



Course Syllabus: Math 1314.01W – College Algebra Spring 2024 (Online)
Date: Jan. 10 to May 10, 2024


INSTRUCTOR INFORMATION

Instructor: Donna Holt **Office Location:** Binnion 304
Office Hours: Web-based TTh 11 AM – 12 noon, Th 5 – 6 PM or by appointment
University Email Address: donna.holt@tamuc.edu
Office Phone: 903-886-5972 **Office Fax:** 903-886-5945
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 Math1314. **There is NO NEED to purchase an access code on your own, as it is being charged directly 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 the university homepage.

Log on MyLeo and click on the “Apps” tab on top menu and access “MyLeo Online (D2L Brightspace)” app. After that, click on the grid that looks like this  on the next screen. Select Math 1314 from the list of courses that you are taking. Then click on the tab “Content” on the top left corner of the screen. Your homework is under “MyLab Math Student Links”. You can select “All Assignments” for HW or “eBook” link for your online textbook. After clicking on the link “All Assignments”, you will see a list of HW that are opened for you to do.

****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.

In addition, 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.

Please start your online homework on the first day of the course to prevent a loss in points for your grades.

Printed Textbook (Optional): The printed textbook, College Algebra, 7th Edition by Robert F. Blitzer (ISBN is 9780134469164) is optional because you can be access the digital version 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, or be concurrently enrolled in MATH 131 in the co-requisite model.

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 lesson videos, online class meetings, homework, quizzes, and activities. Demonstration and models, and some group work, maybe included based on time available. _All turned in work should be completed in pencil, please.

Attendance & Continual Enrollment:

To be successful in an online math class, you need to be a self-motivated learner to keep up with this fast-paced course. It is recommended for students to spend at least 3-5 hours each week to view instructional videos, take notes, do homework and class activities online, and review the materials. Students need to actively interact within the online course to earn attendance credits.

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 for each section of course content. Homework is a must for success in this class. *****Students are required to complete homework using MyLab online homework system.*** Homework is due within a week after the day that is assigned (or before the exam day, whichever comes first). Please do not wait until the due date 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 the instructor for some individual help.

Competency Exam: 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” folder. These need to be submitted to D2L immediately (within 20 minutes) after the exam is closed or the grade won't be counted. The highest score of two 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.

Alternatively, students can request to take competency exam in a testing center. Please contact your instructor for more information.

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

Quizzes: Quizzes on D2L will be given regularly, and there will be MyLab quizzes before each exam. Be sure to keep up with their due dates.

Class Activities/Applications: Application problems over functions, sequences, logarithmic or exponential functions related to course materials will be assigned during the semester.

Exams: There are three scheduled regular exams this semester and a MANDATORY 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 the 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.

You will be responsible for self-scheduling a time to test in the **Academic Testing Center (ATC in Journalism 113)** or scheduling a time directly with the nearest approved testing center that is closest to you. You will need to make sure your chosen testing center has been verified and approved by me before you schedule your exams. A current list of approved testing centers will be posted on D2L. You will send information to me for testing center approval during the first week of class. **Off-campus testing centers may charge a fee for students to take an exam there. Students are responsible for any testing fees if they choose an off-campus testing center.**

When it is time for each of the regular exams, I will let you know the time frame in which you must take the exam. If testing at the ATC, you will choose 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. 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 card**. Please make sure you note the testing center closing times to be sure 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*.

* 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.)

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.

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

Required Final Exam: The F2F final exam will be a departmental comprehensive exam. It is scheduled on Monday, May 6, 2024, at 3:30 pm.

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**, and **MyLab** will be needed for lessons and online homework assignments.

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 work out steps to pdf files is required. You can also use the on-campus copy machine in the library to scan pdf files.

Access to a printer to print out class handouts (optional)

A web camera or cell phone with camera will be needed for optional online meetings.

The **graphing calculator of TI 83/TI 84** or equivalent is 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 (BIN 305) 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 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 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 can schedule with the instructor for extra help outside the classroom during office hours.

Getting Help Outside of Office Hours: Utilizing the **multimedia library and online help from the MyLab online homework system** is recommended as a valuable resource for students to improve their grades in this class. Also, the free tutoring on campus and from online sources are 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 student receives 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.

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/generallInformation/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.

AI use policy Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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.

***** Course Tentative Schedule is on the last page of this syllabus. *****

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

Math 1314 Online Tentative Schedule (Spring 2024):

Week	Week Begins	Topics	Study
1	1/10	Syllabus, Intro of D2L & MyLab Review for Competency Exam	
2	1/15	Review for Competency Exam 2.1	1st Attempt of Comp. Exam due Jan. 22
3	1/22	2.2, 2.3, 2.4, 2.5	
4	1/29	2.6, 2.7, Ch. 8 Sequences	
5	2/5	Review for Exam 1 MyLab Quiz for Exam 1 EXAM 1	Study for Exam 1
6	2/12	Review Solving Quadratic Functions 3.1, 3.2	2nd Attempt of Comp. Exam due Feb. 19
7	2/19	3.2, 3.3, 3.4	
8	2/26	3.5, 3.6	
9	3/4	Review for Exam 2 MyLab Quiz for Exam 2 EXAM 2	Study for Exam 2
	3/11	SPRING BREAK	
10	3/18	4.1, 4.2	
11	3/25	4.3, 4.4	
12	4/1	4.5 MyLab Quiz for Ch. 4 5.1 (2 X 2)	
13	4/8	5.2 6.5 (Cramer's Rule 2x2 & 3x3) 6.1, 6.2 (matrices 2 X 2 and 3 X 3)	
14	4/15	6.1, 6.2 (matrices 2 X 2 and 3 X 3) Review for Exam 3 MyLab Quiz for Exam 3	Study for Exam 3
15	4/22	EXAM 3	Study for Final
16	4/29	Review for Final Exam	
17	5/6	FINAL EXAM Monday 3:30pm – 5:30pm	NOTE SPECIAL TIME!! Details for off-campus testers TBD