MAT 039–I1 & I2 Course Syllabus Fall Semester 2015

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Office:	249 McDivitt Hall, Central Campus			
Office Hours:	Day/Time:	Monday	Tuesday	Wednesday	Thursday
	9:00 - 10:00	Office Hours	MAT 251 - 01 in WA 117	Office Hours	MAT 251 - 01 in WA 117
	10:00 - 11:00				
	11:00 - 12:00	MAT 139 - 01 in JW 202	Office Hours	MAT 139 - 01 in JW 202	Office Hours
	12:00 - 1:00				
	1:00 - 2:00				
	2:00 - 3:00	Online Office Hours	Online Office Hours	Online Office Hours	Online Office Hours
MyMathLab ID:	price70685			
Websites:	• My YouTube Channel: http://www.youtube.com/priceallisonr • MyMathLab: http://www.mymathlab.com (where discussion boards, assignments and grades are located)			

Required Materials:
- MyMathLab Student Access Kit
- Graphing calculator (TI-84 preferred)
- **Internet access is required** for this section of MAT 039. Class assignments must be completed on a computer with internet access.

Recommended Materials:
- MAT 039 Course-Pack and LARGE 3-ring binder
- Graph paper
- Pencils and large eraser
- Ruler or straight edge

- Textbook (Elementary and Intermediate Algebra: Functions & Authentic Applications, 2nd edition, Author: Jay Lehmann, Publisher: Pearson – the e-text comes with My Math Lab)

Course Description: MAT 039 is the study of the following: variables and variable expressions, integers, laws of exponents, linear functions, coordinate graphing, linear inequalities, linear systems, and quadratic functions. Problem solving and mathematical modeling are integrated throughout. Appropriate technology includes a graphing calculator.

Prerequisite: A 2.0 in MAT 020 or course placement by exam.

Course Goals: The purpose of this course is to develop a progressive understanding of more basic algebraic skills, concepts, and problem solving techniques; to obtain a sense of how and why algebra is used, and to be able to relate these problems and use the learned problem solving techniques to real life applications. Great emphasis will be placed on understanding of terms, concepts, principles and theories rather than cramming and memorization.

MAT 039 Core Course Objectives:

Students completing MAT 039 – Beginning Algebra should be able to:
1. Simplify basic algebraic and exponential expressions using mathematical processes and symbol manipulation.
2. Use algebraic processes to solve linear, quadratic and literal equations and linear systems of equations.
3. Demonstrate understanding of concepts of linear equations by: graphing a linear equation, finding x- and y- intercepts, and finding the slope of a line.
4. Solve application problems using algebraic processes and procedural techniques.
5. Demonstrate knowledge of current technology and its uses and/or scientific issues.

MAT 039 Associate Degree Outcomes: All courses at Jackson Community College address one or more of the institutionally defined Associate Degree Outcomes (ADOs). MAT 039 contributes to the following outcomes.

ADO 3: Demonstrate computational skills and mathematical reasoning

- Demonstrates a basic knowledge of the structure of the real number system.

- Demonstrates computational skills using positive and negative numbers, fractions, and decimals, ratio and percents.

- Demonstrates an understanding of algebra (manipulating algebraic expressions, solving linear equations, applying the rules of exponents), geometry and measurement, data and descriptive statistics.

- Uses and understands basic mathematical terminology.

- Translates situations into mathematical symbols.

- Represents mathematical information symbolically, visually, numerically and/or verbally.

- Understands that connections exist between mathematics and real-world situations.

ADO 7: Rubric for Critical Thinking

- Incorporates new knowledge with old.

- Converts complex concepts into useful personal language.

- Solves new problems in new contexts.

Course Requirements:

Online Assignments:
These assignments must be done on a computer with internet access at **MyMathLab** (reachable through www.mymathlab.com). The assignments for each chapter will follow the following format:

Course Resources & Videos:
Each week you are expected to watch course videos and/or read the course textbook in order to prepare for upcoming assignments. There are several types of resources available:
- **Multimedia Library:** The multimedia library (available on MyMathLab) contains the Multimedia Textbook, Animations, Powerpoint Slides, Section Lecture Videos and Objective Videos. These resources have been created by MML and follow along with the textbook.
- **Instructor Created Videos:** Instructor created videos model an in-class experience. A link is available from MML in the Course Materials/ Reference Sheets section or at www.youtube.com/priceallisonr. Videos in the "MAT 039 Course Videos" playlist follow along with the MAT 039 Course Pack (available for a small fee at the JC Bookstore). Videos in the "Q/A from MAT 039" playlist are responses to individual student questions; review the questions that have already been asked or ask one of your own!

Discussion Boards:
- Available under the "Discussions" tab in MyMathLab.
- There are a couple main themes of posts to the discussion board.
  - To post and answer questions on course content, MyMathLab, how the course works, etc.
  - To expand horizons and see the connections mathematics makes to the world around us.
- You must post **at least 4 times** over the course of each assignment period (see each topic for specific topic limits and directions).
  - can be replies to others,
  - cannot all be on the same day,
  - cannot all be on the due date,
  - no late posts will be counted,
- Trivial posts (single words, short phrases, or posts that don't further the topic in any way) **will not receive credit.** You're expected to post thoughtful responses, post questions on what you don't get,

offer reflections on the Ted-Talk video linked to, etc. **Grades are awarded for both quantity and quality.**

- It is not appropriate to post answers to Assignments or Projects on the discussion board (but hints and ideas are welcome!). The board is for learning and active discussion.
- Remember to be "Excellent to Each Other" on discussion boards, in emails, etc. **That is, refrain from swearing and keep comments and criticism respectful. That is, you must follow the** [Core Rules of Netiquette](#).

Homework:
- Available under the "Homework" tab in MyMathLab.
- **You have an unlimited number of tries to do the homework before you submit it** (up until the due date). Thus, all of your homework should receive full credit, if you keep trying until you get a perfect score.
- If you run into any problem that you can't figure out, email me with the "Ask my Instructor" feature or post on the discussion board. I may even make a video to answer your question!
- Late homework can be submitted for a penalty of 2% per day late. The penalty applies to individual questions submitted after the due date; it is to your advantage to complete as many questions as possible before the deadline expires!

Review Quizzes:
The purpose of the Review Quiz is to give you the means of judging whether or not you are prepared to take the Chapter Test.
- Available under "Quizzes and Tests" in MyMathLab.
- **You have an unlimited number of tries to retake the quizzes** (up until the due date).
- Only the **highest grade** received from each quiz will count towards your final grade.
- You must score above 50% on each chapter quiz to unlock the chapter test.
- If you miss the deadline for a quiz, your first "attempt" will be recorded as a 0. There is no additional late penalty associated with quizzes. **To receive and extension, you must email me and ask for it**.
- Extensions will be given on a 1-week basis and may be delayed based on a lack of progress with current assignments.

Chapter Tests:
The purpose of the Chapter Test is to test for mastery of the chapter.
- Available under "Quizzes and Tests" in MyMathLab.
- The Chapter Test is locked until you have scored at least 50% on the corresponding Review Quiz.
- You may take the Post-Test up to **three times** to improve your score.
- Only the highest grade will count towards your overall grade.
- If you miss the deadline for the post-test, your first "attempt" will be recorded as a 0. **You must email me and ask for an extension before you can use your two remaining attempts.**
- Extensions will be given on a 1-week basis and may be delayed based on a lack of progress with current assignments.

Offline Assignments:
In addition to the online assignments, there will be several offline assignments throughout the course.

Projects: The project assignment will pertain to material that we have covered in the past or current material. Details about the project, including a link to the project itself, will be posted via the Course Announcements during the week in which the project is assigned. The project will be due on the date specified when the assignments is given and will not be accepted late.

To submit these offline assignments, choose one of the following options:
- **Upload** – You may upload a file or scanned image to MyMathLab. This option can be found under Course Tools > Document Sharing.
- **Fax** – The fax number for the JM main office is 517-796-8637. Please include a coversheet with my name on it. You may want to use a pen to darken your final answers before faxing.
- **Mail** – My address is 2111 Emmons Road, Jackson, MI 49201. I must receive the project before the due date; please allow at least 4-5 business days for the mail to reach me.
- **Hand Deliver** – If you live near the Central Campus or can conveniently make the trip, you may deliver your project to me at my office, 249 McDivitt Hall. If I am not there when you arrive, you may either slide the project under my office door or ask the building secretary in the first floor commons area to place the project in my mailbox.

Midterm and Final Exams: In order to preserve the integrity of this course, there will be two proctored exams: a Midterm Exam covering Chapters 1–6, and a Final Exam covering Chapters 1–9.
- You are not allowed to bring notes to either exam.
- Bring your calculator (Ti-84 preferred) to the exam. The Testing Center (or your proctor) may provide you with scrap paper upon request.
- You will be given a one-week interval to complete each of the midterm and final exams (see class calendar for more details).
- Arrive early; allow yourself at least 3 to 4 hours to complete each exam.
- **Midterm and Final exams may not be taken late.** If your midterm or final exam has not been completed by the end of the allotted week, you will receive a 0 for the exam. Plan ahead; do not wait until the last possible day to take the exam!

Please choose between the following options, and follow the directions in the appropriate section of the Proctor Selection form. Return the information to me no later than the date listed in the course announcements.
- **Option 1:** Take the exams at the Testing Lab on Jackson College's Central Campus. If you select this option you will come to the Testing Lab in Atkinson Hall to take your exams. The exams will be available in the lab one week before the due date, and you may take them whenever the lab is open (varied hours; see http://www.jccmi.edu/library/testinglab.htm for specifics). You will need to request the exam in WA 118. You will be asked to show ID, the consultant will show you to the testing room, and you can return the exam to the consultant when you are finished. The lab will send completed exams to me.
- **Option 2**: Find your own proctor. If you select this option, you will need to find a Testing Center that is willing to proctor your exams. Some suggestions for available Testing Centers are available at http://www.ncta-testing.org/cctc/find.php. If your request for a proctor is approved, your exams will be sent directly to the proctor. The proctor will be asked to verify that you have adhered to the rules on the cover sheet (no books or notes or other outside help; test completed in one session, etc.), then seal your completed exam in an envelope and mail it

to me by the due date. If you intend to select this option please email to explain why you require and off-campus proctor.

Grading Information:

A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in being unable to participate in the next level of courses in a discipline which requires this course as a pre-requisite. Registering for the next course sequence without passing the pre-requisite course may result in you being dropped from that class.

Grading Scale:		Grading Policy:
90 -100%	4.0	
85 - 89%	3.5	Discussion: 5%
80 - 84%	3.0	Homework: 20%
75 - 79%	2.5	Quizzes: 10%
70 - 75%	2.0	Chapter Tests: 15%
65 - 69%	1.5	Project: 10%
60 - 64%	1.0	Midterm Exam: 20%
50 - 59%	0.5	Final Exam: 20%
0 - 49%	0.0	

Grades: Your grades will be available in the "Gradebook" area of MyMathLab.
Please note that only the MyMathLab items are automatically added to the grades here. All "Other" assignments such as Discussion Boards, Projects, and the Midterm and the Final have to be hand-graded and typed in by hand. Therefore, the "Gradebook" in MyMathLab is not always current. I will send out emails when a batch of "by hand" grading has been completed so that you can check your updated grades.

Intermediate Grading: To comply with college policy and federal regulations you will receive three intermediate grades on e-services during the semester. The grades assigned are letters with the following meanings:

- **V**: Verifies that you are participating and your work so far has been acceptable
- **H**: Means that you are participating, but your work shows that you may require Help in order to complete the class successfully. If you receive an H grade, you will be contacted by the Center for Student Success (located in 125 Bert Walker Hall) and offered tutoring services.
- **Q**: Means that you have quit participating in the course. If you receive a Q grade, you will automatically be withdrawn from the course. A Q grade is normally assigned if you have not submitted work (classwork, exams, participation, etc.) for two weeks and have not contacted your instructor regarding your absences.

Extra Credit Policy: There will be no opportunities for extra credit. Your grade is based on your performance in class, not on extras.

Important Dates: Be sure to check out the JCC Academic Calendar for Project Success Day, Holidays with no classes, last day to withdraw, etc. at http://www.jccmi.edu/academics/academic_calendar.htm

Incompletes Policy: (Excerpt from JCC Policy) "A student may request an incomplete from the instructor. The incomplete will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete will be given is the instructor's decision."

Academic Honesty Policy: You are *encouraged* to talk to each other, but all your work must be your own. In other words, "group-work" is a great way to learn material, but anything you submit for a grade must be done by you - reflecting your own thought processes, not that of someone else. If I suspect you of academic dishonesty, I will follow JCC's Academic Honesty Policy and take appropriate action up to and including assigning a **failing grade** for the paper, project, report, exam, or the course itself (whichever I deem necessary). The policy can be seen here: http://www.jccmi.edu/studentservices/catalog/2010-2011/Chapt3.pdf

Where to Get Help…

Office Hours: Office hours are there for you to come get help. Please come see me if you need questions answered. Remember that office hours are not a replacement for using the course materials, including videos.

MyMathLab: There are videos, extra problems, sample exams, lecture notes, PowerPoint lectures and more available in MyMathLab. It's a great resource!

Study Plan: The MyMathLab Study Plan is an excellent source of additional practice problems for each section. The questions in the Study Plan do not affect your overall grade. Instead, they are available to provide you a bit of extra practice wherever you feel you need it. Items in the Study Plan marked with the icon indicate areas that need more study. Items marked with the icon indicate areas that you have mastered.

Instructor You-Tube Channel: (http://www.youtube.com/priceallisonr) The instructor's You-Tube channel contains a variety of videos aimed at discussing content, reviewing for course exams, answering

student questions, etc. This channel is a work-in-progress; please check out the selection already available and also consider asking for an additional video to be created in an area for which you need additional resources.

Center for Student Success: The Center for Student Success has tutoring available for free to all Jackson College students. You can get help with take-home work, MyMathLab homework, and more. The Center is located in Bert Walker Hall Room 125.

Math Help Room: This room is located in 245 McDivitt Hall. SI Leaders are available to answer your questions throughout the day; check the posted sign for a current schedule.

Each Other: Get a regular study group. Write down names and numbers of your peers and call on each other when needed!

A few more important comments:

1. **How many hours a week will this class take?** As it is a 4-credit, 15-week course in a regular semester, it is expected that you will spend **at least 16 hours a week on this class**. Past students have warned me to tell you that this is a course that really will take that much time.

2. **Getting Help IN MyMathLab!** There are tons of videos, powerpoint lectures, and other items ALREADY loaded into MyMathLab under "Multimedia Library". It's your responsibility to use them!

3. **Getting help WITH MyMathLab!** If you need help with MyMathLab, contact their technical support team at 1-800-677-6337 or visit www.mymathlab.com and click the "Support" tab.

4. **You are responsible for your own learning!** This is a difficult course to take online, but not insurmountable. Remember to stay on top of your schedule. Nothing is worse than waiting till the last minute and having something go wrong.

5. **Due Dates!** Please note that all assignments are due at 11:59 PM Eastern Time on their respective due dates (usually Mondays). Exceptions and/or extensions on assignments will be granted on an individual basis depending on the type of assignment. The determination of whether or not an extension will be granted rests solely with the instructor. Please note that the instructor may require documentation (including doctor's notes, obituaries, etc.) in order to make informed decisions.

6. **Lack of participation may cause you to be dropped from the course!** If you do not log in to either MyMathLab for a period of 2 weeks (or longer), you may be dropped from the course. If extenuating circumstances occur, you need to contact me **as soon as possible** to see if accommodations can be made. Do not wait to get in touch for weeks and then expect to be let back into the course, instead get in touch with me as soon as possible. Simply not doing anything for weeks at a time is not appropriate and may result in the instructor withdrawing you from the course.

Please Note: This schedule is considered tentative and is subject to revision at the instructor's discretion. Please keep up-to-date with the assignment due dates on MML and let me know if you have any questions

D – Discussion Topic

H – Homework

Q – Quiz

T – Test

X – Item is an offline assignment

Class Calendar: MAT 039 – I1 & I2

Week	Section		Topic
Sept. 8 – Sept. 13	Q	-	"Email Scavenger Hunt"
	D	#1	Discussion Assignment #1
	H	Rev.	Pre-Algebra Review: Variables and Constants
	H	Rev.	Pre-Algebra Review: Expressions
	H	Rev.	Pre-Algebra Review: Fractions
	H	Rev.	Pre-Algebra Review: Integers
	H	Rev.	Pre-Algebra Review: Ratios and Percents
	H	Rev.	Pre-Algebra Review: Exponents and Order of Operations
Sept. 14 – Sept. 20	Q	Rev.	Pre-Algebra Review Quiz
	T	Rev.	Pre-Algebra Review Test
	H	Supp.	Weighted Averages
	H	Supp.	Unit Analysis
	H	1.2	Scattergrams
	H	1.3	Exact Linear Relationships
	H	1.4	Approximate Linear Relationships
Sept. 21 – Sept. 27	D	#2	Discussion Assignment #2
	Q	Ch. 1	Chapter 1 Quiz
	T	Ch. 1	Chapter 1 Test
	H	3.1	Graphing Equations of the Form y=mx+b
	H	3.2	Graphing Linear Models; Unit Analysis
	H	3.3	Slope of a Line
	H	3.4	Using Slope to Graph Linear Equations
Sept. 28 – Oct. 4	H	3.5	Rate of Change
	Q	Ch. 3	Chapter 3 Quiz
	T	Ch. 3	Chapter 3 Test
	H	4.1	Commutative, Associative, and Distributive Laws

	H	4.2	Simplifying Expressions
	H	4.3	Solving Linear Equations in One Variable
	H	4.4	Solving More Linear Equations in One Variable
Oct. 5 – Oct. 11	D	#3	Discussion Assignment #3
	H	4.5	Comparing Expressions and Equations
	H	4.6	Formulas
	H	Geo.	Geometry Supplement
	Q	Ch. 4	Chapter 4 Quiz
	T	Ch. 4	Chapter 4 Test
	H	5.1	Graphing Linear Equations
Oct. 12 – Oct. 18	H	5.2	Functions
	H	5.3	Function Notation
	H	5.4	Finding Linear Equations
	H	5.5	Finding Equations of Linear Models
	H	5.6	Using Function Notation with Linear Models to Make Estimations and Predictions
	H	5.7	Solving Linear Inequalities in One Variable
	Q	Ch. 5	Chapter 5 Quiz
Oct. 19 – Oct. 25	D	#4	Discussion Assignment #4
	T	Ch. 5	Chapter 5 Test
	X	Review	Review for Midterm Exam
	X	Midterm	Midterm Exam over Chapters 1 – 5
Oct. 26 – Nov. 1	H	6.1	Using Graphs and Tables to Solve Systems
	H	6.2	Using Substitution to Solve Systems
	H	6.3	Using Elimination to Solve Systems
	H	6.4	Using Systems to Model Data
	H	6.5	Perimeter, Value, Interest, and Mixture Problems
Nov. 2 – Nov. 8	D	#5	Discussion Assignment #5
	Q	Ch. 6	Chapter 6 Quiz
	T	Ch. 6	Chapter 6 Test
	H	7.1	Adding and Subtracting Polynomial Expressions and Functions
	H	7.2	Multiplying Polynomial Expressions and Functions
	H	7.3	Powers of Polynomials; Product of Binomial Conjugates
Nov. 9 – Nov. 15	H	7.4	Properties of Exponents
	H	7.5	Dividing Polynomials: Long Division and Synthetic Division
	Q	Ch. 7	Chapter 7 Quiz
	T	Ch. 7	Chapter 7 Test
	X	P	MAT 039 Course Project

	D	#6	Discussion Assignment #6
Nov. 16 – Nov. 22	H	8.1	Factoring Trinomials of the Form x^2+bx+c and Differences of Two Squares
	H	8.2	Factoring Out the GCF; Factoring by Grouping
	H	8.3	Factoring Trinomials of the Form ax^2+bx+c
	H	8.4	Sums and Differences of Cubes: A Factoring Strategy
	H	8.5	Using Factoring to Solve Polynomial Equations
Nov. 23 – Nov. 29	H	8.6	Using Factoring to Make Predictions with Quadratic Models
	Q	Ch. 8	Chapter 8 Review Quiz
	T	Ch. 8	Chapter 8 Test
	H	9.1	Graphing Quadratic Functions in Vertex Form
	H	9.2	Graphing Quadratic Function in Standard Form
	H	9.3	Simplifying Radical Expressions
Nov. 30 – Dec. 6	D	#7	Discussion Assignment #7
	H	9.4	Using the Square Root Property to Solve Quadratic Equations
	H	9.6	Using the Quadratic Formula to Solve Quadratic Equations
	H	9.7	Solving Systems of Linear Equations in Three Variables; Finding Quadratic Functions
	H	9.8	Finding Quadratic Models
	H	9.9	Modeling with Quadratic Functions
Dec. 7 – Dec. 13	Q	Ch. 9	Chapter 9 Quiz
	T	Ch. 9	Chapter 9 Test
	X	Review	Review for Final Exam
Dec. 14 – Dec. 21	X	Final	Final Exam over Chapters 1 – 9 The Final Exam must be completed between Wednesday December 9th and Wednesday December 16th.
	All online assignments must be completed by December 14th. Final grades will be posted on MML by December 21th.		