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# MAT 039–I1 Course Syllabus

## Fall Semester 2017

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<b>Office Hours:</b>	Day/Time:	Monday	Tuesday	Wednesday	Thursday
	8:00 - 9:00	MAT 151.02 8:00 – 9:00	MAT 151.02 8:00 – 9:00	MAT 151.02 8:00 – 9:00	MAT 151.02 8:00 – 9:00
	9:00 - 10:00	Commuting	Commuting	Commuting	Commuting
	10:00 - 11:00	Office Hours 9:30 – 1:00	Office Hours 9:30 – 11:00	Office Hours 9:30 – 1:00	Office Hours 9:30 – 11:00
	11:00 - 12:00		MAT139.AH2 11:00 – 1:00		MAT139.AH2 11:00 – 1:00
	12:00 - 1:00				
	1:00 - 2:00		MAT 139.02 1:00 – 3:00		MAT 139.02 1:00 – 3:00
	2:00 - 3:00				

<b>MyMathLab ID:</b>	price76995
<b>Websites:</b>	<ul style="list-style-type: none"> <li>My YouTube Channel: <a href="http://www.youtube.com/priceallisonr">http://www.youtube.com/priceallisonr</a></li> <li>MyMathLab: <a href="http://www.mymathlab.com">http://www.mymathlab.com</a> (where discussion boards, assignments and grades are located)</li> </ul>

**Required Materials:**

- **INCLUDED** - MyMathLab Student Access
- **INCLUDED** - MAT 039 Coursepack and 3-ring binder
- 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.
- **Textbook Zero:** The textbook for this course is available online through MyMathLab.

**Note:** Your tuition and fees for this course include MyMathLab Student Access and the MAT 039 Coursepack. Please pick these items up from the [Jackson College Bookstore](#) at no additional charge.

**Note:** A graphing calculator is required for this course. The cost of a graphing calculator has not been included in course fees as many students already own one. We recommend and will demonstrate the use of the TI-84. If you have a different type of calculator, such as the TI-Inspire, you may continue to use it but directions will not be provided by your instructor. Calculators with CAS (Computer-Algebra-Systems) are not permitted.

**Recommended Materials:**

- Pencils and large eraser
- Ruler or straight edge

**Optional Materials:**

- Textbook (Elementary and Intermediate Algebra: Functions & Authentic Applications, 2<sup>nd</sup> edition, Author: Jay Lehmann, Publisher: Pearson – the e-text comes with My Math Lab)  
Note: the e-text is available with your My Math Lab Student Access
- Graph paper

**Course Description:** Students will build algebraic skills working with expressions and linear and quadratic equations. The course particularly emphasizes graphs and equations of lines, factoring techniques, methods of solving quadratic equations, and linear and quadratic modeling.

**Prerequisite:** By course placement 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.

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## ***Course Requirements:***

### **Online Assignments:**

These assignments must be done on a computer with internet access at **MyMathLab** (reachable through [www.mymathlab.com](http://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:

- **Chapter Video Assignments:** These videos have been created by the instructor to model an in-class experience. The videos for each chapter must be watched before the assignments for the chapter can be completed. Video Assignments are part of the Homework grade for the course.
  - The Chapter Video Assignments follow along with the MAT 039 Course Pack (available for no additional charge at the JC Bookstore).
  - Late Penalties do not apply to video assignments and these assignments are always available past the due date. A video assignment may contain videos for sections due both this week and next week. I would advise you to watch the videos for a section directly before completing the section, rather than all at once.
- **Additional Instructor Created Videos:** A link is available from MML in the Course Materials/ Reference Sheets section or at [www.youtube.com/priceallisonr](http://www.youtube.com/priceallisonr).
  - 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!
- **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.

### **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 videos, links 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 will have a 10% penalty applied to any question submitted past the due date. 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!

### ***Unit Quizzes:***

The purpose of the Unit Quiz is to give you the means of judging whether or not you are prepared to take the Unit 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 70% 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 an 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.

### ***Unit Tests:***

The purpose of the Unit Test is to test for mastery of the unit.

- Available under "Quizzes and Tests" in MyMathLab.
- The Unit Test is locked until you have scored at least 70% on the corresponding Unit Quiz.
- You may take the Unit 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 unit 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 (pencil/paper) exams throughout the course.

***Unit 1 & 2 and Final Exams:*** In order to preserve the integrity of this course, there will be two proctored midterm exams, over Units 1 and 2 respectively., and a Final Exam covering Units 1 – 3.

- You are not allowed to bring notes to any 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 unit and final exams (see class calendar for more details).
- Arrive early; allow yourself at least 2 to 3 hours to complete each exam.

- **The exams may not be taken late and may not be retaken.** If your unit 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.

- **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 Bert Walker 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 <https://www.jccmi.edu/testing-lab/> for specifics). 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. Note: The JC @ LISD Campus in Adrian is also able to proctor exams. Due to limited staff, the Hillsdale and Maher Campuses are not able to proctor exams at this time.
- **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 an off-campus proctor (for example: you live in a different county, state, etc.).

## ***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.

<b>Grading Scale:</b>		<b>Grading Policy:</b>
90 -100%	4.0	
85 - 89%	3.5	Discussion: 5%
80 - 84%	3.0	Homework: 20%
75 - 79%	2.5	Unit Quizzes: 10%
70 - 75%	2.0	Unit Tests: 15%
65 - 69%	1.5	Unit Exam: 30%
60 - 64%	1.0	Final Exam: 20%
50 - 59%	0.5	
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 types, such as Discussion Boards and the Unit and the Final Exams, have to be hand-graded and typed in by hand. Therefore, the “Gradebook” in MyMathLab is not always current. I will send out announcements 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 your Navigator or the Center for Student Success (located in 138 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 (homework, 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 <https://www.jccmi.edu/academics/academic-calendar/>.

**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: <https://www.jccmi.edu/policies/>

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## Where to Get Help...

**Office Hours:** Office hours are there for you to come get help. Please come see me in JM 249 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 138.

**Supplemental Instruction:** SI Leaders are available to help you study and to answer your questions throughout the course. SI sessions are open to all students of a particular course, regardless of whether or not your section has been assigned an SI Leader. The full list of SI sessions can be found at <https://www.jccmi.edu/supplemental-instruction/>.

**Each Other:** Get a regular study group. Write down names and numbers of your peers and call on each other when needed! Note: Personal contact information should not be exchanged on the discussion boards, however you can use the Course Tools menu to email your class mates and arrange a study session.

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### 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](http://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.
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