Odessa College
Intermediate Algebra
Fall 2013
08/26/2013 – 12/12/2013

Instructor: Theresa Evans ET 127a 335-6406

E-mail: tevans@odessa.edu – this is best way to contact me

Course Number: 0375.607 M , W: 1:00 – 2:20 ET 100

Webpage: http://www.odessa.edu/dept/math/tevans

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

Course Objectives

1.0 Factoring Algebraic expressions

2.0 Performing algebraic operations on rational expressions and equations.

3.0 Performing algebraic operations on functions and graphing functions.

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 graphing quadratic equations.

Textbook: *Elementary and Intermediate Algebra;* Bittinger, 5e
MyMath Lab Software: all homework done with this software

Technology:
All assignments are submitted through the MyMath except in class test. 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. The electronic recording of the time on MyMath lab will be considered the time of assignment submission. Take the necessary steps to ensure that your assignments are submitted on "MyMath" time. Back-up and/or additional copies of all assignments submitted is encouraged. Computers/printers are available to OC Students in the Math Tutoring Lab (ET 120) or the LRC; therefore, not having access to a computer due to technical issues (crash, corrupted files) will not be considered as an acceptable reason for not completing the assignments. If there is a loss of server connection with Odessa College or MyMath lab due to maintence, then an e-mail will be sent out with pertinent information and status reports.

Method of Evaluation: Homework: 30%
Test: 50%
Final Exam: 20% (Final is comprehensive)

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

Homework Due Dates:
Students will challenge each module (chapter) of the course by taking a pre-module test. By showing mastery, they may progress to the next module. If they do not show mastery, they will complete their personalized homework on each unit in the module to the mastery level to continue. When a student has completed the individual unit work, he/she will take the post-module test. The same process will be followed for each module until the student completes all the modules for the course. If a student does not meet the mastery level on the post-module test, he/she will be directed to complete problems assigned in their customized study plan of the module. After completion of this element, they will re-take the post-module test. The student will repeat this process until they show mastery on the post-module test.

Mastery at the 80% level or higher is required on all module components.

Students must master all modules (chapters) including Final Exam to obtain a passing grade for course. Students will be assigned a grade of Z if course is not completed at mastery level.

NOTES: You can print out the notes for class at https://sites.google.com/site/inter375 Please bring them to class with you. They are also available in your MyMath lab software.

Attendance: Students are expected to attend class regularly. Attendance will be recorded using a "sign-in" sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave early without notifying the instructor, this will count as an absence. Students are permitted 5 absences before a grade of F will be assigned.

Math Lab: Students are required to attend the math tutoring lab at least one hour per week until they have completed the course.
Monday – Thursday: 8:30 am – 8:30 pm
Friday: 8:30 am – 1:00 pm
Sunday: 2:00 pm – 5:00 pm

Cell Phones: Cell phones must be placed on either vibrate or silent mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Please keep all cell phones put away during class.

Dropping
The last day to drop a course at Odessa College for the Fall 2013 semester is Tuesday, November 12th.

Conduct: All students will be expected to abide by the OC Code of Classroom Etiquette. I have provided a copy for you. If you fail to abide by these rules, you will be asked to leave my classroom or be removed completely from my class.

Cheating: Cheating is not tolerated in my class. Cheating also includes copying answers out of the back of the book. All work must be shown on homework paper that is turned in. Any homework turned in that shows only answers will receive a 0. The 1st time you are caught cheating on a paper, homework, assignment, or test, you will receive a 0 for that assignment. The 2nd 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 your paper, you will receive the same punishment.

Office Hours: Monday: 11:00 – 1:00
Tuesday: 10:00 – 11:00 and 1:00 – 1:45
Wednesday: 11:00 – 1:00
Thursday: 10:00 – 11:00 and 1:00 – 1:45
Friday: none

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.

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.**

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.
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.

The Student evaluation of Instructor process for face-to-face and online courses is scheduled for the week of November 25th.

To see full syllabus for this course go to: Blackboard - Evans

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
    - provided 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.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

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

4. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
    - provided 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.

5. 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.

6. 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

4. 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.

5. 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.

6. 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.

Description of Institutional Core Objectives (ICO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73)*

Odessa College's Institutional Core Objectives (ICOs):

1. *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
6. *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* *http://www.odessa.edu/dept/studenthandbook/handbook.pdf*

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test,

plagiarism and collusion.

"Cheating on a test" shall include:

*Copying from another student's test paper
*Using test materials not authorized by the person administering the test.
*Collaborating with or seeking aid from another student during a test without permission from the test administrator.
*Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
*The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
*Substituting for another student, or permitting another student to substitute for one's self, to take a test.
*Bribing another person to obtain an unadministered test or information about an unadministered test.
*"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30)*

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36)*

Blackboard Support

I can't log into my Blackboard Course, who do I contact?
Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?
For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online **Click here.**
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online **Click here.**
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online **Click here.**
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online **Click here.**

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?
Go to this website and follow the directions on the page: http://www.odessa.edu/gmail/.

I can't access my student email! I forgot my password!
Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:
The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?
Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here *(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)*

Equipment and Services Provided:
The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm