

E-MAIL: lsterret@irsc.edu - USE REGULAR EMAIL DIRECTLY ONLY IF BLACKBOARD IS DOWN!

When sending an email outside of Blackboard, please type in the subject line **MAT 1033 Ref#** followed by **your name**.

COMMUNICATION: all communication for this course should be done within Blackboard. Only use the above information if Blackboard is down or you have an emergency and I have not replied within Blackboard. I check Blackboard on a daily basis except on the weekends. You should check Blackboard at least every other day. Remember that Blackboard communication is equivalent to classroom communication; all communication should be respectful and appropriate.

Announcements: I will post information and reminders under announcements.

Discussion Board: Feel free to post general questions about the course on the "Ask the Instructor" discussion board, especially those questions where the answer would benefit everyone in the class. You may also communicate with your classmates using this forum.

Blackboard Course Messages: Please send any individual questions to me through Blackboard Course Messages. You can find a link to Course Messages on the left Menu. In the subject heading, please include a brief description of your inquiry. Occasionally I will contact you via Course Messages with individual comments or questions. You may also use this tool to contact other classmates.

Content: This link inside Blackboard contains a schedule of Activities, Handouts for each module, Test Study Guides, as well as Assignments that will be done outside of MyMathLab. Videos of my lectures (called Echo 360) are found within each module.

OFFICE HOURS: See Blackboard for my weekly schedule that includes when regular and virtual office hours are available. It's also posted outside my office door. (Office hours are also available by appointment.)

TEXT: Intermediate Algebra, by Martin-Gay; 7th Edition
ISBN 978-0-13-420885-5 (text and MyMathLab Access code)
ISBN#978-0134196176 (text only)

ONLINE COURSEWARE: MyMathLab - An access code for MyMathLab (MML) is included in a new textbook when purchased from the IRSC bookstore. You also have the option to buy the access on its own from www.mymathlab.com which has an eText within the site. You will need the MML Course ID before you register an access code. This is found in Blackboard in the MyMathLab Quick Start Information.

SUPPLEMENTAL EMPORIUM (SE): The format of this course includes roughly 30-40 minutes of classroom instruction and 20-30 minutes of work on the computer, adding up to an hour, four days a week. Or if you're in the 2-day a week, then double that each class period.

DESCRIPTION: Topics include solving linear, quadratic, rational and radical equations and linear inequalities, operations on polynomials including factoring, exponents, rational expressions and radical expressions, and graphs of linear equations in two variables.

CONTENT: Chapters to be covered will include, but not be limited to, Chapters 2 – 8.

FINAL GRADE:

Attendance/Participation 6%
Homework 14%
Quizzes 10%
Exams/Projects 70%

GRADING SCALE:

A: 90 - 100 %
B: 80 - 89 %
C: 70 - 79 %
D: 60 - 69 %
F: Below 60%
W: Withdraw (see deadline dates/policies below)
I: Incomplete (see policies below)

**Remember, in order to get credit for the Gordon Requirements, you must get a C or better.

The overall average of your grades can be found in Blackboard by clicking on My Grades. You can review a detailed list of your grades within MyMathLab by clicking on the Student Gradebook from the MML Course Home.

PREPAREDNESS: The student is expected to read the sections and review material in the Blackboard Module folders and MyMathLab Module folders, including handouts/videos when assigned, BEFORE completing assignments, stay current with assigned homework, participate within Blackboard, and spend a minimum of 10 - 12 hours (to earn a C) per week studying and working problems. The Schedule of Activities link in Blackboard list the suggested order to complete assignments; however homework, quizzes and tests may be completed in any order and/or early. All assignments must be completed by the deadline.

ATTENDANCE/PARTICIPATION (6%): Attendance is required. I expect you to be **present, on time, and prepared** for each class meeting. A perfect attendance score is out of 100 points. For each day missed or days with non-participation, tardies or leaving early, up to three points will be deducted from this score.

* **WN – Withdrawal for Non-attendance:** You must take the Diagnostic Exam AND work on Module 1: HW 1 and HW 2 during the first week of classes. If you do not complete these initial assignments by the first week of class, your “non-attendance” can be reported to the Registrar and Financial Aid Offices, and you could be withdrawn from this class without a refund.

Points will be deducted from your participation grade, if the Diagnostic Exam is not taken by the deadline. If you score below a 51% on the Diagnostic Exam, you will be recommended to the Direct Connect program which involves visiting the ASC lab for 1 hour a week to work on assignments.

Assignments outside of MyMathLab (MML) will count towards your participation grade. Some of these will be within Blackboard and some assignments will be completed during class. For each day that an assignment in Blackboard is late, two points will be deducted from your total points. For any assignment missed during class, a total of two points will be deducted.

HOMEWORK (14%): You will be assigned a considerable amount of homework from MML, the online computer assignments, to be completed as you review each lesson. You have unlimited attempts to get each problem correct. If the program marks you wrong, then click Similar Exercise at the bottom of the screen. Test questions are very similar to problems assigned from the homework. Homework assignments in MML are **due one hour before class time** on the date listed in the Schedule of Activities. You should complete HW assignments before you complete quizzes and tests, however, you are free to go back and correct any missed HW problem with a grade deduction of 30%. The final day to submit late homework is listed on the Schedule of Activities. The two lowest homework grades will be dropped at the end of the term. **Caution: If you do not do the homework, it will be very difficult for you to pass the class.**

QUIZZES (10%): You will be assigned 10 quizzes within MML. Quiz material will come from previous homework assignments. These quizzes will be unproctored and may be completed on your home computer or any other computer outside of class. Quizzes are timed, allowing you 45 minutes for each attempt. You have unlimited chances to retake the quiz before the deadline expires. I will take the highest grade of all attempts. **Note: All quizzes must be completed one hour before class time on the due date to avoid receiving a zero for the quiz.** The two lowest quiz grades will be dropped at the end of the term.

EXAMS/PROJECTS (70%): There will be 4 computerized tests, plus the final exam. You may only use the scientific calculator that I provide you on each test. The final exam is a comprehensive exam. A Test Study Guide for each test is located within **Blackboard Content** inside the **Module folder that corresponds to the last Module covered on that test.** (See the Schedule of Activities for a tentative schedule of testing dates.) I **Do Not drop** test grades. If you pass the Final Exam, then I will replace your lowest test grade with the score from the Final Exam.

MAKE-UPS: There are no make-ups for quizzes, but I will drop two quizzes. NO make-up tests will be given unless in extreme situations! Arrangements for a Make-up test, if given, should be made in advance. Make-up tests will be available in the Assessment Center. You will need to show a picture ID to get your test.

EXTRA CREDIT: Extra Credit Opportunities are available. Completing the Test Practice Problems with an 80% or better before the test is worth 5 test points. There are a couple of other opportunities in Blackboard. See the folder under Blackboard Content. Some links in this folder may not be available until later in the term. I will award a maximum of 25 extra credit points per term.

CLASS MATERIALS: Your class materials are found within Blackboard and MML, including a schedule of Activities, test Study Guides, Videos, PowerPoint lessons and Handouts to follow along with the lessons.

MATERIALS NEEDED: Positive attitude, text/MML access code, access to a computer with internet, notebook, pencils and 4 Gordon Rule booklets are required. In addition to the required materials, you may wish to have colored pencils and/or highlighters for note taking and 4” x 6” notecards.

CALCULATORS: You will be supplied a TI30X IIS calculator in the MARS lab and will be required to use the lab calculator for tests. It is recommended that you purchase this type of calculator to do work outside of class, but it is not required. In addition, no other electronics (including but not limited to: cell phones, computers, smart phones, etc.) may be used as a calculator and should be turned off while in the classrooms, Assessment Center, and ASC labs.

RESOURCES: When you encounter difficulty throughout any portion of the course, please feel free to send me a Course Message, call me, or stop by my office for help. My office hours are posted on Blackboard. Or:

1. Review materials available under Blackboard Content.
2. The ASC (Academic Support Center) provides FREE tutoring on all campuses
3. **Smarthinking.com**-FREE online tutoring available 24/7 – see link on Blackboard homepage
4. MyMathLab software-guided solutions
5. ASC Resources Webpage: www.irsc.edu - click on “Students” at the top - click on “Tutoring (ASC)” along the side - Then click on “ASC resources” Fellow students (form study groups)
6. Kahn Academy at <https://www.khanacademy.org/>
7. <http://academic.fldc.org/> you will need to create a login and password and download plug-ins
8. Math Lab- Main campus, W building (peer tutors, this is FREE)

PRIORITIZING YOUR WORK: if you need help prioritizing your workload, here are some suggestions:

1. Go to the Module Folder in Blackboard and MML and review any materials.
2. If requested to do so, print the Handouts found in the Module Folder and bring them to class.
3. After reviewing the lesson in class, go to the Module folder in MML and complete the homework for that lesson. (or if you're absent and the lecture video is available, review the lecture video.)
4. When working on HW in the MARS lab, complete every third problem to have a chance to ask me about all of the different types of problems. Then go back and complete the ones you skipped if time allows, or complete those problems at home.
5. Once you've completed the homework lessons that are covered on the upcoming quiz, then complete the quiz. Retake the quiz before its deadline until you've earned your desired score. Make sure to keep track of the quiz deadlines, as you may have to take it before you finish the homework if you fall behind.
6. Repeat this process until you've finished the homework and quizzes that lead up to the test.
7. To prepare for the test, print the Test Study Guide found in the Blackboard Module folder. Prepare any materials that you might be allowed to bring to the test.
8. Work the problems listed on the Study Guide and review the video solutions to the ones you missed.
9. Print the Test Practice Problems assignment in MML and complete every 3rd problem. This will simulate a practice test. Then go back to MML and enter your answers to see if you're correct. You can also take your printout to the ASC for help.
10. If at any point you are stuck on a homework problem or concept, use the tutorial buttons found in the Homework lessons or go back to the Videos found in the Module Contents of MML or in the Module Folders in Blackboard. You may also refer to the resources suggestions in this syllabus.

STUDENTS WITH DISABILITIES: Indian River State College provides reasonable accommodations to students with documented disabilities through the Student Accessibility Services (SAS) Office. The rights of students with disabilities which pertain to post-secondary education are provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who wish to request an accommodation for a documented disability may contact Student Accessibility Services at 772-462-7808, 772-462-7782 or e-mail accessibilityservices@irsc.edu.

CHEATING/PLAGIARISM: Any form of academic dishonesty may result in a zero for the assignment, and you may possibly be taken before the Academic Review Board for dismissal from school. Copying and pasting from the internet without citing sources is plagiarism.

Withdrawals are the responsibility of the student to complete before the withdrawal date.

Instructor Withdrawals after the withdraw deadline are only granted under the following conditions and will not be given after the final exam is completed:

- 1) Student submits a written request via Blackboard Course Messages at least 1 week before the end of the semester; and
- 2) student is current with all assignments, tests, and attendance, having a passing grade in homework & quizzes; and
- 3) student has consulted with Guidance on any consequences of receiving a W; and
- 4) one of the following:
 - A) a documented emergency or hardship prevents the student from completing the course; or
 - B) the student attends, participates, and completes all assignments except the final exam, but has no chance of passing the course with a C or higher.

Incompletes are only granted under the following conditions and will not be given after the final exam is completed:

- 1) Student has completed at least two-thirds of the semester and submits a written request via Blackboard Course Messages before the date of the final exam; and
- 2) student is current with all assignments, tests, and attendance with an **overall** passing grade for at least two-thirds of the semester's coursework; and
- 3) student has consulted with Guidance on any consequences of receiving an I; and
- 4) a documented emergency or hardship prevents the student from completing the course.

If you are experiencing difficulty in your course: Your first obligation is to work directly with your instructor to resolve the issue. If you are unable to settle your concerns with the assistance of your instructor, you can contact the Department Head, Dr. Duane Chin Quee (dchinque@irsc.edu 772-462-7919) or Vice President Dr. Marta Cronin (mcronin@irsc.edu 772-462-7215).

Borderline grades will not be rounded up if the student has poor attendance or has a homework or quiz average below passing.

REMINDERS:

- **Tuesday, January 16** is the last day to Drop with a refund.
- **Monday, March 26** is the last day to withdraw with a "W".
- The School will be closed on **Monday, January 15** for MLK Jr Day; **Friday, February 23** for IRSC's Professional Enhancement Day; and from **Monday through Friday, March 12-16** for Spring Break.
- The last day of classes is **Thursday, April 26**.
- Final Letter Grades available online in your MyIRSC page on **Saturday, April 28**.

COURSE LEARNING OBJECTIVES (MAT 1033 CLOs):

Students who complete MAT1033 will:

1. Review of algebraic techniques, order of operations, and properties.
2. Review and expand solving equations and inequalities (linear, rational, quadratic, and radical).
3. Review and expand the operations of polynomials.
4. Review and expand the techniques in simplifying rational expressions.
5. Review and expand the operations of expressions in radical or exponential form.
6. Review and expand the techniques in graphing linear equations and inequalities.

General Education Learning Outcome (GELO):

Demonstrate scientific or mathematical reasoning in problem-solving.

PROPOSED TEST CONTENT: See Schedule of Activities page (a copy is available in Blackboard)

Subject to change notice: All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

BLACKBOARD Learning Management System (LMS)

If you need assistance with Blackboard please look at the tutorials in the Start Here folder of Blackboard. You will find:

1. Blackboard Help
2. Blackboard On-Demand Videos

Blackboard LOG IN:

USERNAME: Student ID number (no dashes)

PASSWORD: IRSC web registration/pay pin

Technical Support : Students who cannot log into Blackboard or do not see their course in Blackboard should e-mail: virtualclassroom@irsc.edu

NON-DISCRIMINATION AND NON-HARASSMENT POLICY: Indian River State College is committed to maintaining a fair and respectful employment and educational environment. In accordance with federal, state and local equal opportunity laws, Indian River State College prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

SYLLABUS DISCLAIMER: The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes in the course Announcements or course e-mail.