MAT151 College Algebra
Spring 2023 Syllabus

Course	Section	Format	Start Date	End Date	Credit Hours
MAT151	35652	On-Your-Time Online	January 30, 2023	May 12, 2023	4

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The information contained in this syllabus is subject to change at any time during the semester by the instructor. Any changes will be announced through the email you use to create your MOER account. **NOTE: Canvas will not be used for this class.**

Required Items

MOER Account
MOER is a *free* online assessment tool that we will use for all online work and assignments for this class.
URL for MOER: https://moer.maricopa.edu   Course ID: 16533   Enrollment Key: online151

TI-83 or TI-84 Graphing Calculator

- A TI-83 or TI-84 graphing calculator is **required** for this class.   You may use this calculator on all assignments and exams.

- The SCC Media Center will rent calculators this semester. Students should use this link to sign up: http://scottsdalecc.evanced.info/dibs There are a limited number of calculators available.

- Calculators with QWERTY keyboards or those which do symbolic algebra (such as TI-Inspire, TI-92s or TI-89s) **may not** be used for this class and will not be allowed when taking exams.

- NOTE: If you are considering buying another brand of graphing calculator, such as the Casio or HP, please keep in mind that, although these calculators may have the same features as the TI-83 and TI-84, the interface will be very different. This will make it harder for you to follow along with the video tutorials, all of which use the TI.

Technical Requirements
Students are responsible for meeting these technical requirements in order to begin this class:
- An email address that you check regularly (use this when you set up your MOER account)
- Reliable, high-speed Internet connection
- Webcam (internal or external) and microphone
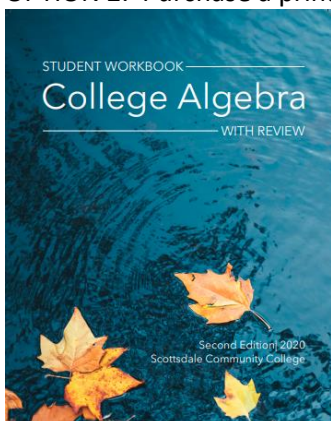- Headphones or working speakers connected to the computer

Course Textbook and Workbook (Recommended)

Textbook: College Algebra, Scottsdale Community College Edition (ISBN: 978-1-63434-847-8),

- OPTION 1: Download for free from MOER (Printing this textbook is not required)
- OPTION 2: Purchase a printed copy from the SCC Bookstore (around $38)

College Algebra with Review Student Workbook, 2nd Edition (ISBN 978-1-63434-931-4)

- OPTION 1: Download for free from MOER and print pages as needed.
- OPTION 2: Purchase a printed copy from the SCC Bookstore (around $14)

Course Technologies

View the Accessibility Statements & Privacy Policies of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Streaming Media/Audio/Video Tools

This course delivers video lectures through YouTube.
Instructor office hours will be conducted in person and through Google Meet.

Computer Access and Email

- You will need regular access to a computer (with Internet access) in order to complete the online assignments that are part of this course.

- You are responsible for completing all assignments on time regardless of any computer or internet issues that may occur.

- You will need a working email address that you CHECK REGULARLY. I do send regular class announcements and information via the email you use to create your MOER account. It is your responsibility to provide a valid email address that you keep up with so that you can receive notifications of class announcements.

- **Response Time:** Students can expect a response time of 24 hours for the instructor to respond to messages sent through MOER.

MAT151 – MCCCD OFFICIAL COURSE DESCRIPTION AND COMPETENCIES

Description: Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.

Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair.

MCCCD Official Course Competencies
1. Define, distinguish, and interpret the relations and functions and their inverses represented verbally, graphically, numerically, or algebraically.
2. Calculate and interpret the average rate of change in varied contexts, using function notation including the difference quotient.
3. Evaluate functions, including composition, and solve function equations and inequalities using multiple methods.
4. Set up, solve, and interpret the meaning of solutions of systems of linear equations using multiple methods, including matrices where appropriate.
5. Identify, graph, analyze, and determine the key characteristics of the following function types and their transformations: linear, quadratic, higher-order polynomial, power, radical, rational, exponential, logarithmic, absolute value, and piecewise-defined.
6. Model real world situations using a variety of mathematical techniques (including regression) and solve real world mathematical problems using functions.

EXPECTATIONS FOR TIME SPENT OUTSIDE OF CLASS

This is a 4-credit-hour online class that meets for 14 weeks. According to the Federal Credit Hour Definition, students should expect to spend a minimum of 13 hours each week working on the required online assignments that are part of this course.

SCC RESOURCES RELATED TO THIS CLASS

SCC Math Center: In-person tutoring and Remote tutoring are available for free through the SCC Math Center. Instructions and hours are on the SCC Math Center website.

Online Tutoring through BRAINFUSE: Online and hybrid students now have access to 24/7 online tutoring via Brainfuse. You may utilize up to 6 hours of online tutoring per semester for free. To access Brainfuse, go to www.scottsdalecc.edu/students/tutoring/online-tutoring

Academic & Student Support Services: A variety of student services can be accessed online. Services are free of charge to all registered SCC students. Refer to the SCC College Resources Home Page.

Accommodations: Scottsdale Community College provides equal opportunity to qualified students. If you have a documented disability (medical, physical, learning, psychological, etc.) and wish to request disability-related accommodations to complete course requirements, contact Disability Resources & Services (480-423-6517). Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course objectives.

Unit Structure

The topics for this course have been divided into Units which are due weekly, on the dates indicated on the Course Schedule. Give yourself plenty of time to work through the problems, take good notes, and get help as needed.

Below are the steps to complete each Unit.

Step 1: MEDIA LESSON

- The Online Media Lesson serves both as an introduction to the topic and as a resource for how you should aspire to write your solutions and express your mathematical work.

- Take careful notes as you watch the videos in this assignment. The examples in the Student Workbook are identical to those in the videos, so use the workbook to help you record your notes from the videos. Any notes you take are for your own use (you will not turn in the Media Lesson pages from the workbook). The more thorough your notes are, the more helpful they will be to you!

- You will have three tries for each problem in the Media Lesson. After the third attempt, you can generate a new problem for full credit.

- **All problems in the Media Lesson must be completed correctly in order to begin the Online Homework.** The link to the Online Homework will not appear until the Media Lesson has been completed with a score of 100%.

- The Media Lesson assignments will remain open for full credit until the end of the semester.

Step 2: ONLINE HOMEWORK

- After completing the Media Lesson, you can start the Online Homework. The link to the Online Homework will not appear until you have the required 100% Media Lesson score.

- You will have three tries for each problem. After the third attempt, you can generate a new problem for full credit.   Refer to your notes from the Media Lesson as needed. Work problem by problem to achieve a score of 100%.

- WRITE DOWN your work as you go through the online homework assignment. Keep this work neat and in order, and include notes to yourself on difficult problems. These notes, along with your notes from the Media Lesson, will be very helpful as you work through the online Test and prepare for exams.

- The link to the Online Test will not appear until the Homework has been completed with a score of at least 80%.

- The Online Homework assignments will remain open for full credit until the end of the semester.

Step 3: ONLINE TEST

- The link to the Online Test will not appear until the Homework has been completed with a score of at least 80%.

- **The Online Test will consist of questions similar to those in the Online Homework and Media Lesson.**

- **You may use your calculator and notes on the online tests, but *no other assistance is permitted*.**

- **Online Tests are TIMED**. You will have one hour (60 minutes) to complete each Unit Test, so be sure to have your notes and calculator ready before you begin. Problems not completed within this time limit will receive a score of zero.

- Online Tests are due on (or before) the dates indicated on the Course Schedule.   Give yourself plenty of time to complete assignments and get help as needed before the due date. **Do not wait until the last minute!!!** If you fall more than two units behind the course schedule, you may be withdrawn from the class.

- **LATE PASSES for Online Tests**:
    - If you miss an Online Test deadline, you can apply a Late Pass to complete the test for full credit. Each Late Pass will extend the due date by one day.
    - There is no penalty for problems/assignments completed while using a late pass.
    - Multiple late passes can be applied if more time is needed. (100 Late Passes available during the semester)
    - All late passes expire at 5:00PM on May 12, 2023.

Step 4: TEST CORRECTIONS **(Required for every Online Test)**
- If you got a perfect score on the online test, you automatically receive 100% on the Test Corrections.

- To access your completed Test, click the Gradebook link, then click on your *test score*. This will open your completed test, where you can see all of the questions and your answers. You can click on the ⚲ button next to the answer box to see the correct answers for the problems you missed.

- At the top of a clean sheet of notebook paper (or graph paper), write your name, the test number, test score, and list all problems missed.

- For every missed problem:
    - Copy the question onto your paper and **explain the error**. Show as much work as possible and explain clearly where the mistake was. This is the only way I can give you partial credit on the test, so please give me as much information as you can.
    - **Work the problem correctly**, showing all possible work and (if an application problem) writing your answer in a complete sentence. *All work must be shown neatly and correctly in order to receive full credit for the Test Corrections.*

- ***Late passes cannot be applied to Test Corrections.*** However, after the due date you may email your Test Corrections to me for full credit. I will accept Test Corrections for any Unit Test until the end of the semester.

Proctored Exams

- Two Proctored Exams will be given during the semester.

    o **PROCTORED MIDTERM EXAM:** Units 1 – 7

    o **PROCTORED FINAL EXAM:** All course material, with emphasis on Units 8 – 13.

- You may use your graphing calculator but **NO NOTES** on these exams.

- Calculators with Computer Algebra System (CAS) features will not be allowed during the exam. You will not be able to use your cell phone or computer as a calculator during the exam. Sharing of calculators during the exam is not permitted.

- **Exams will be given on the SCC campus.** Bring your calculator, pencils, erasers, and your driver's license with you when you come to take these Exams.

- **You are required to present photo ID in order to take an exam.** If you do not have photo ID, you will not be allowed to take the exam. There can be no exceptions to this policy.

- The dates and times for the Midterm and Final Exams will be posted in MOER. If you are unable to take an exam at these scheduled times on the SCC campus, you have the following options:

    1. You can take the exam in the **SCC Testing Center** on or before the due date. The SCC Testing Center is by appointment only (no walk-ins). Contact instructor for more information.

    2. You can use an online proctoring service called **ProctorU** to take these exams at home on or before the due date. Contact instructor for more information.
    NOTE: If you have to take the exam online, it is the your responsibility to verify that your device meets the technical requirements for using ProctorU.

    Arrangements for the Testing Center or ProctorU must be made **at least one week in advance** of the scheduled exam.

- Due dates for these exams are posted in MOER. **Late passes cannot be applied to exams**.

- Make up exams will only be granted in extreme circumstances and must be approved BEFORE the missed exam. DO NOT wait until after the missed exam to contact me. Students who do not make other arrangements in advance and do not complete an exam by the due date may earn a withdrawal from the course.

- Both exams must be completed in order to earn a grade (A, B, C, D, or F) for this course.

Assignments	Percentage of Course Grade
Orientation Assignments Media Lessons Online Homeworks Online Tests Test Corrections Exam Reviews	40%
Midterm Exam	30%
Final Exam	30%

Grading Criteria	
90% - 100%	A
80% - 89.99%	B
70% - 79.99%	C
60% - 69.99%	D (not passing)
0% - 59.99%	F (not passing)

Final grades are calculated using the scale listed above.   FINAL GRADES ARE NON-NEGOTIABLE. It is unethical to reach out at the end of the semester and request "a few extra points" or discuss the consequences of not earning the grade you want in the class. Messages of this nature will not receive a response.

Note: Whether a student receives an F or a W depends on the communication with the instructor as to the student's individual situation.

The grade of I is exceptional and given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control. The grade of I may be considered only for students who have completed at least 85 percent of the total coursework requirements with a grade of C or better. The student must request an I before the end of the semester. The faculty member retains the right to make the final decision on granting a student's request for an I, even though the student may meet the eligibility requirements for this grade. If the request is approved, the faculty member will determine a deadline for which work must be completed, and the grade the student will receive if the work is not completed on time.

Important Notes to the Student:

- **This is not a self-paced class.** You have assignments and due dates and must make regular and consistent progress on course work and assignments. Students that stop participating and fail to respond to instructor MOER communication will be withdrawn from the class.

- *You can work ahead, but do not fall behind!*

Attendance Policy

If you go 14 consecutive days without attending this course, I am required by law to withdraw you. Since this course is online, the following is a list of activities that constitute online class" academic attendance" and "attendance at an academically-related activity" for purposes of determining the last day of attendance according to 34CFR668.22(l)(7)(i):

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students;

2. Submitting an academic assignment;

3. Taking an exam, an interactive tutorial, or computer-assisted instruction;

4. Attending a study group that is assigned by the institution;

5. Participating in an online discussion about academic matters; and

6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Other Class Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

General Conduct
- Students are expected to conduct themselves in a responsible, mature, and academically honest manner. Be honest in everything you do. Do not present someone else's work as your own.
- Any student caught cheating on an assignment/exam will receive a grade of zero for that assignment/exam and is subject to disciplinary action in accordance with SCC policies. This may include withdrawal from the class.

Class Drop
If you realize right away that this class is not for you, you will need to drop the class as soon as possible (within the first few days of class) in order to receive a full refund. Check the College Catalog for these important dates. You are responsible for dropping within the window to obtain a refund if you decide that is what you want to do.

<u>Withdrawal Policies</u>
Students can withdraw from this class at any time prior to the Final Exam. If you find that you need to withdraw from the course, please speak to me about it first. I may be able to recommend other options or discuss alternative courses of action concerning future classes.

This is not a self-paced class. You have assignments and due dates and must make regular and consistent progress on course work and assignments. Students that stop participating and fail to respond to instructor MOER communication will be withdrawn from the class.

Please note that I will not give you an F if you merely stop participating. If you meet or exceed the limits listed below, then you may be withdrawn from the class without notice.

- Students who do not create their MOER account by 11:59PM on the class start date may be dropped from the class as a no-show.

- Students who do not log in to MOER and make progress on the assignments for a **14-day period** may be withdrawn from the class.

- Cheating on any assignment or exam may result in withdrawal from the course.

- Students who fall more than two units behind the course schedule may earn a withdrawal from the course.

- Students who do not take an exam by the due date may earn a withdrawal from the course.

- Whether a student receives an F or a W depends on the communication with the instructor as to the student's individual situation.

Information contained in this syllabus is subject to change during the semester at the discretion of the instructor. Any changes will be posted on the MOER site and an email will be sent out to all students through the email address you use to set up your MOER account.

Students are responsible for the information contained in this syllabus. Students are responsible for college policies included in the College Catalog and the Student Handbook.