

DEPARTMENT OF MATHEMATICS

2010 Fall Semester

Course Syllabus: Math 100 - Elementary Algebra
Course Number: 13502 – ONLINE

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Tuesdays and Thursdays: 3:00 – 4:00 p.m and by appointment

NOTE: The instructor reserves the right to modify the terms of this syllabus as needed. By registering for this section of Math 100, you agree to the terms and policies set forth in this syllabus.

Personal Philosophy

Math is a contact support – you must get your hands dirty if you are going to be successful in math. Learning math takes two things: Patience and Persistence. Math takes a while to “click.” The more you work at it the faster the light bulb goes on. Each student needs to be patient with him/herself during the learning process. Most importantly: **YOU CAN NEVER, NEVER QUIT!** I am here to help you be successful in math, you are here to learn. It is important to remember that we have a wide range of abilities in this course. I expect to always maintain an atmosphere of respect for one another at all times.

Course Description

Math 100 - Elementary Algebra (5). This course includes the fundamental concepts and operations of algebra with problem solving skills emphasized throughout. Topics covered will include the following: properties of real numbers, linear equations and inequalities, integer exponents, polynomials, factoring polynomials, rational expressions and equations, radical expressions and equations, rational exponents, systems of linear equations and inequalities, the rectangular coordinate system, graphs and equations of lines, and solving quadratic equations.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- simplify expressions using the basic operations and properties of real numbers.
- solve first degree equations and inequalities.
- combine polynomials using the basic operations of polynomials.
- factor a polynomial.
- simplify rational expressions and solve equations with rational expressions.
- solve and graph linear equations and inequalities.
- solve systems of linear equations and inequalities.
- use roots, radicals, and exponents in simplifying expressions.
- solve and graph quadratic equations.
- set up application problems and solve the resulting equation(s) using the appropriate method.

Prerequisite

Successful completion of Math 32 or Math 38 & 39 (Pre-Algebra) with a grade of "C" or better, or placement through the assessment process. **Each student must present me with adequate proof that he/she has met the prerequisite for this course by TUESDAY, AUGUST 24, or you will be dropped.** (See the online orientation attachment for more information.)

Text & other required material

- Bittinger, Marvin. Introductory Algebra 11th ed. Pearson 2010. (Optional – the entire textbook is available online in My Math Lab)
- My Math Lab Student access code (Can be purchased at ARC bookstore, Aida's off campus bookstore, or directly from the My Math Lab website: www.mymathlab.com or www.coursecompass.com) (Required)
- Scientific Calculator (Graphing calculators will NOT be permitted on any exams.)

Online Course Format & Remarks

This is an online class, which means that all of your learning will be done by you, the student. You will work through an online program, My Math Lab, completing: an online orientation, online homework assignments, quizzes and exams, and two (2) onsite examinations. Though you may always work ahead, you will no longer be able to access assignments after 11:59 p.m. on the due date (see attached calendar).

- **Time Management**

Since there is no classroom environment, no lecture, and no demonstration, students may find that it is easy to put things off or procrastinate until they are out of time. Please be aware that an online class is as challenging as an on-ground class since material is covered in the same depth and scope. As a student, you will need to be motivated to learn the material by working through the online resources in My Math Lab and complete the required homework and tests by the deadlines. You will need to stay ahead of schedule so that if you have any questions, you can submit the question, and still have time for my response.

- **Announcements, E-mail, & Etiquette**

On a regular basis, I will post announcements on welcome page in My Math Lab. Please make it a habit to check the announcement page at least two or three times per week in order to remain current with deadlines and policies.

E-mail will be your primary means of communication with me. During the week (M-F), I try to make it a habit to respond to emails within 24 hours, usually sooner. Over the weekends, I usually check my email a couple of times, but sometimes, it may take more than 24 hours to receive a response from me.

In order to make sure that your email does not get filtered into my junk e-mail folder, it is essential that the subject of your e-mail contains the phrase: Math 100 Online and your name. Also, although we live in an age of text messaging and twitter, please try not to use friendly abbreviations in your email. Please remember, we have a professional relationship and I will not tolerate any use of profanity, slang, or any other political incorrect comments through email or posted on the discussion board.

- **Activity/Participation in the Course**

Math 100 is a five unit course. In a traditional classroom environment, students are expected to actively participate in class for 5 hours per week during a specific time period. The average student in a "traditional" class will spend at least an additional 5 – 10 hours outside of class each week working on homework problems and preparing for exams. The online classroom environment is different in that students are not required to login at any one particular time during the week. However, your participation is still mandatory in order to stay enrolled into the course. The average student in an "online" classroom environment will spend 15 – 25 hours each week completing assignments and studying for this course. Students who do not remain active in the online classroom will be dropped by the instructor. ACTIVE PARTICIPATION is defined as logging onto the online system for this class 3 times per week minimum **and** completing assigned work for this course. Inactivity includes, but is not limited to, the following characteristics: failure to login to the online system at least 3 times per week, failure to complete homework and/or exams prior to the stated deadlines, failure to participate in required discussion board assignments, etc. The instructor reserves the right to determine what

constitutes satisfactory participation in this environment. When a deadline is anticipated to be in conflict, the student will contact the instructor.

- Technical Troubles

You may have technical difficulties on the computer which will require you to do some problem-solving outside of the subject itself. This is to be expected! A server goes down, the course management system locks you out or doesn't process your submission, hard drives crash and e-mail gets lost. This is not meant to be discouraging, but these issues are ones that have happened, and which you, the student, must be aware of going into an online class. It is not a valid excuse for late work. If you experience any technical difficulties, you must contact me the DAY BEFORE the deadline. (In other words, if you wait until the deadline and experience technical difficulties, it may be too late for me to reset your exam.) Please have a backup plan prepared ahead of time. If you are close to ARC, you can access My Math Lab from all of the computers in the Learning Resource Center.

Online Orientation

Each student must complete an online orientation by Tuesday, August 24, 2010, 11:59 p.m. Enrolled students who fail to complete the orientation by the deadline will be dropped. Students, who are on the waiting list and wish to add, must complete the orientation by the deadline in order to be eligible to receive a permission number. If you would like to add, but are not on the waiting list, please contact me **first**, to see if I have room in the class. The details of the online orientation are described at the end of this document.

Evaluation Criteria

Grades will be based upon online homework, online quizzes, four (4) online unit exams, and two (2) onsite examinations. At the end of the semester, letter grades will be assigned based on the standards listed below:

89.5 - 100%	A	***NOTE: The standard on the right are FIRM. At the end of the semester if you end up with an 89.3 percent, you will have earned a B. NO EXCEPTIONS.
79.5 - 89%	B	
69.5 - 79%	C	
59.5 - 69%	D	
59.4% & Below	F	

- ONLINE Homework –15%

That which we persist in doing becomes easier – not that the nature of the task has changed, but our ability to do has increased. - Emerson

All of your homework will be completed using an online homework program call My Math Lab. There is one homework assignment for every section in the book. A typical homework assignment usually has 15 – 25 problems to be completed, and can take anywhere from 10 minutes to 2 hours to complete. You can access the homework for full credit at any point up until the due date. You can even attempt missed problems again by clicking on similar exercise at the bottom of the screen. Essentially, it is possible to get 100% on every homework assignment. (Please see the attached calendar for due dates.) If you are unable to complete a homework assignment by the assigned deadline, you may continue working on the assignment, but your final score will be reduced by 20 percent. The last day to submit any late homework assignments will be the day of the final exam.

Sometimes you will be asked to participate on the discussion board. Participation in each of the various discussions will be counted as another homework assignment. You may not submit posts on the discussion board for credit after the deadline has passed.

- Online Quizzes – 10%

Quizzes are designed to continually test the student's performance in the class. Toward the end of each chapter, you will be required to complete a short 10 – 12 problem quiz. You will have 30 minutes and only ONE attempt for each quiz. (Please see the attached calendar for due dates.)

- Online Unit Exams - 40%.

You will have four (4) online chapter exams in this course. For each exam, you will be allowed two attempts before the deadline. I will always take the higher score of your two attempts. For each exam, you will only have 90 minutes to complete all 20 – 25 problems. If you experience any sort of technical difficulty, you must contact me the DAY BEFORE the deadline. In other words – Do NOT wait until the last minute to take your exam. Like the homework and quizzes, all due dates are Tuesday evenings at 11:59 p.m. (Please see the attached calendar.) There is an optional chapter review posted in My Math Lab. These are intended to help you prepare for each exam, but, they are not mandatory and do not count toward your overall grade.

- Onsite Examinations – 35%

There will be two (2) onsite examinations for this class. You must come prepared with a photo ID, scientific calculator, and pencil. The deadline dates for these exams are as follows:

1. **Midterm (15%) – Chapters 1 – 5**

Monday, October 25, 2010, ARC Main Campus-Davies Hall 228, Time: 6:00 p.m.– 9:00 p.m.

2. **Final Exam (20%) – Chapters 1 – 9**

Monday, December 13, 2010, ARC Main Campus-Davies Hall 228, Time: 6:00 p.m. – 9:00 p.m.

It is possible to take both the midterm and the final exam *earlier* than the dates/times listed above. The math department at ARC does have a testing room where I can allow you to take the exam at a different time. If you wish to take the exam earlier than the previously mentioned time, you will need to make arrangements with me at least one week before the due date listed above. Your photo ID will also be checked at the time when you wish to take the exam.

Students outside the Sacramento Area

For students who do not live in the Sacramento area, it is possible to take the exam at a different location. Student who will not be able to take the exam at ARC must contact me at least two weeks prior to the exam deadlines above to make arrangements to take the exam. It is the student's responsibility to find another test proctoring center in his/her area (check with your local community college/university.) You will need to send me the contact information for the testing center, along with the appropriate envelopes and postage required to correspond with the proctoring center. I will then contact the testing center to make any further arrangements. Students outside of the area are not exempt from the above deadlines. If you must take the exam at other location, the envelope to return your exams must be postmarked according to the following dates:

1. Midterm – postmarked by Monday, October 25.
2. Final Exam – postmarked by Monday, December 13.

Academic Integrity

Cheating includes (but is not limited to): copying someone else's work or answers; using notes or a calculator at a time or in a way that you have not been given permission to do; having another person complete your work for you; copying work from an answer key or solution manual and turning it in as your own. Helping another person to cheat is also cheating. It is certainly difficult to police cheating in an online course. We use the "honor" system in an online class. Exams are meant to be used as a learning tool to determine what you do/do not know. Each student is required to complete each exam by him/herself with a closed book/notebook. Remember, you will not be allowed to use a book, notes or any other materials during the midterm and final exam.

Online Orientation

Math 100 – Fall 2010

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Each student must complete an online orientation by **Tuesday, August 24, 2010, 11:59 p.m.** Enrolled students who fail to complete the orientation by the deadline will be dropped. Students, who wish to add, must complete the orientation by the deadline in order to be eligible to receive a permission number.

1. Read the Syllabus – TWICE!
2. Each student must present adequate proof that he/she has met the prerequisite: Successful completion Math 32 or Math 38 & 39 – PreAlgebra. Please read the following to determine what you will need to do in order to verify that you have met the prerequisite.
 - Students who have previously completed Math 32 or Math 38 & 39 within the Los Rios School District do NOT need to send verification of meeting the prerequisite. I already have your verification on file with the college.
 - Students who have **NOT** complete Math 32 or Math 38 & 39 within the Los Rios School District must send me (via email) a copy of one of the following items:
 - a) A white pre-requisite verification slip filled out by an ARC Counselor. (These are available in the student services building.)
 - b) A copy of your results from the math self-placement exam. It should show that you have placed into Math 100. (The math self-placement exam is available at http://www.arc.losrios.edu/Support_Services/Assessment/Math_Self-Assessment.htm)
3. Enroll yourself into my Math 100 course in My Math Lab.
 - Go to: www.coursecompass.com and click on “register” under the student tab. Follow the instructions to enroll into My Math Lab. You will be asked to create a login name and password for My Math Lab – Be sure to write them down so you do not forget them.

You will need the following:

- a. Valid email address
- b. Course ID: **Please contact the instructor for the course ID.**
- c. Student Access Code (Can be purchased at ARC bookstore, Aida’s off campus bookstore or with a valid credit card you can purchase it from the website).
- d. ARC’s zip code: **95841**

****NOTE:** If you have used My Math Lab with the same textbook and edition in a previous class, you do not need to purchase a new access code. All you need to do is login to My Math Lab. Along the top left hand side, click on “enroll into another course.” You will be asked for the new course ID, which is listed above.

- Run the installation wizard to download the necessary plug-ins for your computer. If you are not prompted to run the installation wizard, you can click the “installation wizard” button at the bottom of the left hand column in My Math Lab. If you would like to install the plug-ins on a second computer, such as your laptop or a work computer: login to My Math Lab, then run the installation wizard again.
 - Familiarize yourself with the program. Look through the chapter contents; find where your homework assignments and tests are posted. Find the discussion board.
4. In My Math Lab, under the “Do Homework” button, complete the My Math Lab orientation assignment.
 5. In My Math Lab, under “Communication,” find the discussion board. Read and respond to the current forum.
 6. In My Math Lab, under “Take a Test,” take the syllabus quiz – You only get one attempt on the syllabus quiz, so make sure you have read it carefully. You will have 30 minutes to take the quiz once you have started. There will be one random PreAlgebra question on the quiz.

Math 100 - Beginning Algebra

Fall 2010

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Week	Due Date	ONLINE DUE DATES All assignments are due by 11:59 p.m. on the due date.*
1	Tues., 8/24	Online Orientation
2	Tues., 8/31	All Chapter 1 Homework Assignments - Sections 1.1 - 1.8 QUIZ #1 - Chapter 1 – Sections 1.1 – 1.8
3	Tues., 9/7	Chapter 2 Homework Assignments - Sections 2.1 – 2.5
4	Tues., 9/14	Chapter 2 Homework Assignments – Sections 2.6 – 2.8 QUIZ #2 – Chapter 2 – Sections 2.1 – 2.8 Chapter 3 Homework Assignments - Sections 3.1 - 3.2
5	Tues., 9/21	Chapter 3 Homework Assignments - Sections 3.3 – 3.7 QUIZ #3 – Chapter 3 – Sections 3.1 – 3.7
6	Tues., 9/28	UNIT 1 EXAM – Chapters 1 – 3 Chapter 4 Homework Assignments - Sections 4.1 - 4.5
7	Tues., 10/5	Chapter 4 Homework Assignments - Sections 4.6 - 4.8 QUIZ #4 – Chapter 4 – Sections 4.1 – 4.8
8	Tues., 10/12	Chapter 5 Homework Assignments - Sections 5.1 - 5.4 QUIZ #5 – Chapter 5 – Sections 5.1 – 5.4 only
9	Tues., 10/19	Chapter 5 Homework Assignments - Sections 5.5 - 5.8 UNIT 2 EXAM – Chapters 4 & 5
	Mon., 10/25	ONSITE MIDTERM - Chapters 1 - 5*
10	Tues., 10/26	Chapter 6 Homework Assignments - Sections 6.1 - 6.3
11	Tues., 11/2	Chapter 6 Homework Assignments - Sections 6.4 - 6.9 QUIZ #6 – Chapter 6 – Sections 6.1 – 6.9
12	Tues., 11/9	Chapter 7 Homework Assignments - Sections 7.1 - 7.5 QUIZ #7 – Chapter 7 – Sections 7.1 – 7.5
13	Tues., 11/16	UNIT 3 EXAM – Chapters 6 & 7 Chapter 8 Homework Assignments - Sections 8.1 - 8.4
14	Tues., 11/23	Chapter 8 Homework Assignments - Sections 8.5 - 8.6 QUIZ #8 – Chapter 8 – Sections 8.1 – 8.6 Chapter 9 Homework Assignments - Section 9.1
15	Tues., 11/30	Chapter 9 Homework Assignments - Sections 9.2 – 9.5 QUIZ #9 – Chapter 9 – Sections 9.1 – 9.5 only
16	Tues., 12/7	Chapter 9 Homework Assignments - Sections 9.6 - 9.7 UNIT 4 EXAM – Chapters 8 & 9
17	Mon. 12/14	ONSITE FINAL EXAM - Chapters 1 - 9*

*Please see the course syllabus for more information about the onsite examinations