

SYLLABUS MATH 40

TABLE OF CONTENTS

Course Title: Math 40 Introductory Algebra (8 Weeks).....	2
Credit Hours: 3	2
Course Description.....	2
Prerequisite	2
Textbook Information.....	2
Course Objectives	3
Communication and Turnaround Time	3
Grades and Feedback Turnaround time.....	4
Grades	5
Assignment Types and Grading Policy (Including Proctored Exams)	5
Proctored Exams.....	6
Course Policies	7
Netiquette	9
Satisfactory Academic Progress	10
ADA.....	10
Academic Integrity.....	10
Grievance.....	11

Course Title: Math 40 Introductory Algebra (8 Weeks)

Credit Hours: 3

Course Description

This class is fully online. However, proctored exams are required to be taken at a testing center or with an approved proctor.

Review of all operations and properties of real numbers with special attention to work with signed numbers. Solutions of linear equations and inequalities in one variable, using and manipulation formulas. Properties of exponential numbers, definition and basic operations with polynomials and solution of polynomial equations by factoring. Basic operations and simplification of rational expressions. Graphing linear equations in two variables.

Prerequisite

MATH 20 or 20L, or a satisfactory score on the math placement test.

Textbook Information

1. Required E-textbook Bundled With Access Code:

The official e-textbook for our class is Beginning and Intermediate Algebra, Miller/O'Neill/Hyde, 4th edition. ConnectPlus, which provides access to our online learning system as well as an interactive ebook, is purchased at the site www.connectmath.com for \$100.

2. Other Required Materials:

- **Online Learning System.** Our homework, chapter quizzes, and proctored unit tests, along with videos and other resources including an ebook, are at connectmath.com. Register at www.connectmath.com. ConnectMath course code is provided in Blackboard in the section called "ConnectMath Info". A financial aid code is available if you need a few days to purchase the online access. More information is under ConnectMath Info.
- **Calculator.** You will need a scientific calculator (TI-30XS Multiview recommended) for the homework, quizzes, and tests.

Graphing calculators are not allowed.

- **Computer.** Computer access is required for the course. You don't have to have your own computer, but you need reliable access to someone else's computer or a computer on an MCC campus. You also need a good updated web browser.

3. Optional:

You can purchase a loose leaf copy of the book for \$25 there as well if you want a print copy of the textbook.

Course Objectives

Upon Completion of this course, you will be able to:

- Identify and use algebraic terminology and function notation.
- Make calculations by substituting values into algebraic expressions.
- Identify and apply geometric and algebraic formulas.
- Simplify and perform addition, subtraction, multiplication, and division on polynomial and rational expressions.
- Factor polynomial expressions and solve quadratic equations using factoring.
- Solve linear equations and inequalities.
- Create and interpret linear graphs.
- Determine the slope of a line from a graph or an equation and interpret slope.
- Determine the equation of a line and solve linear applications.
- Construct and solve equations derived from applied situations.
- Assess the reasonableness of estimates or answers.

Communication and Turnaround Time

1. Communication Types:

- Announcements will be posted by the instructor in the Announcement Page.
- Course Messages:
 - If you have specific, personal questions for the instructor, please send a message through Blackboard using the Course Messages link on the left.
- Discussion Boards: Questions and answers will be posted in the discussion board forums that you will want to read. Weekly discussion questions are posted for class interaction.

- General Question Forum: If you have a general question regarding the course policies and procedures that have not been answered in the syllabus or getting started and key info materials, there is a discussion board forum labeled General Questions. Your question and the instructor's response will be available there to help others who may have had the same question.
- Homework Forum: If you have a specific homework question, there is a discussion board forum labeled Homework Questions. Be specific in your request for help. If you are asking about an example in the book, clearly state which one that is and at which step did you have difficulty following their example. If you are asking about an exercise within ConnectMath, copy the problem in its entirety into the message

2. Communication Turnaround Time:

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

Grades and Feedback Turnaround time

It is imperative in an online class that you are aware of your grade status in the class at all times.

Please refer to the link below to see how to check your grades and feedback:

- [How to check my grades written tutorial](#)
[How to check my grades video tutorial](#)
- [How to check assignment grades written tutorial](#)
[How to check assignment grades video tutorial](#)

Here are the expected turnaround times for each assignment type.

1. Discussion forums will be graded within 3 days after the due date.
2. Section homework grades are automatically posted within ConnectMath. The average of those section homework grades will automatically be synced from Connect Math to Blackboard My Grades.
3. Chapter quiz grades are automatically posted within ConnectMath. The chapter quiz grade will be posted in Blackboard within 3 days of each due date.
4. Test grades are automatically posted within ConnectMath after the unit testing has ended. The test results will be checked within ConnectMath to determine if any partial points can be awarded. The updated test grade will then be posted in Blackboard within 5 days after the unit testing has ended.

Grades

Percentage Grade:

- Class discussion = 16 discussions = 10%
- Section homework = 35 homework = 25%
- Chapter quizzes = 9 chapter quizzes = 10%
- Unit proctored tests = 4 unit proctored tests = 55%

Total: 100%

The total points earned in each category are divided by the total points possible in that category. That number is multiplied by the percentage for the category listed above. The sum of those numbers is your grade. See the Excel worksheet under Syllabus in Blackboard for more on this.

Letter Grades

After weighting, the grading scale is as follows:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- 59% or less will result in failing the class

Assignment Types and Grading Policy (Including Proctored Exams)

List each assignment type with expectations, assignment policies, points and/or percentage associated with each

1. 8-Week Discussion Board

For 8-week classes, two discussion assignments are posted each week in Blackboard's Discussion Board. The discussions are due at **11:59 pm each Wednesday and Friday** except for the last week which ends on **Wednesday and Thursday**.

It is expected that initial discussion postings will occur early in the week to facilitate interaction with your classmates. Students who consistently post in the first two days of the week may earn a bonus point or two in discussions for the course.

Discussions will be graded according to discussion rubrics stated in this link:

[Math class discussion grading rubrics](#)

2. Homework, Chapter Quizzes, Unit Tests

The required homework, chapter quizzes, and unit tests are listed in the schedule in the course menu to the left in the Blackboard window, in each unit on the left, and within the class website at www.ConnectMath.com. All assignments are computer based. A scientific calculator is needed. No graphing calculators are allowed.

The **section homework** has specific due dates within each unit, and the homework will become unavailable after the due date, without exception. This homework may be taken repeatedly with the best score recorded. The homework is Quick Retake; this means that when you retake the homework assignment, you only work on the missed problems. It is never advantageous for you to save your section homework; always submit your homework even if you have only completed a few problems. When you return to the homework, you will pick up where you left off.

There are **chapter quizzes** for each unit. These chapter quizzes are available throughout the weeks of each unit. You have two attempts per chapter quiz. The chapter quizzes are Full Retake; when you retake a chapter quiz, you work all of the problems again. The best score will be recorded for these assignments.

There are four unit tests. The tests for units one, two, and three are **proctored tests**. The **proctored test** is administered at an MCC testing center or other approved college testing center within a multiple-day period. The testing periods are listed now so that you can make arrangements for the proctored tests. The unit 4 test is scheduled to be proctored. However, if your test average for units 1, 2 & 3 is 70% or higher, then you may take the unit 4 test unproctored. The unit 4 test is a combination of the last unit and a comprehensive final exam.

Proctored Exams

MCC Online students use SmarterProctoring to sign up for a time to take a proctored exam. Students may sign up to take the exam in one of the MCC testing centers or with another approved proctor. If SmarterProctoring does not offer a pre-approved proctor in the student's area, the student may find another proctor with the approval of the instructor. Instructions on how to use SmarterProctoring are provided within the course itself.

Please note that if you are testing at one of the MCC locations you will be required to sign up for an available time slot at that testing center before arriving at the site. Even if you are a “walk-in” you will need to access SmarterProctoring to sign up prior to being allowed to take the test.

Course Policies

1. Non-graded and Required Syllabus Quiz in Blackboard

Course Syllabus Quiz in Blackboard, under “Getting Started and Key Info” course menu is required but not graded.

2. Non-graded and Optional Helpful Learning Helps in Connectmath

Prior to starting the homework assignments in Connect, you will need to learn the necessary concepts and skills. There are a number of learning helps you can use in addition to our textbook.

Connect provides a number of learning aids to help you prepare for doing the homework. Working through these videos and tutorials provide the lecture portion of our class. The helps for the first section are required as homework so that you get an idea of the different types available. These helps are available under the Resources tab in Connect. The first section's helps are linked through the homework. After the first section, click on the particular section and choose the aids you find most helpful.

The **Lecture videos** provide lectures on the concepts covered in this section. These videos provide learning similar to lecture in the classroom.

The **Exercise videos** provide step-by-step solutions to key problems found in the end of section exercise sets. These videos provide learning similar to working with a tutor.

The **e-Professor files** are step-by-step solutions to problems found in your book. The e-Professor will step you through the solution of an exercise from the book in an organized fashion. Use the VCR-like controls to move forward or backwards through the steps or pause on a step of particular interest. Each e-Professor is subtitled and spoken.

The **Connect2 Algebra videos** bring essential algebra concepts to life! The videos take the concepts and place them in a real world setting so that you can make the connection from what they learn in the classroom to real world experiences outside the classroom. This video series answer the age old questions "Why is this important?" and "When will I ever use it?"

The ***Dynamic Math Animation videos*** illustrate difficult concepts where static images and text fall short. The animations leverage the use of on-screen movement and morphing shapes to enhance conceptual learning.

There are other online helps, outside of the ConnectMath site, as well: Click on a link and browse the site for the topic. If you find another good online resource, let me know and I will add it to the list.

<http://www.purplemath.com/modules/index.htm>

<http://www.analyzemath.com>

<http://www.khanacademy.org>

3. Extra Credit

There is no extra credit in this course.

4. Expectations

It is expected that you will access this blackboard site at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but this does not mean that you will be able to leave it alone for more than a day. This is a 3-credit-hour class taught in 8 weeks, which would meet for 6 hours a week and have approximately 12-18 hours of outside work and study. You should plan on spending about 18– 24 hours a week on this course with the online time, reading materials, and study time.

As this is an Internet course, you are expected to obtain necessary online access to a computer with the minimal requirements stated under Getting Started and Key Info. I encourage you to identify several alternatives for computer access prior to the start of class so that you will not be in limbo if you lose your primary source of access.

It is best practice to submit assignments well in advance of the due dates to eliminate any possibility of technology issues preventing you from submitting your work. We open the homework for the unit all at once to allow you to work ahead within a unit if/when you can. The individual homework assignments will be due at regular intervals.

There are multiple dates for each proctored test. Be sure to schedule testing as early in the testing timeframe as possible.

5. Attendance Policy

Since this course is online, your “attendance” in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor may choose to enforce a stricter attendance policy.

Simply logging in to Blackboard does not count as attendance.

6. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments will not be accepted.

7. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

8. Code of Conduct

Students are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

9. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, Library services, advising or counselling services, please click on the “Student Resources” tab on top of blackboard after you logged in to Blackboard.

Netiquette

Netiquette: Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

Satisfactory Academic Progress

In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress web site](#).

ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers are listed at mcckc.edu/disability. The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. Students can identify themselves to DSS as a student with a disability and request accommodations anytime during their education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class. More information is available at mcckc.edu/disability.

- [Blackboard Accessibility Information](#)
- [Smart Proctoring Accessibility Information](#)
- McGraw-Hill
 - [McGraw-Hill Education Connect Accessibility Information](#)
 - [MCGraw-Hill Education Accessibility Policy](#)
 - [MCGraw-Hill Accessibility Information and hand-waving excuse](#)

Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for students to submit someone else's work as their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that a student has practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or

communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.