<div align="center">

South Plains College Mathematics Department
Dual Credit Online College Algebra – MATH 1314.451
Course Syllabus – Spring 2022 – revised January 2022

</div>

Instructor: Karol Albus   **Office:** M110   **Telephone:** (806)-716-2543
Email: kalbus@southplainscollege.edu

Office hours: As listed or by appointment.   **Preferred method of contact:** Blackboard Messaging

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:00 am 1:00-2:30 pm (Lev Office M110)	9:30-11:00 am (Lev Office M110)	8:00-9:00 pm (Zoom)	By Appointment	9:00-12:00 (Lev Office M110) Most Fridays

Disclaimer: The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor, and will announce any changes **via Blackboard Messaging**. The instructor will use Blackboard to deliver and manage this course.

This course is an online course, which means that you must be self-motivated to access course information and respond to the instructor if you have questions over procedures not covered in the Blackboard instructions. To successfully participate in this online course, **you need the following skills:**

- Have algebra skills consistent with successful completion of high school Algebra I and II (Please take the Pre-Assessment Quiz provided in Blackboard to make sure you have the necessary skills in place)
- Know basic functionality of a computer and how to connect to the internet
- Know how to and be willing to compose, reply to, and forward e-mail messages in Blackboard
- Know how to open and print .pdf (Adobe Acrobat) documents
- Be able to access and watch YouTube videos
- Be able to scan a document, and create a PDF
- Have access to a file storage on a computer so pdf (Adobe Acrobat) documents can be stored there
- Know how to attach a PDF in Blackboard

Computer Issues: If your personal computer becomes "disabled," there are open computer labs on the Levelland and Reese campuses which you may use to access this course. Please remember that it is your responsibility to have a backup plan. Your assignments for this class will have a deadline by which the assignment must be submitted. If you wait until the last day to try and complete your assignment and you encounter computer issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions. You may, however, submit your assignment as soon as you get it finished. There is no such thing as "too early".

Communication: Your course will be contained within Blackboard. Blackboard messaging and postings on the course homepage in Blackboard are my only method of communicating in an online class. **You must check Blackboard email and the course homepage on a regular basis.**

Course Supplies:
- **NOTE:** There is NO book required for this course. All materials are available on Blackboard
- **Required:** Working, reliable internet access with the ability to **view videos via YouTube**.
- **Required:** Method of scanning handwritten work to submit
- **Required:** Scientific Calculator (with log and ln). **Suggested TI-30XIIS.** They are inexpensive and user friendly. **Graphing calculators are not allowed.**
- **Suggested:** Large 3-ring binder, dividers, notebook paper, graph paper (available to print on blackboard), hole punch, pencils, and erasers. This will keep your course organized so you can easily access all your own work.
- **Required:** Method to print notes posted on Blackboard. You will be expected to print them, watch the appropriate videos to complete them, scan them, and turn them in as instructed.

Messaging/Announcements: The primary means of communication will be Blackboard. Any questions or comments you have should be sent to the instructor through Blackboard messaging. Please check your messages daily. The instructor will also check messages daily and will respond to messages within 24 hours during the work week. Please do not wait until the last minute to do homework, or to ask questions before an exam. You must plan on allowing a reasonable amount of time for the instructor to respond to your questions. If you wait until the last minute, your questions may not be answered before an exam. The instructor will also post general announcements in Blackboard. If the instructor requests a reply from you (even just to check in with the instructor), please reply promptly.

Methods of Learning Assessment:

- **Handwritten notes and homework.** This helps both of us to be diligent in keeping your skills on pace. You will have answer keys to all assignments, so obviously your answers are not being graded. Your work will be assessed to make sure you are actually obtaining skills. Please check your own answers with the keys provided so that you can be aware of any misunderstandings you may have and get them corrected before an exam. I am open to using other recognized methods, but have found some very contrived methods from apps that do not appear when the student takes an exam. Please do not rely on apps on the assignments. This is your opportunity to practice enough to retain the skill and be able to demonstrate it on an exam.
- **Proctored Unit Exams and Final Exam.** All Exams must be proctored, completed and returned to the instructor on the dates listed in the course calendar, and will be timed. Exams will be proctored with an institutional program, Proctorio. I will be going over that and have a practice session during the second week of class.

Grading Formula:

Enrollment in this course does not guarantee advancement. The final responsibility for learning lies with the student.

Your average for this course will be based on the following:

Notes, Handwritten Homework completed and submitted	20%
4 Unit Exams (15% each)	60%
Final Exam	20%

Your school will be provided with a numeric average for High School Credit. For your South Plains College transcript, the following scale will be used.

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

(No extra credit is provided in this course. Deadlines are not flexible.)

A current average for the course will be found in Blackboard. You should check your grades regularly. I will post grades on an assignment a few days after the deadline for that assignment. If you are working ahead of the schedule please note that your grade may or may not appear until after the deadline. **Please note that the weight of the course grade is on proctored exams.** They are VERY important. **ALL of the other work is just a means by which to get ready for those exams.**

Resources:

- **Your instructor!** I am available to you by Blackboard email, during Zoom office hours virtually, on campus during office hours, or by appointment. When asking a question via email, please take a photo or scan of the work you have done and attach that to your question. This will save so much time and will be much more beneficial to you. It is often as important to know what you are doing RIGHT as it is finding an error you may have made.
- **Blackboard** The course syllabus, notes, videos, homework assignments, and homework answers, will all be available on Blackboard.
- **SPC Tutors**
  Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations. http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php
- **Tutor.com**
  You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:
  Monday – Thursday: 8pm-8am
  6pm Friday – 8am Monday morning
- **For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.**

Withdrawal Policy: If you wish to withdraw from this class for any reason, you must initiate the appropriate steps on your own. To withdraw from this class, you need to email the registrar, Andrew Ruiz, and tell him you need to drop an online class. His email address is **aruiz@southplainscollege.edu**. Give him the course and section number and he will take care of it. The drop form can be obtained online in MYSPC, under the Student Forms and Tools link. The **last day to drop is Thursday, April 28, 2022**. If you plan to withdraw, please consult with the instructor immediately.

Excessive absences or nonparticipation will result in an administrative withdrawal with a Grade of X or F. Because this is an online class, you must access the course on a regular basis. You will feel more at ease with the material if you stay in touch with what is going on. Blackboard tracks when and where you have been in the course. The minimum attendance requirement to be successful in this course is at least three (3) days per week. Most students find that doing some math every single day is the best way to maintain continuity and to stay caught up. The Course Calendar is designed to assist you in staying on track. **You may be administratively withdrawn from the course if you fail to log in for (5) consecutive days, if you consistently fail to meet homework deadlines, or if you fail to turn in an exam.**

<div align="center">

South Plains College
Common Course Syllabus: MATH 1314
Revised August 2021

</div>

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 1314

Course Title: College Algebra

Available Formats: conventional, hybrid, internet, and ITV

Campuses: Levelland, Reese, Plainview, Lubbock Center, and Dual Credit

Course Description: In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite: Minimum score of 350 on the TSIA1, minimum score of 950 on the TSIA2, a diagnostic score of 6 on the TSIA2, TSI-exempt status, a successful completion with a grade of 'C' or better in MATH 0320, or successful completion of NCBM-0114.

Credit: 3 **Lecture:** 3 **Lab:** 1

Textbook: *College Algebra with Intermediate Algebra: A Blended Course*, Beecher, Penna, Johnson, and Bittinger, 2018, 1st Edition, Prentice Hall/Pearson Education

Supplies: Please see the instructor's course information sheet for specific supplies.

This course partially satisfies a Core Curriculum Requirement: Mathematics Foundational Component Area (020)

Core Curriculum Objectives addressed:
- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: There will be departmental final exam questions given by all instructors.

Attendance/Student Engagement Policy: Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the **total** class meetings **and** submit at least eighty percent (80%) of the **total** class assignments to have the best chance of success. If the student fails to meet these minimum requirements, the instructor <u>may</u> remove the student from the class with an X, upon their discretion, to help the student from harming their GPA. If the student can not receive an X, the instructor will assign an F.

Plagiarism violations include, but are not limited to, the following:
1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:
1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps, etc…) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

COVID Syllabus Statement: Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email rcanon@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by* Amazon, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Dual Credit College Algebra Online Course Outline – Math 1314.451 Spring 2022

Week	Date	Topic	Due Thursdays 11:00 PM
1	Jan 17-20	Read Syllabus, Watch necessary videos Syllabus Assignment	Due Thurs Jan 20 11:00 PM Syllabus Assignment
2	Jan 21-27	1.1: Linear & Rational Equations 1.2: Linear Applications	Due Thurs Jan 27 11:00 PM 1.1 Notes/Assignment 1.2 Notes/Assignment
3	Jan 28-Feb 3	1.3: Complex Numbers; Quadratic Equations Part 1 1.4: Quadratic Equations Part 2, Radical Equations	Due Thurs Feb 3 11:00 PM 1.3 Notes/Assignment 1.4 Notes/Assignment
4	Feb 4-10	1.5: Other Types of Equations; Linear and Absolute Value Inequalities Unit 1 Review	Due Thurs Feb 10 11:00 PM 1.5 Notes/Assignment Unit 1 Review
5	Feb 11-17	**Proctored Unit 1 Exam (15%) Monday Feb 14** 2.1: Function Notation and Graphs 2.2: Linear Functions and Slope	Due Thurs Feb 17 11:00 PM 2.1 Notes/Assignment 2.2 Notes/Assignment
6	Feb 18-24	2.3: Distance, Midpoint, & Circles, Combinations of Functions, Composite Functions 2.4: Inverse Functions, Quadratic Functions	Due Thurs Feb 24 11:00 PM 2.3 Notes/Assignment 2.4 Notes/Assignment
7	Feb 25-Mar 3	2.5: Long Division, Synthetic Division, Roots of Polynomials Unit 2 Review	Due Thurs Mar 3 11:00 PM 2.5 Notes/Assignment Unit 2 Review
8	Mar 4-10	**Proctored Unit 2 Exam (15%) Monday March 7** 3.1: Polynomial Functions & Their Graphs	Due Thurs Mar 10 11:00 PM 3.1 Notes/Assignment
	Mar 14-18	*Spring Break*	
9	Mar 11-24	3.2: Rational Functions & Their Graphs 3.3: Polynomial & Rational Inequalities, Compound Interest	Due Thurs Mar 24 11:00 PM 3.2 Notes/Assignment 3.3 Notes/Assignment
10	Mar 25-31	3.4: Exponential Functions; Logarithmic Functions 3.5: Properties of Logarithms, Solving Exponential Equations Part 1	Due Thurs Mar 31 11:00 PM 3.4 Notes/Assignment 3.5 Notes/Assignment
11	Apr 1-7	3.6: Solving Exponential Equations Part 2, Solving Logarithmic Equations Unit 3 Review	Due Thurs Apr 7 11:00 PM 3.6 Notes/Assignment Unit 3 Review
12	Apr 8-14	**Proctored Unit 3 Exam (15%) Monday April 11** 4.1: 2x2 Systems; 3x3 Systems	Due Thurs Apr 14 11:00 PM 4.1 Notes/Assignment
	April 15	*Easter Break – No Office Hours*	
13	Apr 15-21	4.2: Nonlinear Systems; Graphing Inequalities & Systems of Inequalities, Graphing Nonlinear Systems of Inequalities 4.3: Solving Systems of Equations by Gauss Jordan Elimination	Due Thurs Apr 21 11:00 PM 4.2 Notes/Assignment 4.3 Notes/Assignment
	April 22	*Host Regional UIL – No Office Hours*	
14	Apr 22-28	4.4: Solving Systems of Equations by Determinants & Cramer's Rule Unit 4 Review	Due Thurs Apr 28 11:00 PM 4.4 Notes/Assignment Unit 4 Review
	April 28	*Last Day to Drop a Course*	
15	Apr 29-May 5	**Proctored Unit 4 Exam Monday May 2** **Comprehensive Final Exam Review**	Due Thurs May 5 11:00 PM **Final Exam Review**
16	May 6-9	**Final Exam (30%) Monday May 9** Grades will be posted in Blackboard no later than Monday May 16	