

# **STATE FAIR COMMUNITY COLLEGE**

SYLLABUS

FALL 2011

<b>COURSE</b>	College Algebra	<b>INSTRUCTOR</b>	Deb Lehman
<b>COURSE NO.</b>	Math 114	<b>PHONE</b>	918-532-4660
<b>DEPARTMENT</b>	Math	<b>PHONE (CELL)</b>	918-766-3084

## **Prerequisites**

You must make a grade of C or better in MATH 112 or a score of 23 or above on the math portion of the ACT.

If you feel you should be placed in a higher course you must take the ASSET or COMPASS test and score at an appropriate level. These tests are offered through Student Services. You will not be permitted to enroll in a course because your placement score is "close to" the requirement. If you decide you should be placed in a lower course you can make this change through Student Services. If you have already completed the lower level course with a grade of C or better, you will be allowed to audit the course but will not be allowed to take it again for credit.

## **Course Description**

The topics covered in MATH 114 are chosen to prepare you for more advanced coursework in mathematics like calculus. You will have the opportunity to work extensively with functions, as well as learn the basics about matrices, sequences, and series. Emphasis in the course will be placed on analytical thinking and effective communication. This course will satisfy the A.A. math requirement

## **Required Textbook**

Algebra for College Students, author SFCC, Copyright 2008 by Pearson Publishing

## **Calculator**

A scientific calculator is necessary for this course and will be allowed on exams. A graphing calculator is not allowed.

## **Course/Textbook Web Site**

We will be using two websites:

Angel: <https://online.sfccmo.edu/default.asp>  
MyLabsPlus: <https://sfccmo.mylabsplus.com>

### **Computer Lab Information**

Students may use computers in the SFCC Computer Lab located in room 226 or the Fielding Technical Center to complete homework and classroom assignments. The Lab is open from 9:00 am to 7:30 m Monday – Thursday, 9:00 am to 4:00 pm on Friday. Computers are also located in the Proctor Library in the Yeater Learning Center. Library hours are 7:30 am to 8:30 pm Monday – Thursday and 7:30 am – 5:00 pm on Friday. The library is closed Saturdays, Sundays, and holidays.

### **Student Success Center:**

The mission of the Student Success Center is to work with you to help you define, clarify, and achieve your academic, personal, and professional goals. The Student Success Center connects students who are having difficulty in their courses with the support they may need to succeed. A number of support services are available at SFCC to help you achieve your educational goals. If you have questions or concerns about your ability to succeed during the semester, please do not hesitate to contact the Center at [success@sfccmo.edu](mailto:success@sfccmo.edu) or 660-596-7253 or stop by Yeater 100.

### **Supplemental Instructions:**

On the main campus, tutoring and computer aided instruction are available in the Student Achievement Center, located in Yeater Building. There is no charge for this service.

Help is also available at these web sites: <http://www.algebrahelp.com/index.jsp> and <http://www.algebrahelp.com/lessons/index.jsp>

### **Email**

Your campus e-mail address is used for official communications from State Fair Community College, including information from the Registrar and Financial Aid. We will be using both the SFCC email system and the e-mail within Angel. You are expected to check your e-mail daily Monday through Friday.

### **Student Attendance**

Class attendance is essential for student success and students are expected to attend all class sessions and report punctually. Any student who misses two (2) consecutive weeks of class during a regular 16-week semester or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria defined below, will be dropped from the class by the instructor. Additionally, any student who misses more than two (2)

hours of class time for each credit hour (i.e. six hours of class time for a three-credit-hour class) during the semester may be dropped from that class if, in the opinion of the instructor, the student does not have reasonable opportunity to succeed in the class. Specific requirements will be listed in the instructor's course syllabi.

Student attendance in online or the online portion of hybrid courses is defined as active participation in the course, as designated in the instructor's syllabus. Active participation may include completion of quizzes or exams, submission of assignments, participation in threaded discussions or blogs, or communication with the instructor.

No student or instructor-initiated drops may occur after the withdrawal deadline as posted in the academic calendar.

**The following are considered excused absences:**

- 1) Students who are absent due to representation of the college in some official capacity, such as athletic travel or participation in a class or club-sponsored activity, will be allowed to make up course work upon presentation of verifying evidence.
- 2) Absences for Medical Emergencies will not count against class attendance, but students may not be able to make up missed content. A Medical Emergency is defined as injury to self only or illness that occurs suddenly and does not include common illnesses, conditions or routine medical appointments.
  - a. The student or his or her designee should notify both the instructor(s) and the dean about the medical emergency as soon as possible. Immediately upon returning to class, or sooner if practical, the student should complete and turn into the dean the medical emergency approval form, located on MyStar under the student tab, or on the SFCC website at this address, <http://www.sfccmo.edu/pages/651.asp>. With this form the student must also provide documentation from a medical professional that the injury or illness meets the definition of Medical Emergency in No. 2 above.
  - b. The dean will examine the documentation and the completed form, and if the absence meets the criteria defined above, the dean will notify in writing the student and the instructor(s) of the excused absence. If it does not meet the criteria, the dean will notify in writing the student and the instructor(s) that the absence is not excused. If, upon consultation with the instructor(s) and the student, the dean determines that the student has missed sufficient coursework that the student does not have a reasonable chance for success in the course, the dean may grant a medical withdrawal and will notify the parties involved in writing. All documentation of the medical emergency will be kept in a confidential file in the dean's office for three years.

- c. The student will work with the instructor, if the absence is excused, to make arrangements to make up missed work or to continue with class. It is recommended that the student also seek help from the Student Success Coordinator and access other support services to encourage success.
  - d. Instructors will work with students to make up missed work or continue with class if the absence is excused. If the work cannot be made up within the semester, the instructor will issue the student the grade of U, which will allow one additional semester to make up the work.
  - e. The Disability office will work with students who have a documented disability registered with the Disability office, the dean, and the instructor(s) to facilitate reasonable accommodations if necessary.
- 3) Departments and programs governed by licensing or accreditation bodies, such as Nursing, Radiography, Dental Hygiene and Occupational Therapy, may establish specific attendance requirements to meet standards established by those agencies.

Laboratory instructors may substitute course work, rather than recreating labs, for students with excused absences from exceptions 1 and 2 above.

All excused absences must be initiated by the student, appropriate club sponsor or coach.

Tuition and fee refunds for an administrative, absence related drops will only be made if the drop occurs within the refund period as designated on the academic calendar.

A student may appeal an administrative drop and other actions resultant from this regulation, utilizing the Student Appellate and Grievance process outlined in Regulation 2160.

Justifications for deviations from this policy, though rare, will be determined by the dean and written documentation of these deviations will be maintained in the dean's office for three years.

### **Withdrawal From the Course**

If personal circumstances or low grades necessitate withdrawal from this course, it is your responsibility to contact Student Services and complete the proper forms. The withdrawal dates are in the SFCC Handbook/Planner, the SFCC Student Bulletin, and on the course calendar. Failure of any student to withdraw officially may result in a grade of 'F' being recorded.

It is your responsibility to monitor your grades and decide if withdrawal is in your best interest. Be aware that dropping a course may affect your financial aid or insurance status. Talk to your advisor and instructor before dropping any course.

Realize that a W on your transcript does not affect your grade point average, but numerous withdrawals on your transcript can create a negative impression.

## **Academic Honesty:**

You are encouraged to assist each other and exchange information in order to master the concepts and skills covered in this class and to seek tutoring if necessary. However, collaboration on any graded assignment or exam to the extent that it is not an individual student's total, personal effort will be considered as a violation of the Student Conduct Code as printed in the Student Handbook.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor.

- A. Plagiarizing any information or idea and submitting it as one's own work:
  - Using actual words from another source, failing to surround those words in quotation marks, and failing to provide the appropriate citation.
  - Paraphrasing the words or another source without providing the appropriate citation, excluding general knowledge that can be found in three or more sources.
  - Using an idea from another source and failing to provide the appropriate citation.
- B. Cheating in any form involving academic work:
  - a. Copying any information from another student including tests, worksheets, computer files, reports or other documents that are presented for a grade.
  - b. Obtaining or attempting to obtain an unauthorized copy of a test or an answer key.
  - c. Taking an exam or completing coursework for another student in a traditional or online course, or allowing another student to provide these services.
  - d. Using unauthorized information during a test.
  - e. Collaborating with another student for a test or other graded assignment without the consent of the instructor.
  - f. Purchasing any document and presenting it as original work.
  - g. Bribing or attempting to bribe an instructor, staff member or student to alter a grade.
  - h. Inventing information to support a research paper or other class project.
- C. Falsifying any information provided to the college including forging signatures or tampering with official documents.

Academic misconduct violations will result in a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. Instructors may recommend a more stringent course of action to the dean. Upon consultation with the instructor and the student, the dean may choose an additional penalty. In very serious or repeated cases of academic misconduct, the penalty may include failure of the class or expulsion from the college. A description of academic misconduct, including specific descriptions of penalties for academic

misconduct, will be included in the syllabus for each SFCC course. [Note: Faculty members should retain records of the final decision in a case of any alleged academic misconduct for at least one (1) calendar year. They should also notify the dean. The dean will keep records to help identify repeat offenders.

## **Student Conduct**

The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. All State Fair Community College students, whether enrolled in a land-based or on-line course, are responsible for behaving in a manner consistent with the college's Code of Student Conduct and Ethics Code for Computer Users. These can be found in the student handbook.

## **Ground Rules for On-line Participation**

- Students should use E-Mail for private messages to the instructor and other students. The Class Discussion in Angel is for public messages so we can see what each other have to say about any given topic, and respond to if desired.
- Students are expected to participate in on-line discussions, as well as with other appropriate on-line activities including sending/receiving E-mail and completing homework assignments.

All students will observe Conventions of "on-line etiquette," when communicating on-line which includes courtesy to all users

## **Special Services Accommodation:**

Students with disabilities who require special accommodations should contact the SFCC Access Office, located in Student Services, Hopkins Building, 660-530-5832, at the beginning of the semester. If you have emergency medical information to share with me, or need special arrangements in case the building must be evacuated, please see me privately after class or make an appointment to meet with me in my office.

Please know that reasons for all disability services are confidential and will never be discussed with any instructor, student, or staff, without your written consent.

### Non-Discrimination/Accommodation Notice:

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy:

Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Director of Student Life and Development, Hopkins Student Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16<sup>th</sup> St. Sedalia, MO. 65301. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

### Accommodation Notice:

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are

accessible to and usable by persons with disabilities by contacting the Access Counselor, Student Services Office, Hopkins Student Services Center Room 751, SFCC, 3201 W. 16<sup>th</sup> Street Sedalia, MO. 65301, (660)-530-5832.

## **Right of Privacy**

The public posting of grades either by the student's name, institutional student identification number, or social security number WITHOUT THE STUDENT'S WRITTEN PERMISSION is a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades for students taking distance education courses. Instructors and others who insist on posting grades should use a system that ensures that FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Notification of grades via a postcard violates a student's privacy.

Notification of grades via e-mail is slightly more secure than sending grades on a postcard via USPS. However, there is no guarantee of confidentiality on the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method.

Instructors will visit with students about grades but student information will not be given to family members or representatives without written permission from the student

## **General Education Goals**

In MATH 114 you will focus on these Missouri state-level goals for general education:

- Develop students' effective use of the English Language and quantitative and other symbolic systems essential to their success in school and in the world.
- Develop students' understanding of fundamental mathematical concepts and their applications.
- Develop a level of quantitative literacy that will enable students to make decisions and solve problems and will provide the basis for continued learning.

## **Course Objectives**

1. Solve quadratic equations in the complex number system

2. Solve application problems.
3. Construct a model using variation
4. Understand functions including domain, range, and values
5. Perform arithmetic operations on functions
6. Graph functions using properties of even, odd, and transformations
7. Graph piece-wise functions
8. Form composite functions
9. Find inverse functions
10. Identify and analyze polynomial functions
11. Analyze the graph of rational functions
12. Find all the zeros of polynomial function
13. Analyze exponential functions and solve exponential equations
14. Analyze logarithmic functions and solve exponential equations
15. Solve exponential growth and compound interest problems
16. Solve a system of linear equations using matrices
17. Solve a system of linear equations using determinants
18. Understand Sequences and Summation Notation
19. Identify Arithmetic Sequences

## **Evaluation.**

Your grade will be based on the total points accumulated from the quizzes, discussion postings, homework, midterm exam and comprehensive final exam.

Quizzes	14 @ 20 points	280 points
Homework		60 points
Discussion	15 @ 4 points	60 points
Midterm		200 points
Final Exam		200 points
Total		800 points

The grading scale is as follows:

A	90 – 100%	720 points
B	80 – 89%	640 points
C	70 – 79%	560 points
D	60 – 69%	480 points
F	below 60%	

## **Homework.**

The key to success in this course, as with any math class, is doing the homework. It is very important that you do all of the assignments. The problems are to reinforce mastery of a particular skill and prepare you for the exams. You are responsible for your success in this course. Keep up with the assignments; topics in mathematics often build upon what you have already studied. Falling behind can have a devastating effect on your grades. If you have difficulty with a homework assignment, you should get help promptly and then try the problems again.



**Assigned Homework:** This will be done online using MyMathLab. You will have 2-3 assignments each week for a total of 22 homework sets. You must complete at least 18 of the 22 homework sets to receive any homework points!! At the end of the course, I will take your homework average times 60 points to get your homework grade. You can improve your score by clicking on “give me another problem”. If you want to put in the practice, you can get a perfect or near perfect score on homework. Weekly assignments are due on Fridays at midnight. (60 points)

**Suggested Homework:** In addition to the MML assignment, I will be giving you problems from the textbook. **I will not be collecting** these problems. You need to take the initiative to work as many of these as you need to in order to understand the topic. You will pick one problem from this list to post in the discussion area.

### **Discussion Points.**

Each week you are expected to log into the discussion area at least once. You are to pick one of the homework problems and post its complete solution in the discussion section in Angel. You will receive 4 points for this. You will not receive credit for duplicate postings. These postings are due on Thursdays at midnight. (60 points)

### **Quizzes.**

You will be taking a quiz every week except week 16 and the final exam week. These quizzes will be posted on Wednesdays before noon and must be taken by midnight (CST) on Saturday. You will not be allowed to take any quiz late. Each quiz is worth 20 points. There will be a makeup quiz during week 15. If you miss a quiz, you can take it to make up those points. (280 points)

### **Tests**

**Midterm** - The midterm will be given the 8<sup>th</sup> week of class. It is worth 200 points. You will take it **online**. It is not a proctored exam. You will be allowed to use your book and your notes on this test.

**Final** – The final exam is a **proctored** test. It will be given the last week of class and is worth 200 points. You will not be able to use your book or any notes on this test.  
(400 points)

**Proctor Information** – It is your responsibility to arrange for proctoring for your final exams. There are a number of different ways to arrange for your tests.

1) There will be **one** opportunity to test on campus. This time will be posted by the second week of class. If you choose this method, post in the class that you will be taking the group test. There is a form posted in the class that you must print off, fill out, and take with you.

2) You can make arrangements with the Student Achievement Center in Yeater to test in that office. You must make an appointment now and then reaffirm it with them at least one week in advance. There is a proctor form posted in the class under Course Information. Print this document and take it with you when you test. Post in the discussion that you will be testing in the SAC and tell me what day you are testing.

3) You can test at any SFCC campus. Contact the campus office and set up an appointment to test. Make the appointment now. Post in the discussion area where and when you are testing and the name of your contact person.

4) You can arrange for a private proctor. This can be a public librarian, high school teacher or counselor, Sylvan Learning Center, Kumon Center, local community college testing center, and other similar situations. Friends, family members, and co-workers are not acceptable proctors. You cannot test in someone's home. It must be a testing situation that will ensure the integrity of the exam. If you wish to arrange for a private proctor, you must email the information to me by the end of the second week of class so I can approve or disapprove it.

**All proctor information and testing appointments need to be posted in the discussion area of the course by the end of the second week of class! Submitting your proctor information late can jeopardize your being able to take the tests.**

Late Work. There will be no credit given for late work!

### **Course Schedule**

Week 1	12.1, 12.2
Week 2	12.3, 12.4
Week 3	12.5
Week 4	13.1, 13.2
Week 5	13.3, 13.4
Week 6	13.5, 13.6
Week 7	13.7
Week 8	Midterm Exam
Week 9	14.1, 14.2
Week 10	14.3, 14.4
Week 11	14.5
Week 12	15.1, 15.2
Week 13	15.3
Week 14	16.1, 16.2
Week 15	Review
Week 16	Final Exam