

## NORTH CENTRAL TEXAS COLLEGE

### COURSE SYLLABUS

Course Title: Beginning Algebra		
Course Prefix & Number: MATH 0305	Section Number: 0310	Semester: Spring 2020
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><b>Required:</b></p> <p><b>*MyMathLab Access Code ** DO NOT BUY** (I will provide for you)</b></p> <p>Current email address (default email address is Lion Pride)</p> <p>Non-graphing scientific calculator (<b>*No graphing calculators allowed nor cellphone/watch calculators allowed</b>)</p> <p><b>Recommended:</b></p> <p>Squires - Wyrick: MyMathLab Notebook, Developmental Mathematics: Basic Mathematics, Introductory Algebra, and Intermediate Algebra, Pearson, 2nd ed.  (**e-textbook is included with the MyMathLab Access Code)</p> <p>TI-30X IIS calculator is highly recommended.</p> <p>Headphones (for online lectures)</p> <p>Notebook</p>		

#### INSTRUCTOR INFORMATION

Name of Instructor:	Marla Owens
Campus/Office Location:	Cor / Rm 206
Office Hours:	MW: 9:00 am – 9:30 am; 11:00 am – 12:30 pm TR: 9:00 am – 11:00 am T: 1:30 pm – 2:30 pm Virtual hour: T 7:00 pm – 8:00 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
62	Homework	15%
62	Notebook Notes	10%
13	Quizzes	15%
15	Attendance	5%
4	Regular Exams	40%
1	Final Exam	15%

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

All homework, quizzes and notebook pages 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 THE CORINTH CAMPUS (or at a NCTC testing center near you) in a proctored environment according to the tentative calendar. 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 6 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 any school policy. Be sure to regularly check BOTH the Lion Pride email as well as the Canvas inbox for important messages and information.

### **TSI COMPLIANCE**

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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 can result in a student being WITHDRAWN from the college preparatory course. Withdrawals are subject to college policies as set forth in the college catalog.

### **ATTENDANCE POLICY**

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Regular and punctual attendance is expected of all students in all classes for which they have registered. All absences are considered to be unauthorized unless the student is absent due to illness or emergencies. It is the student's responsibility to provide documentation as to the emergency for approval by the faculty member. Approved college-sponsored activities are also excused absences. The instructor is responsible for judging the validity of any reason given for an absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work. Students will not be allowed to make up an examination missed due to absence unless the absence is documented and excused by the instructor. Student will be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been justifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives. Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for College officials to drop a student from the rolls of the College. From Board Policy FC (LOCAL)

## **HOMEWORK, QUIZZES, AND TESTS POLICIES AND PROCEDURES**

All homework and quizzes, 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.

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### **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. NOTE: You are expected to watch all section video presentations in the MyMathLab and fill out the notes that correspond with each sections. I have prepared a video explanation on what to do and how to do it. Look on Canvas under Modules for it. This takes the place of going to class in a traditional course. 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 Online MATH0305-Fall2019 course. If you don't watch the videos it is equivalent to not coming to class, and will make the HW difficult to complete.

### **Quizzes:**

Weekly quizzes will be due. All due dates are listed in MML. **Quizzes may be attempted three times**, and each quiz attempt has a time limit. Only the highest score will be counted. Students should attempt the quiz multiple times in order to be prepared for the unit test.

### **Tests:**

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 a paper and pencil test. **All test are proctored.** You will have only one attempt. Each test will have a time limit of 60 to 80 minutes. Students will be allowed to use a non-graphing calculator on the tests. No make-up exams will be given. ***The final exam may be used to replace your lowest test grade. (Only if you missed 6 hours of class or less).***

The final exam will be comprehensive and is required of all students. The final exam will also be proctored. The final exam may be used to replace your lowest regular exam grade. The final exam must be completed by **Thursday, May 14, 2020 from 6:00 to 8:00 pm. No exceptions.**

### **The test dates for this semester are listed below: from 10:00 am to Noon**

Exam #1 – week 4 – Saturday, February 15, 2020

Exam #2 – week 7 – Saturday, March 7, 2020

Exam #3 – week 11 – Saturday, April 11, 2020

Exam #4 – week 14 – Saturday, May 2, 2020

**FINAL EXAM – week 16– Thursday, May 14, 2020, from 6:00 to 8:00 pm**

\*\*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. 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. If you have not missed more than 6 hours of class.**

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

### **CLASS EXPECTATIONS**

Remember you opted to take online classes rather than a face-to-face class. Therefore, access to a digital device, Canvas, and NCTC email is essential. Not having internet or technology access is not an excuse to not complete online coursework. If your tech breaks your heart and lets you down, check out your local public library/the college library/a coffee shop.

A big thing to do, stay connected! Students are advised to set 'up notifications in Canvas' in order to get info right away. The *Announcements Tool* is how I communicate on a regular basis.

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 and close on Saturday. All notebook notes will need to be completed and **submitted on Saturday by 11:59 pm.**
2. Complete all assignments by the dates they are due.
3. **Students are required to use appropriate "netiquette" when communicating online with others in this course.** Students are expected to show professionalism and emotional maturity when communicating with classmates and/or with the instructor. Communication that is rude, aggressive, passive-aggressive, or dismissive will not be tolerated. Students who break this rule will receive a grade of zero (0) for the offending assignment. Further disciplinary action, including expulsion from the course, may follow.
3. Also, this online class is replacing face-to-face time that would typically be spent doing class discussions, activities, lectures, etc... A typical college class meets 3 hours a week and has additional assignments that are meant to be conducted outside of class.
4. 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 mindset, 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, 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.

5. 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.
6. **Do not ask me to extend the due dates**. Work ahead on the assignments instead (remember... if something can go wrong, it will).
7. If you live by one of the NCTC campuses, you may go to the Math Lab during their posted hours for additional help.
8. Lastly, remember I am here to support, guide, and advocate for my students. If there is a question or issue, please don't be afraid to reach out. 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](mailto:mowens@nctc.edu).

**If at any time you feel like you are having difficulty with the course requirements, please feel free to contact me. I will make myself available to you as a resource for problem-solving and support.**

#### **LAST DAY TO WITHDRAW**

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Last day to withdraw from a course with a "W" is Friday, April 3, 2020.

#### **MATH LAB**

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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 campuses at <http://www.nctc.edu/student-services/student-success/tutoring/mathematics-lab.html>.

#### **DISABILITY SERVICES (OSD)**

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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).

<https://www.nctc.edu/catalog/student-services/office-students-with-disabilities.html>

#### **STUDENT HANDBOOK**

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Students are expected to follow all rules and regulations found in the student handbook.

<https://www.nctc.edu/documents/academics/student-handbook.pdf>.

#### **ACADEMIC DISHONESTY**

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Scholastic dishonesty shall include, but is not limited to cheating, plagiarism, academic falsification, intellectual property dishonesty, academic dishonesty facilitation and collusion. Faculty members may document and bring charges against a student who is engaged in or is suspected to be engaged in academic dishonesty. See Student Handbook, "Student Rights & Responsibilities: Student Conduct ([FLB(LOCAL)]".

Consequences for academic dishonesty may include:

- 1) Zero on the assignment
- 2) Failing grade for the course

Name of Chair/Coordinator:	Dr. Elizabeth Howell
Office Location:	Corinth 236
Telephone Number:	940.498.6209
E-mail Address:	<a href="mailto:ehowell@nctc.edu">ehowell@nctc.edu</a>
Name of Instructional Dean:	Mary Martinson
Office Location:	Gainesville 1404
Telephone Number:	940.668.7731 ext. 4377
E-mail Address:	<a href="mailto:mmartinson@nctc.edu">mmartinson@nctc.edu</a>

### **CAMPUS POLICIES**

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**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 <https://www.nctc.edu/campus-safety/campus-carry.html>.

**Parking Permits:** The North Central Texas Community College District has managed traffic and parking regulations in order to ensure the safety of the campus community related to the operation and parking of vehicles on campus. These regulations apply to all operators of motor vehicles on campus. For parking permits and more information, see the website at <https://www.nctc.edu/campus-safety/transportation-parking.html>.