Reedley College – SPRING 2016 - Course Syllabus

MATH 103 WEB, Algebra, Section # 51143

Instructor: Mrs. Lina Obeid   **Class Room:** Web   **Student Access to Class Materials:** *24/7 prior to deadlines.*
Office Hours: online via email (weekdays business hour) OR onsite: M & T at 11am, Th at 10am in FEM4A or by apt
Office: online via e-mail   **E-Mail:** lina.obeid@reedleycollege.edu (Teacher's response time is up to 1 business day)

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Basic Skills Advisories: Eligibility for English 126 **Subject Prerequisites:** Successful completion of Math 201 or equivalent *Students should not 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.*

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Optional Text: Woodbury, G. (2015). *Elementary & Intermediate Algebra*, 4th edition. Boston: Pearson

Required:
- **This class requires 5 mandatory non-negotiable meetings on 1/12, 2/9, 3/8, 4/19, 5/17 at <u>Reedley College</u> with valid picture ID.**
- Class assignments are on pearsonmylabandmastering.com and NOT on Blackboard. The syllabus and some materials will be posted on Blackboard. Blackboard does <u>NOT</u> contain any of the assignments. **Follow instructions on the "*student registration handout*" to get access to assignments. This document will be given to you during orientation.**
- 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 might be cheaper to purchase it online on the pearson site. **[If you have a Pearson access-code for <u>this</u> book 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. 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 lined and <u>graph</u> paper, 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 average <u>2.5</u> 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 <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, 4) students who can't work independently, and 5) students who have received a poor grade, 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 all communication be via **school** 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 WEB** with your full **name** in the subject bar; 4) avoid personal details or personal stories(TMIs). **(Personal issues are not an excuse to missing assignments, tests, or exams.)**

Attendance and Tardy Policy:
- **January 11**: 1) read all emails sent to you 2) read syllabus, and all information posted on Blackboard 3) follow instructions.
- **Tuesday, January 12:** Attend the **MANDATORY ORIENTATION MEETING** at Reedley College in SOC 32 from 6 to 8pm sharp.
- **Wednesday, January 13**: Sign up at pearsonmylabandmastering.com **and complete the first homework**, to avoid being dropped.
- Students who have a grade lower than 70% after their first online exam **might be dropped as this shows they lack the study skills or the basic skills to succeed in this class**. Homework is due almost daily, so check pearsonmylabandmastering.com for the due dates and deadlines.
- The Pearsonmylab site offers students a **temporary free 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 and can be viewed **every** time a student logs in.   The publisher will deny access to students who do not pay by the grace period's deadline. However, ***STUDENTS MUST BUY THE ACCESS CODE BY THE END OF THE FIRST WEEK, to prevent from being dropped***. 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, **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 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 TUESDAY 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 strictly enforced. Students copying on an exam will receive a 0% on that exam. In addition, the student receiving the grade on their transcript needs to be the person doing the work to earn the grade at ALL times in this class. Otherwise, the student will receive a 0% or F in the course, and/ or suffer the utmost consequences of plagiarism as set forth by the college's academic regulations. [The student taking the exam needs to be the student enrolled and getting the grade in the course. If not, the student will receive an automatic F IN THE COURSE.]

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 Packets:
- 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 online homework assignment scores will be dropped to account for emergencies.**
- HOMEWORK: In order to keep good long lasting habits, students must solve each problem and show step-by-step work good quality lined paper, 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 section number at the top of each page**. 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. Do not worry about copying the word problem instructions. **Students must turn in their homework STAPPLED packets on the day of the exam meetings to be graded**. Packets will not be accepted late. **None of the homework packets 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. In that case, it is not advisable to take this class online.*
- Students must complete the homework and practice quiz before taking a chapter test. Online tests are timed, so pace and time yourself.
- In addition, while taking an online test, students are not 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.**

Three Onsite Midterm Exams and One Onsite Final Exam:
- **There is an orientation meeting on Tuesday, January 12 starting at 6pm sharp and ending at 8pm in SOC32. Three onsite midterms (Tuesday 2/9, 3/8, 4/19) and one onsite final exam (Tuesday 5/17) will be administered at Reedley College starting at 6pm sharp and ending at 8pm in SOC32.** There will be an alternative session for the midterms from 11am to 1pm tentatively on the scheduled dates to accommodate students taking evening classes. These alternative sessions are by appointment only, so make sure to email me the week before to schedule for the alternative session. The alternative session for the final exam will be on Monday, May 16 from 10am to 12pm. Again, email me to schedule the alternative session. **Please note that these five DATES are set and firm, so there won't be any other dates, make-up, or retakes allowed.** 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. Please work your schedule out so you are able to attend those meetings. If you are not able to fit those exam meetings in your schedule, you might want to find another class that does. Note that 70% of your grade comes from these exams.
- Student needs to present their valid picture ID or Driver's license to be allowed to take a midterm or the final.
- **Onsite Midterm Exams**: 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 is scheduled for Tuesday, May 17 from 6 to 8pm at Reedley College in SOC32. The alternative session is Monday, May 16 from 10am to 12pm by appointment only. *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.*

Grading Scale:

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

MANDATORY MEETING DATES, TIME, AND LOCATION:

WARNING: **This class requires 5 onsite mandatory meetings at Reedley College. Check and MARK 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 with no chance of make-up or retake.**

DATE	MANDATORY MEETING	TIME	LOCATION	WHAT TO BRING**
Tuesday, January 12	Orientation	6 - 8 p.m	SOC32@ RC	**Valid picture ID**
Tuesday, February 9	Midterm#1	6 - 8 p.m. (or 11am to 1pm*)	SOC32@ RC	**Valid picture ID** and Homework Packets
Monday, March 8	Midterm#2	6 - 8 p.m. (or 11am to 1pm*)	SOC32@ RC	**Valid picture ID** and Homework Packets
Monday, April 19	Midterm#3	6 - 8 p.m. (or 11am to 1pm*)	SOC32@ RC	**Valid picture ID** and Homework Packets
Tuesday, May 17	Final	6 - 8 p.m. (or Monday, May 16 from 10am to 12pm)*	SOC32@ RC	**Valid picture ID**

* There will be an alternative session for the midterms from tentatively 11am to 1pm to accommodate students who are taking evening classes on the same dates stated above. The alternative session for the final exam will be on Monday, May 16 from 10am to 12pm). LOCATION of alternative sessions will be announced as needed (it is NOT in SOC32 but a different room at Reedley College). **Students must email me to make arrangements for the alternative time and location.** **Please note that these five DATES are set and firm, so there won't be any other dates, make-up, or retakes allowed.** There will be no alternative <u>dates</u>. Please work your schedule out so you are able to attend those meetings. If you are not able to fit those exam meetings in your schedule, you might want to find another class that does. Note that 70% of your grade comes from these face-to-face exams.

** **NO VALID PICTURE ID= NO EXAM.**

NOTE: 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.

Other Important Dates at Reedley College:
January 11 (M) Spring 2016 instruction begins
January 18 (M) Dr. Martin Luther King, Jr. Day observed (no classes held, campus closed)
January 29 (F) Last day to add a full-term class for Spring 2016
<u>January 29 (F) Last day to drop a full-term class to avoid a "W" (in person) for Spring 2016</u>
January 31 (SU) Last day to drop a full-term class to avoid a "W" (on WebAdvisor) for Spring 2016
February 5 (F) Last day to change a class to/from a Pass/No-Pass grading basis
February 12 (F) Lincoln Day observed (no classes held, campus closed)
February 15 (M) Washington Day observed (no classes held, campus closed)
<u>March 11 (F) Last day to drop a full-term class (in person) (letter grades assigned after this date)</u>
March 21-24 (M-Th) Spring Recess (no classes, campus open)
March 25 (F) Deadline to file Intent to Graduate via WebAdvisor
March 25 (F) Spring Holiday observed (no classes, campus closed)
May 16-20 (M-F) Spring 2016 final exams week

> 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 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, …).**

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 under the "connect to a tutor" button on Peasonmylab homework.
- 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.

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.*