

South Plains College Mathematics Department
Dual Credit Online College Algebra – MATH 1314.451

Course Syllabus – Fall 2022 – revised August 2022

Instructor: Karol Albus

Office: M110

Telephone: (806)-716-2543

Email (preferred method of contact): kalbus@southplainscollege.edu

Email Policy: Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient.

Office hours: As listed or **by appointment**. Appointments can be made by emailing the instructor with 3 times that you would be available for a Zoom meeting. The instructor will respond with a Zoom meeting invitation for one of your times.

Monday	Tuesday	Wednesday	Thursday	Friday
1:30-3:30 pm (Lev Office M110)	9:30-11:30 am (Lev Office M110) 8:00-9:00 pm (Virtual by Zoom)			8:00-11:00 (Lev Office M110) Most Fridays

Disclaimer: The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor, and will announce any changes **on the Start Here page in Blackboard**. T

Blackboard: Blackboard is the online course management system that will be utilized for this course. All access to course information and your instructor is through the Internet. This course syllabus, as well as all course materials can be accessed through Blackboard. Login at <https://southplainscollege.blackboard.com/>. The user name and password should be the same as MySPC and SPC email.

User name: first initial, last name, and last 4 digits of the Student ID

Password: Original CampusConnect Pin No. (found on SPC acceptance letter)

Questions regarding Blackboard support may be emailed to blackboard@southplainscollege.edu or by telephone to 806-716-2180.

Skills Required for an Online Course:

- Self-motivation and self-discipline to access the course daily and complete assignments in a timely manner
- Self-confidence to contact instructor with questions
- Algebra skills consistent with successful completion of high school Algebra I & II (see Skills Assessment Week 1)
- Know basic functionality of a computer and how to connect to the internet
- Know how to and be willing to use SPC email
- Know how to open and print .pdf (Adobe Acrobat) documents
- Be able to access and watch YouTube videos

Computer Issues: If your personal computer/internet become “disabled,” please remember that it is your responsibility to have a backup plan. Your assignments for this class will have a window of time in which the assignment must be completed. If you wait until the last day to try and complete your assignment and you encounter computer/internet issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions. Early submissions are welcome and encouraged.

Course Supplies:

- **NOTE:** There is **NO book required for this course**. All materials are available on Blackboard.
- **Required:** Working, reliable internet access with the ability to **view videos via YouTube**.
- **Required:** Phone with Gradescope App.
- **Required:** Access to a computer with a camera and microphone for testing through Proctorio.
- **Required:** Scientific Calculator (with log and ln). **Suggested TI-30XIIS**. They are inexpensive and user friendly. **Graphing calculators are not allowed.**
- **Required:** Method to print notes and assignments posted on Blackboard.
- **Suggested:** Notebook paper, graph paper (available to print on Blackboard), hole punch, pencils, erasers, and a large 3-ring binder. This will keep your course organized so you can easily access all your own work.

Communication: Announcements will be added to the top of the Start Here page in Blackboard. The instructor often posts videos of commonly missed problems. This will also be the location for reminders and announcements. Your instructor is available by email for questions, but you may find it more beneficial to book an appointment time virtually or in person. If you email the instructor during the work week, you can count on a response within 24 hours. **The instructor will be emailing to your official**

SPC email only. Please do not wait until the last minute to do homework, or to ask questions before an exam. You must plan on allowing a reasonable amount of time for the instructor to respond to your questions. If you wait until the last minute, your questions may not be answered before an exam.

Methods of Learning Assessment:

- **Handwritten notes and homework:** These will be submitted in Gradescope. 50 points of the grade will be properly completed notes. The other 50 points will be based on your work within the assignment. You will have answer keys to all assignments, so obviously your answers are not being graded. I will be looking at 5-10 questions randomly to see if your **work actually leads to the answer.** Occasionally students copy work from an app. While you may get full credit on the assignment, you will not be prepared fully for an Exam, and the **Exams count so much more.** Do not cheat yourself out of the opportunity to practice the skills that will be required on an exam. Please check your own answers with the keys provided so that you can be aware of any misunderstandings you may have and get them corrected before an exam. The goal of an assignment is not the grade, but to gain the skill so that you can do well on the Exam.
- **Unit Exams and Final Exam.** All Exams will be taken in an online monitoring system called **Proctorio.** We will be taking a Practice Exam so that you can experience it and work out any technical issues before the first exam. If you complete all of the procedures correctly you will make 100. Please read through the Proctorio Policies in the syllabus. They are also found in Course Resources in Blackboard. If you prefer to take your exam in person and are able to travel to the Levelland SPC campus, I will be happy to set up a time with you. You must plan for this option in advance of the exam.

Assignment Format and Policy: Assignments are given after each lesson and are collected according to the course calendar. For each question on each assignment:

- Write the question number.
- In solving the problem, show all necessary work.
- Allow enough room around your problem so that it can be easily read
- Clearly mark your answer.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly.
- Submit the assignment in Gradescope as a single pdf file.
- **Your submission for a section should be in one single pdf in the following order: Completed assignment showing all work on your own paper, blank assignment page, and completed notes (Please print out the notes and fill them in on that paper as you watch the videos)**

Make certain to complete and submit assignments on time (or early). Early submissions are welcomed! You can always resubmit if you want to change some of your work. By submitting when you complete the assignment, you guarantee that something is submitted on time (you will not risk a 0).

To maximize your potential for successfully completing this course:

- login to Blackboard daily
- watch the lecture videos and complete the notes
- thoroughly complete and submit the assignments on time
- **practice the exercises repeatedly until you have full mastery of them.**

Grading Formula:

Enrollment in this course does not guarantee advancement. The final responsibility for learning lies with the student. Your average for this course will be based on the following:

Notes, Handwritten Assignments completed and submitted	15%
3 Unit Exams (20% each)	60%
Final Exam	25%

Your school will be provided with a numeric average for High School Credit.

(No extra credit is provided in this course. Deadlines are not flexible.)

A current average for the course will be found in Blackboard. You should check your grades regularly. I will post grades on an assignment a few days after the deadline for that assignment. If you are working ahead of the schedule please note that your grade may not appear until after the deadline. **Please note that the weight of the course grade is on exams.** They are VERY important. **ALL of the other work is just a means by which to get ready for those exams.**

Resources:

- **Your instructor!** I am available to you by email, during Zoom office hours virtually, on campus during office hours, or by appointment. When asking a question via email, please take a photo or scan of the work you have done and attach that to your question. This will save so much time and will be much more beneficial to you. It is often as important to know what you are doing RIGHT as it is finding an error you may have made.
- **Blackboard** The course syllabus, notes, videos, assignments, and assignment answers, will all be available on Blackboard.
- **Free SPC Tutoring** Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am
6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

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Withdrawal Policy: If you wish to withdraw from this class for any reason, you must initiate the appropriate steps on your own. To withdraw from this class, you need to email the registrar, Andrew Ruiz, and tell him you need to drop an online class. His email address is aruiz@southplainscollege.edu. Give him the course and section number and he will take care of it. The drop form can be obtained online in MYSPC, under the Student Forms and Tools link. **The last day to drop is Thursday, November 30, 2023.** If you plan to withdraw, please consult with the instructor immediately. You will also want to consult with your high school counselor to be sure how this may change your daily schedule and/or graduation eligibility.

Excessive absences or nonparticipation will result in an administrative withdrawal with a Grade of X or F. Because this is an online class, you must access the course on a regular basis. You will feel more at ease with the material if you stay in touch with what is going on. Blackboard tracks when and where you have been in the course. Most students find that doing some math every single day is the best way to maintain continuity and to stay caught up. The Course Calendar is designed to assist you in staying on track. **You may be administratively withdrawn from the course if you consistently fail to meet homework deadlines, or if you fail to turn in an exam.**

Proctorio Online Exam Policies and Procedures:

- Tests will be monitored virtually via the Proctorio software. In order for Proctorio to work correctly, you need to be using the most up-to-date Chrome internet browser and add the Proctorio plug in/extension. This extension can be added at <https://getproctorio.com/>.
- Enrollment in the course is an agreement to abide by and accept all terms for online testing. Online exams within this course will require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam as well as the Chrome internet browser. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns.
- You should find a private place to test where you will not be interrupted. You should be the only person in the room where you are testing. If I see or hear other people in the room with you, then you will get a zero on the exam.
- Tests must be completed in the time window given. Once you begin your exam, you must finish it and submit it during that sitting. You are not allowed to stop and come back to it later. You are not allowed to take breaks during the exam so plan accordingly. An exam should not take more than two hours to complete. Therefore, you will select ONE of the available times for testing. You may only test at one of the times.
- Your PDF of the exam must be submitted just before you close the exam in Proctorio.
- At the specified times for exams, a link will open in Blackboard. (I will put this in the folder for the week in which the exam is to be taken). The link will launch the Proctorio software. To begin an exam, click on that link and a PDF will open. You are not allowed to download this PDF to your computer or print the PDF. When you are done taking the exam, you will click on “Save and Submit.” If you have not entered anything in the box, Blackboard will ask you if you

still want to submit even though you have not typed in any answer(s) and you should click “Okay.” You will scan and submit your exam using the Gradescope app exactly like you do your assignment submissions.

- You are not allowed to print off the exam. You should do all of your work for the exam on notebook paper. Please note that your work should be easily read. If I cannot read it, I cannot give you credit for it.
- The exam is timed.
- Audio, video and your computer screen are being recorded during testing. Please make sure your computer’s audio and video are turned on. There is no talking during the exam.
- The webcam/video must show both you and your work space at all times during the exam. Your exam workspace should include a writing utensil, blank notebook paper on which to complete the exam, your non-graphing calculator, and your face down phone for submission at the end of the exam. If I can’t see both you and your **ENTIRE** workspace throughout the exam, you will receive a zero. See the posted Blackboard video for an example of what I should see when you are testing.
- You are not allowed to move materials (papers, calculator, pencils etc) in and out of that visible workspace during testing. I should be able to see all of those things in your visible workspace the entire time you are testing.
- After you click on the exam to launch it, you should hold the following up to your webcam for a period of five seconds each:
 - i. A photo ID (this could be a student ID, driver’s license or work ID. The photo ID must show your picture as well as your given name).
 - ii. Your non-graphing calculator
 - iii. Both sides of each blank sheet of paper you plan to have in your workspace to use during testing.
- If there is anything else in your workspace, you will receive a zero on the exam. You should not have out any electronic devices (smart watches, another computer etc) or notes during the exam. Your phone will be in your workspace face down but should not be used other than scanning and submitting at the very end.
- The exam itself will be posted on Blackboard and you should be able to have it open on your computer screen during the exam. That is all that should be on your computer screen until you are finished with the exam. Surfing the internet during the exam is prohibited and will result in a zero. Remember that the Proctorio software monitors your computer screen during the exam.
- The Proctorio exam monitoring (audio, video and computer screen) will be cut off when you hit the submit button, or run out of time. You should allow time to scan and submit your work in Gradescope BEFORE submitting in Proctorio. There should be a countdown of your remaining time on the computer screen.
- If there is anything questionable that happens during the exam or if you do not follow all Online Exam Policies and Procedures, you will receive a zero on the exam. If something unexpected occurs and you think an explanation might help, please email me.
- If you get removed or kicked out of your exam, please first submit what you have done up to that point. Then click on the extension icon in the upper right-hand corner of your browser. This will connect you to a Proctorio agent via a live chat. The Proctorio agent will be able to let you back into the exam as long as there was a valid reason for your removal. If you get removed from the exam and can’t find the extension icon, please go to <https://proctorio.com/support> and click on "start live chat". These steps should be completed immediately if you are removed from an exam unexpectedly. Do not contact me as I have no power to admit you.

South Plains College
Common Course Syllabus: MATH 1314
Revised August 2023

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 1316

Course Title: Plane Trigonometry

Available Formats: conventional, hybrid, internet, and ITV

Campuses: Levelland, Downtown Center, and Dual Credit

Course Description: In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

Prerequisite: Minimum score of 350 on the TSIA1, minimum score of 950 on the TSIA2, a diagnostic score of 6 on the TSIA2, TSI-exempt status, or a successful completion with a grade of 'C' or better in MATH 1314.

Credit: 3 **Lecture:** 3 **Lab:** 0

Textbook: *Trigonometry*, Dugopolski, 2019, 5th Edition, Prentice Hall/Pearson Education

Supplies: Please see the instructor's course information sheet for specific supplies.

This course partially satisfies a Core Curriculum Requirement: Mathematics Foundational Component Area (020)

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

1. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
2. Graph trigonometric functions and their transformations.
3. Prove trigonometric identities.
4. Solve trigonometric equations.
5. Solve right and oblique triangles.
6. Use the concepts of trigonometry to solve applications.

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: There will be departmental final exam questions given by all instructors.

Attendance/Student Engagement Policy: Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the **total** class meetings **and** submit at least eighty percent (80%) of the **total** class assignments to have the best chance of success. If the student fails to meet these minimum requirements, the instructor may remove the student from the class with an X, upon their discretion, to help the student from harming their GPA. If the student can not receive an X, the instructor will assign an F.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. (*SPC General Catalog*)

Plagiarism and cheating are not tolerated in this course. Under the policies of South Plains College, punishment for cheating may include no credit (failing) on the assignment, quiz, exam, or the course.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect from the student and the instructor. Neither the instructor nor the student should be subject to others' rude, disruptive, intimidating, aggressive, or demeaning behavior. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Dual Credit College Algebra Online Course Outline – Math 1314.451 FALL 2023

Week	Date	Topic	Due Thursdays 11:00 PM
1	Aug 28-31	Read Syllabus, Watch necessary videos Skills Assessment Syllabus Assignment	Due Thurs Aug 31 11:00 PM Skills Assessment Syllabus Assignment
2	Sept 1-7	1.1: Linear & Rational Equations 1.2: Linear Applications Proctorio Practice Exam Opens	Due Thurs Sept 7 11:00 PM 1.1 Notes/Assignment 1.2 Notes/Assignment
	Sept 4	Labor Day Holiday – no office hours	
3	Sept 8-14	1.3: Complex Numbers; Quadratic Equations Part 1 1.4: Quadratic Equations Part 2, Radical Equations	Due Thurs Sept 14 11:00 PM 1.3 Notes/Assignment 1.4 Notes/Assignment Proctorio Practice Exam Due
4	Sept 15-21	1.5: Other Types of Equations; Linear and Absolute Value Inequalities Unit 1 Review	Due Thurs Sept 21 11:00 PM 1.5 Notes/Assignment Unit 1 Review
5	Sept 22-28	Proctored Unit 1 Exam (20%) Sunday Sept 24 8:00-10:30 pm Monday Sept 25 1:00-3:30 pm Tuesday Sept 26 6:00-8:30 am 2.1: Function Notation and Graphs 2.2: Linear Functions and Slope	Due Thurs Sept 28 11:00 PM 2.1 Notes/Assignment 2.2 Notes/Assignment
6	Sept 29- Oct 5	2.3: Distance, Midpoint, & Circles, Combinations of Functions, Composite Functions 2.4: Inverse Functions, Quadratic Functions	Due Thurs Oct 5 11:00 PM 2.3 Notes/Assignment 2.4 Notes/Assignment
7	Oct 6-12	2.5: Long Division, Synthetic Division, Roots of Polynomials Unit 2 Review	Due Thurs Oct 12 11:00 PM 2.5 Notes/Assignment Unit 2 Review
8	Oct 13-19	Proctored Unit 2 Exam (20%) Sunday Oct 15 8:00-10:30 pm Monday Oct 16 1:00-3:30 pm Tuesday Oct 17 6:00-8:30 am 3.1: Polynomial Functions & Their Graphs	Due Thurs Oct 19 11:00 PM 3.1 Notes/Assignment
9	Oct 20-26	3.2: Rational Functions & Their Graphs 3.3: Polynomial & Rational Inequalities, Compound Interest	Due Thurs Oct 26 11:00 PM 3.2 Notes/Assignment 3.3 Notes/Assignment
10	Oct 27- Nov 2	3.4: Exponential Functions; Logarithmic Functions 3.5: Properties of Logarithms, Solving Exponential Equations Part 1	Due Thurs Nov 2 11:00 PM 3.4 Notes/Assignment 3.5 Notes/Assignment
11	Nov 3-9	3.6: Solving Exponential Equations Part 2, Solving Logarithmic Equations Unit 3 Review	Due Thurs Nov 9 11:00 PM 3.6 Notes/Assignment Unit 3 Review
12	Nov 10-16	Proctored Unit 3 Exam (20%) Sunday Nov 12 8:00-10:30 pm Monday Nov 13 1:00-3:30 pm Tuesday Nov 14 6:00-8:30 am 4.1: 2x2 Systems; 3x3 Systems	Due Thurs Nov 16 11:00 PM 4.1 Notes/Assignment
13	Nov 17-23	4.2: Nonlinear Systems; Graphing Inequalities & Systems of Inequalities, Graphing Nonlinear Systems of Inequalities	Due Thurs Nov 23 11:00 PM 4.2 Notes/Assignment
	Nov 22-24	Thanksgiving Holiday – No office hours	
14	Nov 24-30	4.3: Solving Systems of Equations by Gauss Jordan Elimination 4.4: Solving Systems of Equations by Determinants & Cramer's Rule	Due Thurs Nov 30 11:00 PM 4.3 Notes/Assignment 4.4 Notes/Assignment
	Nov 30	Last day to withdraw from a course with a grade of W	
15	Dec 1-7	Comprehensive Final Exam Review Proctored Final Exam (25%) Sunday Dec 3 8:00-10:30 pm Monday Dec 4 1:00-3:30 pm Tuesday Dec 5 6:00-8:30 am Monday Dec 11 1:00-3:30 pm	Due Thurs Dec 7 11:00 PM Final Exam Review