

# NORTH CENTRAL TEXAS COLLEGE

## COURSE SYLLABUS

### COURSE AND INSTRUCTOR INFORMATION

**Course title:** College Algebra

**Course prefix, number, and section number:** MATH 1314 0846

**Semester/Year of course:** Fall 2023

**Semester start and end dates:** 8/28/2023 – 12/16/2023 (16-week session)

**Modality:** Face to face

**Class meeting location, days, and times:** T/Th 9:57am-11:27am

**Semester credit hours:** 3 (Lecture hours: 48)

**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.

**Course prerequisites:** Meet TSI college-readiness standard for College Algebra or equivalent

**Required course materials:**

Registration in the course gives you the access code to the online learning platform and e-book needed for MATH 1314 (MyLab Math). You do not need to purchase a separate access code. Instructions can be found in a separate document on the Course Homepage. (see \* Follett ACCESS below for more information)

Scientific calculator, TI-30X IIS is recommended

Graphing calculators and phone calculators will not be allowed on exams.

**Optional course materials:** College Algebra, Lial/Hornsby/Schneider/Daniels, 13<sup>th</sup> edition, Pearson, 2021

**Name of instructor:** Amanda Steffan

**Office location:** FMHS 2495

**Telephone number:** (469) 948-3594

**E-mail address:** asteffan@nctc.edu

**Office hours for students:** MWF 9:57-11:27am

### **STUDENT HOURS (OFFICE HOURS)**

Each week instructors have time set aside to meet with students outside of class. (Traditionally these times have been called “office hours”.) This is a time when a student may ask questions regarding the class, or discuss a particular problem/topic with an instructor one-on-one. Student hours may be held in-person or online. See below for instructions on where/when/how instructors will offer student hours in this class.

Our office hours will be held during our Independent Study time on MWF during 2<sup>nd</sup> period.

### **MATH TUTORING LAB**

Students who need help with any math class can visit the NCTC Mathematics Lab to receive assistance. There are math tutors available on every campus and online. This service is free for all students enrolled in an NCTC math class. Sign up for an appointment or see the most current tutoring hours for all campuses at <https://www.nctc.edu/math-lab>.

### **SYLLABUS CHANGE DISCLAIMER**

The faculty member reserves the right to make changes to this published syllabus if it is in the best interest of the educational development of this class. Any such changes will be announced as soon as possible in person and/or writing.

### **SUMMARY OF COURSE ASSIGNMENTS**

#### **List of graded assignments:**

<i># of Graded Course Elements</i>	<i>Graded Course Elements</i>	<i>Percentage or Point Values</i>
33	Homework	20
11	Quizzes (Lowest Score Dropped)	10
5	Tests	50
1	Final	20

**Final grade scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; 60 – 69% = D; Below 60% = F**

\*The final exam is a departmental comprehensive algebra exam and must be taken by all students. The final exam may also be used to replace the lowest unit test grade.

**Late work policy:** Late work will not be accepted.

**SEE CANVAS FOR THE COMPLETE COURSE CALENDAR, OUTLINE, DETAILED DESCRIPTION OF GRADED WORK, AND OTHER RELATED MATERIAL.**

## COURSE POLICIES

### **Academic Integrity Policy:**

Scholastic dishonesty shall include, but is not limited to cheating, plagiarism, academic falsification, intellectual property dishonesty, academic dishonesty facilitation, and collusion. The use of online math solvers with submitted work is considered academic dishonesty. 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 Code of Conduct ([FLB(LOCAL)])".

Consequences for academic dishonesty may include:

1. Zero on the assignment
2. Failing grade for the course

### **Attendance Policy:**

Regular attendance is expected and necessary for student success in this course. For more information on attendance regulations please see the 2022-2023 NCTC Catalog.

(<https://www.nctc.edu/catalog>; Click on 2022-2023 CATALOG and go to page 138 to see Attendance Regulations)

### **Withdrawal Policy**

A student may withdraw from a course on or after the official date of record. It is the student's responsibility to initiate and complete a Withdrawal Request Form.

**Last day to withdraw from a 16-week course with a "W" is:** Monday, November 6, 2023

**Student Learning Outcomes:** *At the successful completion of this course 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.

### **Core Objectives:**

- X Critical Thinking
- X Communication
- X Empirical and Quantitative  
Teamwork  
Personal Responsibility  
Social Responsibility

## COLLEGE POLICIES

### **STUDENT HANDBOOK**

Students are expected to follow all rules and regulations found in the Student Handbook. To access Student Handbook go to NCTC homepage ([www.nctc.edu](http://www.nctc.edu)), scroll to bottom and click "Student Handbook".

### **ADA STATEMENT**

NCTC will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations to afford equal educational opportunity. It is the student's responsibility to contact the Office for Students with Disabilities to arrange appropriate accommodations. See the OSD Syllabus Addendum.

### **STUDENT SERVICES**

NCTC provides a multitude of services and resources to support students. See the Student Services Syllabus Addendum for a listing of those departments and links to their sites.

### **\* Follett ACCESS**

Follett ACCESS is a partnership between the NCTC Bookstore and Pearson Education to provide the best learning resources on the first day of class. Students can gain access to Pearson's adaptive online platform with the latest version of the eBook at a discount. If students would like to purchase a physical copy of the textbook, they can order it through the bookstore.

Students who drop before the add/drop date will have their book fees credited back to their student account, and students who remain in the course will be charged a materials fee by the school to have continued access of the online platforms. If you remain enrolled in the course but wish to opt-out of access to the book please email the NCTC Bookstore within the first two weeks of class with your name and student number to [1263mgr@follett.com](mailto:1263mgr@follett.com).

## QUESTIONS, CONCERNS, or COMPLAINTS

The student should contact the instructor to deal with any questions, concerns, or complaints specific to the class. If the student and faculty are not able to resolve the issue, the student may contact the chair or coordinator of the division. If the student remains unsatisfied, the student may proceed to contact the instructional dean.

**Name of Chair/Coordinator:** Ben Owens

**Office location:** Corinth 174

**Telephone number:** 940.498.6209

**E-mail address:** [bowens@nctc.edu](mailto:bowens@nctc.edu)

**Name of Instructional Dean:** Mary Martinson

**Office location:** Gainesville 1403

**Telephone number:** 940.668.7731 ext. 4377

**E-mail address:** [mmartinson@nctc.edu](mailto:mmartinson@nctc.edu)

## LIBRARY

NCTC has brick-and-mortar libraries on the Gainesville, Corinth, Flower Mound, or Bowie campuses that are staffed by credentialed librarians wanting to help you succeed in your college career. All students are welcome at any library.

On campus? Visit our website [www.nctc.edu/libraries](http://www.nctc.edu/libraries).

Off-campus? Our research databases are now available in OneLogin.

For Virtual Assistance from a librarian, please use <https://www.nctc.edu/ask-a-librarian> or schedule a virtual appointment in *Upswing*, accessed through OneLogin.

Please visit [www.nctc.edu/libraries](http://www.nctc.edu/libraries) for the operating hours, phone number, and email of the library nearest you.

Lion365  
Year-Round  
Course  
Planning

NCTC  
OneLogin

Paying for  
College

MyNCTC  
Student  
Registration  
Guide-NEW!

Students  
First FAQ

I'm  
Registered!  
What's Next?

Student  
Services and  
Support

Community  
Resources

TimelyCare  
Telehealth  
Services

## COUNSELING AND ADVISING

Advisors/Success Coaches help students explore [majors and programs offered](#), identify the best combination of classes to meet their goals, navigate [how and when to transfer](#), and motivate students to continue on their journey to academic and personal success. Students are assigned to a specific Advisor/Success Coach based on their major and can schedule in-person, phone, or virtual appointments through their [online calendar](#)!

Students also have access to FREE 24/7 telehealth counseling and medical appointments through [TimelyCare](#) and can contact one of our [NCTC Counselors](#) for help locating [Community Resources](#) or [request assistance](#) with housing, childcare, [food](#), and other needs.

## COMPLETION CENTER

The Completion Center provides a variety of services for first-time in college students. This includes academic success coaching, goal setting, course planning, and connecting to resources for all new college students. Free online Success Seminars are available through [Student Lingo](#). New students will enroll in a [First Year Experience \(NCTC 1001\) course](#) to get started on the right track and can also qualify to join the [National Society of Leadership and Success](#)!

## CAREER SERVICES CENTER

Who will you become? The Career Services Center (CSC) provides career development & job readiness coaching for students and alumni. Services are free and available at all NCTC campuses by appointment. Our NCTC Career Coaches can work with you to develop your resume, practice for interviews, and provide guidance and coaching toward your employment and career goals. To book an appointment, access our online job board (CareerLion by Handshake), or view additional resources and platforms, visit NCTC's [Career Services website](#) or send an email to [careerservices@nctc.edu](mailto:careerservices@nctc.edu)!

## EARLY ALERT AND CARES

Faculty and staff may refer students who are struggling academically as an Early Alert in an effort to provide needed intervention and support services. Students submitted as an Early Alert will be contacted by their Advisor/Success Coach through text, phone, and/or via their NCTC e-mail address to discuss any current challenges as well as helpful success strategies. Our [Academic Recovery](#) programs can also help you get back on track from Academic Probation or Suspension. We want our students to finish strong!

Additionally, the [NCTC CARES Team](#) is concerned not only about our students' academic success but also their emotional and physical well-being. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student, such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. Download our [Campus Safety app](#), and if you feel there is an immediate threat to your welfare (or to another student), please call 911 immediately.

## FINANCIAL AID

The Office of Financial Aid provides students with guidance regarding state and federal financial assistance, such as the FAFSA (Free Application for Federal Student Aid) or [Veteran's Benefits](#). Students who have exemptions or tuition waivers will also work with the Financial Aid Office to have these funds applied to their accounts. The NCTC [Scholarship Office](#) provides local scholarship opportunities through an online application process and our Business Office has [payment plan options](#). Be sure to review all of the ways you can [Pay for College](#) or request assistance through our [Emergency Aid](#) fund.

## LIBRARY SERVICES AND TECHNICAL SUPPORT

Once you have purchased any required textbooks, access codes, and other supplies through the [NCTC Bookstore](#) or other textbook resource, then visit one of our [NCTC Libraries](#) for access to scholarly books, media, online databases, study guides, as well as a free [Laptop and Calculator Loaner program](#)! Contact our NCTC Library through their [Ask a Librarian form](#) or visit with one of our very helpful librarians in person during their [campus hours](#).

Students needing support for online classes and/or with Canvas specifically can visit our [eLearning](#) site for helpful tips or submit a ticket for Canvas support. For any other technical issues related to your [OneLogin](#) or accessing your needed technology on or off campus, please contact our [ITS \(Information Technology Services\) Help Desk](#)!

## STUDENT LIFE

Enrich your life at NCTC by participating in the opportunities NCTC has to offer for you! Get involved with [Student Government Association](#) to help improve the student experience. Connect with students and employee advocates within your [Affinity Group](#). Gain leadership skills by joining an [Honor Society](#) like the National Honor Society of Leadership and Success or Phi Theta Kappa! Make friends in a [Student Organization](#), if your interest is not on the list, learn how to create your own. [Study Abroad](#) and yes, payment plans are available. Download the [NCTC App](#) to learn about upcoming activities, communicate with other students and get immediate updates and feedback about all things NCTC! Learn about additional student resources as well as your rights and responsibilities through your [Student Handbook](#).

## STUDENT SUCCESS CENTER

The Student Success Center helps all students at NCTC develop tools to achieve their academic goals. The center links students to FREE tutoring, including a [Writing Center](#), a [Math Lab](#), [Study Groups](#), and [online tutoring](#). First generation students can also participate in [TRIO](#) whose mission is to equip historically underrepresented student populations with skills, experiences, and academic practices that assist them in achieving their educational goals. Student Success also offers a [childcare assistance program](#) for students who qualify!

The [Office for Students with Disabilities \(OSD\)](#) provides accommodations, academic, and career counseling for students. Disclosure of a disability to college officials is not required unless requesting accommodations.

## TESTING SERVICES

Contact the Testing Center with questions or scheduling information for the TSIA2 placement exam, CLEP, GED, TEAS, or exams that must be proctored for NCTC courses. Email your closest NCTC Testing Center at [Corinth Testing](#), [Denton Testing](#), [Flower Mound Testing](#), [Gainesville Testing](#), [Bowie Testing](#), or [Graham Testing](#).

## TRANSCRIPTS AND REGISTRAR SERVICES

The Registrar's Office is here to help if you have [transfer coursework](#), [AP](#), or [CLEP](#) test credit to be applied to your NCTC transcript, need to [request official transcripts](#), or have questions about a [course withdrawal](#). They also work with our Advising and Graduation Offices to make sure you have all the credits you need to [graduate from NCTC!](#)