

**Reedley College – SPRING 2014 - Course Syllabus**  
**Math 103, Intermediate Algebra, Section #52863**

**Instructor:** Ms. Lina Obeid  
**Office:** FEM 1C  
**Phone:** 638-3641, ext. 3184

**Class Time:** Daily; 9:00 – 9:50am

**Class Location:** FEM4E  
**Office Hours:** M,T,W: 8 to 9am; or by apt  
**E-Mail:** lina.obeid@reedleycollege.edu

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**Basic Skills Advisories:** Eligibility for English 126 (A) **Subject Prerequisites:** Successful completion of Math 101 or equivalent; *Students should not enroll in this class if they did not fulfill these pre-requisites. Students might be dropped if they had not fulfilled the pre-requisites before enrolling.*  
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**Optional Text:** Woodbury, G. (2009). *Elementary & Intermediate Algebra*, 3rd edition. Boston: Pearson

**Required Materials:**

- All class assignments are on [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com) and NOT on Blackboard. The syllabus and some materials will be posted on Blackboard. Blackboard does NOT contain any of the assignments.
- This course requires students to promptly purchase Pearsonmylab access code (includes e-book but not a hard copy of the book). This access code may be purchased at the bookstore or online at [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
- ONLINE ACCESS CODE: The Pearsonmylab site offers students a *temporary* access code which allows students to sign up and work for a few days without paying. The deadline for that grace period will be posted on the login page every time a student logs in. The publisher will deny access to students who do not pay in a timely manner 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 and will be dropped. **To avoid such problem and to avoid being dropped, this class policy requires students to stop using the temporary access code and pay for a permanent access code by January 24. (Please note that financial hardships and procrastination are not an excuse to missing assignments, exams, or tests.)**
- TECHNOLOGY: 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. *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.)*
- MATERIALS: Students must come to class ready with non-graphing scientific calculator, 3 Cambridge single- subject spiral graph notebooks, a yellow highlighter, ruler, sharpened pencils, erasers, and a mini- stapler. Calculators are prohibited on some exams.
- AMOUNT OF WORK: This class requires an average of two hours of homework per hour of lecture. This is an average meaning that students' with good math skills might require less and students with poor math skills might require more hours to succeed.

**Attendance and Tardy Policy:**

- Students who miss the first day of class may be dropped as a "No Show". Students who are trying to add this class must be present in class on time the first day of class to be considered. Even then, it depends on availability, class size, and/or classroom capacity.
- Attendance is not optional. Students are expected to attend every class, arrive on time, and stay for the entire class period. Students who are absent or late, or who leave early will receive a zero on the missed, incomplete, or late assignment. **Students are expected to use their notebooks to take notes in class on daily basis.**
- If a student arrives late, it is his/her responsibility to inform the instructor after class, so the absence can be changed to a tardy. Two tardies or a partially missed lectures count as an absence.
- A student who is absent or late is responsible to get him/her self updated on the missed materials. In that case, that student will need to ask a fellow student for the notes and/or the missed assignments. Students need to make sure they have a reliable student contact from class to get the missing information. Students can use the math/tutorial center available at Reedley College if they need help understanding the missed material. **Emailing or calling does not excuse an absence and will not be accepted as a reason to get extensions, second chances, or exceptions for any assignment or exam.**
- A student *may*\* be dropped without notice by the instructor after 10 absences (not necessarily consecutive classes). If a student decides to no longer be enrolled in the class, then it is the student's responsibility to drop in a timely manner to avoid receiving a "W" or an "F" following the Reedley College course schedule or catalog's deadlines.

**Behavioral, Campus, and Class Policy:**

- Reedley College campus policies and academic regulations will be implemented in this class.
- By enrolling in this class, the student agrees to adhere to any and all of the policies and regulations of this class, as well as adhere to Reedley College campus policies and academic regulations. By enrolling in this class, the student agrees to the rules, procedures, guidelines, and policies described in this syllabus. The instructor reserves the right to communicate only with the enrolled student regarding matters concerning the student or the class.
- Students not following directions or engaging in any behavior the instructor deems disruptive may be asked to leave or may be removed for the remainder of that class session. **Food or drink (except bottled water) is not allowed in the classroom.**
- Teacher reserves the right to assign seats.
- Students must act and communicate professionally in class and online.
- ELECTRONIC DEVICE USE POLICY: This class has an electronic device use policy:
  - 1) The use of electronic devices in the classroom is strictly prohibited. Electronic devices include, but are not limited to cell-phones, pagers, recording devices, CD/DVD/MP3 players are prohibited in the classroom at anytime. Such devices must be non-

- operational, turned off, silenced, and put away before entering the classroom. Headphones are not allowed. Approved calculators (not cell phones), and documented/required medical devices are allowed. Students are not allowed to use or operate a recording device at any time in this classroom. Disabled students must make arrangements ahead of time for the approved use of a device.
- 2) The use of cell phones in the classroom is strictly prohibited at anytime and is considered disruptive behavior. Phones need to be silent, out of reach, and out of sight. Students are not allowed to place their cell phones on the desks or in plain view at any time during class, even if set to "silent" or "off". Texting in class is prohibited. Cellphones are NOT to be used as calculators. Students using a cell phone during an exam are considered to be cheating.
  - 3) Students must make the instructor aware of any electronic device they are using in class, otherwise they are in violation of the policies of this class.
- **COMMUNICATION:** The best and most immediate way to communicate with the instructor is face to face, during office hours, or by appointment. If communicating by email, allow 1 to 2 business days for a response. Students need to keep communication professional and avoid personal details. **Please note that emailing or calling regarding a tardy or an absence does NOT get the tardy or the absence excused and does not allow for any extensions, make-up, or retake on any assignment.**

### **Plagiarism and cheating:**

Reedley College rules on plagiarism will be enforced. Students cheating and students allowing others to cheat off of their assignment will receive a 0% on that assignment (whether it is a chapter exam, a final, or any other assignment). Students using a cell phone during a test regardless of the reason are considered to be cheating.

### **Grading Policy:**

Students are graded in three major categories according to the following:

**Homework** grades constitute **30%** of the student's overall grade.

**Chapter Exams and Final Exam** grades constitute **70%** of the student's overall grade.

- **Homework:** This category includes homework and quiz grades.
  - **HOMWORK ONLINE:** Homework is assigned on regular basis at [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com). It is to be completed online at [pearsonmylabandmastering.com](http://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 every day it is late. Each assignment has a due date and the assignment might not be available to the student after the due date.
  - **HOMWORK NOTEBOOKS:** In addition to entering answers online, homework exercises must be worked out in pencil step-by-step, thoroughly, completely and neatly, otherwise the work will not receive full credit. 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 **submit their detailed work in a single subject Cambridge graph spiral notebook used exclusively for homework for this class.** The homework notebook will be collected and graded. Students need to turn in their notebooks on time at the time they are collected. Students who are absent at the time the notebooks are collected will receive a 0% on their notebooks. Notebooks will not be accepted late.
  - **EMERGENCIES:** Personal, financial, professional, or technological problems cannot be used as excuses to get extensions or retakes on homework. **The two lowest homework assignment scores will be dropped to account for such emergency or issue.**
- **Chapter Exams:** This category includes five or six chapter exams administered throughout the semester.
  - Chapter exams are weighted equally. Students are not allowed to leave and return to an exam once started.
  - Exam questions must be answered step-by-step, thoroughly, completely, and neatly to receive full credit. Final answers must be highlighted or boxed. Graphs are very important in algebra, so they need to be drawn, labeled, titled, and scaled accurately and neatly using a ruler to receive full credit.
  - Students who are not present will receive a score of zero on that chapter exam regardless of why they were absent. No make-up or retake exam will be given for any reason. **Students are not allowed to take the exam after the scheduled time for any reason.**
  - **EMERGENCIES:** In case a student has a known unavoidable business on the scheduled exam date or time, he/she will be given the chance to take the chapter exam early (before the scheduled date/time) *if and only if* the student makes the appropriate arrangements with the instructor ahead of time (with at least a two business days advance notice). Personal or professional issues will not be accepted as excuses to retake, make-up, or get extension on any exam. To account for such unexpected emergencies, the final exam's score may be used to replace the lowest chapter exam score.
- **Final Exam:** The final exam is a mandatory comprehensive final - it might contain any of the material covered from the entire semester. The final exam weighs as a regular exam. Students are not allowed to leave and return to an exam once started. The final exam score may be used to replace the lowest chapter exam score, but a chapter exam score cannot be used to replace the final exam score. The final exam score will not be dropped or replaced. Students who miss the final exam will receive a 0% on their final exam.

**The Final will be administered on Wednesday, May 21 in FEM4E, at 9:00am to 10:50am.**

### Grade formula and grades:

- It is the student's responsibility to put in the effort it takes to get the desired grade.
- A student struggling to get a desired grade must get tutoring. Tutoring is available for free at Reedley College.
- The average score within each category may be calculated by adding the earned scores, then dividing them by the sum of the possible scores. The following formula is used to determine the overall grade: Student's overall grade = (Homework average)(0.30) + (Chapter Exams and Final exam average)(0.70)
- If students need further clarification regarding grades, they are welcome to consult the instructor.

### Grading Scale:

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

### Tips for Success:

- Do not expect a good grade for average, mediocre, or poor work. You will be disappointed.
- A means the student's work is excellent. B means the work is good. C means the work is fair. D means the work is poor. F means the work is failing.
- Follow instructions. Do not make excuses.
- Do not procrastinate: One person's procrastination is not someone else's emergency.
- Turn in well thought-out assignments on time with all the work shown step-by-step;
- Work 2 hours a day on average. Put in the maximum effort daily in every aspect of your work;
- Come to class prepared and on time; Attend regularly; do not miss class
- Ask fellow students, and tutors for help;
- Attend MATH CENTER (in FEM1) OR the TUTORIAL CENTER (in the Library) for help and tutoring; (Do not wait until you start failing to do so!!)
- Approach the instructor with questions.
- Do not wait until you are failing or you are completely lost to ask questions.
- Form a study group.
- Read the book before attending class.

### Important Dates: SPRING 2014

- January 13 (M) Spring 2014 instruction begins
- **January 14 (T) PRINTED SYLLABUS DUE**
- **January 15 (W) HOMEWORK 2-1 DUE ONLINE**
- **January 16 (TH) HOMEWORK 6-1 DUE ONLINE**
- **January 17 (F) HOMEWORK 6-2 DUE ONLINE**
- January 20 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)
- **January 24 (F) PAY FOR ONLINE ACCESS CODE**
- January 24 (F) Last day to request an Enrollment Fee Refund
- January 31 (F) Last day to add a full-term class
- January 31 (F) Last day to drop a full-term class to avoid a "W" (in person)
- January 31 (F) Last day to drop a full-term class to avoid a "W" (on WebAdvisor)
- February 13 (Th) Last day to change a class to/from a Pass/No-Pass grading basis
- February 14 (F) Lincoln Day observed (no classes held, campus closed)
- February 17 (M) Washington Day observed (no classes held, campus closed)
- March 14 (F) Last day to drop a full-term class (in person) (letter grades assigned after this date)
- April 14-18 (M-Th) Spring Recess
- May 19-23 (M-F) Spring 2014 final exams week
- May 21, Wednesday: FINAL EXAM @ 9am in FEM4E**
- May 23 (F) End of spring semester/commencement

*It is the student's responsibility to check course schedule and catalog for other important dates.*

► **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 the teacher as soon as possible.
- It is the student's responsibility to schedule their appointments (for tests, finals, etc.) with the DSPS office as soon as soon as exams are announced in class. **Any special arrangements need to be done in advance and in writing.** Last minute or same day arrangements will not be tolerated.

**Course Description:**

According to the Reedley College course outline, Math 103 deals with algebraic concepts including: linear equations and inequalities in two variables, rational exponents and roots, quadratic functions, exponential and logarithmic functions, and conic sections.

**Course Objectives:**

- A. Use the properties of lines and linear inequalities, and apply operations on functions.
- B. Simplify radical and complex expressions and perform operations on them.
- C. Solve quadratic equations using techniques including factoring and quadratic formula, and graph parabolas.
- D. Apply the properties of exponents and logarithmic functions to change the base of a logarithm.
- E. Manipulate and graph equations of conic sections.
- F. Other Topics (if time permits) Generalize arithmetic and geometric sequences and find the kth term of a binomial expansion.
- *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.*