

MATH 3A- COLLEGE ALGEBRA, Section #51023 FACE TO FACE

Welcome! Looking forward to having you in class 😊

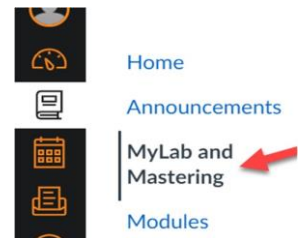
Instructor: Mrs. Lina Obeid	Class Room: CCI206	Time: T/TH - 11AM to 12:50AM
Office Hours: M 10 to 11am (email or zoom); T 1 to 2pm (office or email); W 9:30 to 10:30am (office or email); TH 1 to 2pm (office or email); F 9am to 10am (email or zoom)		
Office: MSCI 128	E-Mail: through Canvas and/or lina.obeid@reedleycollege.edu	
Advisories: Check with your counselor.		Prerequisites: Check with your counselor.

What is required?

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

- 1) Class assignments are on [pearsonmylabandmastering.com](https://www.pearsonmylabandmastering.com) (also referred to as MyLab or MYMATHLAB). Mylab should be accessed from Canvas only.

- To access Canvas, go to 'MYPORAL' on the Reedley College Website, and sign in to Canvas.
- To access MyLab, click on MY LAB 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.



- 2) **REQUIRED:** 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](https://www.pearsonmylabandmastering.com). DO NOT PURCHASE it BEFORE CLASS BEGINS! Read and follow the detailed instructions given in this syllabus and in Module 0 on CANVAS.

The price is around \$100, but might vary.

- 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.
- 3) **TECHNOLOGY:** *This class requires you to have a computer/laptop/connected device.* 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. 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.*
 - 4) **MATERIALS:** Students need a good quality notebook, 1 yellow highlighter, ruler, pencils, and a good eraser. A TI84/83 graphing calculator is helpful but NOT NEEDED. It is best to use DESMOS (free online) instead. In addition to DESMOS, you can use any free online calculator/ app or Geogebra.

5)

- 6) **AMOUNT OF WORK:** This is a 4-unit 18-week FACE TO FACE course. 4-unit classes require 4 hours of “attendance and classwork” and 8 hours of “homework” on average a week.
- 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) avoid private details (TMIs);
 - 5) Include the appropriate topic in the subject bar
 - 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.

You signed up for a face-to-face class, so in class attendance is mandatory. If you are not able to physically be in class for any reason, switch to an online class immediately. Students who are tardy or leave early will get partial credit for attendance/participation. Participation is graded.

Students who do not attend, 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 will be a hinderance to your success.

Here is what you should do on Monday, August 7:

- Get a reliable computer and decent online access.
- Follow instructions and read information emailed to you or posted on Canvas.
- Check CANVAS for announcements posted and check your SCCCD email Read them carefully. [To access Canvas go to 'MYPORTAL' on the Reedley College Website, then click on CANVAS link.]
- **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.

Here is what you should do on Tuesday, August 8:

- **Tuesday, August 8 is the first day of class. Attend on time. Roll is taken every class at the beginning of class. This is a face to face class. If you are not able to attend and be in class, sign up for an online class. Students who are absent the first day of class might be dropped.**
- **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.

- 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 GET HELP, VIEW AN EXAMPLE, TECH VIDEOS, EBOOK and even more resources!
- You can start working on MyLab immediately and pay a few days later. You 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 or MyLab and Mastering).

Here is what you should do after Tuesday, August 8:

- **Attend class every Tuesday and Thursday. In class participation is graded.**
- **Start working on assignments on MyLab and Masteringtab through 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.**
- Work on your assignments in a timely manner. There is homework due regularly.
- Attend lectures, then do homework and quizzes, then take your exam.
- Check Canvas and MyLab and read emails/announcements **daily**.
- Students are expected to work on MyLab/Canvas daily. Late work might affect your grades negatively. **Procrastination leads to accumulation of work and to lower success rate.**
- Mark all assignment deadlines in your personal calendar.
- Use CANVAS for all communication in this class.
- Pay for MYMATHLAB ASAP to avoid being shut out of MyLab.
- 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 MyLab 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 assignments or test.
- **Students who do not attend on regular basis could be dropped for non-attendance.**
- Students are responsible for 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. Students are given access to the course 24/7 in order to work any day/any time.
- Sign up to work with our embedded tutor if you need assistance.

Behavioral, Campus, and Academic Policy:

Reedley College campus policies and academic regulations are implemented in this class.

- Students are responsible to stay informed and follow instructions provided by the district on COVID-19: <https://www.reedleycollege.edu/covid-19/index.html>
- 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:

In-class work, discussions and participation grades constitute **10%** of the student's overall grade.

Homework grades constitute **55%** of the student's overall grade.

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

In-class Work, Discussions and Participation: 10% of the student's overall grade

This category consists of student's involvement in class discussions/assignments or overall class participation. This is a face to face class and in class attendance is mandatory. If you cannot attend face to face or be in the classroom, please drop this class immediately and sign up for an online class instead. Students are expected to take notes and participate in all in-class activities. Students who are absent will receive a 0% for that day's participation. Students who are tardy or leave early will receive partial credit for that day's participation.

Homework: 55% 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 on MyLab/Canvas or [pearsonmylabandmastering through Canvas](#).
- Students have several tries on each question to get the question right.
- Students have return privileges 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. Do homework in a timely manner to prepare for the quizzes and exams, to avoid procrastination, and to pass the class.
- Attend class and take good notes before starting the homework. Do not expect to take the test and 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. You will be able to use this notebook on homework and exams 😊

- **FIRST WEEK ASSIGNMENTS MUST BE DONE BY THE FIRST WEEK.** Anyone who has not completed the first week's work will be dropped by the end of the first week.
- **ALL HOMEWORK ASSIGNMENTS WILL PERMANENTLY SHUT DOWN Tuesday, November 28.**

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 before taking a chapter exam. Do not procrastinate to avoid missing assignments.**
- **There will be about 6 exams in total: 5 chapter-exams and 1 final exam.** The chapter exams will open a couple days before they are due. Students must take the exam by the due date. All exams have the same weight.
- Exams are **timed**, so pace/time yourself. You are given 90 minutes for chapter exams and 2 hours for the final exam. 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, online software, calculators, and graphing utilities. **Incomplete exam will be graded as is.**
- **Students have up to three* tries on each chapter exam.** This is to allow for a practice and/or for any emergency or technical issues. The highest grade of all attempts will be given. Students need to make sure they have a good connection and do 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 the multiple tries.
- **Exams must be completed in one sitting.** Once you start it, the clock starts.
- Exams are to be taken by the scheduled date/time. (If you have a documented emergency/hospitalization, email me as soon as possible for an academic plan). **The exams will be available on Mymathlab a few days before the deadline.** Work daily on Mymathlab to avoid missing deadlines.
- **FIRST WEEK ASSIGNMENTS MUST BE DONE BY THE FIRST WEEK.** Anyone who has not completed the first week's work will be dropped by the end of the first week.
- **ALL CHAPTER EXAMS WILL PERMANENTLY SHUT DOWN Tuesday, November 28.**
- **FINAL EXAM:** The final exam is a comprehensive final. The final exam is to be taken online (on MyLab) by **Tuesday, December 5**. Student get 2 attempts on final exam. The first attempt can be taken online. The second attempt must be in class at 9am on Tuesday, December 5 (9 to 11am). Please make sure you mark your calendar. The final exam will be available **a few days before it is due AND WILL PERMANENTLY SHUT DOWN ON TUESDAY, DECEMBER 5.** *Students who do not take the final will receive a score of 0% on the final.*

Grading Scale:

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

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

HOMEWORK AND EXAM DATES, TIME, AND LOCATION:

WEEK	DATE	ASSIGNMENTS	LOCATION
1	Monday, August 7, 2023	<i>Semester begins</i>	
	Tuesday, August 8, 2023	HW: 0	MYLAB
	Wednesday, August 9, 2023	HW: 1-1	MYLAB
	Thursday, August 10, 2023		
	Friday, August 11, 2023	HW: 1-2	MYLAB
		students who have not completed week 1 assignments get dropped	
2	Monday, August 14, 2023	Discussion on Canvas	CANVAS
	Tuesday, August 15, 2023		
	Wednesday, August 16, 2023	HW: 1-4	MYLAB
	Thursday, August 17, 2023		
	Friday, August 18, 2023	HW: 1-5	
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
3	Monday, August 21, 2023	Discussion on Canvas	CANVAS
	Tuesday, August 22, 2023		
	Wednesday, August 23, 2023	HW: 1-6	MYLAB
	Thursday, August 24, 2023		
	Friday, August 25, 2023	HW: 1-7	MYLAB
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
4	Monday, August 28, 2023		
	Tuesday, August 29, 2023	CHAPTER 1 EXAM	MYLAB
	Wednesday, August 30, 2023	HW: 2-1	MYLAB
	Thursday, August 31, 2023		
	Friday, September 1, 2023	HW: 2-2	MYLAB
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
5	Monday, September 4, 2023	LABOR DAY-NO CLASSES	
	Tuesday, September 5, 2023		
	Wednesday, September 6, 2023	HW: 2-3	MYLAB
	Thursday, September 7, 2023		
	Friday, September 8, 2023	HW: 2-4	MYLAB

		<i>Check your grade on MYLAB & work ahead or catch up</i>	
6	Monday, September 11, 2023		
	Tuesday, September 12, 2023		MYLAB
	Wednesday, September 13, 2023	HW: 2-5	
	Thursday, September 14, 2023		
	Friday, September 15, 2023	HW: 2-6	
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
7	Monday, September 18, 2023		
	Tuesday, September 19, 2023		
	Wednesday, September 20, 2023	HW: 2-7	MYLAB
	Thursday, September 21, 2023		
	Friday, September 22, 2023	HW: 2-8	
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
8	Monday, September 25, 2023		
	Tuesday, September 26, 2023	CHAPTER 2 EXAM	MYLAB
	Wednesday, September 27, 2023	HW: 3-1	MYLAB
	Thursday, September 28, 2023		
	Friday, September 29, 2023	<i>Check your grade on MYLAB & work ahead or catch up</i>	
9	Monday, October 2, 2023	HW: 3-2	MYLAB
	Tuesday, October 3, 2023		
	Wednesday, October 4, 2023	HW: 3-3	MYLAB
	Thursday, October 5, 2023		
	Friday, October 6, 2023	HW: 3-4	MYLAB
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
10	Monday, October 9, 2023	Discussion on Canvas	CANVAS
	Tuesday, October 10, 2023		
	Wednesday, October 11, 2023	HW: 3-5	MYLAB
	Thursday, October 12, 2023		
	Friday, October 13, 2023	HW: 3-6	MYLAB
		<i>Check your grade on MYLAB & work ahead or catch up</i>	

11	Monday, October 16, 2023		
	Tuesday, October 17, 2023	CHAPTER 3 EXAM	MYLAB
	Wednesday, October 18, 2023	HW: 4-1	MYLAB
	Thursday, October 19, 2023		
	Friday, October 20, 2023		
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
12	Monday, October 23, 2023	HW: 4-2	MYLAB
	Tuesday, October 24, 2023		
	Wednesday, October 25, 2023	HW: 4-3	MYLAB
	Thursday, October 26, 2023		
	Friday, October 27, 2023	HW: 4-4	MYLAB
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
13	Monday, October 30, 2023		
	Tuesday, October 31, 2023	CHAPTER 4 EXAM	MYLAB
	Wednesday, November 1, 2023	HW: 5-1	MYLAB
	Thursday, November 2, 2023		
	Friday, November 3, 2023		MYLAB
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
14	Monday, November 6, 2023	HW: 5-2	MYLAB
	Tuesday, November 7, 2023		
	Wednesday, November 8, 2023	HW: 5-5	MYLAB
	Thursday, November 9, 2023	CHAPTER 5 EXAM	MYLAB
	Friday, November 10, 2023		
		<i>Check your grade on MYLAB & work ahead or catch up</i>	
15	Monday, November 13, 2023	HW: 7-1	MYLAB
	Tuesday, November 14, 2023		
	Wednesday, November 15, 2023	HW: 7-2	MYLAB
	Thursday, November 16, 2023		
	Friday, November 17, 2023	<i>Check your grade on MYLAB & work ahead or catch up</i>	MYLAB
16	Monday, November 20, 2023	HW: 7-3	

	Tuesday, November 21, 2023		MYLAB
	Wednesday, November 22, 2023	Check your grade on MYLAB & work ahead or catch up	MYLAB
	Thursday, November 23, 2023	THANKSGIVING-NO CLASSES	
	Friday, November 24, 2023	THANKSGIVING-NO CLASSES	
17	Monday, November 27, 2023	HW: 8-1	MYLAB
	Tuesday, November 28, 2023	All past due assignments (homework and quizzes) shut down	MYLAB
	Wednesday, November 29, 2023	Review for final exam - use study guide	
	Thursday, November 30, 2023	Review for final exam - use study guide	MYLAB
	Friday, December 1, 2023		
18	Monday, December 4, 2023	Review for final exam - use study guide	
	Tuesday, December 5, 2023	FINAL EXAM IS DUE- covers chapters 2, 3, 4, 7, 8	MYLAB

It is the student's responsibility to put in the time and effort necessary to pass this class. It is the student's responsibility to follow the due dates and deadlines set forth for this class and to avoid missing or failing assignments.

IMPORTANT FALL 2023 DATES:

DATE	DAY	EVENT / DEADLINE
August 7	(M)	Start of Fall 2023 semester
August 18	(F)	Last day to drop a Fall 2023 full-term class for full refund
August 25	(F)	Last day to register for a Fall 2023 full-term class in person with add authorization
August 25	(F)	Last day to drop a Fall 2023 full-term class to avoid a "W" in person
August 27	(Su)	Last day to drop a Fall 2023 full-term class to avoid a "W" on Self-Service
August 27	(Su)	Last day to add a Fall 2023 full-term class with add authorization on Self-Service
September 4	(M)	Labor Day holiday (no classes held, campus closed)
October 1	(Su)	Deadline to apply for graduation for Fall 2023 completion
October 6	(F)	Last Day to drop a full-term Fall 2023 class (letter grades assigned after this date)
November 10	(F)	Veterans Day observed (no classes held, campus closed)
November 23-24	(Th-F)	Thanksgiving holiday (no classes held, campus closed)
December 5	(T)	FINAL EXAM IS DUE

- 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.

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
2. Synthesize results from the graphs and/or equations of functions, including linear, polynomial, rational, radical, exponential, and logarithmic functions
3. Apply transformations to the graphs of functions
4. Recognize the relationship between functions and their inverses graphically and algebraically
5. Solve and apply rational, linear, polynomial, radical, absolute value, exponential, and logarithmic equations and solve linear, nonlinear, and absolute value inequalities
6. Solve systems of equations and inequalities
7. Apply techniques for finding zeros of polynomials and roots of equations
8. Apply functions and other algebraic techniques to model real world applications
9. Analyze conics algebraically and graphically
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.*