Math 1314 Dual Credit- College Algebra- Fall 2020 Syllabus

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 10:00 – 11:00 am &amp; 2:00 pm – 3:30 pm</th>
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</thead>
<tbody>
<tr>
<td>Office: MCS 220C</td>
<td>Tuesday &amp; Thursday: 11:00 am – 12:00 pm &amp; 2:00 – 3:00 pm</td>
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<tr>
<td>Phone: 325-486-5446</td>
<td>Friday: 10:00 – 11:00 am</td>
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<tr>
<td>Email: <a href="mailto:codi.jaynes@angelo.edu">codi.jaynes@angelo.edu</a></td>
<td>All hours listed are available online via Blackboard Collaborate. Face-to-face meetings can be arranged by appointment.</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 assessments and perform successfully on assessments/retakes.

Course Delivery:
When you are not in the physical class, you will attend live remote sessions at the same time as our scheduled course. You will also be expected to complete coursework via Blackboard.¹

Please refer to this Health and Safety web page² for updated information about campus guidelines as they relate to the COVID-19 pandemic.

Blackboard & Email:

- I post notes, reviews, and other documents on Blackboard. I expect you to print these documents and bring them with you to class when I tell you to. 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 frequently send you information via email. It is your responsibility to regularly check your angelo.edu email account. All communication outside of class will be sent to your ASU e-mail account. I will do my best to respond to all emails by the next business day.

Technology Requirements
To successfully complete this course, students need to have daily access to the following technology: smartphone or scanner, laptop/tablet/desktop with webcam/mic, and a printer.

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

Homework: Homework will be assigned over each section from the textbook (listed under “Course Content”). Additional homework assignments will be available through MyOpenMath software, linked in Blackboard. This is a free online homework system. Instructions on accessing the homework will be available in Blackboard.
• Daily assignments will consist of homework problems completed on worksheets/textbook problem sets, submitted digitally via Gradescope.
• **No late work will be accepted!**
• I will drop 5 homework grades at the end of the semester to help compensate for unavoidable circumstances.

**Assessments:** There will be 11 assessments throughout the semester. All together, the assessments will be worth 85% of your final average. Assessments will reflect the course content and be administered during class. Each assessment will be graded for accuracy with no partial credit given. Additional information regarding the assessment procedures and retakes can be found in Blackboard.

**Final Exam:** A comprehensive final exam will be the week of November 30th – December 4th. Specific details on exam delivery will be given later in the semester. The Final Exam will only influence your final grade by at most one letter. Your final average is calculated following the grading scheme below. The Final Exam will:

• Improve your letter grade by one letter if you score a 90 or above
• Leave your letter grade unaffected if you score between a 60 and 89
• Lower your letter grade by one letter if you score below a 60

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

• Homework - 15%
• Assessments - 85%
• Final Exam - + or – one letter grade at most

**Final Averages:** Final averages 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 assessments.
• 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 4:00 pm on Monday, Wednesday, and Friday. Do not wait until the last minute to begin assignments, 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 assessments.
• Feel free to utilize my virtual office hours at any time for help. I will be available in Blackboard Collaborate during the scheduled times, or I will leave a message notifying you of my absence. If my office hours are not convenient for you, send me an email to arrange for another time that is more convenient.
Drop Date: November 10th 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

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 university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities
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.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

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

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 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.

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.

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.

Required Use of Masks/Facial Coverings by Students
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.

Modifications to the Syllabus
This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.

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 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.

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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Syllabus, course orientation</td>
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<tr>
<td>2</td>
<td>Real Numbers, Exponents, and Scientific Notation</td>
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<tr>
<td>3</td>
<td>Radicals, Rational Exponents, and Polynomials; <strong>Assessment 1</strong></td>
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<tr>
<td>4</td>
<td>Factoring; <strong>Assessment 2</strong></td>
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<tr>
<td>5</td>
<td>Rational Expressions and the Rectangular Coordinate System and Graphs</td>
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<tr>
<td>6</td>
<td>Linear Equations and their Applications; <strong>Assessment 3</strong></td>
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<tr>
<td>7</td>
<td>Complex Numbers and Quadratic Equations; <strong>Assessment 4</strong></td>
</tr>
<tr>
<td>8</td>
<td>Other Equations and Linear and Absolute Value Inequalities; <strong>Assessment 5</strong></td>
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<tr>
<td>9</td>
<td>Functions, Function Notation, Domain, and Range; <strong>Assessment 6</strong></td>
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<tr>
<td>10</td>
<td>Linear and Quadratic Functions; <strong>Assessment 7</strong></td>
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<tr>
<td>11</td>
<td>Exponential Functions and their Graphs; <strong>Assessment 8</strong></td>
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<tr>
<td>12</td>
<td>Logarithmic Functions and their Graphs</td>
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<tr>
<td>13</td>
<td>Logarithmic Properties and Exponential &amp; Log Equations; <strong>Assessment 9</strong></td>
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<tr>
<td>14</td>
<td>Systems of Linear Equations; <strong>Assessment 10 &amp; Assessment 11</strong></td>
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<tr>
<td>15</td>
<td><strong>Final Review and Exam</strong></td>
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1. [https://blackboard.angelo.edu/](https://blackboard.angelo.edu/)
3. [https://www.angelo.edu/student-handbook/](https://www.angelo.edu/student-handbook/)
4. [https://www.angelo.edu/catalogs/](https://www.angelo.edu/catalogs/)
6. [https://www.angelo.edu/services/disability-services/](https://www.angelo.edu/services/disability-services/)