MATH 103 WEB, ALGEBRA Online, Section # 52872

Instructor: Mrs. Lina Obeid   **Class Room:** Web   **Student Access to Class Materials:** *24/7 prior to deadlines.*
Office: online via e-mail   **Office Hours:** M, T, W: 8 to 9am; or by apt.
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). *Intermediate & Intermediate Algebra*, <u>2nd edition</u>. Boston: Pearson

Required:
- All class assignments are on 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. **(Please note that financial hardship is not an excuse to missing assignments, tests, or exams.)**
- 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 need to have a non-graphing scientific calculator, 2 CAMBRIDGE single-subject <u>spiral</u> <u>graph</u> notebooks, 1 yellow highlighter, ruler, sharpened pencils, and a good eraser. The use of pens is NOT suggested in this class. Calculators are prohibited on some exams.
- AMOUNT OF WORK: This class requires on average three hours of work a day. 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 NOT advised for** 1) students who are repeating MATH 103 2) 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 poor grade, a D, or an F in a previous math class.
- COMMUNICATION: This class requires that all communication be via email: 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 103 ONLINE with your full name in the subject bar; 4) avoid personal details and personal stories. **(Please note that personal issues are not anexcuse to missing assignments, tests, or exams.)**

Attendance and Tardy Policy:
- Students must attend the mandatory orientation on <u>January 14 from 6 to 8pm</u> in FEM4E at Reedley College (valid picture ID is required). **Students who arrive late or leave early (or do not have a valid picture ID) will be dropped**.

- Students must enroll and complete homework section 2-1 and section 6-1 at pearsonmylabandmastering.com by Friday, January 17, OR they <u>will be dropped</u>. Sign up ON <u>Tuesday January 14</u>, so you would have the chance to resolve a problem in a timely manner before that deadline.

- 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. To avoid such problem and to avoid being dropped, students must pay by <u>January 24</u> at the latest. **(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, you will not be given access to it again – as you are only allowed one time access to a test. Students need to have a good connection and technology to avoid missing a test. **The lowest test score will be dropped to allow for one emergency a semester.**

- Please do not procrastinate and email on holidays, weeknights and weekends expecting an instant response. Students need to allow 1 **business** day for a response.

- Students are expected to attend the on campus meetings on the scheduled date, arrive on time, bring a valid picture ID, and stay for the whole class period. Students who are absent or late, or who leave early will receive a zero on the missed or late midterm. **Students who miss the January 14 mandatory orientation will be dropped.**

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 Midterms and Final exam** grades constitute **70%** of the student's overall grade.

- **Online Homework and Homework notebooks:**
  - 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 every day it is late.
  - *It is important to stay current to be successful in the course!* Do not expect to take the test and then complete the homework. Each assignment has a due date and the assignment 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 online homework assignment scores will be dropped to account for emergencies.**
  - HOMEWORK NOTEBOOKS: In addition to entering the answers online, students must solve the exercises completely and thoroughly in a Cambridge single-subject spiral notebook used exclusively for this class. The detailed work for each question must be written on the lines neatly (scratch type work is not acceptable). Sloppy and incomplete work will not get full credit. List the section number at the top of each page. Each question should have a question number in front of it. The answers must be 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 homework notebooks the day of the midterm exams so they could be graded. Notebooks will not be accepted late. None of the homework notebooks grades will be dropped.**

- **Online chapter tests:**
  - *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 not advisable to continue taking this class.*
  - Students must complete the homework before taking the tests.
  - Online tests are timed, so pace and time yourself.
  - 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.**

- **Onsite Midterm Exams and Onsite Final Exam:**
  - Three onsite midterm exams and one final exam will be administered throughout the semester at Reedley College.
  - No make-up midterm exam will be given for any reason. Students are expected to take the midterm 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 ID= NO MIDTERM.
  - 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.**
  - **FINAL EXAM**: The onsite final exam is a comprehensive final meaning it might contain any of the material covered from the entire semester.
  - *The final exam score cannot be replaced by a midterm score. Students who do not take the final will receive a score of 0% on the final.* NO VALID ID = NO FINAL.

Grading Scale:

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

MANDATORY MEETING DATES, TIME, AND LOCATION:

WARNING: **Please make sure to check your calendar. Those dates are non-negotiable. Please drop 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. Also, if math is a difficult subject for you and/or you have failed a math class before, then Math 103 is not a class to take ONLINE.**

THE SCHEDULE AND LOCATION OF THE MANDATORY MEETINGS:

DATE	MANDATORY MEETING	TIME	LOCATION	WHAT TO BRING
Jan. 14, 2014	Orientation	6 - 8 p.m.	FEM4E @ RC	Valid picture ID
Feb. 5, 2014	Midterm #1	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook
Mar. 11, 2014	Midterm #2	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook
Apr. 23, 2014	Midterm #3	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook
May 20, 2014	Final Exam	6 - 8 p.m.	FEM4E@ RC	Valid picture ID and Homework Notebook

Note: If you have a conflict with any of the midterm or final exam days/times listed above, you can EMAIL the instructor at least 48 hours ahead of time to arrange taking the exam earlier (at 1PM p.m.) on the day the exam is scheduled.

OTHER IMPORTANT DATES:

Jan. 17, 2014	Deadline to enroll in MML and complete first two assignments
Jan. 24, 2014	Deadline to pay for MML ACCESS CODE – or – BE DROPPED FROM CLASS
Jan. 20, 2014	Martin Luther King Holiday – No classes
Jan. 31, 2014	Last day to add a full-term class
Feb. 13, 2014	Last day to file for P/NP grading basis
Feb. 14 – 17, 2014	President's Holiday – No classes
Mar. 14, 2014	Last day to drop
April 14 – 18, 2014	Spring Recess

➢ There will be 5 onsite mandatory meetings at Reedley College during the semester.
➢ All these meetings must be attended on time with a Valid Driver's License.
➢ 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:
- *Do not expect a good grade for average, mediocre, or poor work.*
- **Do not procrastinate. One person's procrastination is not someone else's emergency.**
- **Do not make excuses (due to technology, personal life, professional life, …).**
- 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;
- Get FREE tutoring at the Math Center IN FEM1 at Reedley College. (Do not wait until you are failing)
- Get FREE tutoring at the Tutorial Center in the library at Reedley College; (Do not wait until you are failing)
- Do not wait until you are failing to get help.
- Read the book and watch the videos before starting the assignments.

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.
- 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:

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 various 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. Optional Topics (if time permits)
        o 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.*