Math 139 Course Syllabus

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MyMathLab Website:	www.mymathlab.com
MyMathLab Course ID:	laird53145
Office Hours:	Mon, Wed, Thurs 9-11 and Wed 3-5 Other times by appointment

Required Materials: MyMathLab Student Access
        Graphing calculator (TI-84 Calculator **recommended**) Note: You will not be able
            to use a cell phone calculator when you take tests, so it is important that you
            have a stand alone calculator.
        Optional: MAT 139 custom textbook, available through JC bookstore

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.

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: MAT 039, with 2.0 minimum or equivalent.

Math 139 Core 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. 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 the 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

Math 139 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.

GEO 3: Demonstrate computational skills and mathematical reasoning

Course Requirements

Homework: All homework is submitted through My Math Lab ("Homework" button)
- You will be able to learn the course material by:
    - Watching the Lecture Videos that I have created and embedded in My Math Lab
    - Reading the textbook – either the e-text embedded in My Math Lab or the physical text
    - Asking questions via the discussion boards or by e-mail
    - Doing problems in the Study Plan in My Math Lab (optional – does not affect course grade)
- You will earn a homework grade by doing the problems listed in the "Homework" area of My Math Lab.
    - You will receive immediate feedback on every problem you do. If you give a wrong answer you will be given a hint and allowed two additional tries on the same problem.
    - If you are having trouble with a problem you may want to use one of the help features available within My Math Lab (see below).
    - If you get a problem wrong three times, or if you use a help feature, you can request a similar problem and try again to earn credit for that problem.
    - You have an unlimited number of tries to do the homework before you submit it (up until the due date).   So do these until they are right and you have full credit!
- Homework must be completed by the due date (listed on calendar and shown in My Math Lab) in order to receive full credit. However, homework will remain open all semester, and can be completed late with a 25% penalty for all problems submitted after the due date.
- IMPORTANT: I strongly suggest that you keep a homework notebook in which you carefully work out the problems from your assignments. This will get you used to documenting your steps, as you will have to do on tests, and also creates a great piece of review material that can be used when studying for tests.
- Help features in My Math Lab. Each problem you do will have several (though not always all) of the following help options available:
    - Help Me Solve This: This one is my favorite. It walks you through a problem, asking you questions along the way just as a teacher might do. You are engaged in the process, and because it is active you are likely to learn and remember more from this feature.
    - View an Example: This one is many students' favorite. It shows a worked out example of a problem similar to the one you are working on. Caution!! If you use this feature, be careful that you are not simply mimicking the solution shown. It is very easy to think you are learning by watching examples, but in reality you may not be understanding enough to do other similar problems without an example to guide you.
    - Video and Animation buttons show exactly how to do the problem using multi-media presentations.
    - Textbook will link you to the section of the textbook where the relevant material is explained.
    - Ask My Instructor will send a copy of the problem to me so that I can respond via e-mail with explanations or other help.
    - A word of caution about help features: Don't get into the habit of using a help feature as soon as you look at a problem. These can quickly become a crutch, and students who have overused them tend to feel lost on tests when the help features are no longer available. Try each problem on your own first, and save the help features for when they are really needed.

Quizzes: Quizzes are taken in My Math Lab ("Quizzes and Tests" button)
- There are two quizzes per unit, for a total of six quizzes.
- Each quiz can be taken a maximum of two times, so you should study for the quizzes before taking them. Quizzes are not timed.
- You can use your notes and homework notebook during the quizzes – so creating these materials with high quality will help you out on quizzes!
- Quizzes close once their due date has passed, and cannot be taken late.

Discussion: You will be asked to participate in class discussions. There are two types of discussions:
- Open Response:
  - These discussions, identified with letters (Discussion A, Discussion B, etc) will ask you to respond to a writing prompt, video, or article.
  - You can initiate your own response or you can reply to another student's response as long as you are offering new ideas and not simply stating agreement.
- Q & A:
  - These discussions are intended to provide space to ask and answer questions about the course itself, the math content, calculator issues, etc.
  - You can receive credit for asking a question or for a helpful response to another student's question.
- You earn up to five points for each discussion post. The total number of course points available for discussion participation is 50, but since there will be more than ten discussions you can choose which ones you want to participate in; you need not participate in every single discussion. Once you have earned your 50 points, I encourage you to continue to participate in discussion, but no additional points are earned for them.
- In order to receive credit for a discussion, you must post during the week that particular discussion is assigned. Posting after the due date for the discussion will not earn points.

Project: There is one project in the course. It occurs near the end of the semester, and helps with review for the final exam. Details will be given to you during the course.

Exams: There are two midterms and a final exam in this course.
- Exams must be taken in a proctored setting. Options for proctoring are:
  - The JC testing lab, located in BW 121. Lab hours are posted at https://www.jccmi.edu/testing-lab/testing-lab-hours/
  - JC@LISD, Jackson College's location in Adrian, will proctor tests as well. Arrangements must be made directly with the office at that location, and proctoring is usually available weekdays only.
  - A testing center located at another college or university (note: high schools are not included). Many colleges have testing centers and will often proctor for outside testers, although they may charge a fee for this service. You will need to make your own arrangements with the testing lab you choose.
- Notify the instructor of your choice of location by e-mailing the following information:
  - Name of proctoring site (college or university)
  - Phone number for testing site (if not Jackson College)
  - E-mail address for testing site (if not Jackson College)
- These are pencil-and-paper tests that are hand-graded by the instructor.
- The exams are not timed.

- No books or notes can be used on the exams, but you will be provided a list of formulas for each test.
- Exams must be taken by the due date listed on the course calendar.

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	**Online Homework:** 15%
80 - 84%	3.0	**Online Quizzes: 15%**
75 - 79%	2.5	**Discussions: 5%**
70 - 75%	2.0	**Project: 5%**
65 - 69%	1.5	**Midterm Exam #1: 20%**
60 - 64%	1.0	**Midterm Exam #2: 20%**
50 - 59%	0.5	**Final Exam: 20%**
0-49%	0.0	

All grades for this course will be stored in My Math Lab ("Gradebook" button). Homework and quiz scores will automatically appear in the gradebook as you complete them. Items such as the exams, discussions and project that are graded manually by the instructor will be entered into this same gradebook.

Important Dates: Be sure to check out the JCC Academic Calendar for important dates such as holidays with no classes, last day to withdraw, etc. Some of this information can also be found by logging in to your JetStream account.

Class Policies

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

Absence Policy: Students are expected to keep up with the course work. You should be logging into My Math Lab several times a week, and submitting required work by the posted due dates. Any student who has not participated in the course for seven or more consecutive days may be considered to have quit, and will be withdrawn by the instructor. In the event of an emergency that will prevent you from participating in the course on a regular basis please contact your instructor.

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/policies/Academics/Policies/1004.pdf

Class Conduct Policy: *"We know what a person thinks not when he tells us what he thinks, but by his actions."* - **Issac B. Singer**

1. Be Responsible: for your work, for your learning, for your conduct online, etc.

This online course is going to require great levels responsibility on your part. You will need to stay on top of your schedule and your life to make sure that all coursework is done in a timely fashion.

2. Be Respectful: of other students, of the instructor, of the material, of yourself...

Be prepared to fully engage in the learning process, whether working on your own or participating in class discussions. Your attitude toward the course goes a long way toward your success!

Tips for Success

Have realistic expectations for an online math class

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, it is easy to put off doing assignments and studying until the last minute. Try not to do this. You will learn much better by doing your math frequently (some every day is ideal!) rather than engaging in a long marathon session just prior to the due date.

The time commitment is significant

A student who comes to this class well-prepared, with good knowledge of pre-requisite material, can expect to spend 12 hours per week on this class. Of course, individual differences may mean that you spend a bit more or less than this, but 12 hours is about average. Be sure to block out enough time to work on this course, distributed throughout the week.

Where to Get Help…

Office Hours: Office hours are there for you to come get help. Please come and see me if you need questions answered. We can also talk over the phone if you are too far away to come to campus. Remember, though, that office hours are not a replacement for watching course videos and engaging in other learning activities within the course.

Center for Student Success: The Center for Student Success has tutoring available for free to students enrolled in Math 139. You can get help with MyMathLab homework, studying for exams and more. The Center is located in Bert Walker Hall.

MyMathLab: There are videos, extra problems, sample exams, lecture notes, PowerPoint lectures and more available in MyMathLab. It's a great resource! In particular, the **Study Plan** in MyMathLab can help with studying for exams as it gives you unlimited extra problems to do for practice.

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