Term: (Fall 2019) 8-Week Course (FLEX 2)  
Course: MATH-1314-48410  
Course Dates: 10/22/2019 – 12/12/2019  
Final Exam: 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>
</tbody>
</table>

**Email:**  
allakelman@dccc.edu  
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.

**Office & Office Hours:**  
OFFICE:  
BUILDING C, ROOM C210  
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.

**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.

**Institutional Policies:**  
[Eastfield College Institutional Policies](https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

**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.

A personal note to students enrolling in DMAT 0315/MATH 1314 Co-Requisite via the Internet: This course is presented through interactive, management systems. Class members will be able to use internet access to participate in classroom studies, and to ask questions. There is not a particular time of the day when we will all meet every week. One of the advantages of taking a course in this medium is the flexibility of when to go to class. Students may attend class any time of the day or night. If you have inquiries about the course you may contact the instructor listed under Contacts –Instructor Information in eCampus.

COREQUISITE/CONCURRENT:
This is a corequisite course and requires continuous concurrent enrollment with DMAT 0315.

TEXTBOOK AND OTHER COURSE MATERIALS (YOU WILL PURCHASE COURSE MATERIALS IN DMAT 0315 AND CAN USE THESE MATERIALS IN MATH 1314):

  Textbook is OPTIONAL.

- **MyMathLab:** (YOU WILL PURCHASE ACCESS TO MYMATHLAB IN DMAT 0315 AND CAN USE THE SAME CODE FOR MATH 1314). Please note that in this section of DMAT 0315, MyMathLab access is required. An ebook is included with your account. MyMathLab access is not included with the purchase of a used book, and may not be included with the purchase of a new book. Therefore, use caution when purchasing your course materials.
  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/.

- **Calculator:** Students are required to have access to a TI-83 or TI-84 calculator. Graphing calculators may not be allowed during some examinations. TI-Nspire CX CAS is not allowed in this class.

- **For Course ID please see Registration Instructions Handout located in eCampus.**

MYMATHLAB AND ECAMPUS TECHNICAL SUPPORT:

- It is the responsibility of the student to contact MyMathLab and eCampus Technical Support to resolve any technical issues. Please visit the following website for assistance:
  - MyMathLab: https://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/technical-support/index.html
  - Ecampus: https://www.dcccd.edu/cu/pages/technicalsupport.aspx
  - Microsoft Windows 7 and 8 users should use one of the following browsers with MyMathLab courses-- Chrome, Firefox or Internet Explorer 10 and 9.

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

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/

NOTE: Allow time for computer/internet problems -- do not wait until the last minute to submit work. This is an online class. You are expected to have a computer and internet access available to you. There are computers on campus, however access to them is only available when Eastfield
College is open and only during operating hours. The website being down or your computer or internet access not working at the last minute is something you should expect. No extensions are given for any reason.

**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/COMPUTING YOUR GRADE (MATH 1314):**
Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Average using MyMathLab Due by December 11th, 2019 (11:59 p.m. C.T.)</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz average using MyMathLab Due by December 11th, 2019 (11:59 p.m. C.T.)</td>
<td>10%</td>
</tr>
<tr>
<td>Average of 4 Module Discussion Activities 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>5%</td>
</tr>
<tr>
<td>Average of 4 Module Learning Activities Each module activity must be submitted via email to professor Kelman. Please see course pacing calendar for due dates of each of the 4 module learning activities.</td>
<td>5%</td>
</tr>
<tr>
<td>Average of 4 BBCollaborate Sessions:</td>
<td>5%</td>
</tr>
<tr>
<td>Collaborate</td>
<td>Date</td>
</tr>
</tbody>
</table>
| 1
1st BBCollaborate Session Friday, November 1st, 2019 | 9:30 a.m. – 11:00 a.m. |
| 2
2nd BBCollaborate Session Friday, November 15th, 2019 | 9:30 a.m. – 11:00 a.m. |
| 3
3rd BBCollaborate Session Saturday, November 30th, 2019 | 9:30 a.m. – 11:00 a.m. |
| 4
4th BBCollaborate Session Friday, December 6th, 2019 | 9:30 a.m. – 11:00 a.m. |

These sessions are live sessions in eCampus and cannot be made up. If you have any questions, please contact your instructor via email.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of two Orientation Quizzes in eCampus and MyMathLab Due October 22nd, 2019 by 11:59 p.m.</td>
<td>3%</td>
</tr>
<tr>
<td>Submission of your photo via email Due October 22nd, 2019 by 11:59 p.m.</td>
<td>1%</td>
</tr>
</tbody>
</table>
Discussion board introductions in eCampus
Due October 22nd, 2019 by 11:59 p.m.

1%

Modular Test Average in MyMathLab
Each Modular Test can be attempted three times, with highest attempt score on each test kept.
Due by December 11th, 2019 (11:59 p.m. C.T.)

15%

Midterm Exam must be taken in MyMathLab the week of November 18th, 2019 – November 24th, 2019. Deadline for the Midterm Exam is November 24th, 2019 (11:59 p.m. C.T.)

20%

Final Exam:
Part 1: Submitted via email to Professor Kelman.
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.

Comprehensive final exam must be taken on December 12th, 2019 at Eastfield College Testing Center and must be submitted by 9:00 p.m. Please see syllabus for Testing Center information.

25%

Final Examination: A comprehensive, departmental final examination, which will represent at least 25% of the class grade, will be administered in all MATH 1314 classes.

GRADING RATIONALE (MATH 1314):

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>0% - 59%</td>
</tr>
</tbody>
</table>

GRADE DETERMINATION MATH 1314: Grade determination is based on MML homework average, MML quiz average, average of 4 Module Learning Activities, average of 4 Module Discussion Activities, average of 4 BBCollaborate Sessions, average of 2 orientation quizzes, submission of your photo, discussion board introduction, Modular Test Average, Midterm Exam, and a Final Exam.

There will be ONE ATTEMPT for the Final Comprehensive Exam.
Part 1: Submitted via email to Professor Kelman. 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. Please notice that Eastfield College testing center does not issue tests one hour before testing center closes, as well as one hour before tests are due.

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 (weekly checklist) and eCampus.

Midterm Exam must be taken in MyMathLab the week of November 18th, 2019 – November 24th, 2019. Deadline for the Midterm Exam is November 24th, 2019 (11:59 p.m. C.T.) The computer system will kick students out at 11:59 p.m. Central Time.
If a Midterm Exam and/or Comprehensive Final exam is not taken at assigned date the score will be “0”. NO makeup exam will be given.

Example of how final course grade is computed in MATH 1314 Co-Requisite class:

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

- Online Homework Average (in MyMathLab): 90%
- Online Quiz Average (in MyMathLab): 73%
- Average of 4 Module Learning Activities (via email to professor Kelman): 87%
- Average of 4 Module Discussion Activities (in eCampus): 100%
- Average of 4 BBCollaborate Sessions (in eCampus): 100%
- Average of two orientation quizzes (one in eCampus and the other in MyMathLab): 100%
- Submission of Photo (submitted on time via email to professor Kelman): 100%
- Discussion Board Introductions (completed on time in eCampus): 100%
- Modular Test Average (in MyMathLab): 82%
- Midterm Exam: 84%
- Comprehensive Final Exam (Part 1 via email to Professor Kelman 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:

\[(\text{MyMathLab Homework Average} \times 0.10) + (\text{MyMathLab Quiz Average} \times 0.10) + (\text{Average of 4 Module Learning Activities} \times 0.05) + (\text{Average of 4 Module Discussion Activities} \times 0.05) + (\text{Average of 4 BBCollaborate Sessions} \times 0.05) + (\text{Average of 2 orientation quizzes} \times 0.03) + (\text{Submission of photo} \times 0.01) + (\text{Discussion Board Introduction} \times 0.01) + (\text{Modular Test Average} \times 0.15) + (\text{Midterm Exam} \times 0.20) + (\text{Comprehensive Final Exam} \times 0.25)\]

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

\[(90 \times 0.10) + (73 \times 0.10) + (87 \times 0.05) + (100 \times 0.05) + (100 \times 0.05) + (100 \times 0.03) + (100 \times 0.01) + (100 \times 0.01) + (82 \times 0.15) + (84 \times 0.20) + (77 \times 0.25) = 84.00\]

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>0% - 59%</td>
</tr>
</tbody>
</table>

Since Jane’s numerical grade came to be 84.00 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@dccc.edu

MYMATHLAB INSTRUCTIONAL COMPONENTS:
This course is divided into 4 modules. 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: ModuleTest 2nd 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: ModuleTest 3rd 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

Once you are finished with assignments in MyMathLab for a module, please access eCampus. In eCampus you will find a button called Course Documents. In Course Documents you will find a folder with Module Learning Activities. Each Module has a Module Learning Activity. Please see more information for Module Learning Activities in the Module Learning Activity section of this syllabus.

After you are finished with a Module Learning Activity, please access eCampus again and find Discussions button on the left hand side of the course home page. In the Discussions you will find Module Discussion Activities. Each Module also has a Module Discussion Activity/Post. Please see more information for Module Discussion Activities in the Module Discussion Activity section of this syllabus.

Also, do not forget, we will have four BBCollaborate sessions (one session for each of the Modules). Dates for these sessions are listed above in Grade Determination section as well as in our Course Pacing Calendar.

**MYMATHLAB HOMEWORK AND QUIZ ASSIGNMENTS:** Section homework assignments and section quizzes will be completed using 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. Homework consists of problems from each assignment section.
- Problem can be repeated until mastered – select “Similar Exercise”
- All “Help” buttons available
- Must be in “Homework,” not “Review” mode to save progress
- Problems saved individually
- 80% mastery required to proceed to next topic

**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. Section 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.
- Problem can be repeated until mastered – select “Similar Exercise”
- “Help” buttons not available
- Must be in “Homework,” not “Review” mode to save progress
- Problems saved individually
- 80% mastery required to proceed to next topic

Do not wait until the last minute to submit work. You are expected to have a computer and internet access available to you every day. 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.
MyMathLab technical support:
- It is the responsibility of the student to contact MyMathLab Technical Support to resolve any technical issues. Please visit the following website for assistance:
  - https://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/technical-support/index.html

Watching section videos, completing section homework assignments and section quizzes, as well as taking Module Tests will be completed using MyMathLab.

Follow all of the guidelines for MyMathLab.

**MASTERY LEARNING:** Mastery learning is a major tenant of this course. This means that you will not be able to proceed to the next topic until you have mastered the skills being covered. All MyMathLab homework and MyMathLab quizzes require mastery. For the purpose of this course, mastery is defined as a minimum score of 80%.

**MODULE LEARNING ACTIVITIES:** A series of Module Learning Activities have been designed to improve your study of DMAT 0315 and 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 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 and in this syllabus. 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 in order to receive credit for the 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/DMAT 0315 section 48410, 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 in the email. 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 sent as attachments to emails. 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:**
- Learning Activity 1 (Module 5): November 3rd, 2019 by 11:59 p.m.
- Learning Activity 2 (Module 6): November 17th, 2019 by 11:59 p.m.
- Learning Activity 3 (Module 7): December 1st, 2019 by 11:59 p.m.
- Learning Activity 4 (Module 8): December 8th, 2019 by 11:59 p.m.

**MODULE DISCUSSION ACTIVITIES:** Module Discussions Activities (Posts) allow for further understanding of concepts learned through out chapters. Module Discussions can be found in eCampus under Discussions tab. To be prepared for these discussion posts please complete all assignments including Module 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 and in the syllabus. Activities submitted late will not be accepted.

**Due dates of Module Discussion Activities (Posts):**
- Discussion Activity 1 (Module 5): November 3rd, 2019 by 11:59 p.m.
- Discussion Activity 2 (Module 6): November 17th, 2019 by 11:59 p.m.
- Discussion Activity 3 (Module 7): December 1st, 2019 by 11:59 p.m.
- Discussion Activity 4 (Module 8): December 8th, 2019 by 11:59 p.m.

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

Ecampus 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

MODULE TEST EXAMINATIONS: Students will have 4 Module Tests. Tests will be administered in MyMathLab. In MyMathLab you will find a Test Review for every Module Test. Test Reviews are optional. They are highly recommended and will help in preparation for module test. Scores on Test Reviews are omitted from student grades.

- Three attempts are allowed for each module test
- Module Test must be completed in one sitting
- Make-up Module Test examinations will not be given.

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.

MIDTERM EXAM:
Midterm Exam must be taken in MyMathLab the week of November 18th, 2019 – November 24th, 2019. Deadline for the Midterm Exam is November 24th, 2019 (11:59 p.m. C.T.)
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 29 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@dcccd.edu

FINAL EXAM:

Part 1: Submitted via email to professor Kelman. Due by December 12th, 2019, by 9:00 p.m.
Part 2: Comprehensive final exam must be completed on December 12th, 2019 at Eastfield College testing center. Final exam must be submitted by 9:00 p.m. Testing center does not issue tests one hour before they close. Please contact Eastfield College Assessment (Testing) Center for their hours of operation.

There will be No retests on Final Examination.

Students will not be allowed to collaborate on the final exam. In MyMathLab you will find a review for the final exam. This review is not optional.

Final Exam Policies:

- Bring instructor approved calculator, scantron, pencil and eraser
- Written paper and pencil exam
- Must be completed independently
- Students have one attempt on the final exam
- Final exam cannot be made up
- Late final exam submissions are not accepted under any circumstance.
- You will need your photo ID when taking final exam at Eastfield College Testing Center.

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

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.

Please notice Midterm Exam review and Final exam review assignments in MyMathLab are not optional, they are part of the homework grade average.
ATTENDANCE POLICY for MATH 1314:
You are expected to regularly participate in all classes in which you are enrolled. Students have the responsibility to consult with the instructor when an absence/decrease in participation occurs.

Please note that for certification purposes, participation in the course is defined as students registering for the course and accessing course materials on MyMathLab and eCampus. If you have not Completed Three Part Orientation and not logged on 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 Mondays - Thursdays 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. 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 Modular Tests on the computer in MyMathLab. However comprehensive Part 2 of the 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, the current class schedule and our course syllabus.

You are expected to participate in class regularly. 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 STEM division office to obtain the critical information concerning the drop procedure. The telephone number of the STEM division is 972-860-7108. Be sure to e-mail your instructor if you have questions or concerns. For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)

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.

STANDARD OF CONDUCT/CLASSROOM CONDUCT:
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.

As with all communication, be sure that your comments are appropriate and respectful of the diversity of thought that exists in this course. All communication should promote a positive, safe and productive learning environment for all. Follow Rules of Netiquette every time conversing with me or your classmates online and face-to-face. For more information please access the following website: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

ADDITIONAL RESOURCES:
The Math Tutoring Center provides FREE TUTORING to current Eastfield College students enrolled in a Mathematics or Developmental Mathematics course. Students are encouraged to take advantage of this free resource for additional help in their course work. Please visit the
Math Tutoring Center located in the Learning Commons in L200, check eastfieldcollege.edu/tutoring, or call 972-860-7174 for more information. In addition, TI-84 calculators are available for daily check-out in the library. Click on the following website for more information:

https://www.eastfieldcollege.edu/services/academic-support/tutoring/pages/default.aspx

### COURSE OUTLINE:

<table>
<thead>
<tr>
<th>Sections</th>
<th>Topics</th>
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<tbody>
<tr>
<td>6.1 – 6.8</td>
<td>Radical Expressions and Functions; Rational Numbers as Exponents; Simplifying Radical Expressions, Addition, Subtraction, Multiplication and Division of Radical Expressions; Solving Radical Equations; Applications Involving Powers and Roots: Pythagorean Theorem; Increasing, Decreasing, and Piecewise Functions</td>
</tr>
<tr>
<td>7.1 – 7.5; 8.1 – 8.6</td>
<td>Symmetry; Transformations; The Complex Numbers; Quadratic Equations, Functions, Zeros, and Models; Analyzing Graphs of Quadratic Functions; Polynomial Functions and Models; Graphing Polynomial Functions; Polynomial Division; The Remainder Theorem and the Factor Theorem; Theorems about Zeros of Polynomial Functions; Rational Functions; Polynomial and Rational Inequalities</td>
</tr>
<tr>
<td>9.1 – 9.7</td>
<td>The Composition of Functions; Inverse Functions; Exponential Functions and Graphs; Logarithmic Functions and Graphs; Properties of Logarithmic Functions; Solving Exponential and Logarithmic Equations; Applications and Models; Growth and Decay; Compound Interest</td>
</tr>
<tr>
<td>11.2; 12.1 – 12.3, 12.7</td>
<td>Circles; Sequences and Series; Arithmetic Sequences; Geometric Sequences and Series; The Binomial Theorem</td>
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</tbody>
</table>

Please see course Pacing Calendar (Weekly Checklist/Suggested Timeline) for daily assignments.

The final submission date for all MyMathLab homework (except MyMathLab orientation quiz) assignments, MML quizzes, and 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>
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<tbody>
<tr>
<td>Building C, Room 113</td>
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<tr>
<td>Monday-Thursday</td>
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<tr>
<td>Friday</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 pacing calendar (course outline) 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.

Revised: 10/20/19