

NORTH CENTRAL TEXAS COLLEGE

COURSE SYLLABUS

Course Title: Beginning Algebra		
Course Prefix & Number: MATH 0305	Section Number: 340	Semester: Fall 2018
Semester Credit Hours: 3	Lecture Hours: 48	Lab Hours: 0
<p>Course Description (NCTC Catalog):</p> <p><i>This course includes basic algebraic concepts and notations; algebraic expressions and equations, factoring polynomials and graphing. Some algebra is required. This course does not count toward graduation at NCTC.</i></p>		
Course Prerequisite(s): Appropriate placement score on TSI or other approved assessment test.		
<p>Required or Recommended Course Materials:</p> <p>Required:</p> <p>MyLabsPlus Access Code Current email address (default email address is Lion Pride) Non-graphing scientific calculator (*No graphing calculators allowed)</p> <p>Recommended:</p> <p>Elayn Martin-Gay: <u>Beginning & Intermediate Algebra</u>, Pearson, 2017, 6th ed. (**e-textbook is included with the MyLabsPlus Access Code) TI-30X IIS calculator is highly recommended. Headphones (for online lectures) Notebook</p>		

INSTRUCTOR INFORMATION

Name of Instructor:	Marla Owens
Campus/Office Location:	COR/ Rm 206
Office Hours:	MTWR 10:00am – 11:00 am MW 3:00 – 4:30 pm TR 12:30 pm – 2:00 pm TR 3:30 pm – 4:30 pm
Telephone Number:	940- 498- 6226
E-mail Address:	mowens@nctc.edu

GRADING CRITERIA

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
> 25	Homework	10%
10	Quizzes	10%
15	Attendance	5%
4	Review for test (Practice tests)	10
4	Regular Exams	45%
1	Final Exam	20%

Grade Scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; Below 70% = F

All homework, quizzes and practice tests will be completed online using MyMathLab(MML) off campus at the convenience of the student. **All tests and the final exam will be completed ON CAMPUS in a proctored environment** using MML according to the tentative calendar (dates are listed below).

Check MML for all due dates. **Do not ask to extend due dates.** The grade book in MML keeps a running average of your grade.

If you are waiting for Financial Aid please use the Temporary Access Code. The access code is necessary to register and unlock all the features including homework/quizzes/tests for our course. **I will NOT modify due dates** because you did not purchase your access code.

There will be **no make-up assignments (including tests or final exam)**. The final exam is comprehensive and must be taken by all students. **The final exam may be used to replace your lowest test grade. (Only if you missed hours of class or less).**

STUDENT LEARNING OUTCOMES

	At the successful completion of this course the student will be able to:
1.	Define, represent, and perform operations on real numbers.
2.	Recognize, understand, and analyze features of a function.
3.	Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate polynomial expressions.
4.	Identify and solve polynomial equations.
5.	Identify and solve linear inequalities.
6.	Model, interpret and justify mathematical ideas and concepts using multiple representations.
7.	Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

STUDENT EMAIL

All students at NCTC are assigned a student email address, also known as Lion Pride email. Lion Pride email can be accessed on the NCTC home page by clicking on MyNCTC, then the link "Lion Pride Email" to the left. After clicking the Lion Pride Email link, the Microsoft Office 365 window will open.

1. Enter your NCTC student e-mail address. (for example, Smithj123456@student.nctc.edu)
2. Enter your password (your NCTC Student ID Number, either 7 or 9 numbers).
3. From the list of Microsoft icons, choose MAIL.
4. You will be asked to set your language and local time zone (Central Time). Your account is now activated.

****It is the student's responsibility to activate and regularly monitor the assigned NCTC (Lion Pride) e-mail account. Important announcements and notifications from the Admissions office, Financial Aid, or other college staff will be sent via the Lion Pride student email system.**

For communicating with classmates and instructors, students also have an option to communicate through Canvas. Canvas messaging is NOT the same as Lion Pride e-mail. Failure to read and/or receive NCTC e-mails (either in Lion Pride or in Canvas) is no excuse for not complying with the College Prep Attendance Policy or any other school policies. Be sure to regularly check BOTH the Lion Pride email as well as the Canvas inbox for important messages and information.

TSI COMPLIANCE

At North Central Texas College, students who test but do not meet the passing scores in ALL sections of the TSI Assessment or any other THECB approved testing measurements are required by state law to obtain TSI advising and continuously enroll in a formal college preparatory studies (developmental) program every semester until all TSI requirements are satisfied. TSI program attendance is MANDATORY. Non-compliance with the rules of attendance will result in a student being WITHDRAWN from the college

preparatory course and possibly being placed on academic hold at North Central Texas College. Withdrawals are subject to college policies as set forth in the college catalog.

ATTENDANCE POLICY

Regular and punctual attendance is expected of all students in all College Prep classes for which they have registered. **There are NO excused absences.** Faculty teaching College Preparatory courses will notify students of absences on a regular basis and one courtesy warning e-mail notification will be sent to the students' current NCTC student e-mail address (Lion Pride email and/or Canvas email) when the student accrues 1 week absence (not necessarily consecutive days) in a course. Please check your NCTC student email (Lion Pride) frequently to ensure that you are receiving notifications from the college and from your instructors. Some faculty may send notifications in Canvas as well. Failure to read and/or receive NCTC e-mail (Lion Pride) is no excuse for not complying with the Attendance Policy. It is the student's responsibility to maintain correct and current e-mail and local and permanent addresses with the college.

After a student has been absent from class **2 weeks (not necessarily consecutive days)**, the student may be **dropped**. After a student receives an F/W in the same College Prep course *twice*, the student will receive an academic hold so that the student is blocked from enrolling in any other course except the required College Prep courses in the subsequent semester. This hold will be enforced even in summer. Inform the instructor in writing during the first week of class of any religious holidays observed this semester. Documentation must be given to the instructor at the class following the holiday. Inform the instructor in writing during the first week of class of any religious holidays observed this semester. Documentation must be given to the instructor at the class following the holiday. Also, since punctuality has become a problem in recent semesters, **three tardies** may be considered **one absence**. Coming in late disrupts the class. Occasions do occur that you will need to be tardy, but not on a consistent basis.

HOMEWORK, QUIZZES, PRACTICE TESTS AND TESTS POLICIES AND PROCEDURES

All homework, quizzes, and tests are completed online in MyMathLab (MML). You will need an access code that can be purchased in the bookstore or online after you log into MyMathLab. Read the announcements in Canvas for all instructions. **The Attendance Policy Notification must be 'signed' and submitted no later than August 30, 2018.**

For Technical Help:

MyMathLab (MML). tech support phone 888-883-1299 or online <http://247support.custhelp.com> for live chat.

Homework:

All due dates are listed in MML. Complete the assignments by 11:59 pm of the due date listed. The homework may be attempted multiple times in order to increase your homework grade.

HINT: You are expected to watch all section video lectures in MyMathLab (MML). These videos can be accessed from the Chapter Contents menu. This takes the place of going to class in a traditional course. Video Organizer handouts can be printed from MML. The video organizer will help students take notes and practice problems while watching the video lectures. If you do not have a high-speed Internet connection, it may be difficult to view the videos. The videos contain instruction on each objective that is to be covered in the course. If you don't watch the videos it is equivalent to not coming to class, and will make the HW difficult to complete. You can also access a power point presentation for each section.

Quizzes:

Weekly quizzes will be due. All due dates are listed in MML. Quizzes may be attempted 5 times, and some quizzes have time limits. Only the highest score will be counted from the three attempts. Students should attempt the quiz multiple times in order to be prepared for the unit test.

Practice Tests:

Practice tests are worth a grade for this course. The practice test must be complete before a student takes the regular test. Due dates vary and will be listed in MML.

Tests & Final:

Four unit tests are scheduled during the semester and a comprehensive final exam. Make sure to follow the deadline dates listed in MML, and watch for the test announcements. The tests will be given on MML, but **students will take the test in a proctored setting**. You will have only one attempt. Each test will have a time limit. Students will be allowed to use a non-graphing calculator on the tests. **No make- up exams will be given.**

The final exam will be comprehensive and is required of all students. The final exam will also be given on MML. The final exam may be used to replace your lowest regular exam grade. **The final exam must be completed by Saturday, December 8. No exceptions.**

The test dates for this semester are listed below:

Exam #1 – week 4 - Saturday September 22

Exam #2 – week 8 - Saturday October 20)

Exam #3 – week 11 – Saturday November 10

Exam #4 – week 14 – Saturday December 1

FINAL EXAM – week 15 – Saturday December 8

If you are unable to take a test on the Corinth campus on the above dates, you are welcome to take a test in a campus Testing Center that is closer to you or in an alternate proctored setting. The dates above are the LAST DAY to take the test, so any Testing Center or alternate testing must happen prior to the dates listed for each unit test. Please contact me ASAP if you have concerns about the testing dates. Testing times are scheduled by availability, so please plan accordingly. A link will be sent to you so that you will be able to sign up. Students will be allowed to use a non-graphing calculator on the tests PROVIDED by the proctor at the testing site. **No make-up exams will be given, but the final exam can replace your lowest test grade.

**** Please contact the instructor ASAP if you have concerns about the testing dates.**

Gradebook:

The grade book in MLP keeps a running average of your grade. I review all quizzes and tests in order to assign partial credit where possible. I look for answers that are technically correct, but have not been submitted in 'good form'. An example would be an answer of 14/16 that has not been simplified to 7/8. Your answers will be more complicated than this example, but you get the idea that I will be looking for answers that are technically correct.

CLASS RULES

1. **Attendance is VERY IMPORTANT in this class!** An absence in this online course is defined as the following:
Our typical ‘week’ will run from Sunday to Saturday every week. Assignments for the week will open on Sunday, the first homework section closes each Tuesday, other homework sections close on Friday, and test review and quizzes close on Saturday.
2. You must log in and complete required assignments at least once every week (at any time during the week) or you will be considered absent for the week. Optional activities such as study plan, or videos do not satisfy the attendance requirement. To be counted present, you must log in and complete at least TWO graded assignment (e.g., homework, quiz, practice test, or test) with a score greater than 65%. If needed, seek help so that you can re-take quizzes or re-try homework in order to get your grade up.
3. To be clear: from the first day of the semester, even if you are ahead of the due dates, you must log in every week and work on assignments until you have completed all the assignments and taken the final.
4. Do not ask me to extend the due dates. Work ahead on the assignments instead (remember... if something can go wrong, it will).
5. If you live by one of the NCTC campuses you may go to the Math Lab during their posted hours for additional help.
6. You are welcome to come to my office during my posted hours. We can talk by phone if necessary during my office hours. The best way to contact me is via email, mowens@nctc.edu.

LAST DAY TO WITHDRAW

Last day to withdraw from a course with a “W” is Thursday, November 8, 2018.

MATH LAB

Students who need help with any math class can visit the NCTC Mathematics Lab to receive assistance. No appointments are necessary. See the most current tutoring hours for all five campuses at <http://www.nctc.edu/student-services/student-success/tutoring/mathematics-lab.html>.

TIMES SUBJECT TO CHANGE BASED ON TUTOR AVAILABILITY:

NOTE: We do not have the Math Lab hours now. We will send the hours when we have them. Please update the following table when hours are sent. Remember to take off the highlighting. ☺

GAINESVILLE – 1403 (Library)	CORINTH – 182	FLOWER MOUND - 111
M 12:00 pm-6:00 pm	MW 8:00 am-6:00 pm	MWR 9:00 am-3:00 pm
T 9:00 am-6:00 pm	TR 9:00 am-7:00 pm	T 9:00 am-4:00 pm
Sun 1:00 pm-5:00 pm	F 9:00 am-12:00 pm	F 9:00 am-12:00 pm
	Sat 10:00 am – 1:00 pm	

DISABILITY SERVICES (OSD)

The Office for Students with Disabilities (OSD) provides accommodations for students who have a documented disability. On the Corinth Campus, go to room 170 or call 940-498-6207. On the Gainesville Campus, go to room 110 or call 940-668-4209. Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-498-6207.

North Central Texas College is committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). <http://www.nctc.edu/catalog/north-central-texas-college-student-handbook/section-i/special-accommodations-office-students-with-disabilities/osd-department-contacts.html>

STUDENT HANDBOOK

Students are expected to follow all rules and regulations found in the student handbook. <http://www.nctc.edu/catalog/North-Central-Texas-College-Student-Handbook/nctc-student-handbook.html>.

Name of Chair/Coordinator:	Elizabeth Howell
Office Location:	Corinth 236
Telephone Number:	940.498.6209
E-mail Address:	ehowell@nctc.edu
Name of Instructional Dean:	Sara Flusche
Office Location:	Gainesville 1306
Telephone Number:	940.668.3351
E-mail Address:	sflusche@nctc.edu

CAMPUS RESTRICTIONS

Tobacco-Free Campus: NCTC restricts the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, and smokeless tobacco, on campus property.

Campus Carry: Effective August 1, 2017, a license holder may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of an institution of higher education or private or independent institution of higher education in this state. For more information, see the website at <http://www.nctc.edu/police/campus-carry.html>.