MATH 3A, College Algebra, Section # 52034 FACE TO FACE

Welcome! I am looking forward to having you in class 😊

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

COVID-19 INFORMATION

This is a face to face class and students are required to follow COVID-19 instructions and guidelines as set by the Reedley college and the district (SCCCD).

FOR COVID-19 information and protocol, read the Reedley College information:

https://www.reedleycollege.edu/covid-19/index.html

FOR COVID-19 information and protocol, read the district's COVID-19 information:

https://www.scccd.edu/lp/coronavirus/index.html

- Regarding COVID-19, students are responsible to stay informed, to follow the mandates, and to take the precautions to stay safe from COVID-19.
- It is the student's responsibility to follow instructions given to them by the college and the district.
- It is the responsibility of the college and the district to keep students informed and updated regarding COVID-19 guidelines.
- It is the student's responsibility to read the communication sent to them by the college and the district and to follow the instructions given.
- Students will be required to follow the college and district guidelines in the classroom.
- Additional information can be found on the CDC website, https://www.cdc.gov/

If you have symptoms, are exposed to or test positive for COVID-19,

- Please DO NOT come to campus and DO NOT attend class face to face
- Contact Reedley College Health Services Office, **559-494-3028**, and contact the college nurse Kelly Murguia for any COVID-19 related questions and to know how to proceed.
- Contact the college nurse immediately: kelly.murguia@reedleycollege.edu and she will help you build a return to campus plan
- Email me through Canvas or at lina.obeid@reedleycollege.edu for academic plan regarding your COVID-19 related absence.

What is required?

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

1) Class assignments are on pearsonmylabandmastering.com (also referred to as MyLab or MYMATHLAB).

   Mylab should be accessed from Canvas only.

   ➢ **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.**

2) <u>REQUIRED</u>: 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. 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 $94 and might vary.

   - Go to 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.
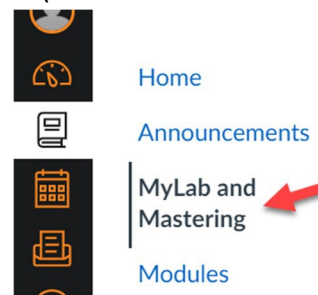
3) <u>TECHNOLOGY</u>: *This class requires you to have a computer/laptop/connected device.* This class requires students to access pearsonmylab in a timely manner, so a computer with a high-speed connection is needed. Your browser (i.e. Chrome, firefox, etc.) must have specific plug-ins and updates. 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) <u>MATERIALS</u>: Students need a good quality notebook, graph paper, 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 GEOGEBRA (free online).

5) <u>AMOUNT OF WORK</u>: This is a 4-unit 18 week course. 4-unit classes require 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.

6) <u>COMMUNICATION</u>: 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 it is important to attend class regularly.

Here is what you should do on Monday, January 9:

- 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, January 10:

- Tuesday, January 10 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 regularly, please sign up for the online class.
- **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, January 10:

- **Attend class every Tuesday and Thursday.**
- **Start working on assignments on *MyLab and Mastering*tab 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 <u>one business </u>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 <u>receive a 0% or F in the course</u>, and/ or suffer the consequences of plagiarism as set forth by the college's academic regulations.

Grading Policy:

Assignments and grades are posted and updated on MyLab/Canvas. Students are graded according to:

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

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

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

In-class work, discussions and Participation grades constitute **5%** of the student's overall grade.

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 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. **The lowest online homework assignment score will be dropped to account for emergencies.**
- This category includes of student's involvement in Canvas discussions/assignments. Some assignments are designed for online participation and require group discussions. Timing is flexible as along 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 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. This notebook will not be collected, but you will be able to use it on quizzes and exams 😊
- ALL HOMEWORK ASSIGNMENTS PERMANENTLY SHUT DOWN ON Wednesday, MAY 10TH! LATE ASSIGNMENTS MUST BE TURNED IN BEFORE THAT DATE.

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 can be submitted late, but procrastination leads to accumulation of work and higher failure rate.** Work daily on Mymathlab/Canvas to avoid missing deadlines. **The lowest online quiz score will be dropped to allow for an emergency.**

- ALL QUIZZES PERMANENTLY SHUT DOWN ON Wednesday, MAY 10TH! LATE QUIZZES MUST BE TURNED IN BEFORE THAT DATE.

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 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 about 7 exams in total: 6 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.
- Exams are **timed**, so pace/time yourself. This is plenty of time for the number of questions given.
- In addition, while taking an exam, students are <u>not</u> allowed to get help from anyone (directly or indirectly), nor to navigate away from the exam. You are allowed to use notes and calculators. **Incomplete exam will be graded as is**.
- **Students have up to two* tries on each exam.** This is to allow for any emergency or technical issues or to allow students who missed the first attempt (by the due date) to still take one attempt. For students to have two tries, they *MUST take the first attempt by the due date. The highest grade of the two 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 <u>early enough</u> to take advantage of two tries.
- **Online exams must be completed in one sitting**. Once you start it, you must complete it.
- Chapter exams are to be taken by the scheduled date/time. The second attempt of an o<u>nline exam </u>can be submitted late, but first attempt must be submitted by the due date. (If you have a documented illness, 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.
- ALL CHAPTER EXAMS PERMANENTLY SHUT DOWN ON Wednesday, MAY 10TH! LATE QUIZZES MUST BE TURNED IN BEFORE THAT DATE.
- <u>**Final Exam**</u>: The final exam is a comprehensive final. **The final exam is to be taken in class on Tuesday, May 16 starting at 11:00 am and ending at 12:50 am**. Please make sure you mark your calendar. *Students who do not take the final will receive a score of 0% on the final.*

Discussion and Participation: 5% 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 attendance is mandatory. If you cannot attend face to face, please drop this class immediately and sign up for an online class instead.

Grading Scale:

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

MANDATORY MEETING DATES, TIME, AND LOCATION:

- MARK your calendar. Due dates are 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. Exams will open several days before they are due. Check MYLAB/CANVAS updated information/dates/deadlines and mark your calendar.

DEADLINES	ASSIGNMENT/CHAPTERS	LOCATION
Tuesday, January 10 at 11am	1st day of class	In class
on Mylab/Canvas	Chapter 1 Exam	on MYMATHLAB
on Mylab/Canvas	Chapter 2 Exam	on MYMATHLAB
on Mylab/Canvas	Chapter 3 Exam	on MYMATHLAB
on Mylab/Canvas	Chapter 4 Exam	on MYMATHLAB
on Mylab/Canvas	Chapter 5 Exam	on MYMATHLAB
on Mylab/Canvas	Chapter 7 Exam	on MYMATHLAB
Tuesday, May 16 at 11am	FINAL EXAM (comprehensive)	In class

Other Important Dates at Reedley College:

- January 9   (M)   Start of Spring 2023 semester
- January 9- March 10   (M-F)   Short-term classes, first nine weeks
- January 16   (M)   Martin Luther King, Jr. Day (no classes, campus closed)
- January 20   (F)   Last day to drop a Sp 23 full-term class for a full refund
- January 27   (F)   Last day to drop Sp 23 full term class in person to avoid "W"
- February 17   (F)   Lincoln Day observance (no classes held, campus closed)
- February 20   (M)   Washington Day (no classes held, campus closed)
- March 10   (F)   Last day to drop a full term class-letter grades assigned
- March 13 - May 19   (M-F)   Short-term classes, second nine weeks
- April 3-7   (M-F)   Spring recess (no classes held, campus open)
- May 15-19   (M-F)   Spring 2023 final exams week
- Your final exam is on **Tuesday, May 16 starting at 11:00 am and ending at 12:50 am**
- May 19   (F)   End of Spring 2023 semester/ commencement

  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.

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
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.*