Term: (Fall 2019) 8-Week Course (FLEX 2)
Course: MATH-1314-48403
Course Dates: 10/22/2019 – 12/12/2019
Class Location: Online

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Dr. Alla Kelman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>972-860-7067</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:allakelman@dccc.edu">allakelman@dccc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Instructor will reply to emails within 24-48 hours during week days. Not available on holidays and weekends. My preferred method of contact is email. Please keep in mind that it is against the law (FERPA) for me to discuss grades with you via phone or email. See me in person if you need to discuss your personal academic progress or grades in this course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office &amp; Office Hours</th>
<th>OFFICE: BUILDING C, ROOM C210</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OFFICE HOURS: MW: 9:50 A.M. – 10:50 A.M. TTR: 1:00 P.M. – 2:00 P.M. During office hours instructor will see students and respond to emails on “first come, first serve” basis. If you need to see the instructor outside of office hours please make an appointment. Allow 24-48 hours for scheduling of all appointments.</td>
</tr>
</tbody>
</table>

| STEM Division         | C-Building, Room 202 | 972-860-7297 |
|-----------------------|----------------------|
| Course Drop Date      | 11/27/2019           |
| Certification Date    | 10/28/2019           |
| Disclaimer:           | The instructor reserves the right to amend this syllabus as necessary. |

COURSE DESCRIPTION:
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course is the prerequisite for MATH 1316. This
course is cross-listed as Math 1414. The student may register for either Math 1314 or Math 1414, but may receive credit for only one of the two.
(3 or 4 Lec.)

PREREQUISITES: College level ready in Mathematics algebra-based level.

TEXTBOOK AND OTHER COURSE MATERIALS:
  OR
- My Math Lab - Microsoft Windows 7 and 8 users should use one of the following browsers with MyMathLab courses-- Chrome, Firefox or Internet Explorer 10 and 9. Click here for other system requirements.
- Students are required to have access to a TI-83 or TI-84 calculator. Graphing calculators may not be allowed during some examinations.

STUDENT LEARNING OUTCOMES:
Upon successful completion of this course, students will:
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

CORE OBJECTIVES:
MATH 1314 develops the following Core Objectives:
1. Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication - to include effective development, interpretation and expression of ideas through written and visual communication.
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

CORE OBJECTIVE DEVELOPMENT STATEMENTS:
MATH 1314 develops Critical Thinking, Communication, and Empirical and Quantitative Skills by requiring students to solve and analyze applications of various functions and systems of equations.

GRADING POLICY:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Average using MyMathLab</td>
<td>10%</td>
</tr>
<tr>
<td>Due by December 11th, 2019 (11:59 p.m. C.T.)</td>
<td></td>
</tr>
<tr>
<td>Quiz average using MyMathLab</td>
<td>10%</td>
</tr>
<tr>
<td>Due by December 11th, 2019 (11:59 p.m. C.T.)</td>
<td></td>
</tr>
<tr>
<td>Average of two Orientation Quizzes in eCampus and MyMathLab</td>
<td>1%</td>
</tr>
<tr>
<td>Due October 22nd, 2019 by 11:59 p.m. C.T.</td>
<td></td>
</tr>
<tr>
<td>Submission of your photo through eCampus</td>
<td>1%</td>
</tr>
<tr>
<td>Due October 22nd, 2019 by 11:59 p.m. C.T.</td>
<td></td>
</tr>
<tr>
<td>Discussion board introductions in eCampus</td>
<td>1%</td>
</tr>
<tr>
<td>Due October 22nd, 2019 by 11:59 p.m. C.T.</td>
<td></td>
</tr>
<tr>
<td>Modular Test Average in MyMathLab. Each Modular Test can be attempted three times, with highest attempt score on each test kept.</td>
<td>20%</td>
</tr>
<tr>
<td>Due by December 11th, 2019 (11:59 p.m. C.T.)</td>
<td></td>
</tr>
</tbody>
</table>
Midterm Exam in MyMathLab
Midterm exam can be attempted twice, lowest score will be omitted.
Midterm exam will be open in MyMathLab the week of November 11th, 2019 – November 17th, 2019 only. Deadline for Midterm is November 17th, 2019 (11:59 p.m. C.T.)

<table>
<thead>
<tr>
<th>Average of 2 BBCollaborate Sessions:</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>First BBCollaborate session at 8:00 p.m. November 11th, 2019 in eCampus and Second BBCollaborate session at 8:00 p.m. on December 9th, 2019 in eCampus. These sessions are live sessions in eCampus and cannot be made up. If you have any questions, please contact your instructor via email at the beginning of the semester.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average of 4 Module Learning Activities</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each module learning activity must be submitted through eCampus. Please see course pacing calendar for due dates of each of the 4 module learning activities.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average of 4 Module Discussion Activities</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each module discussion post to be completed through eCampus. Please see course pacing calendar for due dates of each of the 4 module discussion posts.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Exam:</th>
<th>Part 1 + Part 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1: Submitted through eCampus. Due by December 12th, 2019, by 9:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Part 2: Comprehensive paper and pencil exam, at Eastfield College testing center on December 12th, 2019 by 9:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

**GRADING RATIONALE:**

| A: 90-100%; | B: 80-89%; | C: 70-79%; | D: 60-69%; | F: below 60% |

**GRADE DETERMINATION:** Grade determination is based on MML online quizzes for each section, MML homework average, Modular Test Average, Midterm, Orientation quizzes, 2 BBCollaborate sessions, discussion board introduction, submission of your photo, Average of 4 module learning activities, Average of 4 module discussion posts/activities, and a two part final exam.

Midterm will cover material designated in the suggested timeline (weekly checklist/course pacing calendar). Midterm will be completed in MyMathLab.

Comprehensive paper and pencil portion of the Final Exam (Part 2 of the final exam) must be taken at Eastfield College testing center.

There will be TWO ATTEMPTS for the Midterm Exam and ONE ATTEMPT for the Final Comprehensive Exam.

*Watch your deadlines very carefully. There are deadlines for everything you do in this class. For the deadlines, follow MyMathLab, this syllabus, course pacing calendar, and eCampus.*

**BBCollaborate sessions:** First BBCollaborate session at 8:00 p.m on November 11th, 2019 in eCampus and Second BBCollaborate session at 8:00 p.m. on December 9th, 2019 in Ecampus. These sessions are live sessions and cannot be made up.

If you are unable to meet with a class during BBCollaborate sessions at the assigned times the scores for the sessions will be 0s. No makeup sessions will be given. Please contact Professor Kelman if you have any questions regarding BBCollaborate sessions.

*Midterm must be taken in MyMathLab the week of November 11th, 2019 – November 17th, 2019. Deadline for Midterm is November 17th, 2019 and must be submitted by 11:59 p.m. C.T. The computer system will kick students out at 11:59 p.m. Central Time.*
Final Exam:
Part 1: Must be submitted in eCampus. Due by December 12th, 2019, by 9:00 p.m.
Part 2: Comprehensive paper and pencil exam, at Eastfield College testing center on December 12th, 2019 by 9:00 p.m.

If Midterm and Comprehensive Final exams are not taken at assigned dates the scores will be 0s. No makeup exams will be given.

Example of how final course grade is computed in this class:

A student, Jane Doe, has the following grades at the end of the semester.

She attended both Collaborate sessions: 100% (average of two sessions)
Homework Average (in MyMathLab): 90%
Online Quiz Average (in MyMathLab): 73%
Ecampus orientation quiz: 100%
MyMathLab Orientation quiz (in MyMathLab): 100%
She submitted photo on time (in Ecampus): 100%
She completed discussion board introduction assignment on time (submit in eCampus): 100%
Average of 4 Module Learning Activities (submit in eCampus): 85%
Average of 4 Module Discussion Activities (submit in eCampus): 85%
Modular Test Average (in MyMathLab): 82%
Midterm Exam (in MyMathLab): 86%
Comprehensive Final Exam (Part 1: submitted on time Core Artifact in eCampus and Part 2: at Eastfield College Testing Center): 77%

Here is the formula to be used in this class to determine numerical grade for the course:

(Average of two BBCollaborate Sessions * 0.02) + (MyMathLab Homework Average * 0.10) + (MyMathLab Quiz Average * 0.10) + (Average of two Orientation Quizzes using Ecampus and MyMathLab * 0.01) + (Photo Submission * 0.01) + (Discussion board introduction * 0.01) + (Modular Test Average * 0.20) + (Midterm Exam * 0.20) + (Average of four Module Learning Activities * 0.05) + (Average of four Discussion Activities * 0.05) + (Comprehensive Final Exam (both portions) * 0.25)

Here is how Jane's numerical grade will be determined:

(100 * 0.02) + (90 * 0.10) + (73 * 0.10) + (100 * 0.01) + (100 * 0.01) + (100 * 0.01) + (82 * 0.20) + (86 * 0.20) + (85 * 0.05) + (85 * 0.05) + (77 * 0.25) = 82.65

To convert Jane’s numerical grade into the letter grade follow the following distribution:

A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: below 60%

Since Jane's numerical grade came to be 82.65 it falls in the interval between 80 and 89, thus her letter grade is a B.

If you have any questions please contact me at allakelman@dcccd.edu

To successfully complete this course you must be diligent. Make sure you set aside a period of time each day that you can work on the material, and do not fall behind the schedule attached to this syllabus. Work ALL the assigned homework problems as a minimum, and more if you feel you have not quite mastered the material. If you have a problem, contact me immediately so that you don’t fall behind. The key to success in this course is doing your work every day.

Mymathlab Instructional Components:
This course is divided into 4 modules in MyMathLab. The components of each module are described below.

Step 1: Video – Video lecture introduces each section of module
• Must be accessed before each homework assignment
• Grade omitted from course average

**Step 2:** Homework – Consists of problems from each section
• Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
• Must be in “Homework,” not “Review” mode to save progress
• Problems saved individually

**Step 3:** Quiz – Consists of problems that summarize material from each section
• Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
• Learning Aids are not available in Quizzes
• Must be in “Homework,” not “Review” mode to save progress
• Problems saved individually

**Step 4:** Module Test – Assesses student’s understanding of module
• Can be reviewed by student any time after submission

**Step 5:** 2nd Module Test Attempt (if necessary) – Retest module concepts
• Can be reviewed by student any time after submission
• Lower Score (1st or 2nd attempt) will be omitted by the instructor

**Step 6:** 3rd Module Test Attempt (if necessary) – Final test attempt permitted
• Can be reviewed by student any time after submission
• Lowest test attempt scores will be omitted by the instructor

**MYMATHLAB HOMEWORK, and QUIZZES ASSIGNMENTS:** Watching section videos, completing section homework assignments and section quizzes will be completed using MyMathLab. Follow all of the guidelines for MyMathLab.

**MyMathLab Homework Assignments:** All of the section homework problems for the course are to be completed through MyMathLab. Students are responsible for working problems, checking solutions, and asking questions when they arise. Students are allowed unlimited attempts for each problem.

**MyMathLab Quiz Assignments:** After a student completes watching a section video and a section of the homework, he/she will need to take a homework quiz. Quizzes are to be completed through MyMathLab. Each quiz can be taken unlimited times. Students cannot access other assignments or exercises while taking a quiz. Once a student starts the quiz, quiz needs to be finished and submitted. Students will have unlimited time per quiz.

**MIDTERM EXAM:** Midterm Exam must be completed in MyMathLab. Midterm must be taken in MyMathLab the week of November 11th, 2019 – November 17th, 2019. Deadline for Midterm is November 17th, 2019 and must be submitted by 11:59 p.m. C.T. The computer system will kick students out at 11:59 p.m. Central Time. Two attempts are allowed for this exam. Lower score will be omitted.

If you are using Win98, ME or Mac9.2.2 operating systems you will not be able to take online tests.

Midterm Exam consists of 37 questions. Total time allocated for the Midterm is 120 minutes, clock will be provided on the test.

You would need to make sure you have installed TestGen Plugin. If you have questions relating to TestGen Tests click on the “?” button located at the top right hand corner of the test.

Here are a few helpful links (copy and paste these in a new browser) for TestGen Plugin:


**Midterm Testing Procedures:**

• Before Testing: To prepare for this test, you should first complete all of the assignments for Modules 1 and 2 in MyMathLab.
• Testing: When testing, you are under Student Code of Conduct. Once you start the test, test must be completed, student will not be allowed to come back to the test. Students cannot access ebook, other assignments or exercises while taking this test.

• After Testing: Your score will appear in MyMathLab as soon as you submit the test.

If you have any questions please contact Professor Kelman at allakelman@dccc.edu

FINAL EXAMINATION: A comprehensive, departmental final examination, which will represent 25% of the class grade, will be administered in this class. Please notice: final exam in this class is a TWO part exam.

Part 1: Core Artifact Assignment. Please see EASTFIELD COLLEGE CORE ARTIFACT ASSIGNMENT section of the syllabus.

Part 2: Multiple Choice. Taken at Eastfield College Testing Center on December 12th, 2019 and must be submitted by 9:00 p.m. Please notice: Eastfield College testing center does not issue tests one hour before testing center closes, as well as one hour before tests are due. You will need your photo ID when taking final exam at Eastfield College Testing Center.

You may not take/complete the final exam late nor can you make up or retake that assessment.

PART 1 OF THE FINAL EXAM: EASTFIELD COLLEGE CORE ARTIFACT ASSIGNMENT:
This assignment will be graded on completion:
Fully Completed = 10 points; Not Fully Completed = 0 points.
Core Artifact Assignment is Part 1 of the final exam and must be submitted through eCampus by December 12th, 2019, by 9:00 p.m.
Please see Course Documents section of eCampus for more information. Late assignment submission will not be accepted.

PART 2 OF THE FINAL EXAM:
This part of the final exam for this course will be a multiple choice paper and pencil test and must be taken at the Eastfield college testing center on December 12th, 2019, by 9:00 p.m. The Eastfield College Testing (Assessment) Center is located in Building C, Room 113. Please contact Eastfield College testing location for hours of operation. Keep in mind that tests are not issued to students one hour before closing and one hour before test is due. You can contact the testing center at 972-860-7011 for more information.

Students must be present for the final exam.

POLICY ON MISSED TESTS AND ASSIGNMENTS: There are no make-up assignments in this class. All assignments have strict deadlines. Due dates are non-negotiable and can be viewed in the syllabus, in eCampus, in the Course Pacing Calendar, and in MyMathLab.

ATTENDANCE POLICY: You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

Please note that for certification purposes, participation in the course is defined as students registering for the course and accessing course materials in MyMathLab and in eCampus. If you have not Completed Three Part Orientation and not logged in to MyMathLab by the certification date, you will not be certified.

Attendance is an important part of your success. During Fall, and Spring sessions your instructor will have one hour of office hours held for each day that on campus classes are held for any questions that you may have. During Summer, maymester and wintermester sessions your instructor will meet with you face-to-face or over the phone by appointment only. Please contact your instructor via email.

The best way to contact your instructor is via email. Additional time off line, working on assigned homework, is also expected. If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year and in each semester’s class schedule). If a student does not withdraw, he/she will receive a performance grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.
Please remember that students will be taking Midterm and Modular Tests on the computer in MyMathLab. However comprehensive final exam must be taken at Eastfield College testing center. All deadlines cannot be changed unless required by Eastfield College. If you have any questions regarding suggested timeline contact your instructor via email as soon as possible. Please remember that Eastfield College testing center does not issue tests one hour before they close and/or one hour before test is due.

**DROP POLICY:** To drop a class or withdraw from the college, students must follow the prescribed procedure. **It is the student's responsibility to drop or withdraw.** Failure to do so will result in receiving a performance grade, usually grade of “F”. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “W” (Withdraw) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. If you are unable to complete this course, you must withdraw from it. For more information, contact the Admissions/Registrar's Office at 972-860-7167 (Room C 119.)

You are expected to participate in class regularly, every day. You need to consult with the instructor when absences are necessary for any extended period of time. If you are unable to complete this course, you must withdraw from it by the designated date. Withdrawing from a course is a formal procedure, which **YOU** must initiate. The Professor cannot do it for you. The process can be done by mail, however, if started soon enough. You may call the College Readiness and Mathematics division office to obtain the critical information concerning the drop procedure. The telephone number of the College Readiness and Mathematics division is 972-860-7108. **Be sure to e-mail your instructor if you have questions or concerns.**

If you stop participating and do not withdraw, you will receive a performance grade, usually an "F". If you are considering dropping this class, please discuss it with your professor or with a counselor. Often there are other alternatives. We want to help you explore all the alternatives before you drop the course.

**MYMATHLAB TECHNICAL SUPPORT:** It is the responsibility of the student to contact MyMathLab Technical Support to resolve any technical issues. You are expected to have a computer and internet access available to you. The website being down/problem with internet access, or your computer not working is something to always keep in mind. There are computers on campus that you can use. Computers at Eastfield College are available in the library. However, please be mindful, computers are available when the college is open and only during certain hours. No assignment extensions will be given.

Please visit the following website for assistance:
https://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/technical-support/index.html

Microsoft Windows 7 and 8 users should use one of the following browsers with MyMathLab courses-- Chrome, Firefox or Internet Explorer 10 and 9. For other system requirements go to http://www.pearsonmylabandmastering.com/northamerica/system-requirements/

**Hardware/Software Requirements for MyMathLab:**

For these requirements please contact MyMathLab and MathXL:
Toll Free at 1-800-677-6337
Monday-Friday: 8 a.m. – 8 p.m. EST (US and Canada)
Sunday: 5 p.m. – 12 a.m.  EST (US and Canada)
Online Support Forms and requirements:
http://www.mymathlab.com/system.html
http://www.mathXL.com/support/contactus.htm

**ECAMPUS TECHNICAL SUPPORT:**

It is the responsibility of the student to contact Ecampus Technical Support to resolve any technical issues. You are expected to have a computer and internet access available to you. The website being down/problem with internet access, or your computer not working is something to always keep in mind. There are computers on campus that you can use. Computers at Eastfield College are available in the library. However, please be mindful, computers are available when the college is open and only during certain hours. No assignment extensions will be given.
Hardware/Software Requirements for eCampus:

Please visit the following site for all technical support for eCampus. This site provided tutorials to help you learn how to use eCampus.  
http://ecampus.support.dcccd.edu/student-tutorials/

MODULE LEARNING ACTIVITIES: A series of Module Learning Activities have been designed to improve your study of Math 1314 by applying concepts learned throughout chapters. They should be meaningful and fulfill the course’s learning outcomes while assessing the core objectives skills. Module Learning Activities can be found in eCampus under Course Documents. Module Learning Activities are paper and pencil activities and will be completed at home. These activities will be due by the designated due dates listed on the course pacing calendar. Activities submitted late will not be accepted. No credit will be given for answers on these assignments without supporting work. All work on the activities must be shown on each problem.

When submitting these assignments, every page should have your name, your course and section number, and the name of the document that you are submitting (EX: Jane Doe, Math 1314 section 48403, Module Activity 1). Without these items, you will not receive credit for your work. You may scan your work or take pictures of it with your phone or camera. Only one (1) document should be submitted. If you have multiple images, open a word document and drag the pictures over to that file. The file name (.doc or .pdf only) should contain the following information: your name, your course and section number, and the name of the document that you are submitting. Once you have done this, open the document and check that it is readable and that each piece of paper that you used is full size on a separate page in the document. If I cannot read your submission, no credit will be given. Your instructor will print your submissions for grading, thus check your document as it would appear when printed. Documents must be submitted through eCampus. They cannot be google docs or one-drive docs or zipped folders with multiple documents in them. I will only open one item to print, and I do not log in to another application to access your work. If you have any questions please contact professor Kelman.

Due dates of Module Learning Activities:
Module 1 Learning Activity: November 3rd, 2019 by 11:59 p.m.
Module 2 Learning Activity: November 10th, 2019 by 11:59 p.m.
Module 3 Learning Activity: November 24th, 2019 by 11:59 p.m.
Module 4 Learning Activity: December 8th, 2019 by 11:59 p.m.

MODULE DISCUSSION ACTIVITIES: Module Discussions allow for further understanding of concepts learned throughout chapters. Module Discussions can be found in eCampus under Discussions tab. To be prepared for these discussion posts please complete all assignments including Module Learning Activities for the designated Module and before you complete Module Test.

Module Discussion posts will be due by the designated due dates listed in the course pacing calendar. Activities submitted late will not be accepted.

Module Discussion posts will be graded during the week following the date that the discussions are due.
15 total points are possible for each discussion topic. In determining your grade, the following components are considered (see the Grading Rubric for Discussions in the section that follows for a complete breakdown):

Length of post (quantity)
- You are required to post one original message for each topic (i.e. “replies” to other students do not count in this regard).
- In addition to your one, original post, you must reply to at least one other classmate for each topic.
- Original posts should consist of at least 20 words.
- Replies to other students should consist of at least 20 words.

Quality of posts
- Each of your posts (original posts & replies) must demonstrate your understanding of the topic.
- Connections between video content, homework and quiz content, module activities, and discussion should be exhibited.
- Discuss at a critical level – don’t just recite facts from the book, videos, homework, quiz or discussion.
- Don’t replicate other student’s posts.
### Timeliness

- In posting your original response to the topic, post at least 1 day before the due date for the topic, to give your classmates time to respond.
- Discussion messages for a topic that are posted after the specified due date (please see course pacing calendar) will not be graded.

In grading discussion topics, the following rubric will be used. 15 total points are possible for each discussion topic.

<table>
<thead>
<tr>
<th>Objective/Criteria</th>
<th>Not Met</th>
<th>Needs Improvement</th>
<th>Minimally Acceptable</th>
<th>Meets Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>(0 points)</td>
<td>(1 point)</td>
<td>(2 points)</td>
<td>(3 points)</td>
</tr>
<tr>
<td></td>
<td>• No evidence of critical thinking whatsoever (or nothing posted).</td>
<td>• Superficial posts</td>
<td>• Some connections made, although all might not be valid.</td>
<td>• Valid connections made.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No valid connections made between content.</td>
<td>• Analysis of content is evident, although possibly not complete.</td>
<td>• Posts are complete with analysis and insight.</td>
</tr>
<tr>
<td>Uniqueness</td>
<td>(0 points)</td>
<td>(1 point)</td>
<td>(2 points)</td>
<td>(3 points)</td>
</tr>
<tr>
<td></td>
<td>• Originality of post is completely unacceptable (or nothing posted).</td>
<td>• Originality of posts is not evident (ideas are not your own).</td>
<td>• Originality of posts might be questionable, but valid.</td>
<td>• Original ideas are presented.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Posts consist of little more than “I agree with you ...” statements.</td>
<td>• Some new ideas.</td>
<td>• Plagiarism not evident.</td>
</tr>
<tr>
<td>Timeliness</td>
<td>(0 points)</td>
<td>(1 point)</td>
<td>(2 points)</td>
<td>(3 points)</td>
</tr>
<tr>
<td></td>
<td>• Post is made after the deadline (or nothing posted).</td>
<td>• Original posts are added at the last minute and/or the day it is due, leaving no time for classmates to respond.</td>
<td>• Participation is infrequent during the discussion period.</td>
<td>• Original posts are added at least 1 day in advance of the due date. Participation is evident throughout the entire discussion period.</td>
</tr>
<tr>
<td>Quantity</td>
<td>(0 points)</td>
<td>(1 point)</td>
<td>(2 points)</td>
<td>(3 points)</td>
</tr>
<tr>
<td></td>
<td>• Quantity is completely unacceptable (or nothing posted).</td>
<td>• Length of all required posts do not meet requirements.</td>
<td>• Length of all required posts meets the requirements but includes considerable “fluff” or “filler.”</td>
<td>• Length of all required posts meet requirements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• One or more required postings are missing.</td>
<td>• All required postings are made.</td>
<td>• All required postings are made.</td>
</tr>
<tr>
<td>Stylistics</td>
<td>(0 points)</td>
<td>(1 point)</td>
<td>(2 points)</td>
<td>(3 points)</td>
</tr>
<tr>
<td></td>
<td>• Content is illegible (or nothing posted).</td>
<td>• Many spelling or grammar errors</td>
<td>• Few spelling or grammar mistakes</td>
<td>• No spelling or grammar mistakes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Content is difficult to understand.</td>
<td>• Content is generally easy to understand.</td>
<td>• Content easy to understand.</td>
</tr>
</tbody>
</table>

**Due dates for Module Discussion Activities:**
- Module 1 Discussion Activity: November 3rd, 2019 by 11:59 p.m.
- Module 2 Discussion Activity: November 10th, 2019 by 11:59 p.m.
- Module 3 Discussion Activity: November 24th, 2019 by 11:59 p.m.
Module 4 Discussion Activity: December 8th, 2019 by 11:59 p.m.

Instructor Role
As the instructor, I will serve as a “guide” in terms of the Discussion Board. While I will not respond to every post, I will read what is posted, and reply when necessary. Expect instructor posts in the following situations:
- To assist each of you when it comes to making connections between discussion, videos, homework, quizzes, and module activity material.
- To fill in important things that may have been missed.
- To re-direct discussion when it gets “out of hand”.
- To point out key points or to identify important posts.

Discussion Board Etiquette
How you post a message to a topic is just as important as what you post. If your behavior does not follow the course etiquette standards stated below, the grade you receive for a posting may suffer.

Rules of Netiquette
In a cyber community, you present yourself and learn about others through written words. You don't need to be a prize-winning author or poet to successfully communicate in an online community; however, you do want to present yourself in a positive light and to communicate your thoughts and ideas effectively.

The following guidelines will help you ensure that you communicate effectively and avoid annoying anyone on the net.

1. Format your posting so that it is easy to read. Don't write everything in uppercase (capital) letters. They are more difficult to read and, even worse, in an online environment, all capitals means you are SHOUTING. When possible, use short paragraphs separated by blank lines.
2. Plan your messages ahead so that you don't ramble.
3. Use meaningful subject lines that give the reader a clear indication of what you are writing about.
4. Be clear. Don't use abbreviations or acronyms that others may not understand. Read your messages over before sending them.
5. Check your spelling. People will not take you seriously, no matter how brilliant your ideas, if your writing is full of misspellings. Use your computer's Spell Check features; then read over what you have written to catch errors that Spell Check misses.
6. When interacting with others online, remember that things may "sound" harsh or less friendly when the reader cannot see your smile or the twinkle in your eye. Read your messages over to be sure they are diplomatic and polite.
7. Avoid flaming - sending angry or abusive messages.

The instructor reserves the right to remove any discussion messages that display inappropriate language or content. Do not use offensive language.

Help
For technical help please contact eCampus technical support at:
1-866-374-7169 or 972-669-6402 or on the web: https://help.edusupportcenter.com/shplite/dcccd/home

STANDARD OF CONDUCT/CCLASSROOM ETIQUETTE:
No food, drinks or tobacco products are allowed in Eastfield College classrooms. However; if your class is in a non-lab classroom your instructor may allow for food or drink.

ADDITIONAL RESOURCES:
The Eastfield College Tutoring Services (https://www.eastfieldcollege.edu/services/academic-support/tutoring/pages/default.aspx) provides tutoring in Mathematics and Developmental Mathematics. Students are encouraged to take advantage of this service for additional help in their course work. The Eastfield College Tutoring Services are located in the Eastfield College library, and the phone number is 972-860-7062. Additionally, students can check-out TI – 84 calculators on a daily basis from the library. Visit the link above for more information on tutors, hours of operation and policies.

LEARNING GOALS:
This is a mathematics course in which you will learn to use, understand, and communicate about mathematical information. The course has five goals:

- **Communication goal:** You will interpret and communicate quantitative information and mathematical concepts using language appropriate to the context and intended audience.
- **Problem Solving goal:** You will make sense of problems, develop strategies to find solutions, and persevere in solving them.
- **Reasoning goal:** You will reason, model, and make decisions with mathematical and quantitative information.
- **Evaluation goal:** You will critique and evaluate quantitative arguments that utilize mathematical and quantitative information.
- **Technology goal:** You will use appropriate technology in a given context.

**COURSE OUTLINE:**

<table>
<thead>
<tr>
<th>Sections</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1, 1.5-1.7, 2.1-2.2, 2.5-2.8</td>
<td>Real number system, Equations, Relations and Functions; Circles</td>
</tr>
<tr>
<td>3.1-3.6</td>
<td>Polynomial and Rational functions; Theory of Functions</td>
</tr>
<tr>
<td>4.1-4.5</td>
<td>Exponential, Logarithmic and Special functions</td>
</tr>
<tr>
<td>6.3-6.5, 8.1-8.3, 8.5</td>
<td>Progressions, The Binomial Theorem, Matrices, Determinants, mathematical reasoning skills, Sequences, Series and Applications</td>
</tr>
</tbody>
</table>

The final submission date for all MyMathLab homework (except MyMathLab orientation quiz), MyMathLab Midterm Exam, MyMathLab quizzes, and MyMathLab Modular tests is December 11th, 2019 by 11:59 p.m..

ALL DEADLINES CANNOT BE CHANGED UNLESS REQUIRED BY EASTFIELD COLLEGE. IF YOU HAVE ANY QUESTIONS REGARDING SUGGESTED TIMELINE CONTACT YOUR INSTRUCTOR AS SOON AS POSSIBLE.

<table>
<thead>
<tr>
<th>Assessment (Testing) Center</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Building C, Room 113</td>
<td>972-860-7011</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m. – 9 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9 a.m. – 5 p.m.</td>
</tr>
</tbody>
</table>

Tests are not issued to students one hour before closing, as well as one hour before tests are due.

**SYLLABUS REVISION:**

The guideline in this syllabus may be changed, deleted, or amended any time by the instructor. The course outline/course pacing calendar is intended as an aid in helping you know your responsibilities for the semester. It is possible that some changes in the course outline or class policies will be made during the semester. Any changes that are made to the class policies or course outline will be announced in class through eCampus.

Revised: 10/20/19