

A scanner or a cell phone with a free scan app (CamScanner (Free Version) or Adobe Scan (Free) are recommended) is required. The scanner or app must allow you to scan completed work of multiple pages to a pdf file.

Access to a printer to print out class handouts and exam reviews if needed.

Printed Textbook (Optional): The printed textbook, College Algebra, 7th Edition by Robert F. Blitzer (ISBN is 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 exams and 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.

COURSE REQUIREMENTS

Instruction: Instruction will include lesson videos to watch and take notes with, online homework, quizzes, and activities. Demonstration and models, and some group work, maybe included based on time available.

Attendance & Continual Enrollment:

Online class requires 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 continuing 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). Please do not wait until the due dates to complete your homework to avoid emergency situations or running into technical difficulties.**

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 for some individual help.

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 Work" folder. These documents must be submitted to D2L immediately after the exam is completed or the exam won't be graded. The maximum of two attempts will be used for the grade.

Quizzes: Quizzes on D2L will be given periodically. Be sure to keep up with their due dates.

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 "attend" all classes in order to participate in the class activities.

*****Important about Exams for Online Math Classes ***** All exams for this course need to be taken at a face-to-face testing center. These tests can be taken for **free** at the TAMUC Academic Testing Center (ATC), which is **located in Ferguson (the Social Sciences Building) Room 308 in Commerce, TX.** However, if you live far from the Commerce campus, you can arrange to take exams at the approved testing center that is closest to you. You will need to make sure your chosen testing center has been verified and approved before you schedule your exams. **Also, please be aware that testing centers off campus may charge a testing fee for using their services.** You will be responsible for any fees charged by an outside testing center. If needed, there is a department-approved list of testing centers that may help you choose a location closer to you.

Again, if you come to the Commerce campus, you will test in the **ATC in Ferguson Room 308 (on the third floor of the Social Sciences Building).** Their hours of operation are Monday through Thursday 10 a.m. to 6 p.m. and Friday 10 a.m. to 3 p.m. You will need to show up to take the test on paper at the testing center with your **photo ID card.** Please make sure you note testing center closing times to be sure you have ample time to complete the exam before they close.

Please note: There is a different testing center on the Commerce campus that administers standardized exams, but not exams for the math department. Please DO NOT go to their office, as they will NOT have your exams. All math department exams in Commerce are sent to the TAMUC **Academic Testing Center (ATC)**, which is **located in Ferguson (the Social Sciences Building) Room 308 in Commerce, TX.**

Exams: There are two (2) scheduled regular exams this semester and an optional comprehensive departmental final exam (so, 3 total exams).

All exams will be HAND-WRITTEN paper exam where you must show complete work on all problems for full credit. You will have up to 2 hours for each exam. 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. 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 should be completed in pencil.

You will be responsible for determining a time to test in the Academic Testing Center (ATC) in Ferguson (Social Sciences Building Room 308) or scheduling a time directly with the nearest approved testing center (you must send information to me for approval during the first week of class). If using a remote testing center, you must send information to me for approval during the first two weeks of class.

When it is time for each of the two regular exams, I will let you know the time frame in which you must take the exam. If testing at the ATC, you will pick the best available day and time for your schedule within that testing window. If you choose to use a remote University-approved testing center, you will be responsible for contacting that center to reserve your testing time within the testing window. Then on your selected day of testing, show up to take the test on paper at the testing center with your **photo ID card**. Please make sure you note testing center closing times to be sure you have 2 hours for the exam. The comprehensive departmental final exam must be taken according to the exact date given below. 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!!**

**Test dates are tentative and are subject to change:
See Class Schedule on the last page for exam dates.**

* 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.)

Optional Final Exam: The final exam will be a departmental, comprehensive exam. It is scheduled on **Monday, May 9, 2022.**

This semester, students have the option to opt to not to take final exam IF he/she fulfills 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
- The student informs the teacher clearly that he/she opts out of final exam before final exam day.

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.

On the other hand, if students opt to or need to take the final exam, the final exam grade can also be used to replace the one lowest exam grade. Students will then follow the grading policy outlined below to calculate for the final grade for the course.

Grading

Daily		30%
Homework and Practice Questions for Exams on MyLab	17%	
Attendance, D2L Daily Work, Projects & Surveys	2%	
MyLab Chapter Quizzes with Steps uploaded to D2L	8%	
Comp. Exam on MyLab (Maximum of 2 Attempts)	3%	
Exams Average		70%
The average of scores of Exams 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.

Access to a **laptop 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 allows you to scan worked-out steps to a single pdf file is required.

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

A web camera or cell phone with camera will be needed for online office hours, Zoom meetings with the instructor, Zoom exam review sessions, etc..

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 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.

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). Rental calculators are available on a 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 **MyLeo Support 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 virtual classroom. Students are welcome to schedule with instructors for extra help 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

Getting Help Outside of Office Hours:

Free tutoring is available for students who need help with their math courses.

- The **Math Skills Center**, located in Binnion 328, is open **Monday to Thursday 10 am – 6 pm. Friday 10 am – 2 pm.**
- The **Academic Success Center** offers tutoring in the library, as well as Supplemental Instruction. Their hours can be found on the university web site. Also, each student has available tutoring hours through the online tutoring service, tutor.com. Additional details can be found here: <https://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/tutorInfo/default.aspx>
- **Online Tutoring:** Each students receive 3 free hours from www.tutor.com/tamuc. Use your MyLeo Log in and Password to access this. You can contact the instructor if you need additional free tutoring hours.
- In addition, **Mach III/TRIO Services**, located in the Halladay Student Services building, Room 300, is available to students who meet certain criteria, such as being a first-generation college student, etc. Contact TRIO at 903-886-5833.

Syllabus Change Policy:

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.

Academic Integrity: In order to insure 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 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 school work, 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 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 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,**

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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 in-person 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 webpage](#) and [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.

Counseling Services The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

***** Course Outline is on the last page of this syllabus. *****

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Math 1314 Online Tentative Schedule (Spring 2022) For Students

WK	Dates	Topics
0	Jan. 12- 14	Intro of class, Syllabus, & Intro of MyLab & D2L Review for Comp. Exam
1	Jan. 17- 21	MLK Holiday Review for Comp. Exam 1 st attempt of Comp. Exam
2	Jan. 24 - 28	Ch. 2.1, 2.2, & 2.3
3	Jan. 31 – Feb. 4	Ch. 2.4, 2.5, & 2.6 (1st Attempt of MyLab Comp. Exam due Feb. 4, steps upload to D2L)
4	Feb. 7 - 11	Ch. 2.7 & Ch. 5.1 MyLab Chapter Quiz for Ch. 2 due, steps upload to D2L
5	Feb. 14 - 18	Ch. 5.2, 6.5, 6.1, & 6.2
6	Feb. 21 - 25	Ch. 8 & Project 1 Due MyLab Chapter Quiz for Ch. 5, 6, 8 due, steps upload to D2L Work on Practice Questions for Exam 1 (on MyLab) Exam 1 Review
7	Feb. 28 – March 4	Exam 1 Review solving quadratic equations (1.5) & Ch. 3.1
8	March 7 – 11	Ch. 3.1, 3.2, & 3.3
*	March 14 – 18	Spring Break (No Class Meetings)
9	March 21 – 25	Ch. 3.4, & 3.5 (2nd Attempt of MyLab Comp. Exam due March 25, steps upload to D2L)
10	March 28 – April 1	Ch. 3.5 & 3.6 MyLab Chapter Quiz for Ch. 3 due, steps upload to D2L
11	April 4 – 8	Ch. 4.1, 4.2, & 4.3
12	April 11 – 15	Ch. 4.4 & 4.5 & Project 2
13	April 18 – 22	Project 2 Due MyLab Chapter Quiz for Ch. 4 due, steps upload to D2L Work on Practice Questions for Exam 2 (on MyLab) Exam 2 Review
14	April 25 – 29	Exam 2
15	May 2 – 6	Review for Final Exam Work on Practice Questions for Final Exam (on MyLab)
16	May 9 (Monday)	FINAL EXAM, Monday, May 9 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 *****

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