

MAT 139 Online Course Syllabus
Winter, 2017

I. Instructor Information

Instructor:	Kristi Laird
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II. Course Description and Outcomes

- a. **Course Description:** Algebraic functions, graphs and models are addressed. Emphasis is placed on the following function types: polynomial, exponential, logarithmic, rational and radical. In all topic areas, covered content includes simplifying expressions, solving equations, graphing using transformations, mathematical modeling and problem solving.
- b. **Prerequisite:** The mathematics department recommends that the prerequisite not be more than two years old. If the prerequisite is more than two years old, then the recommendation is that the course placement exam be taken or the prerequisite be retaken to ensure the success of the student. Prerequisite: MTH 039, with 2.0 minimum or direct placement via ACT score or JC placement test.
- c. **Course Objectives:** All objectives refer to the following function types: polynomial, particularly cubic and higher order polynomials, exponential, logarithmic, rational, radical. Students successfully completing Math 139 should be able to:
 1. Functions: Identify functions, use function notation, compositions of functions, inverse functions, domain and range
 2. Understand and use mathematical properties to simplify expressions
 3. Use algebraic and graphical methods to solve equations
 4. Graph functions using transformations of basic graphs; understand relationships between algebraic statement and graphical features of a function such as intercepts, asymptotes, and turning points
 5. Use a combination of manual and technology-enabled methods to find, use, and interpret mathematical models for data
- d. **General Education Outcomes:** All courses at Jackson Community College address one or more of the institutionally defined General Education Outcomes (GEOs). Math 139 contributes to the following outcomes.
 - i. GEO 3: Demonstrate computational skills and mathematical reasoning

III. Required Materials

You will need My Math Lab access and a graphing calculator for this course. The TI-84 is recommended; all posted instructional materials will refer to this calculator. The course textbook is a custom book that combines two other textbooks: *Elementary and Intermediate Algebra, 2nd edition (Jay Lehmann)* and *College Algebra: Concepts Through Functions, 3rd edition (Sullivan)*. All texts are published by Pearson. The Lehmann text is contained electronically within My Math Lab and additional content from the Sullivan text is incorporated via the lecture videos, so you do not need to purchase any books unless you want a hard copy. If a hard copy is desired, I recommend the custom book, which is available through the Jackson College bookstore in a special package bundled with My Math Lab at a reduced price compared to the cost of buying the items separately.

IV. Homework: All homework is submitted through My Math Lab (“Homework” Button)

- a. You will be able to practice and learn by
 - i. Reading parts of your textbook (or e-text “Chapter Contents” area in My Math Lab)
 - ii. Watching the instructional videos I have created (“Lecture Videos” in My Math Lab). Past students have told me that the videos were the most closely related to the course exams, and watching them was the most helpful way to learn the course content and be ready for the ‘big ticket items’ – the midterms and final exam.
 - iii. Asking questions via the discussion boards or e-mail.
 - iv. Working problems in the Study Plan (Study Plan in My Math Lab) – note that work done in the study plan is entirely optional; it does not affect your course grade and is not required.
- b. You will receive a homework grade by doing the homework problems listed in My Math Lab. You will receive immediate feedback when you do homework. My Math Lab will grade it, and allow you to view correct solutions if you miss a problem.
- c. When doing My Math Lab Homework, you have a variety of help features available.
 1. My favorite is the “Help Me Solve This” button. It walks you through the problem step-by-step just as a teacher might do – it helps you figure out the next steps, but you still have to do the actual work.
 2. “View an Example” shows you a similar problem all worked out. Students love this button but I strongly urge you to use it only as a last resort...it is easy to think you know how to do something when you use this feature, when in fact you really don’t know – you are just copying from the example. See the last cautionary note below!
 3. “Video” and “Animation” buttons show exactly how to solve the problem with audio-visual support. These features are available on select problems only.
 4. “Textbook” will link you to the section of the e-book where the material is covered. This feature is available on many, but not all problems.
 5. “Ask My Instructor” will send me an e-mail containing the problem you are working on so I can respond to your question about the problem.
 6. A word of caution about help features: Don’t get in the habit of using a help feature as soon as you look at a problem! These quickly become a crutch, and students who have overused them feel lost on tests when the help features are unavailable. Try each problem on your own first, and use the helps only when you really need them.
- d. You may choose to redo homework at your discretion. This means that if you are not satisfied with your learning and/or your grade on homework, you may ask My Math Lab for new problems to complete by clicking on the “similar exercise” button that appears when you get a problem wrong. Your homework grade will be updated to reflect your performance on the new problems. You are welcome to do homework as many times as you like until you are satisfied that you understand the material and are comfortable with your grade.
- e. Homework is assigned on a weekly basis, and is always due on Mondays as indicated in the course calendar. This will put you on a pace of completing 4-6 homework assignments per week and not leave you overwhelmed with homework right before a unit due date. Once the due date for a homework assignment has passed, you are still able to access the homework but any additional problems completed will be scored with a 25% penalty.

- f. **IMPORTANT:** I strongly suggest that you keep a homework notebook, in which you work each homework problem in a neat and organized way. This notebook will be valuable to you when you go to study for chapter tests and for course exams. It is also excellent practice for the pencil-and-paper course exams.

V. Quizzes: Quizzes will be submitted through the “Quizzes & Tests” area in My Math Lab.

- a. Complete and submit each quiz after you have done all of the homework related to that quiz, but on or before the due date as listed in the course calendar. Once the due date passes, the quiz will close and you will receive a grade of 0 for that quiz. There are two quizzes per unit, one approximately every other week, due on select Mondays as indicated in the course calendar.
- b. Unlike homework, you will have only two chances to do each quiz. For this reason, you will want to study and prepare for the quizzes just as you might do for a test in a traditional class. If you are dissatisfied with your grade on your first attempt, you have one additional attempt to improve your grade. There is no risk involved; only the better of the two grades will be counted.
- c. All quizzes are open-book, so you may reference your homework notebook. If you have kept a good, organized notebook you will find this very helpful to you during the quizzes.
- d. The Scavenger Hunt Quiz at the beginning of the course will also count as a quiz grade, but it can only be taken once.

VI. Participation: Project and Discussions

- a. **Project:** There will be one project in this course, assigned near the end of the course with due date as listed on the course calendar. The project will help you apply the math you are learning in a real-world context and also serve as a valuable tool in reviewing for the final exam. Instructions for the project will be posted in the “Course Tools, Document Sharing” area in My Math Lab.
- b. You will be asked to participate in three online discussions (A, B, C) in the “Discussions” area in My Math Lab. Only one discussion will be active at a time, and each will have a specific closing date (see course calendar). Each discussion will include a question and answer area for students to post questions and answer one another’s questions about material currently being studied. I will also post a few additional ‘starter topics’ in each discussion to get you started. You must contribute a minimum of five posts in each discussion, satisfying the following conditions:
 - i. Posts must be non-trivial and add something new to the discussion. Posting just a word or two, or simply echoing someone else’s comment, does not qualify as a non-trivial post.
 - ii. Posts should be spread out over topics. You must post in at least two different threads in each discussion board.
 - iii. Posts should be spread out over time. You may post only once per day (for credit) in any thread. Of course, you may end up posting several times in a day if you are involved in a Q&A discussion, but only your first post of that day will count for credit.
- c. Your initial self-introduction will also count as a participation grade.

VII. **Course Exams: The two midterm exams and the final exam are closed book, pencil-and-paper exams, and must be taken in a proctored setting.**

- a. You will be able to prepare for these exams by using the review sheets posted in the “Midterm/Final Exam” area in My Math Lab.
- b. Options for proctoring are:
 - i. The JCC testing lab at Central Campus (preferred method; please use if at all possible). The lab is located in BW 121, and has hours throughout the week including some evening and weekend hours. If you choose this option, you can let me know by e-mail.
 - ii. JCC@LISD in Adrian will proctor tests, but hours are limited due to space restrictions and are usually available weekdays only. If you select this option, you will need to work closely with the office staff at the center to set up testing. If you choose this option, you can let me know by e-mail.
 - iii. You can make arrangements for your tests to be proctored at a testing center located at another college or university. If you do this, you must contact that center to get permission to test there and fill out and send me the “Proctor Selection Form” below. I will send the tests to the testing center you list on the form via e-mail. Be aware that some testing centers charge a fee for this service.
 - iv. You can make arrangements for your tests to be proctored at a public library. Not all libraries offer this service, but some will do so. If you do this, you must contact that library to get permission to test there and fill out and send me the “Proctor Selection Form” below. I will send the tests to the library you list on the form via e-mail. Be aware that some libraries charge a fee for this service.
- c. Proctor Selection Form: Please fill out a copy of this form and send it to me (it can be scanned and e-mailed or you can send it in the US mail to Kristi Laird, 2111 Emmons Rd, Jackson MI, 49201)

Student Name: _____
Name of Proctored Testing Site: _____
Business Phone for Testing Site: _____
E-mail address for Testing Site: _____

VIII. Grading Information

All grades for this class will be stored in My Math Lab; please check there for information on your current grade/progress in the class by clicking on the "Grades" button. Your final grade for this course will be determined as follows:

Homework Grades: 15% of final grade.

- Your scores on My Math Lab homework assignments will determine this grade.
- These scores are entered in the gradebook automatically by My Math Lab, so they are always current. Caution: MML does not count missing homework against you until I tell it to put in zeros for missing work at the end of the semester. For this reason, if you have missing assignments your grade may seem artificially high at some points during the course.

Quiz Grades: 15% of final grade.

- Quizzes will occur as listed in the course calendar.
- These scores are entered in the gradebook automatically by My Math Lab, so they are always current. Caution: MML does not count missing quizzes against you until I tell it to put in zeros for missing work, which I will do periodically throughout the course. For this reason, if you have missing quizzes your grade may seem artificially high at some points during the course.
- I will also put the Scavenger Hunt Quiz grade in this category.

Participation: 10% of final grade.

- The self-introduction will be worth 5 points.
- Each of the three discussion boards will be worth 15 points.
- The project will be worth 50 points.
- These grades will be entered manually by the instructor after each item has been graded.

Course Exams: 60% of final grade.

- The two midterms and the final exam will be equally weighted (so each counts 20% of the final grade)
- These grades will be entered manually by the instructor after the grading of each exam.

Your final grade for the course will be determined by this grading scale:

Final Percentage	Final Grade
90 - 100%	4.0
85 - 89%	3.5
80 - 84%	3.0
75 - 79%	2.5
65 - 74%	2.0
60 - 64%	1.5
55 - 59%	1.0
50 - 54%	0.5
0 - 49%	0.0

IX. Tips for Success in this Course

- a. ***Have realistic expectations for an online math course.*** You need to be a self-motivated, independent learner. Be sure to keep up with the work! When you don't have a set time that you must go to class and be accountable for certain material, it is easy to put off doing assignments and studying until the last minute. Try not to do this: you will learn much more by working for a couple of hours each day than you will in one long marathon session the day a chapter is due.
- b. ***The time commitment is significant.*** An average student who comes to the class with a thorough understanding of the prerequisite material can expect to spend about 12 hours a week on this course. Of course, you may find that you need a bit more or less than 12 hours to complete the material, but 12 hours is average.
- c. ***Know where to get help if you need it.***
 - Use your instructor as a resource. I am here to answer your questions! Please feel free to e-mail questions to me; I try very hard to respond to e-mail within 24 hours during the work week. E-mails sent after noon on Fridays may not be answered until Monday.
 - Use all of the online resources available to you – our discussion board, the video lectures, the help features in My Math Lab.
 - Use tutoring help. If you are able to come to campus, you can make use of the student tutors in the Center for Student Success. Call the college at 787-0800 and ask for the Center for Student Success to inquire about hours when math tutors are available. There is no charge for this service. If you are not able to come to campus, you may want to consider locating a private tutor if you feel you need one.