

MAT 173 Course Syllabus
Summer 2014 Online w/Campus Requirement
May 27-Aug 8

**** Please read the following carefully, as you are responsible for its content!****

Instructor: Sarah Leone

Email: Please contact me through Blackboard Messages. Only if BB is down should you email me at sleone@mxcc.edu.

Course Title: College Algebra with Technology, CRN #2118

Pre-requisites: Eligible for ENG*101 and MAT *137 with a grade of "C" or better OR eligible for ENG*101 and math placement.

Scope of course: This course continues the algebra sequence. Topics include operations with complex numbers; functions; numeric, algebraic, and graphic techniques as applied to the following functions: polynomial, rational, radical, piecewise, and absolute value; modeling and applications using the above functions; exponential expressions and equations; logarithmic expressions and equations; conic sections. Optional: Systems of nonlinear equations. A graphing calculator is required for this course.

Required Materials:

- *College Algebra 5e* by Robert Blitzer, bundled with MyMathLab Access Kit
OR
Purchase access to MyMathLab from the bookstore/online and use the available e-book.

- *You will also need a TI 83 or 84 Graphing Calculator*

General Expectations: Summer courses in mathematics are extremely compressed, with an enormous amount of material covered in a short period of time. Taking the course online can make it that much more difficult to stay on top of the material. It is crucial that you are doing work EVERYDAY during this summer session to be successful. If we were to meet in a classroom, you would be spending about 7 hours in class per week, and a minimum of another 5-7 hours outside of class doing work. Please keep that in mind to give yourself a guideline as to how many hours you will need to dedicate to this course.

Blackboard Learn: The entire course is set up using Blackboard Learn. I am often going to abbreviate this to BB. In BB you will find weekly announcements, links to your weekly notes, read brief summaries on your weekly topics, follow the calendar, contact me and post discussions. There are also links for help on BB. It is your responsibility to be logging on to BB and checking for announcements and following along with the course calendar. There is a hotline available for BB help 24/7. The number for this is 866 940 1928.

Communication with me: Please email me through Blackboard Messages only. The only time you should need to use my email is if Blackboard is down. To email me through Blackboard, go to Messages on the navigation bar on the left and you will be able to find my name to send me a message. Please allow 24 hours for me to get back to you once you have emailed me.

Calendar: You have two calendars to follow to see the exact topics and assignments we will cover for each week of the semester, along with every due date. There is a calendar that you can download and print out under Syllabus and Course Outline on Blackboard. This calendar has each week outlined with the topics from the text you are to cover, along with the assignments that are due that week. There is also a detailed calendar on BB. To access that calendar go to CALENDAR on the navigation bar on the left. This calendar also shows all your due dates, along with the date that each assignment is available. Click on each day to see the full posting for each day, including sections covered for tests/quizzes. Please make sure you are looking at this calendar frequently so you do not miss important due dates.

Weekly Notes: At the beginning of each week, a brief summary of the week's topics and assignments, along with lecture videos will be posted for you to read. These weekly postings will be under Weekly Notes and Materials on the task bar in Blackboard. Please be sure to start your week off by reading these weekly postings. I will be reminding you of upcoming due dates in these postings so it is a great way to keep track of what's due in each upcoming week.

Homework: Each week you will be assigned a homework assignment that you are to complete using My Lab Mastering/MyMathLab, abbreviated MML. You get to MML by using the link on BB, or by going to www.pearsonmylab.com. **If you bought the textbook, you should have purchased a MyMathLab Access Kit. In that kit is an access code that you will need in order to register at My Lab/Mastering. You can also purchase an access code directly from the website with a credit card.** You will have to register using the course id (**leone46612**) and your access code at www.pearsonmylab.com ASAP to start completing your assignments.

You can work on the homework as many times as you like before the due date. **You will get three attempts at each question before MML marks that question incorrect. When that happens, you may choose "Similar Problem" and you will be given a new problem to try.** All homework assignments are due at the end of the week the topic is covered. For example, MSL HW #1 is due Sunday June 1. This assignment is on the topics covered the week of May 27. It is the expectation that you work on the material during the week/weekend, complete the homework by the end of the week and then move on to the next week's material. **All the home work assignments are available in MML as of the first day of classes, so you can work ahead if you choose to.** Before attempting MML homework, you will want to read the assigned sections from text and try the exercises at the end of each section. There are answers to the odd exercises in the back of the text so that you can check your work before completing your MyMathLab homework. Because this class is online and you are doing the work independently, it is critical that you stay on top of the material. Please make sure you are submitting on time!
NO LATE HOMEWORK WILL BE ACCEPTED!

*****MyLab Mastering has many great features to help with the material. Once you are registered and logged onto MSL, be sure to look at the task bar on the left to see what else it has to offer. There are chapter notes, additional exercises, power point slides, videos with an instructor working through problems, and sample tests/quizzes. Also, My Lab/Mastering offers a Study Plan to show you the areas you need to work on. Every time you complete an assignment, the study plan is updated and you can go in and try more examples from that material. Please check this stuff out so you know where to go if you start having difficulty with the material.**

Quizzes/Tests: Your quizzes and tests are also taken in MyMathLab. Exams are timed, so you will have to complete them in one sitting. Once you open the quiz/exam, the timer will start. The reason tests are timed is to make sure that everyone has been fully prepared and mastered the material BEFORE taking the test. If you find that you are running out of time on these assessments, it is most likely because you have not practiced enough. If you are spending a good deal of time looking through your book/notes while you are taking a test, you will almost definitely run out of time. A short description of each exam, including amount of time you have to complete will be in your weekly notes and also in the calendar. All tests/quizzes must be completed by midnight on the due date. See the calendar in BB for specific dates. Each week you will have at least a quiz or test due, as well as your discussion and weekly homework in MML. The expectation is that you are working on the homework all week and you take the test once you have completed that and feel comfortable with the material. Tests/Quizzes will be available the Monday before the due date. Those dates are also on your BB calendar. You will be able to view your test grades as soon as you have submitted your answers, but you can only review your answers once the due date has passed. Please follow the calendars so you do not miss a due date. **NO LATE EXAMS WILL BE ACCEPTED!**

****Note about partial credit—My Lab/Mastering will give partial credit if you get one part of a question correct but not another part. However, since it is a computer grading these tests/quizzes, it will not award you partial credit if you have an answer wrong due to rounding, or some other very minor error. Once each due date passes, please review your test/quiz in MML. You can email me if you feel there are some questions that you deserve partial credit on, along with your work. I can adjust the grade manually if I find you deserve more credit than you were given.

Final Exam: You will be required to take your final exam on campus during one of the two provided times. The format of the exam will be exactly the same as every other exam, and taken on MML. The two options for times will be provided to you during the first week of class so that you can plan ahead.

YOU MUST EARN AT LEAST A 60% ON THE FINAL EXAM IN ORDER TO PASS THE COURSE. Failure to earn a 60% will result in an F for the course, regardless of your calculated average.

Discussions: You will have weekly discussions throughout summer session, the first one being due on Sunday June 1. The due dates are on your calendar. Go to DISCUSSIONS on the navigation bar in BB to get full description and to post your response to the discussion. Some of these discussions will be open ended questions like “Tell the class one thing that you are having difficulty with this week”, and some will be problems that relate to the material we are covering and are more like mini-projects. For some discussions you will be able to read other responses and some you will be replying directly to me. There will be more than one discussion that has an option to be done in groups, so please be sure not to wait until the last minute to start posting.

Use of the Calculator: We will use the graphing calculator for almost every topic we cover. It is extremely important that you get comfortable using the calculator from the very beginning of class. If you are trying to do every graph and concept by hand all semester, you will run out of time on the quizzes/tests. The best calculator for you to have is the TI-83 or 84. I will post videos in the weekly notes each week for using the calculator. Take a few minutes to check them out.

Grading: Your final grade will be comprised of the following:

Tests (3)	35%
Final Exam (Cumulative)	15%
Homework	20%
Quizzes	15%
Discussions	15%

****Your discussion grades can be found under MY GRADES in Blackboard. The rest of your grades will be in MyMathLab****

Grading Scale: The following is the grading scale for MxCC College:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
93 – 100	90 – 92	87 – 89	83 – 86	80 – 82	77 – 79	73 – 76	70 – 72	67 – 69	63 – 66	60 – 62	< 60

Withdrawal: You may withdraw from this class any time before July 18. A completed and signed withdrawal form must be on file in the Records Office by the deadline in order to receive a “W” on your transcript. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran’s benefits, so please make this decision carefully, and with the help of your advisor. Please see the Academic Calendar and the College Catalog for specific dates and procedures regarding the withdrawal process.

Student Email Accounts:

All Connecticut Community College students now have an official email address (prefix@mail.ct.edu) to which all college-based communications will be sent. The “prefix” is the first letter of your first name, followed by first 4 letters of your last name, followed by a 4-digit number (e.g., jsmit1234@mail.ct.edu for John Smith). If your last name contains fewer than four characters; the "prefix" will include all letters of your last name (e.g., jdoe1234@mail.ct.edu for John Doe). You access Office 365 at <http://portal.microsoftonline.com> and log in with your CCC NetID username and password. For more details, please see <http://www.ct.edu/365#faq>. Please check my email communications using college-provided student email accounts.

ADA accommodations: Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing of the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Academic ethics and classroom behavior: At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees; Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as “the use of another’s idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.”

Class Cancellation Policy: *In the event of inclement weather either before the start of a day when classes are in session or during the school day, you may check for information on delayed openings, college closings, class cancellations, etc by listening to the radio and television stations listed below. Additionally, a message will be posted on the MxCC website at www.mxcc.comnet.edu and an announcement made on the college’s main phone number, (860) 343-5800. (When calling the main phone number, be sure to choose option 1 from the menu for school closings.) If classes are already in session, everyone on campus will be notified of any changes. Decisions to cancel classes or close the college early will be made as soon as practicable.*

Off Campus Sites:

The MxCC Meriden Center will comply with the Middletown campus policy. Exception: In the event of extreme weather only in the Meriden area and the Middletown campus determines to hold classes, the decision to cancel classes at the Meriden Center will be determined by the MxCC Meriden Center Director and the Dean of Finance & Administration.

The Old Saybrook off campus site will comply with the Middletown campus policy. Exception: In the event of extreme weather only at the off campus site, the decision to hold or cancel classes at this extension center will be made by our campus extension program director. Faculty should call the Continuing Education Office at (860) 343-5865.

Note: *Off campus sites are ultimately subject to the cancellation policy of the school in which MxCC holds classes.*

*****Online classes are NOT affected by weather cancelations*****

Math Placement Tests: The purpose of the Math Placement Exam is to assess a student’s background and place him/her in an appropriate level of mathematics so as to increase the likelihood of a student’s success. If a student believes that he/she has been misplaced in a math class, the student is responsible for speaking with his/her math teacher during the first week of class. If, after reassessing the placement, the math teacher believes that the student should be reassigned to another math class, the student must complete the course change process before the second week of class.

Religious Accommodations Statement: If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is

unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Additional Academic Policies: Please refer to the official college catalog for all other academic policies.