



Course Syllabus: Math 1314.1SW – College Algebra Fall 2022 (Online Course)

Date: **Aug. 29, 2022 to Dec. 16, 2022**

Online Class Meeting Time: **Tuesday & Thursday 9:30 – 10:45 am**

INSTRUCTOR INFORMATION

Instructor: Donna Holt

Office Location: Binnion 304

Office Hours: Web-based TTh 8-9 AM, Th 5-6 PM or by appointment

Office Phone: 903-886-5972

Office Fax: 903-886-5945

Zoom Meeting Room: Access Zoom Link within D2L in Your Math 134 Class

University Email Address: donna.holt@tamuc.edu


Preferred Form of Communication: Email

Communication Response Time: Within 24 hours M-F, 48 hours over weekends or holidays

COURSE INFORMATION

Material Required: MyLab (Online Homework) access through D2L for College Algebra, 7th Edition by Robert F. Blitzer is required. MyLab is integrated into your MyLeo (D2L) account once you are enrolled in Math 1314. 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 lessons and online homework, please log on to MyLeo from university homepage.

Click on the “Apps” tab on top menu and access the app “MyLeo Online (D2L Brightspace)” once in MyLeo. After that, click on the grid that looks like 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 Lessons under “content”. Your homework is under “MyLab” link under the “content” button also. Once inside MyLab, you may have to click on the option for the MyLab course home page and can start doing your homework. Please start your online homework the first day of the course to prevent a loss in points for your grades.

****Please note: Students should NOT opt-out of 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.

A Texas Instruments (TI-83 or TI-83 Plus) graphing **calculator** for this course is highly recommended. All exams must be completed in pencil.

This is an online course, so access to a **laptop or tablet with stable internet** is essential for the success of students.

In addition, I suggest that you get a notebook or **binder** to keep and organize all notes and course materials.

A scanner or a cell phone with a free scan app (CamScanner and Adobe Scan are recommended) that allows you to scan daily work (as pdf files for uploading to D2L) is required.

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

Printed Textbook (Optional): The printed textbook, College Algebra, 7th Edition by Robert F. Blitzer (ISBN is 97801344469164) is optional because you can access the digital copy 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. In order to take this course, students must meet or exceed the benchmark determined by the state for the TSI assessment or have one of various TSI exemptions.

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 projects or exams 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 in-class discussions with common class activities/projects or exams 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 in-class discussions with common class activities/projects, or exams for all sections of Math 1314.

COURSE REQUIREMENTS

Instruction: Instruction will include regular required synchronous online class meetings, lesson videos, online homework, quizzes, and activities. Demonstration and models, and some group work, may be included based on time available.

Attendance & Continual Enrollment:

Attendance will be taken at the beginning of each class meeting. In addition, logging into D2L and completing daily work will also be used to determine part of your attendance. Students need to actively participate in class and/or online to receive credit. **Attendance and participation are a must to be able to do well in this class.** It is expected that students follow the guidelines set forth by the Class Attendance Policy in the current Undergraduate Catalogue

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 generally 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 need to 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 regularly after each class meeting and also there will be MyLab quizzes before each exam. 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 with class discussion.

Tutoring: Tutoring options and availabilities will be listed on D2L.

Exams: There are three scheduled face-to-face (FTF) regular exams this semester and a REQUIRED F2F comprehensive departmental final exam (so, 4 total F2F exams).

All exams are taken in a face-to-face approved testing center. They will be closed book HAND-WRITTEN paper exam where you must show complete work on all problems for full credit. You will have up to 75 minutes for each exam and 120 minutes for final exam. A practice exam and answer key will be provided prior to 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 must be completed in pencil; failure to complete your exam in pencil will result in a reduction of the earned grade by 5 points.

You will be responsible for determining a time to test in the **Academic Testing Center** at Texas A&M University-Commerce (Location: **Journalism 113 for Fall 2022 with hours: Mon to Thurs: 10am – 7pm, and Friday 10am – 3pm**) 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. We will identify and approve your off-campus testing site 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. When it is time for each of the regular exams, Then on your selected day of testing you will show up to take the test on paper at the testing center with your **photo ID**. Please make sure you note testing center closing times to be sure that you have enough time for the exams. 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 regular 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.)

Required Final Exam: The F2F final exam will be a departmental comprehensive exam. It is scheduled on Dec. 12, 2022.

Grading		
Daily		25%
Homework on MyLab	15%	
Attendance & D2L Quizzes after Lessons	5 %	
Comp. Exam on MyLab with Steps upload to D2L (Maximum of 2 Attempts)	2%	
Quizzes on MyLab with Steps upload to D2L & Projects/Activities on D2L	3%	
Exams Average for 3 F2F Exams During Semester		50%
Required F2F Comprehensive Final Exam		25%
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**, **Zoom within D2L**, and **MyLab** will be needed for online class meetings, homework, quizzes, and activities.

This is an online course, so 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 files is required.

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

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

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

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: Mon & Wed: 10am – 8pm; Tues & Thurs 10am – 6pm; & Fri 10am – 2pm.
- 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/undergraduate/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, 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 https://inside.tamuc.edu/student_guidebook/Student_Guidebook.pdf 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>

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: <https://www.tamuc.edu/student-disability-services/>

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.

Campus Concealed Carry Statement: 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.

A&M-Commerce Supports Students' Mental Health - 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 Tentative Schedule is on the last page of this syllabus. *****

Tentative Schedule for Online Math 1314 TR Schedule (Fall 2022):

	Date	Events	STUDY:
T	8/30	Syllabus, Intro of D2L & MyLab Review for Competency Exam	
R	9/1	Review for Competency Exam	
T	9/6	2.1	
R	9/8	2.2	(1st Attempt of Comp. Exam due Sept. 11, grade with Steps uploaded to D2L)
T	9/13	2.3 & 2.4	
R	9/15	2.5 & 2.6	
T	9/20	Ch. 2.7 & Ch. 8	Study for Exam 1
R	9/22	Review for exam 1 & MyLab Quiz for Exam 1	Study for Exam 1
T	9/27	EXAM 1 (Sept. 26, 27, 28)	
R	9/29	Review solving Quadratic Functions & 3.1	
T	10/4	3.2	
R	10/6	3.3 & 3.4	
T	10/11	3.4	
R	10/13	3.5	(2nd Attempt of Comp. Exam due Oct. 16, grade with Steps uploaded to D2L)
T	10/18	3.5 & 3.6	
R	10/20	Review for exam 2 & MyLab Quiz for Exam 2	Study for Exam 2
T	10/25	EXAM 2 (Oct. 24, 25, 26)	Study for Exam 2
R	10/27	4.1	
T	11/1	4.2	
R	11/3	4.3	
T	11/8	4.4	
R	11/10	4.5	
T	11/15	5.1 & 5.2 (3x3 required)	Study for Exam 3
R	11/17	Review for exam 3 & MyLab Quiz for Exam 3	Study for Exam 3
T	11/22	EXAM 3 (Nov. 21, 22, 23)	
R	11/24	Thanksgiving Holiday	
T	11/29	6.5 (Cramer's Rule 2x2 required, and 3x3)	
R	12/1	6.1 and 6.2 (Matrices 2x2 required and 3x3) & MyLab Quiz for Ch. 6	
T	12/6	Review for Final Exam	Quiz & Study for Final
R	12/8	Review for Final Exam	Study for Final
M	12/12	Required FINAL EXAM, 3:30pm – 5:30pm	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 *****