

**Odessa College  
Introductory Algebra  
Fall 2012  
08/27/2012 – 12/10/2012**

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**Course Number:** 0372.713

**Credit Hours: 3**

A developmental course that provides a study of real number operations, linear equations and inequalities including systems, function notation, quadratic inequalities, exponents and radicals, polynomial and radical equations, and their graphs. The student will learn to select appropriate mathematical techniques and technologies and use skills in information organizing, processing, planning, and problem solving. Credit is not transferable. This course does not satisfy requirements for any degree plan at Odessa College. Placement testing is available. Attendance is mandatory for TASP/THEA liable students. Lab fee required. (SCANS 3, 8, 9)

Prerequisite: MATH 0372 passed with a C or better or satisfactory placement score.

Co-requisite: 14 hours in the Math Academic

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### **Course Objectives**

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- 1.0 Performing algebraic operations on rational expressions and equations.
  - 2.0 Performing algebraic operations on functions and graphing functions.
  - 3.0 Solving systems of linear equations and applied problems.
  - 4.0 Solving compound and absolute value inequalities, using basic arithmetic operations with rational expressions and solving applied problems.
  - 5.0 Using basic algebraic operations on radicals and complex numbers, simplifying radicals, and solving applied problems with radicals.
  - 6.0 Solving quadratic equations by the technique of completing the square and using the quadratic formula and solving applied problems involving quadratic equations.
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**Textbook:** *Elementary and Intermediate Algebra*; Bittinger, 4e

**MyMath Lab Software:** all homework done with this software

**Attendance:**

You will receive  $\frac{1}{2}$  of an absence if you arrive more than 15 minutes late or leave class early. You will also be counted absent for sleeping during class. For MW classes, 5 absences are allowed. When a student has exceeded the allowed number of absences, he/she will receive an F in that developmental class. Do not simply stop attending class without visiting with me first or properly withdrawing.

**Technology:**

Students must have a valid e-mail address to register for computer software. The email address that you use to register your software will be the email address to which I will

send any information or announcements. Please check this account regularly. It is recommended that you use your Odessa College email address. All work is done through the internet, so you need internet access. If you do not have access to the internet, you may use the computers in the math lab.

**Method of Evaluation:** Homework: 30%

Quizzes: 10%

Test: 40%

Final Exam: 20% (Final is comprehensive & mandatory)

This counts as 86% of the total grade and the Math Lab hours is 14%

Percentage (%)	Grade
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

**No Make-up on Homework or Tests!! Make prior arrangements.**

**No Late Homework Accepted.**

**Failure to take Final Exam will result in receiving an F for the class**

#### **Homework Due Dates:**

#### **SEE ATTACHED TENTATIVE SCHEDULE OF ASSIGNMENTS**

NOTES: Notes will be given during each class that is not scheduled for a test.

Therefore, good attendance will contribute to a better understanding of the material.

#### **Communication**

Communication plays a vital role in a student's success. Any email I receive will be answered within 2 business days.

**Exams-** We will cover one to two sections each class with quizzes given at the end of class on most days. There is an exam at the end of each chapter and a cumulative final. NO MAKEUP TESTS WILL BE GIVEN. Make PRIOR arrangements if you will miss class on EXAM day.

#### **Tutoring**

Tutoring is available through Developmental Studies and in the OC Math Lab. The hours for the math lab are Mon-Thurs 8:30 AM – 8:30 PM, Friday from 8:30 AM – 1:00 PM, and on Sunday from 1:00 PM – 5:00 PM in the Student Success Center behind the library. Group tutoring is also available.

**SEI evaluation info:** The SEI process for face-to-face and online courses is scheduled for the week of November 26<sup>th</sup>.

#### **Dropping**

The last day to drop a course at Odessa College for the fall semester of 2012 is Wednesday November 14.

## **Back-Up Plan**

You must have a back-up plan for this course in case your primary computer fails during the semester. Please detail the location of the two computers in your student information sheet.

**Cheating:** Cheating is not tolerated in my class. You are responsible for doing your own work. The 1<sup>st</sup> time you are caught cheating on a paper, homework, assignment, or test, you will receive a 0 for that assignment. The 2<sup>nd</sup> time you are caught cheating, you will be removed from my class permanently and receive an F for the course. If you are caught letting someone copy, you will receive the same punishment.

**SPECIAL NEEDS:** Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the office of Disability Services at 335-6861 to request assistance and accommodations.

## **Learning Resource Center (The Library)**

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

## **Student Email**

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## **Student Portal**

### **Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Important School Policies**

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

### **Student Success Coaches:**

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

## **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provide my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

### **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,

- having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.