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South Plains College
Common Course Syllabus: MATH 1314
Revised August 2020

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

Course Number: MATH 1314   **Course Title:** College Algebra

Available Formats: conventional/flex, internet, and ITV

Campuses: Levelland, Reese, Plainview, Lubbock Center, and Dual Credit

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 TSIA, TSI-exempt status, or a successful completion with a grade of 'C' or better in MATH 0320.

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

Textbook: *College Algebra with Intermediate Algebra: A Blended Course*, Beecher, Penna, Johnson, and Bittinger, 2018, 1st Edition, Prentice Hall/Pearson Education. Please see the instructor's course information sheet before purchasing.

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. 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.

Attendance/Student Engagement Policy: Attendance and effort are the most important activities for success in this course. The instructor maintains records of the student's engagement throughout the semester. The student will be allowed to miss twenty percent (20%) of class assignments for the semester, *for any reason*. Should this number be exceeded, the instructor has the right to drop the student with a grade of F or an X, depending on the instructor's discretion.

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.

COVID Syllabus Statement: It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** 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.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed

handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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.

College Algebra – MATH 1314.451 Dual Credit Online
Course Syllabus – Spring 2020

Instructor: Karol Albus   **Office:** M110   **Telephone:** (806)-716-2543
Email: kalbus@southplainscollege.edu (preferred method of contact)
Office hours: As listed or by appointment.

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:30 (Levelland Office M110)	8:00-10:00 (Levelland Office M110)	9:30-10:30 (Zoom)	8:00-9:00 (Zoom)	8:00-10:00 (Levelland Office M110)

Disclaimer: The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor, and will announce any changes **via SPC email**. The instructor will use Blackboard to deliver and manage this course. There is help available for you concerning Blackboard at the SPC Website.

This course is an online course, which means that you will access course information and respond to the instructor. To successfully participate in this online course, **you need the following skills:**
- Have algebra skills consistent with successful completion of high school Algebra I and II
- Be able to access and watch YouTube videos
- Know basic functionality of a computer
- Know how to connect to the internet
- Have access to a file storage on a computer so .pdf (Adobe Acrobat) documents can be stored there
- Know how to open and print .pdf (Adobe Acrobat) documents
- Know how to and be willing to compose, reply to, and forward e-mail messages in Outlook and in Blackboard
- Be able to scan a document, and create a PDF
- Know how to attach a PDF in Blackboard

Computer Issues: If your personal computer becomes "disabled," there are open computer labs on the Levelland and Reese campuses which you may use to access this course. Please use only these labs to access MyMathLab since special plug-ins are required and other labs (or places like Kinko's or public libraries) will not have these plug-ins installed. 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 issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions.

Communication: Your course will be contained within Blackboard. Blackboard messaging and postings on the course homepage in Blackboard are my only method of communicating in an online class. **You must check Blackboard email and the course homepage on a regular basis.**

Course Supplies:
- **Required:** MyMathLab Student Access Kit.
- **Required:** Working, reliable internet access with the ability to **view videos via YouTube**.
- **Required:** Method of scanning handwritten work to submit
- **Required:** Scientific Calculator (with log and ln). **Suggested TI-30XIIS.** They are inexpensive and user friendly. **Graphing calculators are not allowed.**
- **Suggested:** Large 3-ring binder, dividers, notebook paper, graph paper (available to print on blackboard), hole punch, pencils, and erasers. This will keep your course organized so you can easily access all your own work.
- **Required:** Method to print notes posted on Blackboard. You will be expected to print them, watch the appropriate videos to complete them, scan them, and turn them in as instructed.
- **Warning:** Deadlines are not flexible for your technology issues. **No late work will be accepted.**

Messaging/Announcements: We will be using Blackboard as our primary means of communication. Any questions or comments you have should be sent to the instructor through Blackboard messaging. Please check your messages daily for any communication from the instructor. The instructor will also post general announcements in Blackboard. If the instructor requests a reply from you (even just to check in with the instructor), please reply promptly. Blackboard is our primary means of regular communication.

Methods of Learning Assessment:
- **Handwritten notes and homework.** This helps both of us to be diligent in keeping your skills on pace.
- **Online homework assignments through MyMathLab.** These are in no way a replacement for paper/pencil homework. They are practice for the online Quiz, but you should be doing your work on paper for these homework assignments as well.
- **Online quizzes through MyMathLab.**
- **Online exams through MyMathLab.**
- **Proctored Midterm and Final Exam.** The Midterm and Final Exam must be proctored, completed and returned to the instructor by the dates listed in the course calendar, and will be timed at 2 hours. All proctors **must be approved by the instructor**. Everyone must complete the "Proctor Form" and return it on or before **Friday August 28, 2020**. Your proctor will need to follow instructions that will be given to them regarding submitting Clear PDF scans of the midterm exam and final exam on the date each exam is administered (Friday, October 16 for Midterm Exam, and Friday, December 4 for the Final Exam).

Grading Formula:

Enrollment in this course does not guarantee advancement to the next course level. The final responsibility for learning lies with the student.

Your average for this course will be based on the following:

Notes, Handwritten Homework completed and submitted	15%
Online Homework/Quiz Average	15%
Online Exam Average	10%
Midterm Exam*	30%
Final Exam*	30%

Your school will be provided with a numeric average for High School Credit. For your South Plains College transcript, the following scale will be used.

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

(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 or may not appear until after the deadline. **Please note that the two proctored exams are 60% of your grade.** They are VERY important. **ALL of the other work is just a means by which to get ready for those two exams.**

Resources:
- **Your instructor!** I am available to you by Blackboard 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, homework assignments, and homework answers, will all be available on Blackboard.
- **MyMathLab** is equipped with extra learning resources including a digital copy of the book.

I will do my best to respond to messages within 24 hours for questions I receive Monday through Friday(noon). I will also try to check messages at least once over the weekend, but sometimes that is not possible. Please do not wait until the last minute to do homework, quizzes, 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 a quiz or exam.

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 itThe

drop form can be obtained online in MYSPC, under the Student Forms and Tools link. The **last day to drop is Thursday, November 19, 2020**. If you plan to withdraw, please consult with the instructor immediately.

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. Both MyMathLab and Blackboard track when and where you have been in the course. The minimum attendance requirement to be successful in this course is at least three (3) days per week. 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 fail to log in for (5) consecutive days, if you consistently fail to meet homework and quiz deadlines, or if you fail to turn in an exam.**