This course syllabus is intended as a set of guidelines for MATH 1314. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within the prevailing conditions affecting this course.

Instructor Information
Instructor’s Name: Katherine Villarreal
Email Address: kvillarreal@dcccd.edu
Office Phone Number: 972-273-3080
Office Location: P320 – Central Campus
Office Hours: See eCampus
  - Instructor answers emails Monday – Saturday.
  - Instructor responds to emails within 48 hours (typically less).

Course Information  (Department Syllabus)
Course title: College Algebra
Course number: MATH 1314
Section number: 77432
Credit hours: 3
Class meeting time: Anytime day or night online/100% online option available (details below)

District Course description:
This course is an in-depth study and applications of polynomial, rational, radical, exponential, logarithmic, absolute-values and piecewise-defined functions, and systems of equations using matrices. Also covered are the graphing calculator, non-linear inequalities, sequences and series, circles, the Binomial Theorem and a review of the classification of the real number systems.
ACGM 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.

Course prerequisites: DMAT-0093 or DMAT-0310 (Intermediate Algebra) or equivalent with an A, B, or C, or an appropriate score on a mathematics placement test.

DCCCD Distance Education Courses: This course is presented through a web-based interactive, multimedia format using MyLabsPlus and can be completed on either a PC or MAC computer. Students use Internet access to participate in classroom studies and to ask questions. There is not a particular time of the day when the class meets. One of the advantages of taking a course in this medium is the flexibility of when students choose to complete the work. For those students who live close to North Lake College, the Math/Science Center is available six days a week for extra one-on-one help with homework.

Required Textbook and Materials
• MML Plus for College Algebra w/Coreq Support, 5th edition by Beecher.
• ISBN: 9780136171935
• Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
• Student ID number and email address listed in eConnect will be uploaded into the MyLabsPlus software to provide the student access to the course materials. You can modify your email address and password once you have logged into the software the first time. If you have questions or concerns contact the math division office at 7mathofc@dcccd.edu.

1) Calculators
You will be allowed to use calculators on all tests. Graphing calculators (such as the TI-83 or TI-84 Plus) are recommended. Calculators such as the TI 89 & TI 92, which perform algebraic operations, are not allowed. You may check out a TI-84 calculator for the midterm and final at North Lake College. Please verify the calculator policy for other campuses by calling the appropriate testing center.

Technical Support for eCampus and MyLabsPlus
• MyLabsPlus support website: http://www.mylabsplus.com/support
• A link to this site is available in your course on eCampus.
• Technical support number for eCampus: 972-669-6402
• Technical support number for MyLabsPlus: 1-888-883-1299

Course Objectives
To develop a further understanding of the process of learning mathematics, the factors which can interfere with learning, and to continue to build the algebraic skills necessary for future courses or for utilization in a career or other endeavor.
The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

Course Outline
Please see eCampus for a detailed course outline.

Evaluation Procedures
The learning outcomes will be assessed in the following manner: homework, quizzes, mastery tests and exams. The final grade will be based on the following:

- Homework/Quizzes (MLP): 10%
- Mastery Test Average (MLP): 35%
- Midterm Exam: 30%....See special note below
- Final Exam: 25%....Seee special note below

FORMULA:
Homework * 0.09 + Mastery Test Average * 0.35 + Quiz Average * 0.01 + Midterm * 0.3 + Final Exam * 0.25 = Course Grade

The Gradebook listed under “Tools” on eCampus will show you your exam grades and the class average for that exam.

*Students that submit Video Notebook Pages to the instructor for review can earn up to 3 bonus points on each mastery test. Video Notebook Pages are posted in electronic form in eCampus. They must be submitted at the same time the mastery test is submitted in order to count towards bonus points.

Special Note About Midterm and Final Exam:
If the midterm grade is more than 20 percentage points lower than the average of the first two mastery test scores, then the first two mastery test scores will be replaced by the midterm grade.

If the final exam grade is more than 20 percentage points lower than the average of the 3rd and 4th mastery test scores, then the 3rd and 4th mastery test scores will be replaced by the final exam grade.

This is to ensure that students have followed the guidelines (no help on any mastery tests) set forth in this course.

See eCampus under “Course Info and Grading” for a sample calculation.

The Gradebook listed under "Tools" on eCampus will show you your exam grades and the class average for that exam. Averages are interpreted as follows:

Grading Scale
Your course grade will be determined by the final grade average based on the following:
A = 90 – 100%; B = 80 – 89%; C = 70 – 79%; D = 67 – 69%; F = 0 – 66%
Homework
Homework is the most important learning tool in a course.
- It reinforces instruction.
- It provides an immediate and personal measure of your competence in the course.
- Homework will be assigned for each objective from MyLabsPlus.
- You must earn at least a 75% on each homework assignment before moving onto the next objective. Students that continue to work and earn 90 – 100% on the homework statistically do better on the written tests.
- All work should be written neatly on paper and the answer submitted online. This will help prepare you for the exams. Homework problems should be used as an additional resource for studying for all exams.
- The homework should be organized in the following manner:
  1. Note the chapter and section. Be sure to number each problem.
  2. Start new sections on a new page or highlight the start point with a marker.
  3. More details about what is expected on homework assignments can be found in the appendix.

Go to the eCampus classroom for the following documents:
1) Guidelines for Homework Assignments and All Tests and
2) Chapter Summary

Time Requirements
You can expect to spend 18-21 hours each week in this course. Often online courses take even more time to work through the material. If you cannot donate this amount of time to math homework, your success will be diminished.

This information is not meant to scare you; it is meant to give you a heads up that you need to stay on track and work on this class EVERYDAY!

Tests (not proctored)
Types of tests: Mastery tests.

We discourage students from using unauthorized help in the form of notes, another student, or online assistance while taking tests at home. Generally when students use unauthorized help, it becomes evident on the proctored midterm and final exams. The goal of this course is to prepare students for the successful completion of additional STEM courses. It is vital that students learn the material for long term use.

Therefore, all tests (mastery tests and proctored exams, as well as quizzes) are to be completed without receiving help of any kind. This includes, but is not limited to, working with other people, using notes and/or textbook, looking for answers online, etc. Failure to follow this rule will result in one or more of the consequences listed under Academic Dishonesty.

Mastery Tests
- Mastery tests will be taken at home using MyLabsPlus.
- The mastery test will help determine your readiness to take the midterm and final exams.
• There will be five (5) mastery tests.
• After you have completed all of the objectives with corresponding homework (minimum score of 75% on each assignment) and studied your notes, you are ready for the mastery test.
• You will be allowed two attempts on each mastery test.
• Partial credit may be given on mastery tests if you submit your work. Your work must be neat and written clearly. You must follow the guidelines posted in eCampus since this is how you will be graded on the midterm and final exams.

Proctored Tests – Midterm and Final Exam

OPTIONS FOR TAKING THE MIDTERM & FINAL EXAM:

Option I: Take the midterm and/or final exam at home

To take the midterm or final exam at home you are required to have the following (see the video posted in ecampus for more details):

1. Web cam – with wide enough lens range to see surrounding testing area
2. Pre-paid USPS Priority Mail 12.5 in. x 9.5 in. envelope ($6.95) - see photo in ecampus

Option II: FREE option / no web cam involved or pre-paid envelope involved

The midterm and the final can be taken at any DCCCD college or in a supervised testing situation at a testing site mutually agreed upon. Students must notify the instructor as to which college is best for testing by filling out the student profile form.

Option III: For students that live outside the DCCCD testing area

Students who live out of the Dallas area may arrange for a proctor using the proctor nomination form in the Dallas TeleCollege. There is a link to the proctor nomination form in the "External Links" area of the eCampus classroom.

The proctored exams are there to ensure that wherever you choose to transfer or whatever university you attend, this class will be accepted. It has come to our attention that some universities are now making students retake certain courses that do not require at least 50% of the course work to be proctored. By using the procedures stated above, this course meets/exceeds the minimum 50% requirement.

• You must contact the instructor via email at the beginning of the course so that it can be sent to the appropriate test center. Exams are only sent out on Tuesdays.
• The midterm exam is comprehensive and will be given after the Chapter 3 test.
• The final exam is comprehensive i.e. it covers the entire course. It will be given after the Chapter 8 Mastery test is completed.
• For the final exam, students must adhere to the test schedule given in the course calendar. A student may take the final exam early ~ contact your instructor.
You may not take the final exam until all mastery tests have been taken.

- The midterm and the final must be taken at a DCCCD college, in a supervised testing situation at a testing site mutually agreed upon or at home in a proctored setting. Students must notify the instructor as to which college is best for testing by emailing your preference on the first day of class.
- Students who live out of the Dallas area may arrange for a proctor using the proctor nomination form in the Dallas TeleCollege. No proctored tests will be sent to a location in Dallas County other than a DCCCD campus test center unless accommodation is being made through Disability Services. There is a link to the proctor nomination form in the "External Links" area of the eCampus classroom.

Taking Tests in the Testing Center (L 240)

- **Important: Government- or school-issued photo identification is required & enforced.**
- You may not bring personal items into the Test Center. This includes bags, cell phones and pagers.
- Please show courteous and cooperative behavior while using the services provided by the Testing Center.
- **Do not bring children to the testing center.** You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.
- **Do not** take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.
- **Academic Dishonesty**
The Dallas County Community District has established procedures and guidelines to protect the security and integrity of all exams. All incidents of academic dishonesty are documented and reported to the instructor, the Director of Testing and the Dean of Student Enrollment.

- **Hours of Operation:** Please verify
  - **Monday – Thursday:** 8:30 a.m. – 8:00 p.m.
    No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 8:00 p.m.
  - **Friday - Saturday:** 8:30 a.m. – 3:30 p.m.
    Other cut-off times may be in effect for specific exams by the instructor's direction. No tests will be issued after 2:30 p.m. All exams collected at 3:30 p.m.
  - **Sunday:** CLOSED

- If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test:
  1. Instructor’s name
  2. Subject and course number….MATH 1314 INET
  3. Exam – midterm or final exam
4. Exam deadline (Get this information from your instructor. The testing staff cannot “look up” this information.)

**Be careful to NOT take the lecture based tests.**

**Your midterm and final should say INET or online at the top.**

**You will be required to go back to the testing center and take the tests designated for INTERNET (INET or online).**

- You should also bring the following supplies:
  1. Pencil & Eraser
  2. Only battery operated 4 function, non-programmable scientific or TI83/TI84 calculators are allowed (if permitted by instructor).

- Questions? Please visit the Testing Center (L240) or call 972-273-3160.

**End of Course Grade Options**

1. **Student receives an A, B, or C average.**
   Receiving an A, B or C grade is considered successful completion of the College Algebra course.

2. **Student receives a W.**
   Students who decide that they will be unable to complete the course and withdraw on or before the drop date will receive a W. Students repeating the course in a subsequent semester will have to pay tuition again and may have to purchase a new set of materials to obtain the required software license (MyLabsPlus code is good for one year if used with the same text).

3. **Student receives an Incomplete (I).**
   - A student who has completed all work but the last unit test and final exam successfully in accordance with the Course Calendar AND/OR HAS MEDICAL ISSUES OR OTHER EXTREME CIRCUMSTANCES may be eligible for an Incomplete grade.
   - Only students who have worked consistently and regularly throughout the semester may qualify for an Incomplete.
   - The student needs to make individual arrangements with the instructor for plans to finish the course.
   - A contract for the Incomplete must be included with the instructor's final grades.
   - Incomplete contracts must be approved by the last week of the term and may be accepted via email.
   - The contract includes a deadline for completion, agreed upon work to be finished and a grade alternative if the contract is not fulfilled.
   - The student does not have to re-enroll in the course, nor buy new materials.

4. **Student receives a D or an F.**
   Students who do not drop the course must be given a completion grade. Those that do not
qualify for one of the options listed above will be given the Course Grade they have earned as determined by the course average process listed in the previous section.

**Discipline/ Course/ Department/Policies**

**Sending Emails**
Be sure to put "MATH 1314-section, Last Name" in the subject line for all emails you send. There are several internet classes going on at the same time. By doing this you will be saving yourself and the instructor a lot of time. Also, please include your first and last name in the message of the email.

**Attendance**
Attendance is an important part of your success. Attendance will be marked by recording the time spent in the instructional classroom. Additional time off line, doing assigned homework and taking exams is also expected.

**STEM CENTER**
The STEM Center, located in L137 and L139 provides assistance and resources free to students enrolled in mathematics and developmental mathematics classes at North Lake College. This is a great place to bring a study group, study quietly, get help with math classes, and use the center’s various resources.

Services offered:
- Tutorial services in all math courses taught at North Lake College
- Computers for use by students enrolled in courses that have an Internet component such as homework systems (i.e., MyLabsPlus, ConnectMath)
- Graphing calculators for use in the center
- Textbooks for use in the center
- A quiet area to study (Just ask one of the tutors)
- Opportunity for students to make up class absences
- Whiteboards space for study groups
- Content workshops covering how to use graphing calculators, course topics, review sessions, and study skills

Contact the STEM Center Manager (Math)

Hours of Operation
Monday – Thursday: 9 a.m. – 6 p.m.
Friday & Saturday: 9 a.m. – 2 p.m.
Manager: Camrunn Beck, Room L135, camrunn.beck@dcccd.edu

**Institutional Policies**
Institutional Policies Link: North Lake College Institutional Policies
**TSI Information**

TSI (Texas Success Initiative) is the state required assessment program that has replaced TASP. The purpose of TSI is to insure students have the skills to be ready for college level coursework. Dallas County Community College District is allowing students to decide when they will take their developmental coursework. Demonstrated proficiency in skills through completion of DMAT 0093 or a passing score on an assessment instrument is required to move to college level math classes. Students must earn an “A”, “B”, or “C” in their developmental class in order to move to the next developmental level or to a college level class.

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester.

Enrollment in developmental courses is subject to other limitations. Students may enroll in a maximum of 27 hours of developmental courses.

For more information go to the DCCCD web site and click on “Paying for College” and then “Third Course Attempt.”

TSI completion of all areas (reading, math, and writing) is required before being awarded a degree. Based on the first testing score, some students may need to re-test in order to complete TSI requirements.