

MAT 131 Online Course Syllabus
Fall, 2013

I. Instructor Information

Instructor:	Kristi Laird	
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Office Hours:	Mon: 11:30 – 12:30 Wed: 11:30 – 12:30	Tues: 11 – 12, 1 – 3:30 Thur: 11 – 12, 1 – 3:30

II. Course Description and Outcomes

- a. **Course Description:** Emphasizes simplifying expressions, solving equations, and graphing functions, including linear, quadric, polynomial, rational, radical, exponential and logarithmic. Problem solving and mathematical modeling are integrated throughout. Appropriate technology to include a graphing calculator.
- b. **Prerequisite:** A 2.0 in MTH 031 or course placement by exam.
- c. **Course Objectives:** Students successfully completing Math 131 should be able to:
 - i. Simplify Algebraic expressions involving polynomial, rational, radical, exponential, and logarithmic functions.
 - ii. Solve equations, inequalities, and systems of equations and inequalities.
 - iii. For functions described algebraically or graphically:
 1. evaluate, find domain and range, find inverse
 2. perform algebraic operations and graphical translations
 - iv. Solve application problems, including the ability to:
 1. represent a situation using a graph, table or equation
 2. forecast outcomes from above representations
 3. solve optimization problems
 - v. Use appropriate technology as part of their completing the objectives above.
 - vi. Demonstrate a knowledge of current technology and/or scientific issues.
- d. **Associate Degree Outcomes:** All courses at Jackson Community College address one or more of the institutionally defined Associate Degree Outcomes (ADOs). Math 131 contributes to the following outcomes.
 - i. ADO 3: - Proficient - Demonstrate computational skills and mathematical reasoning
 - ii. ADO 7 – Developing - Critical Thinking

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 *Intermediate Algebra: Functions and Authentic Applications, 4th edition*, Author: Jay Lehmann, Publisher: Prentice Hall. It is contained electronically within My Math Lab, so you do not need to purchase it unless you want a hard copy. If a hard copy is desired, it is available through the JCC bookstore on an optional basis.

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

- a. You will be able to practice and learn by
 - i. Reading each section in your textbook (Multimedia Library Button in My Math Lab)
 - ii. Watching the instructional videos I have created (Lecture Videos in My Math Lab)
 - 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.
 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. All homework is open until the very end of the semester, so any and all work you do will be reflected in your final homework grade. However, it is to your advantage to complete each chapter’s homework prior to taking the chapter test.
- 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. Chapter Tests: All Chapter Tests will be submitted through My Math Lab.

- a. Complete and submit the “Chapter Test” for each chapter after you have done all of the homework for that chapter but on or before the due date for the test as listed in the course calendar.
- b. Unlike homework, you will have only two chances to do each chapter test. For this reason, you will want to study and prepare for the chapter tests 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 chapter tests are open-book, so you may reference your textbook and homework notebook.
- d. The Scavenger Hunt Quiz at the beginning of the course will also count as a test grade, but it can only be taken once.

VI. Participation: Projects and Discussion Boards

- a. Projects: There will be three projects in this course, with due dates as listed on the course calendar. Each project will help you apply the math you are learning in a real-world context. Specific instructions for each project will be posted in the “Projects” area in My Math Lab.
- b. You will be asked to participate in four online discussion board areas (A, B, C, D) . Only one discussion board will be open at a time, and each will have a specific closing date (see course calendar). Each discussion board 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 board to stimulate discussion. You must contribute a minimum of five posts in each discussion board, 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.
- c. Your initial self-introduction will also count as a participation grade.

VII. Course Exams: The midterm and final 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 I will post.
- 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 WA 118, 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. 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. 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: _____
Mailing Address for Testing Site: (I will send the tests to this address)

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.

Chapter Test Grades: 20% of final grade.

- There will be one test in My Math Lab for each of the nine chapters.
- These scores are entered in the gradebook automatically by My Math Lab, so they are always current. Caution: MML does not count missing tests 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 tests your grade may seem artificially high at some points during the course.
- I will also put the Scavenger Hunt Quiz grade from JetNet in this category.

Participation: 15% of final grade.

- The self-introduction will be worth 5 points.
- Five posts in each of the four discussion board areas will be worth 10 points each.
- Three projects will be worth 35 points each.
- These grades will be entered manually by the instructor after each item has been graded.

Course Exams: 50% of final grade.

- The midterm and final exams will be equally weighted (so each counts 25% 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 and I will respond to help you.
 - 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, there is a math lab in McDivitt Hall (JM 245) which is open 10 am – 3 pm Monday through Thursday. The tutors in the lab are professional math educators, and are available to students free of charge on a walk-in basis. You can also contact the Center for Student Success, which can direct you to a student tutor. (Call the college at 787-0800 and ask for the Center for Student Success.)