

Basic Course Information

Semester	Fall 2019	Instructor's Name	Caroline Bennett
Course Title & #	Math 98: Foundations of Algebra	Instructor's Email	caroline.bennett@imperial.edu
CRN #	11670	Webpage	N/A
Room	Building 2700; Room 2723	Office	Building 2700; Room 2765
Class Dates	8/19/19 – 12/14/19	Office Hours	M/W 1:30 – 2:30 pm; T/Th 5:00 – 6:00 pm
Class Days	Mon / Wed / Fri	Office Phone #	(760) 355 – 6124
Class Times	11:20 am – 1:25 pm	Who students should contact if emergency or other absence	(760) 355 – 6155
Units	6.0		(760) 355 – 6201

Course Description

An introduction to the concepts of Algebra. Topics covered include linear and quadratic equations and their graphs; relations, functions and their graphs; polynomial and rational expressions and equations, logarithmic and exponential expressions and equations, radical expressions and equations. (Nontransferable, AA/AS degree only)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate problem solving strategies by identifying an appropriate method to solve a given problem, correctly set up the problem, perform the appropriate analysis and computation, and share the interpretation of the conclusion of the outcome, using correct grammar or in an oral presentation. This outcome will be assessed through selected exercises on exams throughout the semester. (ILO 1, ILO 2)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Simplify polynomial expressions. Include use of factoring and simplifying using rules of exponents.
2. Simplify rational expressions
3. Simplify radical expressions. Include rationalize the denominator.
4. Solve equations, including polynomial, rational, radical, exponential and logarithmic equations and linear inequalities.
5. Graph linear, quadratic, radical, exponential and logarithmic equations.

Textbooks & Other Materials

CALCULATOR (required). You will need a scientific calculator for certain topics in this course. Absolutely **NO** graphing calculators/cell phones on exams. In fact, the majority of the exams will consist of two parts – the non-calculator portion, and the calculator portion.

MYMATHLAB ACCESS CODE (required): This comes as an insert if you buy a new text packaged with a code. Otherwise, you may purchase an access code online or at the IVC Bookstore. **A handout with instructions on how to register with MyMathLab is provided on Canvas. Course ID: bennett77974**

TEXT (recommended): Since MyMathLab includes full access to the e-book, buying a physical textbook is **not required**. If you wish to purchase a physical book, it is:

Developmental Mathematics for College Students by Robert Blitzer, 2017. ISBN: 978-0134846040

Course Grading Based on Course Objectives

EVALUATION:

GRADING SCALE

Attendance & Class Participation	50	900 – 1000	A
MyMathLab Homework	120	800 – 899	B
Homework Quizzes (10 × 15 pts. each)	150	700 – 799	C
4 Exams × 120 points each	480	600 – 699	D
Final Exam (cumulative)	+ 200	Below 600	F
	1000		

The grade that is earned, according to the point scale above, is the grade that will be received. Grades are not subjective. Grades are not negotiable. All students will be treated equally.

NOTE: The final exam in this course is cumulative and mandatory for all students.

NOTE: Math 98 has a “common final”, which means every Math 98 student from every section takes exactly the same final exam, which is written by one or more instructors not currently teaching Math 98 that particular semester. This promotes fairness and consistency across all Math 98 sections.

Course Requirements and Instructional Methods

EXAMS AND QUIZZES closely reflect the material covered in class and on the homework. A tentative exam schedule is provided in this syllabus; however, exam dates (with the exception of the final exam) may be subject to change, in accordance with the pace of the class. If an exam date is changed, you will be notified sufficiently in advance, both in class and on the Canvas announcements page. No exam scores will be “dropped”. However, your **lowest regular exam score will be replaced by your Final Exam score (percentage-wise) if that exceeds your lowest exam score.**

MAKE-UPS: Exam dates should be taken seriously! Students with extenuating circumstances may arrange to take an exam 1 – 3 days in advance, but **ABSOLUTELY NO EXAMS WILL BE ADMINISTERED AFTER THE DATE OF AN EXAM, REGARDLESS OF THE CIRCUMSTANCES.** Students who miss an exam due to a true emergency (documentation may be required) will be allowed to take the **universal make-up exam during finals week** (only one missing exam score may be replaced).

HOMEWORK QUIZZES occur every week in which there is not an exam (and even during exam weeks during summer/winter sessions). Quizzes come directly from MyMathLab homework problems, and they are **open-note** (not open-book). **Students may work in groups** of up to 4 during quizzes (not for exams). All group members from each group receive the same quiz score. Quizzes always take place during the last part of class,

and may not be taken early (don't even ask!). **If you are absent or leave class early, then you miss the quiz. Period. Only one universal make-up quiz will be available, during the last week.**

OUT OF CLASS ASSIGNMENTS: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. The Western Association of Schools and Colleges (WASC) has adopted a similar requirement. **Since this is a 6 unit class, this means that you should expect and plan for a minimum of 12 hours to be spent working on algebra *outside of class* each week.**



HOMEWORK



HOMEWORK should always be taken seriously in a math class. Math is a skill that you can become good at by *practicing it*. Coming to class and taking good notes is important, but doing homework is what deepens your understanding and sharpens your skills. **Repetition “makes it stick”**. Homework also helps you assess your own problem areas. When you struggle with homework problems, it will help you to ask more informed questions during the following class (instead of just saying “I’m lost” or “I can’t do this”), so that I or a tutor can better help you.

Online homework with MyMathLab is used in this course. You are expected to keep up with this online practice on a regular basis and seek help when you need it. Exam problems will be based mostly off of the online homework problems; therefore, the online homework provides you with vital practice. The textbook also offers practice problems (which I can suggest or cover in class upon request), with answers to the odd exercises provided in the back. Although **only the online homework counts toward your grade**, the text’s problems offer an additional (optional) source of practice.

Math is best learned when it is practiced regularly. Therefore, **it is a very bad idea to wait until each weekend to do your homework**. One of the smartest things you can do is set aside times slots in your weekly schedule that will be devoted to working on math outside of class (every week – not just when an exam is coming up).

In fact, **you should always begin your homework as soon as possible after each class**, especially if math is a difficult subject for you. Here are some further tips:

- 1) Form a study group and work homework problems together with classmates.
The Math Lab is a good place to study and work together with classmates.
- 2) If there is a particular homework problem you would really like to see in class, ask me before or at the beginning of class. I will try to accommodate requests if there is time; if there is not sufficient time, then we can arrange to meet after or outside of class for help.
- 3) Take advantage of the free tutoring resources on campus (see last page for details).

Late Homework:

All online assignments have clearly stated due dates and times. After an assignment's deadline has passed, the link will remain open, and you may continue to work on the assignment and earn 50% credit on any problems completed after the deadline (you still keep 100% credit for all work completed before the deadline). The following excuses are very common, but are not valid:

1. **“I didn't know we had something due.”** All MyMathLab homework assignments have their due dates/times listed immediately to the left of the assignment title/link. You are responsible for logging in regularly and knowing when assignments are due. “I didn't know we had something due” is never a valid excuse.
2. **“My computer crashed”, “My internet wasn't working at home”, etc.** You have a week to complete each assignment for full credit, and you should always begin each assignment as soon as possible after the related subject matter was covered in class. If you are having any computer issues at home, the Math Lab is open morning to evening, Monday – Saturday, and has over 40 computers available for students to work on homework (as well as tutors to help). If you procrastinate, then last-minute computer/internet malfunctions can cause you to miss a deadline. So, **don't procrastinate.**

Two reasons why spending 12+ hours per week on homework is a good idea:

1. Your overall MyMathLab average at the end of the semester will directly count towards 12% of your course grade (120 out of 1000 points).
2. The repeated practice you get by doing homework will help you do better on the exams in the first place.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Although this course includes online homework, it is not an online class. Students who treat this class as an online class (i.e., skipping lectures and showing up only on test days) will find themselves losing a lot of points, if not dropped for excessive absence.

Any in-class activities or worksheets that are missed due to an absence CANNOT be made up. Furthermore, on quizzes and exams you are responsible for all material covered in class, regardless of whether or not you were here. Therefore, if you do miss class, you should obtain lecture notes from a classmate, and obtain any worksheets or other materials you missed from Canvas (although, you will not get points for them, since they fall under the heading of “Attendance & Class Participation”)

Attendance is crucial to your success in this course. You are expected to attend every class and **remain during the entire class. Leaving class early without prior consent from the instructor counts as an absence, and** costs points in potentially two different ways:

- 1) Missed worksheets or other in-class activities cannot be made up.
- 2) Leaving during the middle of lecture costs an additional 10-point penalty per offense.

Although you may be dropped for excessive absences, you should never *assume* the instructor has dropped you if you simply stop showing up. It is your responsibility to ensure that you have dropped through WebSTAR by the deadline (November 9, 2019) to receive a “W” instead of a failing grade.

Classroom Etiquette

School is place to act with respect. Remember that different students have different paces and styles of learning, and that all students have the right to ask questions in class. As a student, you have the right to a safe and comfortable learning environment. **You do not have the right to impinge on other students’ learning. Talking or other disruptive classroom behavior WILL affect your grade.**

Students who disrupt or interfere with a class may be sent out of the room and required to meet with the Campus Disciplinary Officer before returning to continue with coursework. For further information, refer to the Standards of Student Conduct on pages 43-44 of the 2016-2017 General Catalog.

Attendance & Class Participation points:

- You don’t receive points just for attending class or lose points just for missing class, per se. However, **several in-class activities will be worth points which you can only receive if you are in class that day.** Any activities you miss by being absent CANNOT be “made up”.
- Unlike exam points and homework points, **class work points can be both earned and lost.** Points are lost through disrespectful or disruptive behavior such as talking in class, leaving class early, answering cell phones, etc.

Best ways to lose Attendance & Class Participation points during class:

- Pack up and leave during lecture.
- Wear headphones/earbuds in class.
- Use your phone during class.
- Talk with classmates during lecture.
- Dishonesty (e.g., putting names of absent classmates on group work or quizzes).

Cell phones and other electronic devices:

- Turn OFF all cell phones and electronic devices before class, and especially during exams.
- Cell phones that are on “vibrate” mode are STILL DISRUPTIVE.
- Leaving the room to answer cell phones that are in “silent” mode is disruptive and unacceptable. Take care of private calls/texting on your own time.
- Students who are texting/playing on their phones during class may be asked to leave, with an unexcused absence given for the day. **If you do not plan to engage in class, then don't bother coming.**
- The use of text messaging or other electronic devices for cheating on tests will be treated with the same seriousness as any other form of cheating (see ACADEMIC HONESTY below).
- Cell phones may NOT be used as calculators during exams.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.
- Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service
- The consequences of academic dishonesty are severe and may include the possibility of expulsion. For further information, refer to the Standards of Student Conduct on p. 36 and pp. 43-44 of the 2016-2017 General Catalog.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at

http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS:** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Imperial Valley College Course Syllabus – Math 98: Foundations of Algebra

Anticipated Class Calendar

(*With the exception of the Final Exam, these dates are tentative and subject to change with advance notice!)

Monday	Wednesday	Friday
8/19 Syllabus; 8.1, 8.4	8/21 8.4, 8.7	8/23 8.7, 9.1
8/26 9.2 – 9.3	8/28 9.4 – 9.5	8/30 9.5; Homework Quiz 1
9/2 HOLIDAY – NO CLASS ☺ ☹	9/4 11.1 – 11.2	9/6 11.3; Homework Quiz 2
9/9 11.4 – 11.5	9/11 11.6 – 11.7	9/13 EXAM 1
9/16 12.1 – 12.2	9/18 12.3 – 12.4	9/20 12.5; Homework Quiz 3
9/23 12.6, 13.1	9/25 13.2 – 13.3	9/27 13.4; Homework Quiz 4
9/30 13.5 – 13.6	10/2 13.6, 14.1	10/4 14.2; Homework Quiz 5
10/7 14.2 – 14.3	10/9 14.3, review	10/11 EXAM 2
10/14 14.4	10/16 15.1, 15.3	10/18 15.3; Homework Quiz 6
10/21 15.3, 15.4	10/23 16.1 – 16.2	10/25 16.2; Homework Quiz 7
10/28 16.3 – 16.4	10/30 16.4 – 16.5	11/1 16.5; Homework Quiz 8
11/4 16.5 – 16.6	11/6 16.6 – 16.7	11/8 EXAM 3
11/11 HOLIDAY – NO CLASS ☺ ☹	11/13 17.1 – 17.2	11/15 17.3; Homework Quiz 9
11/18 18.1 – 18.2	11/20 18.2 – 18.3	11/22 18.3; Homework Quiz 10
11/25 THANKSGIVING	11/27 BREAK	11/29 NO CLASSES
12/2 18.3 – 18.4	12/4 18.4, review	12/6 EXAM 4
12/9 UNIVERSAL MAKE-UP TEST	12/11 FINAL EXAM	12/13

IMPORTANT DATES AND DEADLINES:

- August 31 Last day to add class; last day to withdraw without owing fees and/or be eligible for refund
- September 2 Last day to withdraw without course appearing on transcripts (without receiving a “W”)
- November 9 Last day to withdraw and receive a “W”
- December 11 Final Exam (comprehensive)

ON-CAMPUS TUTORING RESOURCES:

Math Lab
 Building 2600
 (760) 355 – 6187 (Rosario Marin)

Study Skills Center
 Located in the Library
 (760) 355 – 6384 (Josue Verduzco)

HOURS OF OPERATION:

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“Never regard your study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs.” -- Albert Einstein

FREQUENTLY ASKED QUESTIONS

The following questions are asked dozens of times every semester, in spite of already having been answered in the syllabus. Therefore, students who ask any of the following questions will be referred to this section of the syllabus for quick reference.

1) **“I JUST GOT THE MONEY FOR THE MYMATHLAB ACCESS CODE. WHY WON’T IT LET ME REGISTER NOW?”**

The registration period for MyMathLab lasts for the first 3 weeks of the semester, although anything longer than 1 week into the semester is really too long without starting the homework for a math course.

IVC faculty and staff do fully understand and recognize the financial difficulties experienced by many students on our campus. For this very reason, financial aid disbursements are disseminated in 3 separate payments. The first of these disbursements takes place before the start of each semester, SPECIFICALLY for the purpose of having money for textbooks and any other necessary supplies for classes. If you spend that first financial aid disbursement on something else and consequently lack the funds to purchase textbooks and other necessary supplies, then you have constructed a barrier to your own success.

When you enroll in a college course, you should only do so with the full intention of obtaining all necessary supplies for the course in a timely manner (i.e, within the first week). The money for your course supplies is every bit as important as the money for the tuition fees that allowed you to enroll in the course. **You cannot miss the first few weeks of homework in any math class, and expect to pass that class. Period.**

2) **“I MISSED THE EXAM. WHEN CAN I TAKE A MAKE-UP TEST?”**

Every student has the chance to make up ONE missed exam. There will be one universal make-up exam offered during Monday or Tuesday of finals week (depending upon class meeting schedule). It will contain material from all 4 exams. If you do not like this policy, then do not miss an exam. If you miss more than one exam, then you are likely better off withdrawing from the class and taking it at a later time when you are able to handle the proper time commitment.

3) “CAN I TAKE THE QUIZ NOW SO I CAN LEAVE EARLY?”

No. The answer is no, regardless of the reason, including but not limited to:

“I have to get to an appointment.”

“I have to go pick up my kids.”

“I have to catch the bus.”

“I have to go to work.”

“I’m not feeling well.”

Etc.

One of the primary reasons that Math 98 has a less-than-50% success rate is the generally poor attendance habits of Math 98 students. If this class conflicts with your work schedule, sports practice schedule, bus schedule, childcare arrangements, etc., then you should drop this section and take Math 98 at a different time. Math 98 is offered at a variety of different day/time slots.

True emergencies should be extremely rare, not several times per semester. Every student will have the opportunity to make up ONE missed quiz by taking the universal make-up quiz at the end of the semester. If you have more than one extreme emergency during a single semester, then you are likely better off withdrawing from Math 98 and taking it at a later time when you are able to devote the proper amount of time and commitment.

4) “CAN I MAKE UP THE GROUP WORK I MISSED WHEN I WAS ABSENT?”

No, class work is collected in lieu of taking attendance. The points earned are for being present in class, engaged and participating. Therefore, you cannot earn the points if you are not present in class. If you only miss 1 or 2 classes, then that will not have any significant impact on your grade. But if attending class regularly is problematic for you, then you should withdraw from this section of Math 98 and take it at a different time.

5) (Toward end of semester): “IS THERE ANYTHING I CAN DO TO RAISE MY GRADE?”

Yes – invent a time machine, go back, and do the work and studying that you should have done the first time around. Your grade is a reflection of the work that you have done throughout the entire semester.