

MAC 1105- COLLEGE ALGEBRA

Section 456 (Tu/Th 9:30am-10:45am)

Section 464 (Tu/Th 2:00pm-3:15pm)

Welcome to MAC 1105! It is my pleasure to facilitate your learning this semester. I want you to be successful. To ensure your success, the following expectations are utilized in this course.

What you, the Student, can expect from me, your Professor:

1. Organized and ready to teach every class.
2. Clearly stated learning objectives.
3. Engaging time in class.
4. Assistance learning technology.
5. Clear communication.
6. 24 hour response time to emails and MML questions (M-F) and up to 48 hours on weekends.
7. Outlines, Reviews, and Practice Tests to help you prepare for Tests.
8. Committed to helping you during our time together in class.

What I, the Professor, expects from you, the Student:

1. **Silence and stow your computers and mobiles during class unless directed otherwise!**
2. Develop a study plan and strategy and execute the plan.
3. Pay attention in class- I don't repeat information. Respect my time and that of your colleague's.
4. Increase your digital literacies.
5. You are responsible to obtain notes from a colleague if you miss class. I am unable to provide private lectures for students who miss classes.
6. Complete the assigned work in advance of due dates rather than the night of the due date. Late work, if accepted, will be subject to a 10% daily late penalty.
7. Allow 24-48 hours for a response to your electronically sent questions.
8. Be on time for class, prepared, ready to learn, and open minded about your learning. Be positive! Try your best!
9. Report discrepancies in grading within **10 days of grade being posted** rather than at the end of the semester and provide documentation of such. It is not possible for me to adjust grades beyond this time frame!

Students who miss more than 3 classes may be referred to an Academic counselor using the SPC Early Alert system. You are encouraged to communicate with me directly and promptly should any concerns arise for you.

Additional course policies follow below in detail. You are responsible for all the syllabus information. This applies to late adding students as well.

INSTRUCTOR:

Name: Jacqueline Copeland, Assistant Professor
Contact Information: copeland.jacqueline@scollege.edu
Office Hours See Webpage Link Office Location: SA 339 Gibbs
Instructor Web Page: <http://www.scollege.edu/instructors/id/Copeland.Jacqueline>
Please use MyCourses course mail as the preferred method of communication.

ACADEMIC DEPARTMENT:

Dean: Jimmy Chang
Office Location: SA 215 B
Office Number: (727) 341-4305
Academic Chair: David Kolonski
Office Location: SP/Gibbs
Office Number: Social Arts 215

COURSE INFORMATION:

Course Description: Major topics include: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; applications such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.

Course Objectives: The student will demonstrate; (1) knowledge of fundamental concepts of algebra when determining characteristics and properties of relations and functions and performing processes, (2) the ability to solve and graph a variety of equations and inequalities, relations and functions, and (3) understanding of the concepts of this course particularly those which will be pertinent in calculus.

Prerequisites: MAT 1033 or satisfactory score on placement test.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION:

Required Text: Option (1) Standalone Mymathlab code: 9780321199911 \$80 net
(2) A graphing calculator (TI-83/84) is recommended, which will be used in class and may be used on homework, quizzes and tests.

MEETING INFORMATION:

Course Location: SA 234
Meeting Days: T/Th
Class Times: 9:30-10:45am (Section 456); 2:00pm-3:15pm (Section 464)

IMPORTANT DATES:

Course Dates: Aug 17, 2015- December 11, 2015
Final Exams: December 7-10, 2015
Last Day to Drop and Receive Refund: Fri Aug 21, 2015

Major holidays: Labor Day (Mon Sept 7), All College Day (Tue Oct 20), Veteran's Day (Wed Nov 11), Thanksgiving (Wed Nov 25-Sun Nov 30)
Last Day to Withdraw and receive a letter grade of "W": **Oct 22, 2015** (60% point)
Financial Aid: <http://www.spcollege.edu/getfunds/>

DISCIPLINE SPECIFIC INFORMATION:

Calculator Policy: There may be some restrictions on the type of calculator used in class so that students with high-powered calculators are not at an unfair advantage over other students. Some pre-programmed calculators will not be permitted on tests because students are required to be able to perform these tasks by hand. TI 83/84 graphing calculators are OK. **TI Inspire, TI-89, Phone Apps, and PC Apps are NOT permitted for exams and tests.**

Conduct: You are expected to arrive on time and stay for the entire lecture. **Turn off cell phones, PDAs, iPods, laptops, and other electronic devices not related to the course before entering the room.** Please be courteous to those around you including chewing, eating, talking, rustling papers, clicking on electronics, texting or playing with your phone, late arrivals and early departures, any abusive or indecent language. Collegial behavior is REQUIRED at all times. Disruptive classroom behavior is any behavior that impedes the teaching/learning process.

Integrity: Cheating in any form will not be tolerated at St. Petersburg College. The College has an official policy on academic honesty. Please refer to SPC's "Academic Honesty/Dishonesty Pamphlet" for further details. College policy states that a first offense is given a "zero" for the assignment with no possibility of replacing the score. This includes plagiarism (copying from the internet and others in class). **DO NOT CHEAT!**

Success Tips: You will not be able to learn everything during the lectures and I cannot teach you how to answer each problem individually, but I provide a framework so that you can apply your knowledge. **For every one hour of class, you will likely need to spend three hours outside the classroom minimum to pass the class.** You should read the sections before class and take notes. You must attend class regularly, take effective notes during class, and go back over your notes as soon after class as possible to make sure you comprehend the lesson. **If you miss class, YOU are responsible from getting notes from another person.** We often work in groups and study groups are recommended. Ask questions during class and/or office hours for clarity. It is imperative that you follow the calendar due dates and use effective time management. Please come see me, call me, or email me with any questions you may have before your grade suffers. **SUCCESS IS A CHOICE YOU MAKE BY CREATING AND EXECUTING YOUR SUCCESS PLAN.**

ATTENDANCE AND ACTIVE PARTICIPATION:

The college-wide attendance policy is included in the Syllabus Addendum

<http://www.spcollege.edu/central/asa/addendum.htm>.

Students are expected to attend class regularly and on time. Except in an emergency, a student who needs to leave early should notify the instructor at the beginning of the period. Failure to do so may result in an absence. When absent, it is your responsibility to learn what was missed. Arriving late or leaving early counts as an absence. If you miss class on a Test day, you earn a 0 for the Test. There are no make-up exams. You may use the comprehensive final exam to replace a low or missed test score.

The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus. For this class, active participation/attendance is defined below:

Attendance

State and college policies require me to take attendance as follows below:

1. For the first two weeks, I mark you as attended or no show. Students who are no show for the first two weeks are automatically withdrawn.
2. From the third week through the 60% period, I must verify student “active participation” in classes. Active Participation is defined as follows: Missing no more than three classes beginning in the third week through the 60% period. Students who miss more than three classes in total beginning in the third week of class through the 60% period, (have three absences) will be reported to the Administrative Early Alert Advisor. The student may be removed from course access until the academic issues are resolved.
3. After the 60% period, students who “no show” after the 60% period earn a WF.
 - The three absences include both excused (documented medical, legal, etc) and unexcused. You get three, no questions asked.
 - Your Financial Aid is AFFECTED by missing Discussion board posts and subsequent WF/F from the course.
 - **Note: you are considered NOT attending class (i.e., are absent) if you leave the room for cell phone calls or choose text messaging/cell phone apps over the math lecture/problems.**
 - Frequent late arrivals and early departures will be considered absences.
 - Borderline grades (i.e., 89.5%) are determined by attendance. If you have no absences and are borderline, your grade is rounded up.
 - Students with issues are encouraged to DISCUSS with me immediately! I can’t help you be successful if you do not wish to be successful. **Success is a path you create by your actions and choices.**
 - Please note that withdrawals from this class can ONLY be initiated by the student. The instructor CANNOT withdraw you from the class.
 - If this is your third time taking the course, you cannot withdraw (State of Florida regulation), and not meeting the attendance requirement will result in a grade of F. Students who abandon the course or do not withdraw themselves by the withdraw date above are subject to receive a grade of F or WF.

If you do not attend class at all during the first week or at all during the second week of the session, the college will be informed that you are a “No-Show” and you will be automatically withdrawn. Students considering a voluntary “W” are expected to

withdraw themselves no later than **October 22, 2015** and must do so online in My SPC found at www.spcollege.edu.

GRADING:

Homework 15%; Quizzes 20%; Participation 5%; Each Test, including the Final Exam, is worth 12%. Your Grades may be viewed at any time in your MyCourses and MyMathLab Gradebooks. MyMathLab Grades are synchronized with MyCourses after each Test date.

The final course grade will be determined by the total points accumulated according to the following scale:

FINAL AVERAGE	FINAL GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

You will need a grade of C or better for this course to fulfill one of your math requirements.

In regard to final grades, if your score is a few percentage points shy of the next highest grade. I AM UNABLE TO ROUND UP SO PLEASE DO NOT ASK. For example, if you earn an 89%, that means you were 1% short of 90%. **It is not simply a one point round up, but rather, a one percent roundup.**

In our course, where there is potentially 1000 earnable points, 1% of 1000 is 10 points which represents an entire letter grade on an exam. It is unethical for me to round up that much and unfair to others who earned the points. I can't change an earned grade based on a students' perception. It has to be based on mathematical computation.

Borderline Grade Policy Borderline grades are 59.5-59.9%; 69.5-69.9%; 79.5-79.9%; and 85.5-89.9%. Borderline grades get rounded up at the end based on participation (attendance). If you had perfect attendance.

NO Make Up and Late Policies

If you miss a class in which Participation work is collected, you are NOT eligible for the points.

If you arrive late or leave early and Participation work is collected, you are NOT eligible for the points.

Homework and Quizzes are accepted for full earned credit BY the due date. Only Homework may be submitted late, but at a 10% point reduction, PER DAY. This applies to the unlikely event that you have connectivity issues using Wi-fi or your Internet provider. If there are MyMathlab system issues, I am notified and will adjust due dates appropriately. If there are no MyMathlab system issues, then it is an issue with your computer and must initiate a Customer Support Ticket but late submitted work will receive the deduction. The last possible due date for the semester is the last day of class.

Late Quizzes are NOT permitted and no point reduction is possible.

Homework and Quizzes are open from the first day of class allowing you at least 2 weeks to complete the work. Students with accommodations are expected to meet these due dates as well since you have more than required time to complete your work.

Make-up Tests are NOT permitted. Allowing a Make-up test creates statistical bias and reduces test reliability and validity. If you must miss a test (either know ahead of time or had an unavoidable situation), you may use the Final Exam to replace a low or missed Test Score. If you fall into the situation, you are encouraged to discuss it with me as soon as possible in relation to your intended or unintended absence.

COURSE DETAILS AND INSTRUCTOR'S EXPECTATIONS:

MML Homework (Drop the Lowest 3)

- Homework will be completed in your MyMathLab course access.
- Due dates are posted for all quizzes on the first day of class. Plan ahead!
- You may work each homework problem as many times as you wish up until the due date for full credit. It is not timed.
- Don't wait until the last minute! If you wait and experience connectivity or other issues, YOU are still responsible for the due date!
- **Students who submit homework LATE will be given a 10% deduction each day it is late.**
- The lowest THREE homework scores will be dropped.
- Incomplete assignments are managed after the last due date which means your overall average will *decrease significantly* if you have missed homework assignments.

In Class Work Participation Points (Drop the Lowest 3)

- **NO MAKE UPS!** If you miss class and we do an in-class activity, you do not get points.
- The lowest THREE scores will be dropped at the end of the semester.

MML Quizzes (Drop the Lowest 2)

- Quizzes will be completed in your MyMathLab course access.
- Due dates are posted for all quizzes on the first day of class. Plan ahead!
- You are permitted two attempts at each quiz with the best score counted. The attempts include any connectivity issues you may encounter.
- The quizzes are untimed and you are permitted to review your work between your first and second attempt.
- **No late nor makeup quizzes are permitted, not even for reduced points.**
- The lowest TWO quiz grades are dropped.
- Incomplete assignments are managed after the last due date which means your overall average will *decrease significantly* if you have missed homework assignments.

Tests and Final Exam (Four Unit Tests and Required Comprehensive Final)

- **No late Tests are permitted and no Makeup Tests are given under any circumstances; no exceptions.**
- You may use the Final Exam to replace a low or missed test grade.
- The Final Exam score may be used to replace your lowest Test score.
- Calculators are permitted on most/some of the Unit Tests. However, notes are not.
- Test dates are posted for all Unit Tests on the first day of class.
- **Plan ahead! Students arriving late for tests are NOT granted additional time!**
- Each unit test is worth 12% of your overall course grade.
- Every student is REQUIRED to take the Final exam by department policy. There are NO exemptions.
- If your Final Exam grade is low, IT WILL BRING YOUR GRADE DOWN because it counts as 12%.

EXPECTATIONS

Students expecting to earn a passing grade in the course should also expect to spend about 10-15 hours on the course. Math = Work!

Students who have less than a 70% course average are EXPECTED to get tutoring in TE200.

Students who add the class after the first week are still expected to meet due dates.

All electronic devices including computers, cell phones, beepers, pagers, and related devices are to be silenced and/or turned off since they are NOT required for academic purposes in MAC 1105. Any use of these devices (including texting) for non-academic purposes is a violation of College Policy and subject to disciplinary action. <http://www.spcollege.edu/central/asa/addendum.htm>

Each student's behavior in the classroom or online is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process. Your fellow students pay a lot of money for this course and are ENTITLED to a collegiate, quiet, RESPECTFUL, disturbance free environment.

The instructor has the authority to ask a disruptive student (a student using cell phones or electronics) to leave a classroom. The instructor may also take disciplinary action if disruptive behavior continues. In this course, a general reminder will be given to the entire class once, if needed. If an individual or group of individuals causes disturbances for others, the Instructor will address it ONCE. After that, name (s) will be sent to Mr. Jimmy Chang, Dean of Mathematics, for disciplinary action. Students are expected to be collegial, demonstrate civility and proper etiquette. Cell phone and electronic disruptions are NOT tolerated! Consider yourself warned!!

Late Arrivals and Early Departures

Students are expected to be on time for class and stay for the duration of the class. In the unlikely and rare event that you are late or need to leave early, please enter and exit the room quietly and without disruption and keep me informed of the situation. If you are late on a test day, no additional time is permitted. There are days when traffic is bad or circumstances are extenuating causing a delay in your arrival. On those days, please drive SAFELY (the speed limit, stop at stop signs, slow in school zones) to get here rather than causing road hazards for you, those around you, motorcyclists and pedestrians. A late student is much preferred to an injured one!

Lavatory Breaks

You are expected to use the lavatory before class or after class NOT during class. Lavatory breaks to use your cell phone are greatly discouraged and considered absences. Repeated lavatory breaks during class will result in the student's name being sent to Mr. Chang, for disciplinary action. **Students who leave the room for any reason during testing are NOT permitted to re-enter the room to complete the test.**

RESOURCES

Resources to Help you be Successful in the Course

MyCourses is the SPC learning management system. In my class I use MyCourses extensively for email communication and announcements. You are expected monitor your course mail several times per week or have it forwarded to your personal email address.

- You might want to double check to make sure that the email SPC has on record is your active email address.
- Having difficulty with MyCourses, this link can help you resolve any problem.
<http://www.spcollege.edu/helpdesk/>
- You may also phone the SPC Student Technical Call Center at 727 341-4357 or email at Onlinehelp@spcollege.edu.

MyMathlab

You may obtain support using the link

<http://pearsonmylabandmastering.com/students/support/>

There is a searchable database, online live chat, and sending an email for support.

Delays Due to Technology

In the unlikely event that you experience a technical delay NOT within your ability to control (MyCourses, MyMathLab, or Internet Provider issues) which causes you a delay with your work as a result, ***YOU must initiate a Help Ticket and provide this documentation to me for possible consideration for an extended due date.*** Each case is investigated and evaluated on a case by case basis <http://www.mymathlab.com/student-support>

SPC has HELP: The web site www.spcollege.edu/gethelp contains a wealth of information to help you as a student.

- Free tutoring in the Learning Commons <http://www.spcollege.edu/tutoring/>
- Free tutoring in MyMathLab
- 24/7 Ask Your Professor in MyMathLab; Ebook Videos; Help Me Solve; Show Me an Example
- 24/ 7 Purple Math and Kahn Academy videos and tutorials
- Community resources
- Opportunities to get involved on campus
- Key resources (Calendar, Bookstores, Career Development, Financial Assistance, to name only a few)
- Veterans Organizations, International Student Organization, Advisors

Library: Students may access the services on the online library at this website:

<http://www.spcollege.edu/central/libonline/>

Disability Resources: Students who have accommodations are expected to schedule their tests well in advance of the actual test dates because the Testing Center fills up quickly during certain times of the semester. Only officially documented accommodations are honored.

<http://www.spcollege.edu/central/ossd/index.htm>

*Please allow up to 24 hours response to emails, Monday-Friday and up to 48 hours Sat-Sun. I do not respond on Sundays. If you send a question the night before a test or the night an assignment is due, it is **HIGHLY** unlikely I will receive the email before the due date passes. Plan ahead!*

Grades cannot be discussed via email or phone because of FERPA guidelines. Instead, you will have 24/7 access to your Grades and Attendance logs via MyMathLab and MyCourses. You must discuss grades in person. You must earn your grade! It is not ethical for you to ask me for a higher grade because you worked hard or feel you deserve it. You must earn it!

Inclement Weather and Class Cancellation Policy

For announcements concerning closings or delays, students should check an official college source: The SPC website <http://www.spcollege.edu/>

The college also shares announcements with the media. It's a good idea to check weather closing announcements on two or more stations to ensure accuracy!

I will provide alternate instruction when a class is cancelled by me. The department requires me to get a substitute instructor if I need to miss class.

If the college closes due to a natural disaster, our course will continue in an online format with me teaching you via MyCourses until the college can re-open.

If the cancellation occurs during a scheduled test or final exam, students should plan and prepare to take the test at the next scheduled meeting of the class. Watch for announcements posted on MyCourses for specific information should the need arise!

STUDENT SURVEY OF INSTRUCTION:

The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

SIGNATURE PAGE:

I have read, understand, and agree to abide fully by the parameters set in this syllabus. I have asked questions and they have been answered.

Student Signature: _____ **Date:** _____

Print your name and student number: _____