Common Course Syllabus: College Algebra (MATH 1314)
Fall 2024

Department: Mathematics, Engineering, and Computer Science   **Discipline:** Mathematics

Course Number: MATH 1314   **Section:** 451 (Dual Credit Online)   **Course Title:** College Algebra

Available Formats: conventional, hybrid, internet, and ITV. The format of this section of College Algebra will be internet format.

Campuses: Levelland, Downtown Center, Plainview Center, and Dual Credit. This dual credit section of College Algebra is an online section and thus does not meet at any SPC campus.

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.

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, a successful completion with a grade of 'C' or better in MATH 0320, or successful completion of NCBM-0114.

Credit: 3   **Lecture:** 3   **Lab:** 1

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Email Policy: All students at South Plains College are assigned a standardized SPC e-mail account. Although personal email addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at www.southplainscollege.edu. To access the SPC student e-mail account, log in to portal.office.com. (Copied from SPC Student Guide) 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.
- My expected response time to received emails is as follows:
  - For emails sent on Monday-Thursday, I will attempt to respond within 24 hours.
  - For emails sent on Friday-Sunday, I may not respond until the following Monday.

Virtual/Face-to-Face Office Hours*:
- Mondays and Wednesdays, 10:15-11:30am, 2:30-3:30pm;
- Tuesdays and Thursdays, 12:30-1:30pm;
- Fridays, 10:15:00-11:45am.
- And by appointment (scheduled in Blackboard).
- *Office hours may be scheduled in-person, by email, or in Blackboard.*

Textbook: A textbook is not required for this course; however, a recommended and freely available textbook for this course may be: College Algebra from OpenStax, Print ISBN 1938168380, Digital ISBN 1947172123, www.openstax.org/details/college-algebra

This textbook is also embedded in your Blackboard course for easier referencing. However, if you prefer a print copy as a reference tool, the ISBN is located at the web link above.

Blackboard: Blackboard is the online course management system that will be utilized for this course. This course is supplemented online, so 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 username and password should be the same as the MySPC and SPC email.

        Username: first initial, last name, and last 4 digits of the Student ID
        Password: Original Campus Connect Pin No. (found on SPC acceptance letter)

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 the 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.

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.

Computer Issues: If your personal computer/internet becomes "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.

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. 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.

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. 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.

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. Assignments and completed notes will count for 15% of the final grade, while exams count for 85% of the final grade. Your final average in the course will determine the letter grade posted on your transcript. This grade is determined by the following scale: A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (0-59%).

- Assignments/Notes = 15%
- Exam 1 = 20%
- Exam 2 = 20%
- Exam 3 = 20%
- Final Exam = 25%

Assignment Format and Policy: Assignments are given after each lesson and are collected according to the calendar below. Expect a quiz to accompany each assignment. For each question on each assignment:
- Work on your own paper, not on the provided assignment papers.
- Write the question number.
- In solving the problem, show <u>all</u> necessary work.
- Clearly mark your answer.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly.
- Write your name at the top of each page of your work.
- Submit the assignment in Gradescope as a single PDF file, preferably using the Gradescope app. (PDF files can be generated easily using a scanner or many freely available phone apps, like CamScanner, Scannable, or OneDrive.)
- All homework assignments will be due by 12:00pm on the Thursday of the corresponding week that the assignment is given (unless otherwise stated).
- **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).

Grading Rubric for Weekly Assignments

100%	All notes and the practice exercises from class are submitted.
50%	Notes from the Blackboard lesson are included, but not sufficient evidence of the practice exercises was submitted.
50%	Practice exercises are included, but no evidence of notes from the Blackboard lesson was submitted.
–15%	The assignment was submitted past the due date.

Exam Policy: Exams will be taken online. You will be monitored when taking quizzes and exams with Honorlock, an online proctoring software. Be sure to read the **Honorlock Online Exam Policies and Procedures,** located at the end of the syllabus. No late exams will be accepted.

To maximize your potential for successfully completing this course:
- Login to Blackboard daily.
- Watch the lecture videos and take notes on them.
- Thoroughly complete and submit the assignments on time.
- Practice the exercises repeatedly until you have full mastery of them.
- Check your grades on Blackboard regularly.

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 <u>may</u> 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.

Since this is an online class, the instructor will not be keeping a record of attendance but will keep track of the student's engagement by maintaining an awareness of the student's submission of work. Therefore, if the student fails to submit at least 80% of the total class assignments, the instructor may remove the student from the class.

SPC Tutors
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

Academic Integrity (Plagiarism and Cheating Policy): "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers" (SPC General Catalog).

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.

Plagiarism and Cheating Statement: 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.

COVID Response: South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: COVID Response (southplainscollege.edu).

Diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, Campus Concealed Carry: South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: Syllabus Statements (southplainscollege.edu).

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.

Honorlock Online Exam Policies and Procedures:

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the Honorlock Chrome Extension.

When you are ready to complete your assessment, log into your LMS, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself and show your ID. During the authentication steps, you may be prompted to complete a room scan. This is a test taker authentication step in which you will be asked to perform a 360-degree scan of your environment with the computer or webcam to confirm the integrity of the testing environment. Honorlock will be recording your exam session through your webcam and microphone and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the support page or within the exam itself. Some guides you should review are Honorlock MSRs, Honorlock FAQs for Test Takers, Honorlock Knowledge Base, and How to Use Honorlock.

- 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 Honorlock.
- 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 Honorlock 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. ii. Your non-graphing calculator
  - iii. 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 Honorlock software monitors your computer screen during the exam.
- The Honorlock 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 Honorlock. 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 Honorlock agent via a live chat. The Honorlock 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://honorlock.com/support/ and click on "begin 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.

Math1314.451 (Dual Credit Online): Tentative Course Calendar Fall 2024

Date	Topic	Assignment Due Dates
		• Assignments and notes are due by <u>noon</u> on corresponding Thursdays.
Week 1: Aug 26-29	Course Introduction Assessment Quiz	Assessment Quiz
Week 2: Sep 2-5	1.1: Linear and Rational Equations 1.2: Linear Applications	1.1 and 1.2
Week 3: Sep 9-12	1.3: Complex Numbers; Quadratic Equations Part 1 1.4: Quadratic Equations Part 2, Radical Equations	1.3 and 1.4 Proctorio Practice Exam
Week 4: Sep 16-19	1.5: Other Types of Equations; Linear and Absolute Value Inequalities Review for Exam 1	1.5 Exam 1 Review
Week 5: Sep 23-26	**Proctored Unit 1 Exam (20%)** **Sun, Sep 22 2:00-4:00 pm Mon, Sep 23 8:30-10:30 am** **Tues, Sep 24 5:30-8:00 am** 2.1: Functions and Their Graphs	2.1
Week 6: Sep 30-Oct 3	2.2: Linear Functions and Slope 2.3: Distance, Midpoint, & Circles	2.2 and 2.3
Week 7: Oct 7-10	2.4: Composite and Inverse Functions 2.5: Quadratic Functions and Synthetic Division Review for Exam 2	2.4 and 2.5 Exam 2 Review
Week 8: Oct 14-17	**Proctored Unit 2 Exam (20%)** **Sun, Oct 13 2:00-4:00 pm Mon, Oct 14 8:30-10:30 am** **Tues, Oct 15 5:30-8:00 am** 3.1: Polynomial Functions & Their Graphs	3.1
Week 9: Oct 21-24	3.2: Rational Functions & Their Graphs 3.3: Polynomial & Rational Inequalities	3.2 and 3.3
Week 10: Oct 28-31	3.4: Exponential and Logarithmic Functions 3.5: Properties of Logarithms	3.4 and 3.5
Week 11: Nov 4-7	3.6: Exponential and Logarithmic Equations Review for Exam 3	3.6 Exam 3 Review
Week 12: Nov 11-14	**Proctored Unit 3 Exam (20%)** **Sun, Nov 10 2:00-4:00 pm Mon, Nov 11 8:30-10:30 am** **Tues, Nov 12 5:30-8:00 am** 4.1: 2x2 Systems; 3x3 Systems	4.1
Week 13: Nov 18-21	4.2: Matrix Solutions to Systems 4.3: Nonlinear Systems and Systems of Inequalities	4.2 and 4.3
Week 14: Nov 25-28	4.4: Determinants and Cramer's Rule	
Week 15: Dec 2-5	Review for Final Exam	4.4 Final Exam Review
Week 16: Dec 9-12	**Proctored Final Exam (20%)** **Sun, Dec 10 2:00-4:00 pm Mon, Dec 11 8:30-10:30 am** **Tues, Dec 12 5:30-8:00 am**	