Reedley College – **FALL 2014 - Course Syllabus**

MATH 201 WEB, Elementary Algebra, Section # 59920

Instructor: Mrs. Lina Obeid   **Class Room:** Web   **Student Access to Class Materials:** *24/7 prior to deadlines.*
Office: online via e-mail   **Office Hours:** online via email
E-Mail: lina.obeid@reedleycollege.edu (**Teacher's response time is up to 1 <u>business</u> day**)

Basic Skills Advisories: Eligibility for English 126 **Subject Prerequisites:** Successful completion of Math 101 or equivalent *Students should <u>not</u> enroll in this class if they did not fulfill these pre-requisites. Students stand to be dropped from the class if they had not fulfilled the pre-requisites before enrolling.*

Optional Text: Woodbury, G. (2009). *Elementary & Intermediate Algebra*, <u>2nd edition</u>. Boston: Pearson

Required:
- **This class requires 5 onsite mandatory non-negotiable meetings, 8/12, 9/8, 10/13, 11/17, 12/9 at Reedley College.**
- Class assignments are on pearsonmylabandmastering.com and NOT on Blackboard.
- This course requires students to purchase Pearsonmylab access code (includes e-book but not a hard copy of the book – Hard copy of the book is optional/not needed). This access code may be purchased at the bookstore or online at pearsonmylabandmastering.com. It is much cheaper to purchase it online on the pearson site. **[If you have a Pearson access-code from last semester, you might be able to use the same one without purchasing another one.]**
- <u>TECHNOLOGY</u>: This class requires students to access pearsonmylab in a timely manner, so a computer with a high speed connection is needed. Your browser (i.e. internet explorer, firefox, etc.) must have specific plug-ins. Firefox seems to be the best browser to use with pearsonmylab. **Avoid I-phone and I-pads and such devices as they might not allow you to open the course and assignments**. Clearing your cookies and allow pop-ups avoids issues as well. *A dial-up connection is too slow for this class. Students need to make sure they have access to the proper technology before proceeding in this class. Most labs on campus as well as the Math Center have the proper technology.* (**Please note that technology problems are not an excuse to missing assignments, tests, or exams.**)
- <u>MATERIALS</u>: Students need to have <u>two</u> single-subject CAMBRIDGE <u>spiral</u> <u>graph</u> notebooks, 1 yellow highlighter, ruler, sharpened pencils, and a good eraser. A non-graphing calculator is helpful. Calculators might be prohibited on some exams.
- <u>AMOUNT OF WORK</u>: This class requires on <u>average</u> **three** hours of work a day (1hour for lecture/examples and two hours for homework). Online courses are not for everyone. Although online classes afford more flexibility, the class requires excellent study skills and more independent work than a face to face course. **This course is <u>NOT</u> advised for** 1) students who do not have excellent study skills and solid basic math skills, 3) students who have not taken math for a long time, and 4) students who have received a D, or an F in previous math classes. Students must put in the effort necessary to succeed.
- <u>COMMUNICATION</u>: This class requires that <u>all</u> communication <u>be via email</u>: 1) email language must be professional and written in full sentences; 2) sign your first and last name at the end of every email; 3) type **MATH 201 ONLINE** with your full <u>**name**</u> in the subject bar; 4) avoid personal details and personal stories (TMIs). (**Please note that personal issues are not an excuse to missing assignments, tests, or exams.**)

Attendance and Tardy Policy:
- Attend the mandatory orientation meeting on August, 12 at 6pm at Reedley College.
- Sign up at pearsonmylabandmastering.com **by Wednesday, August 13 <u>and begin their homework</u>**, to avoid being dropped as a No-Show. Students who have a grade lower than 70% after their first online exam **might be dropped as this indicates they lack the study skills or the basic skills to succeed in this class**.
- The Pearsonmylab site offers students a **temporary free access code** which allows students to sign up and work for a few days **<u>without</u>** paying. The deadline for that grace period will be posted on the login page and can be viewed **<u>every</u>** time a student logs in. The publisher will deny access to students who do not pay by the grace period's deadline. It is the student's responsibility to pay in a timely manner to avoid being denied access to their assignment or test. Students who are denied access due to lack of payment will receive a 0% on any assignment or test with no chance of makeup. (**Please note that financial hardships and procrastination are not an excuse to missing assignments, exams, or tests.**)
- Since this is an online class, students are expected to check their e-mails regularly and work on pearsonmylabandmastering.com daily and regularly. That is what attendance is based on. Late work will affect your grades negatively. Excuses such as "I did not read my e-mail; my computer froze; I did not know it was due; I forgot the deadline; …" are not accepted. Students who do not check their emails or work on their assignments on regular basis could be dropped for non-attendance. The attendance policies still hold in an online class. Missing an assignment, not checking emails, or not responding to emails, is the equivalent of being absent.
- Students are responsible for any and all information sent to them in emails or posted on the courses site.
- Technology problems will not be accepted as excuses to get extensions, second chances, or exceptions for any assignment or test. If your computer "freezes" during a test, **<u>you will not be given access to it again</u>** – as you are only allowed one time access to a test. Students need to have a good connection and the proper technology to avoid missing a test. **The lowest test score will be dropped to allow for one emergency a semester.**
- **Please do NOT email on holidays, weeknights and weekends expecting an instant response. Students need to allow <u>ONE</u> business day for a response. It is very important that students know that the teacher is NOT monitoring the class, checking email, or is on call 24/7. Although you are given access to the course 24/7 and you may work any day/any time you chose,**

please allow <u>one</u> business day for a response. [Example: if you are working on Friday night on an assignment and you run into some issue or problem, please do not expect a response before Monday afternoon (Tuesday morning at the latest)!]. To avoid missing any assignments due to the response time, make sure to <u>work on assignments</u> <u>before the deadline date</u>.

- Students are expected to attend the on campus meetings on the scheduled date, arrive on time, bring a valid picture ID, and take their onsite exams and final. Students who are absent will receive a zero on the missed or late exams.

Behavioral, Campus, and Academic Policy:

- Reedley College campus policies and academic regulations will be implemented in this class.
- Students must act and communicate professionally in class and online.
- **Plagiarism**: Reedley College rules on plagiarism will be enforced. Students cheating on an exam will receive a 0% on that exam.

GRADING POLICY: Students are graded according to the following:

> **Online homework** grades constitute **15%** of the student's overall grade.
> **Online chapter tests** grades constitute **15%** of the student's overall grade.
> **Onsite Midterm and Final exam** grades constitute **70%** of the student's overall grade.

<u>Online Homework and Homework notebooks:</u>

- Homework is assigned on regular basis at pearsonmylabandmastering.com. It is to be completed online at pearsonmylabandmastering.com. Students will be given several tries on each question to get the question right. Homework deadlines must be observed. Late work affects grades negatively: It loses 30% of the points possible for late submission.
- *It is important to stay current to be successful in the course!* Whenever possible watch the lecture videos before starting the homework. Do not expect to take the test and then complete the homework. Assignments have due dates and they might not be available to the student after the due date. Technological problems cannot be used as excuses to get extensions or retakes on homework. **The two lowest <u>online</u> homework assignment scores will be dropped to account for emergencies.**
- <u>**HOMEWORK NOTEBOOKS**</u>: In order to keep good long lasting habits, students must solve each problem and show step-by-step work in a single-subject spiral CAMBRIDGE GRAPH notebook, before entering their answers online. The detailed work for each question must be written neatly on the lines (scratch type work is not acceptable). Sloppy and incomplete work will not get full credit. **List the <u>section number at the top of each page</u>**. Each problem should have a question number in front of it. If a student choses to repeat a question multiple times for extra practice, they don't have to repeat the work. The answers must be boxed or highlighted. Graphs need to be drawn on graph paper, labeled, titled, and scaled accurately and neatly using a ruler to get full credit. Students must turn in their homework notebooks on the day of the exams to be graded. Notebooks will not be accepted late. <u>None</u> of the homework notebooks grades will be dropped.

<u>Online chapter tests:</u>

- *Students who do not do well (70% or above) on the first test will have a hard time passing the class as the first test assesses skills needed for this class such as factoring and basic skills. In that case, it is advisable to take math 250/256.*
- Students must complete the homework before taking the tests.
- Online tests are timed, so pace and time yourself.
- In addition, while taking an online test, students are <u>not</u> allowed to navigate away from the test, minimize the screen, or open another window. If you do so while taking an online test, the system will lock you out and you will be denied access to complete the rest of the test. If you are denied access to a test, then **the incomplete test will be graded as is**.
- If you encounter technological problems during a test, you will not be given access to it again – as **you are allowed access to a test once**. Students need to make sure they have a good connection and do not close their browser or navigate away once they begin an online test. **Online tests must be completed in one sitting**.
- Online chapter tests are to be taken online by the scheduled date/time. Online tests will not be accepted late. Technological problems or excuses will not be accepted for a missed or incomplete test. **The lowest online test score will be dropped to allow for emergencies.**

<u>Three Onsite Midterm Exams and One Onsite Final Exam:</u>

- **<u>Three</u> onsite midterms (Monday 9/8, 10/13, 11/17) and <u>one</u> onsite final exam (Tuesday 12/9) will be administered at Reedley College at 6pm in FEM4E.** No make-up midterm or final exam will be given for any reason. Students are expected to take the exams on the date and time scheduled.
- Student need to present their valid picture ID or Driver's license to be allowed to take a midterm or the final.
- **NO VALID PICTURE ID= NO EXAM.**
- **<u>Onsite Midterm Exams</u>**: Students who do not take a midterm will receive a score of ZERO on that midterm. **To allow for one emergency (i.e hospitalization, car accident…), the lowest midterm score may be replaced by 80% of the final exam score.**
- **<u>Final Exam</u>**: The onsite final exam is a comprehensive final meaning it might contain any of the material covered from the entire semester. The final is scheduled for Tuesday, December 9 at 6PM at Reedley College in FEM4E. *The final exam score <u>cannot</u> be replaced by a midterm score. Students who do not take the final will receive a score of 0% on the final.*

Grading Scale:

Grade		Percent	Grade		Percent
A	=	90% - 100%	D	=	60% - 69%
B	=	80% - 89%	F	=	Below 60%
C	=	70% - 79%			

<u>MANDATORY MEETING DATES, TIME, AND LOCATION:</u>

<u>WARNING</u>: **This class requires 5 onsite mandatory meetings at Reedley College. Check your calendar. Those dates/times are non-negotiable. Please <u>drop</u> the class if the scheduled dates of the midterm and final do not fit your schedule, or if the pace of the class is not appropriate for you (i.e. you are too busy to spend the time to get the desired grade). No exceptions will be granted for those dates/times. Students will receive a 0% on the missed exam.**

DATE	MANDATORY MEETING	TIME	LOCATION	WHAT TO BRING
Tuesday, August 12 2014	Orientation	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook
Monday, September 8 2014	Midterm	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook
Monday, October 13 2014	Midterm	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook
Monday, November 17 2014	Midterm	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook
Tuesday, December 9	Final	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook

<u>Note</u>: **Also, if math is a difficult subject for you and/or you have failed a math class before an onsite class might be more appropriate for you.**

IMPORTANT REEDLEY COLLEGE FALL 2014 DATES

August 11 (M) Start of Fall 2014 semester
August 22 (F) Last day to drop a full-term class for a full refund
August 29 (F) Last day to drop a Fall 2014 full-term class to avoid a "W" in person
August 31 (S) Last day to drop a Fall 2014 full-term class to avoid a "W" on WebAdvisor
September 1 (M) Labor Day holiday (no classes held, campus closed)
September 12 (F) Last day to change a Fall 2014 class to or from a Pass/No-Pass grading basis
October 10 (F) Last day to drop a full-term class (letter grades assigned after this date)
November 11 (T) Veterans Day observed (no classes held, campus is open)
November 27-28 (Th-F) Thanksgiving holiday (no classes held, campus closed)
December 8-12 (M-F) Final exams week
December 12 (F) End of Fall 2014 semester

> ➢ It is the student's responsibility to ask *the Admissions and Records office or check course schedule for any other dates that pertain to financial aid or drop deadlines of any kind.*

TIPS FOR SUCCESS:
- *Watch the videos, take notes, and do examples before starting the homework.*
- Turn in well thought-out assignments on time with all the work shown step-by-step;
- Put in the maximum effort daily in every aspect of your work;
- *Do <u>not</u> expect a good grade for average, mediocre, or poor work.*
- **Do not procrastinate. <u>One person's procrastination is not someone else's emergency</u>.**
- **Do not make excuses (due to technology, personal life, professional life, …).**

DESIRED GRADES:
- It is the student's responsibility to put in the effort to get a desired grade.
- A student struggling to get a desired grade must get tutoring. Tutoring is available for free at Reedley College through the MATH CENTER (IN THE FEM BLDG) and the TUTORIAL CENTER (IN THE LIBRARY).
- Online tutoring is available as well.
- If students need further clarification regarding grades, they are welcome to consult the instructor.

▶ Accommodations for students with disabilities:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic test, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible if you require accomodations. Last minute arrangements will not be tolerated.

Course Description:

As stated in the Reedley College course outline, Math 201 involves the study of operations with signed numbers, algebraic expressions, linear equations and their graphs, inequalities, exponents, radical expressions and equations, factoring, rational expressions and equations, as well as quadratic equations.

Course Objectives:

As a result of successfully completing this course, student should be able to:

A. To solve linear, quadratic, rational and radical equations, systems of equations, and inequalities
B. To graph linear equations and inequalities and to understand the relationship between a graph and the equation that generates it
C. To understand, set up, solve, and interpret the solution of application problems

NOTE: It is the student's responsibility to put forward the time, effort, and ability needed to master these course objectives upon completion of this course. The lower the student's math ability, the higher will be the student's effort and time needed to master the objectives.

▶ *Instructor reserves the right to make minor changes to the syllabus.*