College Algebra INTERNET Syllabus
North Lake College

Instructor Information
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Office Hours: See eCampus
Division Office and Phone: P330, 972-273-3500

Course Information
Course Title: College Algebra
Course Number: MATH 1314
Section Number: 70201
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: No physical meetings at this time; Student can work anytime day or night online.
Certification Date: April 3, 2020
Last Day to Withdraw: May 4, 2020

Course Prerequisites
College level ready in Mathematics algebra-based level.

Course Description
This course is an 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 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 Inet.)

**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.

**Texas Core Objectives**

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Required Course Materials**

ISBN: 9780136171935
• You will no longer purchase a textbook package from the North Lake College bookstore. **Important: Codes that are ordered from an independent seller may not work.**
• MyLabsPlus access code is not the same as the MyMathLab access code.
• 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.

Calculators: You will be allowed to use scientific calculators on all tests. The only graphing calculators that will be allowed are the TI-83 or TI-84 and the Plus versions. TI-89, TI-92 and most Casios will not be allowed as they do many of the calculations that you will be required to know how to perform on your own.

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.

**Graded Work**
The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

**Summary of Graded Work**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework/Quizzes (MLP)</td>
<td>10%</td>
</tr>
<tr>
<td>Mastery Tests (MLP)</td>
<td>35%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>

**TOTAL: 100%**

**Final Grade**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>65-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-64%</td>
<td>F</td>
</tr>
</tbody>
</table>

The instructor reserves the right to make changes in the course requirements as needed throughout the semester. Students will be notified via email of any changes that are to be made. If an adjustment occurs in the number of points that can be generated, the course grade grid will be altered accordingly.
Note: An earned grade from 60 to 64 will be entered as a grade of 59 in eConnect when submitting final grades.

End of Course 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)

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 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.

Description of Graded Work

Homework:
Homework is the most important learning tool in the course because it reinforces instruction and it provides an immediate and personal measure of your competence in the course.

**Important:** Each student is required to purchase the online component (called MyLabsPlus) to complete assignments. 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 exams.

All work from the homework 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.

An important part of mathematical literacy is good communication skills.

- First, write the problem or the essential facts.
- Second, present mathematical sentences showing the progression of your ideas.
- Third, present a conclusion using a complete sentence.

**Mastery Tests:**

- Mastery tests will be taken at home using MyLabsPlus.
- The mastery test will help determine your readiness to take the midterm and the final exams.
- After you have completed all the objectives in the 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 (2) attempts on each mastery test. The highest grade on each mastery test will be used to determine your average.
- 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.
- **Important:** 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.
Proctored Tests – Midterm and Final Exam:
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 below, this course meets/exceed the minimum 50% requirement.

- The midterm exam is comprehensive and will be given after Chapter 3.
- The final exam is comprehensive and will be given after chapter 5.
- The midterm and final exam will be taken at home using either Respondus or through ProctorU. See eCampus for more details.

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

Important Time Requirements:

Read carefully: Regular 3 credit hour classes have 48 hours of class time with additional time spent outside of class. The general rule is 2-3 hours should be spent for every 1 hour in class.

In short: You can expect to spend at least 18+ hours per week completing the material for this course. Often online and blended courses take even more time to work through the material. If you cannot donate this amount of time to this course, 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!

STEM/Math Center
The STEM Center (SC) located in L-137 and L-139 provides assistance and resources free to students enrolled in mathematics and developmental mathematics classes at North Lake College. When the campus is open, the SC is a great place to bring a study group, study quietly, get help with math classes, and use the center’s various resources. General Hours: Monday – Thursday 9am – 8pm; Friday – Saturday 9am – 2pm

It is possible that free online help will be made available this semester since campus will be closed. Details will be emailed if/when this resource is made available.
Late Work Policy
Students are expected to complete all assignments by the due dates listed on the Course Calendar and in the MyLabsPlus online system. A short grace period may be given where late assignments will be accepted with no penalty. Once the grace period has passed, students may be penalized by 10% (reduction) on each assignment that is more than one week late.

Students must have extenuating circumstances and get permission from the instructor to take the final exam after the posted due date.

Other Course Policies
Cell Phone Use:
The use of cell phones or other similar devices is prohibited during class and testing unless special permission is given by the instructor. You are expected to turn OFF and put away all such devices BEFORE entering the classroom and testing center. **Important:** Students caught with a cell phone in their possession while taking a test will be given a zero (0) for that test and may face disciplinary action.

Financial Aid Certification of Attendance:
To be certified as attending this course, a student must complete Section 1.1 and Section 1.2 HW with 70% or more by the Certification date listed above. For more information about Certification, see the Institutional Policies link listed in the next section.

Sending emails:
Be sure to put “MATH 1314-section, Last Name” in the subject line for all emails you send. There are several 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.

Institutional Policies
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

North Lake Institutional Policies (http://www.northlakecollege.edu/syllabipolicies)
## Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</thead>
</table>
| 1    | Orientation – syllabus, eCampus, MyLabsPlus  
Section 1.1  
Section 1.2  
Section 1.3  
Section 1.6  
Complete any SLO Quizzes for chapter 1  
Chapter 1 Mastery Test |
| 2    | Section 2.1  
Section 2.2  
Section 2.3  
Section 2.4  
Section 2.5  
Chapter 2 Mastery Test |
| 3    | Section 3.1  
Section 3.2  
Section 3.3  
Section 3.4  
Section 3.5  
Chapter 3 Mastery Test |
| 4    | Review for Midterm – See eCampus for details about Midterm  
Midterm Exam  
Section 4.1  
Section 4.2  
Section 4.3 – Optional: Study on your own if STEM student  
Section 4.4 – Optional: Study on your own if STEM student  
Section 4.5  
Section 4.6 – Optional: Study on your own if STEM student  
Chapter 4 Mastery Test  
Complete any SLO Quizzes for Chapter 4 |
| 5    | Section 5.1  
Section 5.2  
Section 5.3  
Section 5.4 |
| 6    | Section 5.5  
Section 5.6 |
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
</table>
|      | Chapter 5 Mastery Test  
|      | Complete any SLO Quizzes for Chapter 5 |
| 7    | Final Exam – See eCampus for details |