



Math 0315.151 – Beginning Algebra Online – FALL 2016

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Course Description: This course is designed to prepare students for MATH 0320.

Course Objectives: To successfully complete this course, you must master 70% of the following.

- Add, subtract, multiply, and divide real numbers and polynomials.
- Use the order of operations to simplify an expression.
- Simplify algebraic expressions.
- Solve linear equations and linear inequalities.
- Translate and solve word problems.
- Graph equations in two variables by the intercept method and the slope intercept method.
- Identify and use exponent rules.
- Factor polynomials and solve quadratic equations using factoring.

Materials/Supplies

- **Required:** MyMathLab (MML) Student Access Kit
- **Optional:** Elementary and Intermediate Algebra, 3rd edition, by Sullivan, Struve, and Mazarella. The textbook is available in electronic format in MML, and you can print any pages you need.

Pre-requisite Skills: To successfully participate in this online course, you must know these basic technology skills.

- ✓ Typing
- ✓ Time management
- ✓ Compose and reply to email messages
- ✓ Attach and open documents in email messages
- ✓ Basic functionality of a computer and basic troubleshooting
- ✓ Open and play media files
- ✓ Connect to the internet
- ✓ Print pdf documents

ADA Policy: 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 through the Guidance and Counseling Centers at Reese (Building 8) 806-716-4606, or Levelland (Student Services Building) 806-716-2577.

Equal Opportunity: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability, or age.

Diversity: 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.

Class Policies

Blackboard: Blackboard is an online course management system that SPC uses for course information. In Blackboard, you will find the course syllabus, outline, and instructions on MyMathLab. For technical support, call 806-716-2180 or email blackboard@southplainscollege.edu.

MyMathLab: We will be using a math website called MyMathLab (MML). In MML, you will find all math assignments, class announcements, email, tutoring help, the textbook, and much more. You can access MML directly at www.mymathlab.com. For technical support, log into MML, and click on support.

Logging into your course: When you sign up in MML, your name MUST appear EXACTLY as it appears in campus connect. If your name does not appear as it does on my class roster, then you will not receive a grade for the class. If someone other than you logs into this course, you will be dropped immediately regardless of the reason and you will receive an F or X at my discretion.

Attendance Policy: Attendance and effort are the most important activities for success in this course. Your attendance is monitored through completion of assignments in MML. Logging into the course does not keep you compliant. You must be turning in work. **If you miss any 6 assignments, you may be dropped from this class and receive an X or F.**

Withdrawal from the course: If you wish to drop this class, you must complete the required steps with the Admissions office as soon as possible. If you are unable to do this in person, contact the Admissions office immediately. In your email, you will need to state/explain why you need to withdrawal, your current location as to why you can't in person, and provide a copy of your photo ID. Carbon-copy me in the email. Include specific course to be dropped and include your full name and SPC ID number. Until the drop is officially processed, you will continue to be on my class roll and will be at risk of being dropped by me if you miss the maximum number of assignments.

Academic Integrity: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. Please refer to the SPC Student Guide under "Student Misconduct" and "Academic Integrity" regarding consequences for cheating and plagiarism.

Netiquette: Since this is an online class, please adhere to the following guidelines.

- **NO PROFANITY** under any circumstances in any situation.
- Do not use all **CAPS** in your emails since that is considered yelling.
- Do not use **text language** in your emails.
- **Sign your name to the bottom of EVERY email.** You can go into your email settings on your phone, tablet, or computer, and add your name to automatically appear at the bottom of your email to make it easier.

Professionalism, respect, and courtesy are required at all times. Confrontational behavior will NOT be tolerated, and you will be dropped from this course immediately to receive an X or F at my discretion.

Communication: Since email will be the primary communication between us, I will try to respond to all emails within 24 hours. After Thursday, the response time could be longer over the weekend. When you email me through MML, check the email you used when registering to find my reply.

Computer Issues: If your personal computer becomes "disabled", there are computer labs on all SPC campuses which you may use to access this course. You may also find a public computer to do your work. **Computer problems, mechanical failures, internet service provider issues, etc. do not constitute excuses for late submission of work.** If the SPC server goes down, it will not affect MML since you can access MML directly at www.mymathlab.com.

Assignments and Grades

General Info / Extension of deadlines: Before starting any assignment, you should go through the “How to Enter Answers” tutorial in order to understand how to enter your answers. Please make note of all deadlines on the outline and in MML. You can work as far in advance as you would like. Assignments are open on the first day of class 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 will get the full amount of time unless you start the assignment right before the deadline. Then, you forfeit the full amount of time. For example, if the test allows 2 hours to complete, and you start the test 30 minutes prior to the deadline, then you are only allowed 30 minutes to complete the test. You should ALWAYS stay a few days ahead of schedule (preferable 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. Do NOT ask for an extension of any deadline because the answer will be NO. Assignments will NOT be accepted late for ANY reason, so do NOT even ask. **No exceptions!** To be fair to everyone, the answer will ALWAYS be NO regardless of the reason. I have no doubt many of those are legitimate reasons for missing the quiz or test, but I refuse to be the judge of which student deserves an extension and which student does not. Therefore, all students are treated the same. So, do not ask me for an extension because you will receive the same answer that everyone else will get, and that is NO.

Tutoring/Videos: To help you with the lessons, there are videos in MML under “Multimedia Library” and “Lesson Videos”. You also have access to free tutoring on any SPC campus and in MML under “Pearson Tutor Services”.

Homework: Homework assignments are located in MML under the “Homework” tab. If you do not want to spend all of your time in front of the computer, the homework assignment may be printed, worked on paper, and then the answers can be entered at a different time. You can log out and come back to work homework assignments. You should not settle for less than a 100 on all homework assignments since you can rework all problems until you get them right. If you miss a problem, or if you just want more practice, hit “similar exercise” at the bottom of the screen for a new problem to work.

Tests: Tests are located in MML under the “Quizzes and Tests” tab. You will be allowed only one attempt to complete a test. The computer cannot give partial credit on all problems, so I will look over all tests and give any extra points where I can. Once I have finished grading them, you will see a * beside your grade in MML. I cannot look over any tests until after the deadline has passed. Tests will NOT be dropped at the end of the semester. You will have the “save for later” option on tests. See details below.

Final Exam: There will be a comprehensive final exam at the end of the semester. This exam is located in MML under the “Quizzes and Tests” tab. You will be allowed only one attempt to complete this exam. There are no exemptions for the final exam. Everyone is required to take it. The final exam will be used to replace the lowest test. You will have the “save for later” option on the final exam. See details below.

Save for Later Option: You will have the “save for later” option on all quizzes and tests. This means you must work the problems in order. You may save the test and come back to it at a later time, but you will not be able to go back to any previous problems. **Be extremely careful** because if you click out of the test or get kicked out for any reason, you will forfeit the chance to finish the problem you were working on at that time. For example, if you are working on number 3, and you get kicked out of the test due to a power outage, then when you return, you must start on number 4, and number 3 will be counted wrong.

Grading Scale and Policy:

Homework	20%
Exam 1:	20%
Exam 2:	20%
Exam 3:	20%
Final Exam:	20%

A: 90 – 100
B: 80 – 89
C: 70 – 79
D: 60 – 69
F: 0 – 59