




Course Syllabus: Math 1314.01W – College Algebra Spring 2021 (Jan. 11 – May 1) **Online**
Instructor: Dr. Shari Beck **Office Location: Corsicana campus**
Office Hours: MW 10:00 AM – 12:30 PM **Waller Classroom Building, Rm 111**
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Preferred Form of Communication: email
Communication Response Time: within 24 hours M-F, 48 hours Weekends

COURSE INFORMATION

Material Required: MyLab Math (Online Homework) access through D2L for College Algebra, 7th Edition by Robert F. Blitzer is required. MyLab is integrated into your MyLeo account once you are enrolled in Math1314. **There is NO NEED to purchase an access code on your own, as it is being directly charged to your account through a materials fee in your tuition and fees.**

To access your online homework, please log on to MyLeo from university homepage. Then, click on the “Apps” tab on top menu and access the app “MyLeo Online (D2L Brightspace)”. After that, click on the grid that looks like the this one on the next screen:  Select Math 1314 from the list of courses that you are taking and you will be able to see the “MyLab” link under the “content” button. Once inside MyLab, you may have to click on the option for the MyLab course home page and can start doing your homework.

****Please note: Students should NOT opt-out MyLab homework direct access if they want to save money for course materials. Purchasing MyLab HW access on your own will cost about double the price compares to the direct access MyLab price that was negotiated by the university. **** If for some reason you chose to opt-out MyLab when enrolling to this class, you will need to speak with your instructor and/or the course coordinator about purchasing the access to the online homework on your own, so we can add you back to the course through the help with the bookstore and the Publisher.

Please get a **Binder** to keep and organize all notes and course materials. A Texas Instruments (TI-83 or TI-83 Plus) **graphing calculator** for this course is highly recommended. All exams must be completed in **pencil**. **A computer or tablet with stable internet** access is essential for the success of students. **A scanner or a cell phone with a free scan app** (CamScanner and Adobe Scan are recommended) that allow you to scan work out steps to a single pdf files is required. **Access to a printer** will be helpful if you like to print out class handouts or exam.

Printed Textbook: The printed textbook, College Algebra, 7th Edition by Robert F. Blitzer (ISBN 9780134469164) is **optional** and can be accessed through MyLab. Portions of Chapters 1-8 in the textbook will be discussed.

COURSE DESCRIPTION

This course covers an in-depth study and applications of quadratics, polynomial, rational, exponential, and logarithmic functions, and systems of equations. Additional topics such as arithmetic and geometric progressions; sequences and series; and matrices and determinants are included.

Student Learning Outcomes: Upon completion of this course, students will be able to:

- 1) Demonstrate knowledge of properties of functions, which include domain and range, operations, compositions, and inverses.
- 2) Identify, interpret, and solve problems of various types of functions and their graphs, including but not limited to linear, quadratic, polynomial, rational, exponential, and logarithmic functions.
- 3) Apply graphing techniques for various functions.

- 4) Identify and develop basic sequences and series.
- 5) Solve systems of equations with various methods including elimination, substitution, Cramer's rule, and matrices

Core Objectives:

1. *Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.* This common core objective will be assessed in the departmental final exam for all sections of Math 1314.
2. *In written, oral, and/or visual communication, A&M-Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.* This common core objective will be assessed using common class activities/projects with class discussion over functions, sequences, logarithmic or exponential functions for all sections of Math 1314.
3. *Students will be able to interpret, test and demonstrate principles revealed in empirical data and/or observable facts.* This common core objective will be assessed using common class activities/projects with discussion over functions, homework, exam, and departmental final exam for all sections of Math 1314.

COVID-19 STATEMENT (IN CASE THAT YOU NEED TO BE ON CAMPUS)

Texas A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

COURSE REQUIREMENTS

Instruction: Instruction will be delivered on D2L & MyLab through lectures, videos, demonstration and models, and some group work, based on time available. All turned in work should be completed in pencil, please.

Attendance & Continual Enrollment:

Online class required learners to be self-motivated to keep up with the pacing of the course. It is recommended for students to spend **1-2 hours each class day (Monday to Friday each week, so about 5-10 hours each week)** to view instructional videos, take notes, do HW and class activities online, and review the materials. You earn class participation points by continue to log on D2L to view course videos, complete assignments & activities, and exams. **Attendance and participation (online) are a must to be able to do well in this class.**

If students represent an athletic team for this university, departmental team, scholastic team, choir, or other group and must miss class, notify me in writing with the appropriate documentation within one week of the absence in order not to be counted absent. Arrangements for make-up work will be made at that time.

***** All students should be aware that they are NOT allowed to drop this math course, and that they must be continually enrolled in a math course until they have successfully completed their college-level math course (University Policy).*****

Homework: Homework will be assigned every class period. The homework is a must for success in this class. *****Students are required to complete homework using MyLab online homework system.*** Homework is due in a week after the day that is assigned (or before the exam day, whichever comes first).**

If a student experiences any technical difficulties with MyLab, be sure to use the online help and technical support from the software company. If a student continues to have trouble accessing or navigating the software, please contact instructor through email or come by his/her office during office hours for some individual help.

Tutoring: Students can choose to attend tutoring in the Math Skills Center, TRIO, Supplemental Instruction tutoring sessions, and other on campus tutoring sessions that are approved by the Mathematics Department.

The **Math Skills Center**, located in Binnion 328, is open *Monday to Thursday 10 am – 5 pm, and Friday from 10 am – 2pm*. Free tutoring is available for students who need help with their math courses. In addition, the **Academic Success Center also offers supplemental instruction/tutoring for students and their hours can be found at the university web site.**

The **Mach III/TRIO Program** is available for students who qualify for additional resources, such as private tutoring. In order to qualify, students must meet certain conditions, such as being a first-generation college student. For more information, contact TRIO at 903-886-5833 or in the Halladay Student Services building, Room 300.

Quizzes: Quizzes will be given periodically. **No** make-up quizzes will be given, but the lowest quiz grade can be dropped. Be sure to pay attention to the course announcements so you don't miss any quizzes in person or online.

Class Activities/Projects: Application problems with class discussion over functions, sequences, logarithmic or exponential functions related to course materials will be assigned during the semester. Be sure to pay attention to the course announcements in order to participate in the class activities and class discussion.

Competency Exam: **This semester**, Math 1314 has an online competency exam which covers the prerequisite materials for college algebra. Students should seek tutoring help if they require assistance preparing. **This exam will be given through MyLab but worked out steps to questions on paper and honesty statement need to be submitted to D2L under “Activities”, “Assignments”, “Comp. Exam – submit steps & honesty statement here” folder. These need to be submitted to D2L immediately after the exam is closed.** The maximum of three attempts will be used for the grade. This is also a good practice to ensure all students know how to scan and upload work to D2L for submission.

Exams: There are **TWO scheduled exams** and a comprehensive final. **Students will take exams with instructors or at a testing center. However, under special circumstances, online proctoring maybe offered.** For the online proctored exams, students must have required technology, such as computer and stable internet connection during the exam and a web camera connected to your computer and a camera from cell phone connected to the testing center proctor(s). In addition, a printer, and scanner will also be helpful for such testing arrangement. All online proctoring exams will be recorded for instructors to review and be kept as a record for the math department. Immediately after the exam, students must scan all their written work with a scanner or scan app from their phone to a single pdf file and submit with an honesty statement along with their work to D2L. **Dates of exams are listed on the last page of this syllabus.**

A practice exam and answer key will be provided prior the exam. Partial credit may be given on exams IF all work is neatly shown for determination of the student's mistakes. While taking exams, **CELL PHONES AND OTHER ELECTRONIC DEVICES MUST BE TURNED OFF AND STORED OUT OF THE STUDENT'S REACH. The only electronic device allowed during tests and quizzes is a stand-alone calculator (such as a TI-34, TI-83, TI-84, etc.), and only with the instructor's permission. All exams must be completed in pencil; failure to complete your exam in pencil will result in a reduction of the earned grade by 5 points.**

No make-up exams will be given without prior notice of a university excused absence*. We realize that at times throughout the semester, emergency situations may arise that affect a student's performance on an exam or even prevent a student from attending on an exam day. **We can replace the lowest exam grade with the student's grade on the final exam, provided the final exam score is higher.** This provision will only be applied to **ONE** exam, so students should make every effort to be present and well-prepared for all exams.

A Practice exam and answer key will be available prior to each exam. Be sure to take advantage of this valuable resource!! See class schedule on the last page for testing dates. These dates are tentative and are subject to change.

* University Authorized Excuses: 1) Participation in a required/authorized university activity; 2) Verified illness; 3) Death in a student's immediate family; 4) Obligation of a student at legal proceedings in fulfilling responsibility as a citizen; and others determined by individual faculty to be excusable (e.g., elective University activities, etc.)

Final Exam: The final exam will be a departmental, comprehensive exam. **For this semester with the special circumstances, students have the option to opt to not take final exam IF he/she fulfill these requirements:**

- The student has a passing average grade after exam 2 and is happy with the final average, **AND**
- The student has completed the last assignment of final exam practice questions on MyLab with a passing grade, **AND**
- **Inform the teacher clearly that he/she opt out of final exam before final exam week.**

In this case, the average of all the exams taken before final exam will be counted as 70% and together with the daily grades of 30% to make up for the 100% of the final grade. If students opt to or needs to take the final exam, it can replace one lowest exam grade. Students will then follow the grading policy outlined below to calculate for the final grade for the course.

The final exam will be a departmental, comprehensive exam. All final exams will be given at the same time on **Monday, April 26, between 3:30 and 5:30 p.m.**

Note: This course employs Proctorio, a proctoring service to ensure exam security. Proctorio relies upon an algorithm to flag suspicious behavior. Your instructor can review recorded testing sessions to determine if cheating has taken place. An exam should be a measure of a student’s learning. Academic dishonesty diminishes a student’s learning, and also devalues the learning of other students. It is unacceptable in an academic community.

GRADING

Daily		30%
Homework and Practice Questions for Exams on MyLab	17%	
Attendance, Daily Work, Surveys, & Projects	3%	
Chapter Quizzes on MyLab & Upload Steps to D2L	6%	
Comp. Exam on MyLab (Maximum of 3 Attempts)	4%	
Exams Average		70%
The average of scores of Exam 1 Exam 2 Final Exam	(You have 1 attempt for each exam)	
Total		100%

Grading Scale: Grades will be assigned using the standard scale:

A = 90-100+ B = 80-89.9, C = 70-79.9 D = 60-69.9 F = 59.9 or below

TECHNOLOGY REQUIREMENTS

Students need to **check their MyLeo e-mail regularly** for class announcements.

Access to a computer, the internet, **MyLeo, D2L, and MyLab** will be needed for online homework assignments.

A computer or tablet with stable internet access is essential for the success of students.

A scanner or a cell phone with a free scan app (CamScanner or Adobe Scan is recommended) that allow you to scan work out steps to a single pdf files is required.

Access to a printer will be helpful if you like to print out class handouts or exam.

The **graphing calculator of TI 83/TI 84** or equivalent will be highly recommended. Calculators other than Texas Instruments calculators may be used but classroom instruction on calculators will be given for TI equipment only.

**Note: Calculators that solve problems for students, including but not limited to TI-Nspire, TI 89 or higher, Casio

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Prizm, Casio Touch or higher are **NOT** allowed to be used for this class. ** Students are also required to clear the memory of graphing calculators before and after each exam.

A web camera connected to your computer AND cell phone with camera will be needed in case of the need of online exam proctoring.

Calculator Loan Program: The Mathematics Department has set up a calculator loan program to support students. Students can borrow a calculator for a semester with a fee (\$10 to \$15 for TI-83/84). It is first come, first served basis.

MyLeo Online Learning Management System (LMS):

D2L in MyLeo: All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements:

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

Access and Navigation in MyLeo/D2L

MyLeo Support: You will need your campus-wide ID (CWID) and password to log into your course in D2L. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Communication and Support: If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support: If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement: It is important that students are actively engaged in class activities.

Questions are welcome in the classroom. Students are welcome to schedule with instructors for extra help outside classroom during office hours.

Getting Help Outside of Office Hours: Utilizing the **multimedia library and online help from the MyLab online homework system** is suggested as a valuable resource for many students to improve their grades in Math classes. Also, the free tutoring on campus and from online is also highly recommended.

Student Health Services are located at Henderson Hall (Corner of Lee St. and Monroe St.). It offers health care to the student body of Texas A&M University – Commerce. It provides primary health care services including treatment of illness, injury, and women's health. **Tel:** (903) 886-5853.

University Police Department is located at Henderson Hall. For Emergency, please call: 911. For Non-Emergency, please call: 903.886.5868

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Academic Integrity: In order to ensure fairness and high academic standards, any actions which violate the principles of academic integrity through dishonesty or cheating are given serious consideration. In order to understand what constitutes a violation of academic integrity and the consequences of such behavior, the university's policies may be reviewed at:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>. In particular, awareness of the following definitions is essential in order to know what represents academic dishonesty (pages 6 – 7):

“Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor.”

“Complicity: Intentionally or knowingly helping, or an attempting to help, another to commit an act of academic dishonesty.”

“Plagiarism: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.”

Furthermore, cheating in this course is defined as the following:

- Giving or receiving answers during an exam or quiz.
- Viewing the exam or quiz answers of nearby classmates.
- Having notes/practice work available during quizzes or tests.
- Possession or access to test items before the test is given.
- Deception in getting an excused absence to obtain the undeserved opportunity to make-up work.
- Use of cell phones or text messaging technology during exams or quizzes (**such as iPods, iWatch, etc.**). **IF ONE OF THESE DEVICES IS AVAILABLE, IN ANY WAY, DURING AN EXAM OR QUIZ, THE STUDENT WILL NOT BE ALLOWED TO PROCEED WITH THE EXAM OR QUIZ AND MAY BE SUBJECT TO PENALTIES ON THEIR GRADE.**
- Improper citations in written works or using another person's ideas and words as students own without giving proper credit.
- **Any** method, no matter how well rationalized or accepted, which improves a person's grade by any means other than study and skillful performances on exams and/or other assignments.

While majority of students are honest in doing their schoolwork, due to recent cheating events, action must be taken to protect the academic integrity of classrooms. **There is a NO TOLERANCE policy for cheating, and if a student is caught cheating, the event is subject to reporting and placement on the student's academic record. No grade will be received for any assignments for which cheating occur.**

In summary, students found guilty of an act of academic dishonesty in this course will be subject to the disciplinary actions listed in the university policies. This includes several possible penalties depending on the severity and number of the incidents, which will be taken into account when specifying disciplinary actions.

Classroom Behavior: Appropriate classroom behavior is required to attend this class. All cell phones and electronic devices must be put on silent or turned off during class. NOTE: THIS INCLUDES BLUETOOTH AND OTHER DEVICES THAT ARE PLACED IN THE EAR. Phones and electronics are distractions for instructor and the other students in the class. All people will be treated with respect and talking that disrupt the class is not allowed. If disruptions occur during class time, a student will be asked to leave class and will earn a zero on any applicable grades for that class period. Serial disrupters will be asked to withdraw from this class.

Early Intervention for First Year Students: Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic

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objectives. Grades for students in freshmen level classes will be reported to the Registrar's Office at the end of the fifth week of class during the fall and spring semesters. The Registrar's Office will report grades to students, Advising Services, Academic Departments (faculty advisors) and mentors. This procedure will allow students to be knowledgeable about their academic progress early in the semester. The university, through Advising Services, faculty advisors and mentors, will take steps to assist students who may be experiencing difficulty to focus on improvement and course completion. Grade reports will be mailed by the end of the sixth week of the semester.

Student Conduct: *** “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (Student’s Guide Handbook, Policies and Procedures, Conduct). Rude and/or disruptive behavior will not be tolerated. No electronic devices (except calculators) are allowed during class time. **Cell phones, smart watches, and other electronic devices are to be put away during class time and exams. *** The use of vapor/e-cigarettes, smokeless tobacco, snuff and chewing tobacco are prohibited inside classrooms and university buildings.**

The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance: For more information about the attendance policy please visit the [Attendance Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

ADA Statement, Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If students have a disability requiring an accommodation, please contact: Office of Student Disability Resources and Services, Texas A&M University-Commerce, Gee Library- Room 162, Phone (903) 886-5150 or (903) 886-5835, Fax (903) 468-8148, email: StudentDisabilityServices@tamuc.edu. Website: <http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice: This statement presents the University’s commitment to a safe, accepting environment for all students regardless of sexual orientation, gender identification, or gender expression: A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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 A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer).

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE

Math 1314 Online Tentative Schedule (Spring 2021) For Students

Week	Dates	Topics
1	Jan. 11 – 15	Syllabus, Review for Comp. Exam, & Intro of MyLab & D2L
2	Jan. 18 – 22	MLK Holiday (On Jan. 18) More on D2L & MyLab, 2.1 & 2.2,
3	Jan. 25 – 29	2.3, 2.4, & 2.5 (1st Attempt of Comp. Exam due 1/29)
4	Feb. 1 – 5	2.6, 2.7, & Quiz for Ch. 2 (on MyLab, Upload Steps to D2L)
5	Feb. 8 – 12	5.1, 5.2 & 6.5
6	Feb. 15 – 19	6.1, 6.2, Ch. 8, & Quiz Ch. 5, 6, 8 (on MyLab, Upload Steps to D2L)
7	Feb. 22 – 26	Work on Practice Questions for Exam 1 (on MyLab) & Exam 1 Review Exam 1 Review solving quadratic equations (1.5)
8	Mar. 1 – 5	3.1 & 3.2 (2nd Attempt of Comp. Exam due 3/1)
9	Mar. 8 – 12	3.3, 3.4, & 3.5
10	Mar. 15 – 19	3.5, 3.6, & Quiz for Ch. 3 (on MyLab, Upload Steps to D2L)
11	Mar. 22 – 26	4.1, 4.2 & 4.3 (3rd Attempt of Comp. Exam due 3/24)
12	Mar. 29 – Apr. 2	4.4 & 4.5
13	Apr. 5 – 9	Quiz for Ch. 4 (on MyLab, Upload Steps to D2L) Work on Practice Questions for Exam 2 (on MyLab) Exam 2 Review
14	Apr. 12 – 16	Exam 2 , Complete Project 1 and Project 2
15	Apr. 19 – 23	Review for Final Exam
16	April 26 (Monday)	FINAL EXAM, April 26 from 3:30 – 5:30 p.m., NOTE SPECIAL TIME!!

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

***** By Remaining Enrolled In This Course, All Students Agree To Abide by The Policies Of This Class, As Stated In The Syllabus *****