

**Odessa College**  
**Intermediate Algebra-Web Based**  
**Fall 2013**  
**08/26/2013 – 12/12/2013**

**Instructor:** Theresa Evans

ET 127a

335-6406

**E-mail:** [tevans@odessa.edu](mailto:tevans@odessa.edu) – this is best way to contact me

**Course Number:** 0375.wb\_wb8

**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**

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- 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, 4e

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

**Technology:**

Online 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. 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 maintenance, then an e-mail will be sent out with pertinent information and status reports.

**Method of Evaluation:** Discussion Boards: 10%  
Homework: 25%  
Test: 40%  
Final Exam: 25% and a score of 50 or better

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 Test!! Make prior arrangements.**

**No Late Homework Accepted.**

**Student must make a score of 50 or better on the Final Exam or they will not pass the class. Regardless of class grade the student will receive an F for the course if they score a 50 or below on the Final Exam.**

**Failure to take Final Exam or scoring a 50 or below will result in receiving an F for the class**

**NOTES:** You can print out the notes for class through the MyMath Lab software or at <https://sites.google.com/site/inter375>

### **Homework Due Dates:**

**Week 1:** Register MyMath lab

Read all info about class on instructor web-site and in MyMath lab  
Sections 5.1 and 5.2

**Week 2:** Discussion Board: Scavenger Hunt complete

Sections: 5.3 – 5.5 due by midnight Sunday night  
Complete sections 5.1 – 5.2 if not finished

**Week 3:** Discussion Board:

Sections 5.6 – 5.7

- Chapter 5 Review due by midnight Sunday night
- Week 4:** Discussion Board:  
Chapter 5 test (check due dates)  
Sections 6.1 and 6.2
- Week 5:** Discussion Board:  
Sections 6.3 – 6.5 due by midnight Sunday night
- Week 6:** Discussion Board:  
Sections 6.6 due by midnight Sunday  
Chapter 6 Review  
Chapter 6 test (check due dates)
- Week 7:** Discussion Board:  
Sections 7.1 – 7.2 due by midnight Sunday night
- Week 8:** Discussion Board:  
Sections 7.3, 7.4, 9.1, and 9.2 due by midnight Sunday night
- Week 9:** Discussion Board:  
Sections 9.3 due by midnight Sunday night  
Chapter 7 & 9 Review  
Chapter 7 & 9 test: (check due dates)
- Week 10:** Discussion Board:  
Sections 10.1 – 10.2 due by midnight Sunday night
- Week 11:** Discussion Board:  
Sections 10.3 – 10.5 due by midnight Sunday night
- Week 12:** Discussion Board:  
Section 10.6 and 10.8 due by midnight Sunday night
- Week 13:** Discussion Board:  
Chapter 10 Review due by midnight Sunday night  
Chapter 10 Test (check due dates)
- Week 14:** Discussion Board:  
Sections 11.1 – 11.2 due by midnight Sunday night
- Week 15:** Discussion Board:  
Sections 11.3 and 11.6 due by Friday at midnight  
Study and review for final  
Final opens on Friday (Must be taken in ET 120)
- Week 16: Discussion Board: No discussion board**  
**Final exam must be taken by close of day Tuesday, December 10th (Must be taken in ET 120)**

### **Communication**

Communication plays a vital role in an online student's success. Communication methods for this course include announcements, email, and discussion boards. You are required to participate in the discussion boards. Each student should submit 1 meaningful thread in the discussion boards each week. You will earn credit for meaningful posts to the discussion boards through May 10th. Idle chitchat and non-meaningful posts will not count towards your grade. Any emails I receive will be answered within 2 business days.

### **Exams**

You are allowed two attempts on each of the test. I strongly suggest that you take your first attempt at least one day prior to the due date to allow time for studying your mistakes and improving your grade, if needed. The final exam is comprehensive and will be proctored. You have to make a score of 50 or above on the final exam to pass the class. If your score is below a 50 you will be given an F grade regardless of what your current course score is. You must present a picture ID before taking the final exam. All students will take the final exam in the Math Lab located in the OC Mathematics Department. The final exam is comprehensive and will

be due by **8:30** PM on December 10th. You will not be allowed to bring your cell phone into the final exam area. If you do not take the final exam, you will receive an F for the course.

### **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 8:00 AM – 1:00 PM, Sunday from 2:00 PM – 5:00 PM

### **Dropping**

The last day to drop a course at Odessa College for the spring semester of 2012 is Tuesday, November 12<sup>th</sup>.

**Cheating:** Cheating is not tolerated in my class. 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 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.

### **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](http://www.odessa.edu/gmail/), 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.

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 – Online Learning**

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online 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 within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; 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
  - post grades for discussion postings within one week of the discussion thread closing.
  - 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
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or 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
  - getting “kicked off” of the system during tests or quizzes;
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
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,
  - access my course several times during the week 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.

## **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](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
<b>Blackboard Help for Students</b>	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online <a href="#">Click here.</a>
<b>Blackboard On Demand Learning Center for Students</b>	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online <a href="#">Click here.</a>
<b>Blackboard Collaborate: First Time Users</b>	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training	Online <a href="#">Click here.</a>

	and resources area.	
<b>Blackboard Collaborate: Essentials for Participants</b>	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 <a href="#">Click here.</a>

## 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](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?

<b>Main Number</b>	432-335-6861
<b>Campus Location</b>	SUB 204N in the Student Union Building
<b>Email</b>	Becky Rivera-Weiss - <a href="mailto:brivera@odessa.edu">brivera@odessa.edu</a>
<b>Website</b>	To find out more about services provided by the Special Populations office, please visit:

	<a href="http://www.odessa.edu/dept/counseling/disabilities/index.htm">http://www.odessa.edu/dept/counseling/disabilities/index.htm</a>
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## Learning Resources Center (LRC; Library)

### How do I contact the Learning Resource Center?

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

### 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.*

<b>Main Number</b>	432-335-6673
<b>Campus Location</b>	1st floor of the Library
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
<b>Live Online Assistance / Chat</b>	<a href="#">Click Here</a> <i>(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.)</i>

### 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 <a href="#">Click here for more information.</a>
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online <a href="#">Click here for more information.</a>
Study Skills	Tools needed to succeed	On Campus and Online <a href="#">Click here for more information.</a>
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 <a href="#">Click here for more information.</a>
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online <a href="#">Click here for more information.</a>
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 <a href="#">Click here for more information.</a>
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online <a href="#">Click here for more information.</a>

## Veterans Support

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

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