

Basic Course Information

Semester:	Winter 2021	Instructor Name:	Caroline Bennett
Course Title & #:	Math 98: Foundations of Algebra	Email:	caroline.bennett@imperial.edu [NOTE: It is better to email me directly through Canvas]
CRN #:	15296	Webpage (optional):	N/A
Classroom:	N/A	Office #:	N/A [Building 2700; Room 2765]
Class Dates:	01/04/21 – 02/04/21	Office Hours:	N/A [No office hours during Winter Session; however, Zoom sessions are available by appointment]
Class Days:	N/A	Office Phone #:	(760) 355 – 6124 [when
Class Times:	N/A	Emergency Contact:	(760) 355 – 6155 campus
Units:	6.0		or (760) 355 – 6201 is open]

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)

Course Prerequisite(s)

None.

Textbooks & Other Resources or Links

MyMathLab (REQUIRED): All homework, quizzes, and exams will be completed through the online learning platform MyMathLab. Information, link, and instructional video on how to get enrolled in MyMathLab will be available in Canvas. If you are already familiar with MyMathLab, then you can get enrolled with the following Course ID Number: **bennett12553**

Calculator (REQUIRED): A scientific calculator is required for this course. Graphing calculators can be useful for homework, but they are not required for this course.

Textbook (OPTIONAL): Blitzer, 2017. *Algebra for College Students, 8th ed.* Pearson ISBN: 978-0134180847

Since the textbook is available online through the MyMathLab platform, it is NOT required that you purchase a physical textbook.

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 their interpretation of the conclusion or the outcome, using correct grammar or in an oral presentation. This outcome will be assessed through selected exercises on exams throughout the semester. (ILO1, ILO2)

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.

Course Grading Based on Course Objectives

EVALUATION:		GRADING SCALE
Homework	200	900 – 1000 A
4 Exams × 150 pts each	600	800 – 899 B
Final Exam (cumulative)	+ 200	700 – 799 C
	1000	600 – 699 D
		Below 600 F

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: Grades are not posted in Canvas. You may email with inquiries about your grade at any point.

Course Requirements and Instructional Methods

LECTURE AND INSTRUCTION

This course is an “**asynchronous**” online course, meaning that we do NOT have designated time slots in which we meet together each week via Zoom. Rather, the lectures will be available through video lectures, delineated by chapter/section and topic, posted in the **Modules** section of Canvas.

Students must watch the lecture videos at their own discretion. These are the same lectures that you would be receiving in the classroom, in a face-to-face course. After watching a video for each section, you should be able to work on the corresponding homework assignment in MyMathLab. The lectures include examples that are very similar to the homework exercises.

During the short Winter session, instructors do not have regular office hours as they do during the regular fall and spring semesters. However, it is possible to arrange a Zoom appointment with me for going through math questions and examples (e.g. questions about lecture video examples, homework problems, etc.). Please contact me via email if interested in making a Zoom appointment.

RECOMMENDATIONS FOR SUCCESS

- Although you may watch the lecture videos at any day/time of your choosing, it is wise to set up a schedule or routine for yourself, in which you devote designated days/hours to watching lectures every week at the same time.
- Although you may pause, rewind, and replay the videos as many times as you choose, it would be wise to take lecture notes during the videos, just as you would during class lecture. Organize your lecture notes by chapter/section, and have them with you while working on MyMathLab assignments.
- After watching each video, begin working on the corresponding homework assignment as soon as possible, while the material is fresh in your head.
- If a certain homework exercise is giving you a lot of trouble, write it down so that you may ask a more specific question while working with an online tutor or with me.

Most of all, succeeding in any online math course requires **DISCIPLINE**. But an asynchronous online math course requires **EXTRA DISCIPLINE**, since there are no set class times. It is up to each individual student to set aside and devote the amount of time that is necessary to learn the material.

*“The single most important attribute to becoming successful is self-discipline. It helps you stay focused on reaching your goals, gives you the gumption to stick with difficult tasks, and allows you to overcome obstacles and discomfort as you push yourself to new heights.” -- Kerry Siggins**

*Siggins, Kerry. “Self-Discipline Is A Key to Success”. Business Industry and Connection Magazine. bicmagazine.com

ONLINE ASSIGNMENTS: There will be 2 categories of assignments in MyMathLab:

1) HOMEWORK: In the homework assignments, you have unlimited tries on each problem. Therefore, if you are willing to devote the necessary time and patience, then you can achieve a score of 100% on every homework assignment.

In the homework itself, several help tools are available to aid you as well. Many students like to use the “View an Example” tool from the MyMathLab help menu, which can be very useful in helping students understand how to work certain problems. HOWEVER, please keep in mind that “View an Example” is a **help tool**, and you should take care not to become overly dependent upon that tool, as it will not be available during exams. Help tools such as “View an Example” should be seen as merely one step of the learning process, not simply as a means of accumulating homework points.

As can be seen in the Course Grading Scale (page 2), homework points alone will NOT be sufficient for an overall passing grade in the course. If you achieve a score of 100% on all homeworks, but fail all of the exams, then your overall course grade will average to a D or F. Therefore, homework should not be regarded as simply a way of collecting points. Rather, **homework should be viewed as a means of learning so that you can do well on the exams.**

Homework for each section is generally open for one week after it becomes available (for example, if the section 4.3 assignment were to open on a Tuesday, then it would be due on the following Tuesday). The only exceptions are assignments during the last week of the course – by necessity, those may be open for a shorter amount of time, as the last day to work on homework is the day of the Final Exam (Thursday, February 4).

NOTE: Homework deadlines are strict. I cannot extend homework deadlines for particular students because they missed a due date. It is vital that all students be assessed with the exact same assignments and deadlines, in the interest of equity and fairness. It is the student’s responsibility to log in regularly and keep track of all due dates. After an assignment’s due date passes, you may still work on it for 50% credit (you keep 100% credit for all work done before the due date).

2) EXAMS: There will be 4 regular exams and one Final Exam in MyMathLab. The format and types of problems will look similar to homework problems. However, unlike homework assignments, students will not have unlimited attempts on EXAMS. Rather, **each exam may be completed and submitted only one time.**

Each exam will have a 3-hour time limit once it is opened. If you leave the exam for any reason before submitting it (e.g., to view previous assignments), then you will be locked out of the exam and unable to complete it without instructor permission. Therefore, it is important that you take good notes and learn what you need to learn from the homework assignments BEFORE you take the exam.

MAKE-UPS: Each student will have the chance to make up ONE missed exam on the designated Make-Up Exam day of Wednesday, 2/3. The Make-Up Exam can replace only one missing exam score. If you do not miss any exams, then you may choose to take the Make-Up Exam if you wish, and replace your lowest exam score if your Make-Up Exam score is higher than your lowest exam score.

WHAT IF I NEED TO BORROW TECHNOLOGY OR ACCESS TO WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind

-No parking permit required

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

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 would expect and plan for a minimum of 12 hours to be spent working on Math 98 each week (on top of watching lecture videos) during a regular 16-week semester.

Because this is an accelerated 5-week session, you should plan for much more time – at least 20 hours per week – to be devoted to this class. If you cannot commit to this, then it is recommended that you wait and take this course during a regular fall or spring 16-week semester.

This course will move **rapidly**. In order to cover all of the required course curriculum, we must cover a lot of material each week. It is critical that you stay caught up, avoid falling behind, stay organized, and get additional help whenever necessary.

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.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that 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 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 pp. 45-46 of the 2019-2020 General Catalog.

HOW DO I SHOW ACADEMIC HONESTY AND INTEGRITY IN AN ONLINE "CLASSROOM"?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
 - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Classroom Etiquette

Although this class is online, we still ask that students be respectful during Zoom sessions and online communications, to the instructor and tutor(s), as well as to other students, just as you would in a regular college classroom.

[The following section is a part of the required syllabus template, but does not particularly apply to online courses]

- ~~**Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.~~
- ~~**Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.~~
- ~~**Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#). [See pp. 45–46]~~
- ~~**Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.~~

HOW AM I EXPECTED TO ACT IN AN ONLINE “CLASSROOM” (ESPECIALLY ZOOM)?

Attending a virtual meeting can be a challenge when there are many students on one conference call. Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL

- a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.

2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

- a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.

- a. Crunching food or chugging drinks is distracting for others.
- b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

- a. It is hard to see you in dim lighting so find a location with light.
- b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

- a. If you are using the camera, show your face; it helps others see your non-verbal cues.
- b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION

- a. Catch up on other emails or other work later.
- b. If you are Zooming, silence your phone and put it away.
- c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

- a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It’s best if you conference in a private space, but if you can’t find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING

- a. Follow your instructor’s directions about using the “**raise hand**” icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
- b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

- a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
- b. Do not use the Zoom meeting to meet with your peers or put on a “show” for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING

- a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

HOW DO I ACT DIFFERENTLY IF I HAVE AN ON-GROUND CLASS DURING COVID?

- 1. DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
 - a. Even if your symptoms are mild, stay home.
 - b. Email your instructor to explain why you are missing class.
 - c. [If you are sick with COVID-19 or think you might have COVID-19](#), provides CDC guidance.
 - d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
 - e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
- 2. ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
 - a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
- 3. BRING A MASK TO CLASS (and always wear it).**
 - a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
- 4. GO DIRECTLY TO YOUR CLASSROOM.**
 - a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.
- 5. WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
 - a. Your classroom is equipped with cleaning supplies. Use them as needed.
- 6. BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
 - a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
- 7. BRING YOUR OWN FOOD AND DRINKS.**
 - a. There is no food service currently offered on campus.

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. When campus is open, the DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Additional Student Services

HOW DO I ACCESS SERVICES NOW THAT WE ARE MOSTLY ONLINE?

- **CANVAS LMS.** Canvas is Imperial Valley College’s 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](#). In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). Visit the Spencer Library’s page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- [Career Services Center](#). The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- [Child Development Center](#). The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

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, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit 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 for appointments, or when campus reopens visit Room 1536, for more information.

Veteran's Center

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

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing 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 about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. *We look forward to serving you! - EOPS/CARE Staff*

Student Equity Program

The Student Equity & Achievement 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. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need.

SEA strives 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 enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

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 (!!!!)].

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

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

Monday	Tuesday	Wednesday	Thursday	Friday
1/4 Syllabus videos Register with MML	1/5 8.4, 8.6	1/6 9.1, 9.2	1/7 9.3, 9.4	1/8 EXAM 1
1/11 11.1, 11.2, 11.3	1/12 11.5, 11.6, 11.7	1/13 12.1, 12.2, 12.3	1/14 12.4, 12.5, 12.6	1/15 EXAM 2
1/18 HOLIDAY	1/19 13.1, 13.2, 13.3	1/20 13.4, 13.5, 13.6	1/21 14.1, 14.2	1/22 EXAM 3
1/25 14.3, 14.4, 16.1	1/26 16.2, 16.3	1/27 16.4, 16.5	1/28 16.6, 16.7	1/29 EXAM 4
2/1 17.1, 17.2, 17.3	2/2 18.1, 18.2	2/3 18.3, 18.4 MAKE-UP EXAM	2/4 FINAL EXAM	2/5

IMPORTANT DATES AND DEADLINES:

January 6	Last day to add class
January 10	Last day to withdraw without owing fees and/or be eligible for refund
January 18	Holiday – Martin Luther King, Jr. Day
January 27	Last day to withdraw and receive a “W”
February 3	Make-Up Exam
February 4	Final Exam (comprehensive)

GET TUTORING HELP WHEN YOU HAVE QUESTIONS:

1

Our class's own **embedded tutor, Manuel Nuñez**, will be holding free online tutoring sessions on Zoom for 8 hours every week (just for students in our Math 98 class).

To access **free tutoring help with Manuel**, either click on **"IVC Tutoring"** from the menu on the left of our Canvas page, or follow the link provided in his email announcements to the class: <https://cccconfer.zoom.us/j/117971647#success>

Monday: 4 – 6 pm

Tuesday: 12 – 2 pm

Wednesday: 4 – 6 pm

Thursday: 4 – 6 pm

2

The Study Skills Center is holding online tutoring through Zoom:

<https://www.imperial.edu/students/learning-services/study-skills-center/>

Or, simply click on **"IVC Tutoring"** from the menu on the left of our Math 98 Canvas home page. Appointments are not necessary.

3

Although we don't have regular office hours during winter session, students may arrange to **meet with the instructor on Zoom** for live help on questions regarding video lectures, homework problems, etc. Please contact me through Canvas email if you are interested in coordinating a live Zoom meeting.

"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

