South Plains College
Common Course Syllabus: MATH 0314 / Math 1314

Department: Mathematics, Engineering, and Computer Science   **Discipline:** Mathematics

Course Number: MATH 0314   **Course Number:** MATH 1314
Course Title: College Algebra Support Course   **Course Title:** College Algebra

Available Formats: conventional/flex and internet

Campuses: Levelland, Reese, Plainview, Lubbock Center

0314 Course Description: Math 0314 is to be taken concurrently with MATH 1314. Background topics which are necessary for a student to successfully complete MATH 1314 will be covered, with an emphasis on fractions, factoring polynomials, functions, exponents, and operating with radical and rational expressions.

1314 Course Description: In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite: Minimum score of 340 on the TSIA, or a successful completion with a grade of 'C' or better in MATH 0315.

0314 Credit: 3 **Lecture:** 3 **Lab:** 1   **1314 Credit:** 3 **Lecture:** 3 **Lab:** 1

This course partially satisfies a Core Curriculum Requirement: 0314 - None
        1314 - Mathematics Foundational Component Area (020)

Textbook/Supplies: Please see the instructor's course information sheet for specific supplies.

Core Curriculum Objectives addressed:
- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

0314 Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

1. Define, represent, and perform operations on real numbers.
2. Use order of operations and exponent rules to simplify an expression.
3. Add, subtract, multiply, and divide polynomials.
4. Recognize, understand, and analyze features of a linear equation and a function.
5. Recognize and use algebraic properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, rational, and radical expressions.
6. Identify and solve linear and absolute value equations.
7. Identify and solve linear inequalities.

1314 Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: There will be departmental final exam questions given by all instructors.

Attendance/Student Engagement Policy: Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the **total** class meetings **and** submit at least eighty percent (80%) of the class assignments to have the best chance of success. If the student fails to meet these minimum requirements, the instructor can remove the student from the class with an X, upon their discretion, to help the student from harming their GPA. If the student cannot receive an X, the instructor will assign an F.

Plagiarism violations include, but are not limited to, the following:
1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:
1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences, and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College 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 South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

revised August 2020

Math 0314 / 1314 – Summer 2021
College Algebra with Support Course Online

Instructor Information:　　　Jacqueline Fowler　　　　RC 223 E (Reese Campus - Building 2)
　　　　　　　　　　　　　　　806-716-4640　　　　　　jfowler@southplainscollege.edu

Office Hours:　There are no scheduled office hours during summer sessions.

Required Materials:　reliable internet service, computer and printer access, webcam, pencils, erasers, and scientific or graphing calculator – TI 83 and TI 84 are allowed (**TI-89, TI-92, TI-Nspire calculators along with cell phones, smart watches, and any other electronic devices will not be allowed during testing.)

Blackboard:　Blackboard (Bb) is an online course management system.　For technical support, call 806-716-2180 or email blackboard@southplainscollege.edu.

Gradescope:　Gradescope is a program I use to grade all of your work.　You will upload your homework and all exam work into Gradescope.

Proctorio:　Proctorio is a program used to take exams.　The program will record you and your computer screen as you take your exam.　You must use Chrome to take your exams, and you will need to download the Chrome Extension.

Attendance/Student Engagement Policy:　Your attendance is monitored through completion of assignments.　You are expected to submit at least eighty percent (80%) of the class assignments to have the best chance of success.　If you fail to meet these minimum requirements, you can be removed from the class with an X.　If you cannot receive an X, you will be assigned an F. If you wish to drop this class, you will need to submit a drop form online (online drop form) or you may visit the Student Services Office.　You should contact me before dropping the class to make sure it is the right decision for you. If you are taking this class with a relative or anyone that lives with you, you must notify me immediately.　Failure to disclose this information could result in being dropped from the class with an F or X at my discretion.

Communication:　We will use the messages tool in Blackboard for email.　This tool is only used in Blackboard, so you need to check it regularly just as you would your email.　Please be professional in your messages.　Do not use all caps or text language.　Emails sent to me on Monday – Wednesday will receive a response by the following day.　Emails sent Thursday – Sunday could have a longer response time of up to 48 hours.

Assignments and Grades

Tutoring:　You have access to free tutoring through SPC.　Click on the tutoring link in Blackboard.　If you visit with a tutor, please share with them the work shown in my videos, so they can help you with the correct steps.

General Info / Extension of deadlines:　Please make note of all deadlines on the outline in Blackboard. There are no extensions on any deadlines for any reason, so do not ask.　You can work as far in advance as you would like. Assignments are open early with the due dates listed so you can

plan accordingly to complete all assignments on time. All assignments are timed, and are due by the time and date listed in the outline. You should ALWAYS stay a few days ahead of schedule (preferably a week ahead) so that if you have any issues, it can be resolved before the deadline. Issues cannot be resolved after the deadline. You must give me 24 hours to fix any issues. NEVER wait until the last minute to complete an assignment. Computers seem to have issues when you are in a hurry to meet a deadline. **Internet provider issues or any computer problems do not constitute excuses for late submission of work. You must have a reliable computer and reliable internet service.**

Lesson Videos: To help you with the lessons, there are videos in Blackboard. You need to watch the videos and fill in the notes to learn the material. If you are using another resource to learn the material, I may not be able to help you. You will also not receive partial credit on your exams if I cannot understand your work.

Assignments: In Blackboard, you will find assignments for all sections covered in the course. These section assignments are to be done using the **guidelines for showing your work**. All assignments have the answers listed so you can check your answers and make sure you are working the problems correctly. To turn in your assignments, you will upload each section as one PDF file with multiple pages into Gradescope.   For each unit, you will receive a 100 based on completion of assignments. **To be counted as complete, you must finish ALL problems showing ALL steps**. For example, if the unit contains 4 sections, then each section will be worth 25 points. If the unit has 5 sections, then each section will be worth 20 points. There will be a deduction of 25%, per day, on all late assignments if you miss the deadline. **ONE** unit grade will be dropped at the end of the semester.

Guidelines for showing your work on assignments:
- All work is to be completed on notebook paper.
- Pencil should be used to work all problems. Mark outs are not allowed, so the work must be rewritten with no errors if you are using a pen.
- Write down the question and show every step of your work.
- You MUST work DOWN your paper.   (IF you add an = sign and continue writing to the right, you are NOT working down your paper. I show you how to work down your paper in the videos, so you must follow my lead.)
- You may make TWO columns on your paper.
- If any one of these guidelines is not followed, you will receive a zero on your assignment.

Exams: Unit exams are located in Blackboard under the "Unit Exams" tab. All exam work will be uploaded into Gradescope **BEFORE** you submit your exam in Blackboard. Exam 1, Exam 3, and the Final Exam will be proctored using the Proctorio Program. You must complete the entire exam at one time, and you are allowed only one attempt. You must show all steps on the exam template. You may not save it and come back to it at a later time. Exams will NOT be dropped at the end of the semester. There will be a deduction of 25%, per day, on all late exams if you miss the deadline. **There are no passwords on exams, so if you are being asked for a password, then you did not follow the correct instructions to take an exam**.

Guidelines for exams:
- You must show your workspace in camera view during the entire exam. Your workspace is your desk area along with your face, not just your face.
- You must put your cell phone face down in the camera view at all times and you are not allowed to use it during the exam.

- If a calculator is allowed, you must place it in the camera view at all times. You must include a picture of your calculator with your exam work.
- You are not allowed to have another person in the camera view.
- If you are taking this class with a relative or anyone that lives with you, you must all take the exams at the exact same time.
- You must have good light so you are easily seen in the video. If it is too dark, I can't see you.
- You are not allowed to move out of the camera view at any time during your exam.
- Once you are finished with the exam, you MUST scan your work as one PDF file with multiple pages using your cell phone. The first page must be a picture of your calculator. Once you pick up your cell phone, you are NOT allowed to write anything else on your paper.
- You must show your work on the template provided, and you must stay in the space provided for each question. If I cannot follow your work, I will not be able to grade your problem.
- Plug in your computer before starting an exam. If your battery dies, Proctorio will stop.
- If any ONE of these guidelines are not followed, you will receive a zero on your exam in Blackboard.

***If Proctorio stops recording before your exam is complete, you must upload the work you have completed immediately into Gradescope. Do not hold onto the work and email me asking to finish the exam. If your work was uploaded within 10 minutes, I will grade what you have completed. If your work is uploaded more than 10 minutes after recording stops, your work will not be accepted, and you will receive a zero on the exam.

Final Exam: There will be a mandatory comprehensive final exam at the end of the semester. Your exam work will be uploaded into Gradescope **BEFORE** you submit your exam in Blackboard. The Final Exam will be proctored using the Proctorio Program. You must complete the entire exam at one time, and you are allowed only one attempt. You must show all steps on the exam template. You may not save it and come back to it at a later time. There is ONLY one deadline for the final exam. If you miss the deadline, you will receive a zero. You will not be allowed to complete it late for a deduction. **There are no passwords on exams, so if you are being asked for a password, then you did not follow the correct instructions to take an exam**.

Grading Scale:

Homework	20 %		A:	90 – 100
Unit Exams	60 %		B:	80 – 89
Final Exam	20 %		C:	70 – 79
			D:	60 – 69
			F:	59 and below

Math 0314 1314 C151 Summer 2021		Tentative Course Outline -- any changes will be posted in Blackboard All assignments are due by noon on the date listed in this outline.			
Week	Monday	Tuesday	Wednesday	Thursday	Friday
1		June 1 1.1	June 2 1.2	June 3 1.3	June 4 1.4
2	June 7 2.1	June 8 2.2	June 9 2.3	June 10 2.4	June 11 HW due
3	June 14 Exam 1 due	June 15 3.1	June 16 3.2	June 17 3.3	June 18 3.4
4	June 21 3.5	June 22 4.1	June 23 4.2	June 24 4.3	June 25 4.4
5	June 28 4.5	June 29 HW due	June 30 Exam 2 due	July 1 5.1	July 2 5.2
6	July 5 5.3	July 6 5.4	July 7 6.1	July 8 6.2	July 9 6.3
7	July 12 6.4	July 13 HW due	July 14 Exam 3 due	July 15 7.1	July 16 7.2
8	July 19 7.3	July 20 7.4	July 21 7.5	July 22 8.1	July 23 8.2
9	July 26 8.3	July 27 8.4	July 28 HW due	July 29 Exam 4 due	July 30 9.1
10	Aug 2 9.2	Aug 3 9.3	Aug 4 9.4	Aug 5 HW due	Aug 6
11	Aug 9 Final Exam due	Aug 10	Aug 11	**Last Day to Drop a class: Aug 3**	