Rational Expressions.
2. **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.
3. **Functions and Graphs:** Functions and Function Notation; The Rectangular Coordinate System and Graphing Lines; Linear Functions and Slope; Writing and Graphing Equations of Lines.
4. **Functions:** Graphs of Functions.
5. **Polynomial and Rational Functions:** Quadratic Functions
6. **Exponential and Logarithmic Functions:** Exponential Functions and Their Graphs; Logarithmic Functions and Their Graphs; Properties of Logarithms; Exponential and Logarithmic Equations.
7. **Linear Systems:** Systems of Linear Equations.

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i Blackboard: [https://blackboard.angelo.edu](https://blackboard.angelo.edu)
ii College Algebra textbook from OpenStax: [https://www.openstax.org/details/college-algebra](https://www.openstax.org/details/college-algebra)
iv Google Chrome browser: [https://www.google.com/chrome/](https://www.google.com/chrome/)
vi Adobe Acrobat Reader: [https://get.adobe.com/reader/](https://get.adobe.com/reader/)
vii Gradescope: [www.gradescope.com](http://www.gradescope.com)
viii Report an Incident: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
ix Report an Incident: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
x ASU Title IX: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix)
xii Observance of Religious Holy Days: [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)
xiii Grading Procedures: [http://www.angelo.edu/content/files/14197-op-1011-grading-procedures](http://www.angelo.edu/content/files/14197-op-1011-grading-procedures)
xv ASU Writing Center: [http://www.angelo.edu/dept/writing_center/academic_honesty.php](http://www.angelo.edu/dept/writing_center/academic_honesty.php)
xvi University Catalog: http://www.angelo.edu/catalogs/