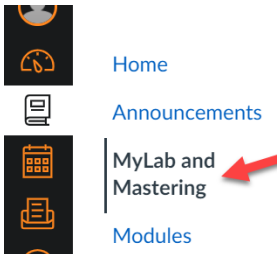


<b>Instructor:</b> Mrs. Lina Obeid	<b>Class Room:</b> Web	<b>Student Access to Class Materials:</b> 24/7 prior to deadlines.
<b>Virtual Office Hours:</b> M/W/T/TH 10 to 11am (Zoom available); F 9am to 10am (email only)		
<b>Office:</b> WEB <b>E-Mail:</b> through Canvas and/or lina.obeid@reedleycollege.edu		
<b>Advisories:</b> Check with your counselor.		<b>Prerequisites:</b> Check with your counselor.

FOR COVID 19 & OTHER UPDATES: <https://www.reedleycollege.edu/>

## What is required?

To succeed, it is important to know what is required.

- 1) This class requires that you have taken and passed intermediate algebra or equivalent.
- 2) Class assignments are on [pearsonmylabandmastering.com](https://www.pearsonmylabandmastering.com) (also referred to as MyLab or MYMATHLAB). Mylab can be accessed from Canvas as well.
  - To access Canvas, go to 'MYPORTAL' on the Reedley College Website, and sign in to Canvas.
  - To access MyLab, click on MyLab and Mastering in Canvas and register for Mylab. Announcements, resources, syllabus, documents that help you get started are posted on CANVAS under Module 0. For help, click on Module 0 in Canvas. It contains instructions and resources you need to proceed.
- 3) **REQUIRED:** This course requires students to purchase MyLab access code for Blitzer, College Algebra, 7th Edition (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](https://www.pearsonmylabandmastering.com). It might be cheaper to buy it online on the Pearson site. It is around \$70. DO NOT PURCHASE IT BEFORE CLASS BEGINS! Read and follow the detailed instructions given in this syllabus and in Module 0 on CANVAS.
  - ▶ Go through Canvas, click on MY LAB AND MASTERING to start working immediately before paying. You will then have about 10 days to pay for your materials.
- 4) **TECHNOLOGY:** This class requires students to access MyLab and Canvas in a timely manner, so a computer with a high-speed connection is needed. Your browser (i.e. Chrome, firefox, etc.) must have specific plug-ins and updates. Google Chrome seems to be the best browser to use with PearsonMylab. Clearing your cookies and allow pop-ups avoids issues as well. *Students need to make sure they have access to the proper technology before proceeding in this class.*
- 5) **MATERIALS:** Students need to have good quality notebook with graph paper, 1 yellow highlighter, ruler, sharpened pencils, and a good eraser. A TI84/83 graphing calculator is helpful but not necessary. Use Desmos free online graphing calculator or Geogebra online free graphing calculator instead.
- 6) **AMOUNT OF WORK:** This is a 4-unit 18 week course. Like any 4-unit class, this class requires 4 hours of “classwork” and 8 hours of “homework” on average a week. An online class affords students a bit more flexibility than a face to face class. However, it still requires time, good study skills and independent work.
- 7) **COMMUNICATION:** This class requires that all communication be through **school** email (SCCCD):
  - 1) email me through CANVAS
  - 2) email language must be professional and written in full sentences;
  - 3) type your first and last name at the end of every email;
  - 4) type **MATH 3A WEB** and topic in the subject bar;
  - 5) avoid private details (TMIs);
  - 6) check the email address you have provided Mymathlab. Make sure to always use a school email and not a personal email address for any communication.

## Attendance and Tardy Policy:

**Please make your education a priority. To succeed and to help us help you, please study on daily basis.**

Attendance is based on work done. Students who do not respond to emails, follow directions, and/or work regularly might be dropped. Don't leave it to the last hours before the deadline to start working. Procrastination will frustrate you and is a hinderance to your success.

### Here is what you should do on Monday, August 9:

- 1) Make sure you have a reliable computer with decent online access.
- 2) Make sure your SCCCD school email address is activated and functional.
- 3) Follow instructions and read information emailed to you or posted on Canvas.
- 4) Check CANVAS for announcements posted and check your SCCCD email daily. Read them carefully. [To access Canvas go to 'MYPORTAL' on the Reedley College Website, then click on CANVAS link.]
- 5) **Click on Module 0** in Canvas to read or view the information carefully to know how to proceed in this course and what to expect. Module 0 will contain important documents, information, the syllabus, MyLab registration instructions, as well as videos to help you proceed.
- 6) In Canvas, click on MyLab and Mastering tab to see how to proceed. For additional help registering for MyLab and for help to access the assignments, watch the **Pearson Student Registration videos** posted in Module 0 on Canvas. Sign up for MyLab and access course assignments on MyLab.
- 7) MyLab is the platform and software we will use in this class to complete homework, quizzes, and exams. MyLab is a very powerful system that comes with amazing resources such as STATCRUNCH, GET HELP, VIEW AN EXAMPLE, TECH VIDEOS, EBOOK and even more resources! costs around \$70 if purchased online through MyLab. You can start immediately and will have a grace period of a week to pay for it. You can access Mylab through Canvas (also referred to as MyLab or Mymathlab).
- 8) Start working on assignments on MyLab & Canvas. Assignments are due on regular basis. Students who fail to follow directions, sign up/access Mylab, or complete assignments might be dropped. Work on assignments early to avoid missing deadlines or getting late grades. **Feel free to email me if you need help.**

### Here is what you should do after Monday, August 9th:

- 1) Work ahead of the deadlines to avoid missing assignments. There is homework starting Tuesday.
  - 2) Watch videos, before you do homework. Do homework and quizzes, then do Exams.
  - 3) Participate in **discussions** and surveys posted on Canvas.
  - 4) Check Canvas and MyLab and read emails/announcements **daily to avoid missing assignments.**
  - 5) Mark all assignment deadlines in your personal calendar.
  - 6) Use school (not personal) email for all communication in this class.
  - 7) Pay for MYMATHLAB ASAP to avoid being shut out of MyLab.
  - 8) Sign up to work with our embedded tutor if you need assistance.
  - 9) Communicate with each other and with the embedded tutor and help each other out.
  - 10) I am here for you, so don't hesitate to email me ☺
- MyLab 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.

**Students must buy the access code ASAP to avoid missing deadlines.** It is the student's responsibility to pay in a timely manner to avoid being denied access to their assignment or test.

- Since this is an online class, students are expected to check their e-mails and announcements daily and work on MyLab/Canvas daily. That is what attendance is based on. Late work might affect your grades negatively. Students who do not work on regular basis could be dropped for non-attendance. The attendance policies still hold in an online class. Missing assignments, not checking or responding to emails, is equivalent to being absent.
- Students are responsible for any and all information sent to them in emails or posted on Canvas.
- Students need to allow one business day for a response. The response time in this class is **very** good, but students should not expect an instant response when they email on holidays, weeknights or weekends. The teacher is not monitoring the class or checking email 24/7. Although you are given access to the course 24/7 and you may work any day/any time you chose, please allow one business day for a response. To avoid missing any assignments, make sure to work on assignments before the deadline date.

### Behavioral, Campus, and Academic Policy:

- Reedley College campus policies and academic regulations are implemented in this class.
- Students must act and communicate professionally in class and online.
- Files, documents, recordings, videos, and materials modules provided for the class are only for students enrolled in this class to use during/for this class only. Unauthorized transfer or sharing of class materials is prohibited. **Unless a teacher has explicitly stated otherwise, communications in the class are intended for the students in the class only and not for the general public. A person who records in a classroom setting without permission runs the risk of violating the teacher's federal copyright rights.**
- **Plagiarism:** Reedley College rules on plagiarism are enforced. **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 consequences of plagiarism as set forth by the college's academic regulations. In other words, **the student doing the online assignments or taking the online exams/quizzes/homework 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:

**If math is a difficult subject for you and/or you have failed Math before, please put in the time and effort to succeed.**

Grades are posted and updated on MyLab/Canvas. Students are graded according to the following:

**Online homework** grades constitute **45%** of the student's overall grade.

**Online quizzes** grades constitute **15%** of the student's overall grade.

**Online exams and Final exam** grades constitute **35%** of the student's overall grade.

**Online discussions and Participation** grades constitute **5%** of the student's overall grade.

### Online Homework: **45%** of the student's overall grade

**Your success is very important, so please spend the time and effort needed to do well on your homework.**

- Homework is assigned on MyLab/Canvas. It is to be completed online at MyLab/Canvas or [pearsonmylabandmastering.com](https://www.pearsonmylabandmastering.com).
- Students have several tries on each question to get the question right.
- Students have return privileges (up to the deadline) for all homework assignments- meaning that students do not have to complete a homework assignment in one sitting.

- Assignments have due dates to help students avoid procrastination. Homework questions can be submitted late, but they will be graded 15% lower per day late (i.e. if a student does the work two days late the max they will be able to get on the late questions is 70%.) This will help encourage students to do their homework in a timely manner to prepare for the quizzes and exams, to avoid procrastination, and to pass the class. **The lowest online homework assignment score will be dropped to account for emergencies.**
- Some assignments are designed for online participation and require group discussions. Timing is flexible as long as they are done by the due dates.
- Whenever possible watch the lecture videos and take notes before starting the homework. Do not expect to take the test then complete the homework.
- In order to keep good long-lasting habits, you should solve each problem and show step-by-step work in a **notebook** designated for this class. Write neatly detailed work for each question (scratch type work is not acceptable and is not helpful). Detailed work will help you study for the exams and perform better in the class. This notebook will not be collected, but you will be able to use it on quizzes and exams 😊

## Online Quizzes: **15%** of the student's overall grade

**Please study to earn a better grade on the online quizzes/exams.**

- Students must complete the homework before taking the quizzes.
- Do not procrastinate to avoid missing assignments.
- Most online quizzes are designed to be review and practice for the exams. You are not allowed to get help on quizzes. Some discussions are considered quizzes.
- Online quizzes are graded, but **not timed**. You have several tries on each quiz. **The highest grade is taken.**
- Online quizzes have due dates and students must take the quizzes by the scheduled date/time. **Online quizzes will not be accepted late.** Students will receive 0% for missing a quiz.
- Work daily on Mymathlab/Canvas to avoid missing deadlines. **The lowest online quiz score will be dropped to allow for an emergency.**

## Online Chapter Exams and One Final Exam: **35%** of the student's overall grade

**Please review and study as much as needed to earn a better grade on these exams. Also, do the practice quizzes and study to earn a better grade on the online tests.** *Students who do not do well on the quizzes and on the homework will have a hard time passing the exams and passing the class.*

- **Students must complete the homework and practice quizzes before taking a chapter exam. Do not procrastinate to avoid missing assignments.**
- **There will be 7 exams in total: 6 chapter exams and 1 final exam. The chapter exams will open a few days before they are due. Help is not allowed on exams and is considered cheating.**
- Online exams are **timed**, so pace/time yourself. You are given 90 minutes for chapter exams and 2 hours for the final exam. They are to be completed in one sitting. This is plenty of time for the number of questions given.
- In addition, while taking an online exam, students are not allowed to get help from anyone (directly or indirectly), nor to navigate away from the exam. You are allowed to use notes, excel, calculators, stat crunch or stat programs. **Incomplete exam will be graded as is.**
- **Students have two tries on each chapter exam.** The highest grade of the two attempts will be given. This is to allow for any emergency or technical issues. Students need to have a good connection and should not close their browser or navigate away once they begin an online exam. It is the student's responsibility to take the exams early enough to take advantage of two tries.
- **Online exams must be completed in one sitting.** Once you start it, you must complete it in one sitting.
- Online chapter exams are to be taken online by the scheduled date/time. Online exams are not accepted late. **The exams will be available on Mymathlab several days before the deadline.** Work daily on Mymathlab to avoid missing deadlines. **To allow for one emergency (i.e hospitalization, car accident...), the lowest chapter exam score will be replaced by the final exam score.**
- **Final Exam:** Students are allowed to take the Final exam once. A practice/review assignment will be provided.

The final exam is a comprehensive final. The final exam is to be taken online (on MyLab) by **Wednesday, December 8**. Please make sure you mark your calendar. The final exam will be **open a week before it is due**. The final exam score cannot be replaced by a chapter exam score. Students who do not take the final will receive a score of 0% on the final.

## Online Discussion and Participation: 5% of the student's overall grade

This category consists of student's involvement in Canvas discussions/assignments or overall class participation.

## Grading Scale:

<b>A</b>	=	<b>90% - 100%</b>	<b>B</b>	=	<b>80% - 89%</b>	<b>C</b>	=	<b>70% - 79%</b>
<b>D</b>	=	<b>60% - 69%</b>	<b>F</b>	=	<b>Below 60%</b>			

## MANDATORY MEETING DATES, TIME, AND LOCATION:

- MARK your calendar. The rest of the deadlines will be posted on Mymathlab. Do NOT procrastinate, and you will not have a reason to miss these deadlines.
- Complete the homework and quizzes before taking the exams. Avoid procrastinating to avoid disappointments and lower grades.
- Assignments such as homework, quizzes, and any other assignment will be posted, open and ready for you to begin working on in a timely manner. Exams will open several days before they are due. Check MYLAB/CANVAS updated information/dates/deadlines and mark your calendar

DEADLINES	ASSIGNMENT/CHAPTERS	LOCATION
Monday, August 9th	Class and assignments begin.	Online on MYMATHLAB
TBD	Exam 1	Online on MYMATHLAB
TBD	Exam 2	Online on MYMATHLAB
TBD	Exam 3	Online on MYMATHLAB
TBD	Exam 4	Online on MYMATHLAB
TBD	Exam 5	Online on MYMATHLAB
TBD	Exam 6	Online on MYMATHLAB
TBD	FINAL EXAM (comprehensive)	Online on MYMATHLAB

### Other Important Dates at Reedley College:

- August 9 (M) Start of Fall 2021 semester
- August 20 (F) Last day to drop a Fall 2021 full-term class for full refund
- August 27 (F) Last day to drop a Fall 2021 full-term class to avoid a "W" in person
- August 29 (SU) Last day to drop a Fall 2021 full-term class to avoid a "W" on WebAdvisor
- **September 6 (M) Labor Day Holiday (no classes held, campus closed)**
- September 10 (F) Last day to change a Fall 2021 class to/from Pass/No-Pass grading basis
- October 8 (F) Last Day to drop a full-term class (letter grades assigned after this date)
- **November 11 (Th) Veterans Day (no classes held, campus open)**
- **November 25-26 (Th-F) Thanksgiving holiday (no classes held, campus closed)**
- **December 8 (W) LAST DAY TO TAKE & SUBMIT FINAL EXAM IN THIS CLASS**

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.
- Put in the maximum effort daily in every aspect of your work.
- Maintain an organized and detailed notebook for homework and notes.
- Do not expect a good grade for average, mediocre, or poor work.
- Do not procrastinate.
- Avoid making excuses.

## 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 with the DSPS office as soon as soon as they are announced in class. **Any special arrangements need to be done in advance and in writing.**

## Course Description:

This is a college level course in algebra for majors in science, technology, engineering, and mathematics. Students will study polynomial, rational, radical, exponential, absolute value, and logarithmic functions. Topics include systems of equations, theory of polynomial equations, and analytic geometry.

## Course objectives:

1. Analyze and investigate properties of functions, including linear, polynomial, absolute value, rational, radical, exponential, and logarithmic functions

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2. Synthesize results from the graphs and/or equations of functions, including linear, polynomial, rational, radical, exponential, and logarithmic functions

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3. Apply transformations to the graphs of functions

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4. Recognize the relationship between functions and their inverses graphically and algebraically

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5. Solve and apply rational, linear, polynomial, radical, absolute value, exponential, and logarithmic equations and solve linear, nonlinear, and absolute value inequalities

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6. Solve systems of equations and inequalities

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7. Apply techniques for finding zeros of polynomials and roots of equations

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8. Apply functions and other algebraic techniques to model real world applications

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9. Analyze conics algebraically and graphically

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10. Use formulas to find sums of finite and infinite series

**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.*