Basic Course Information

Semester:	**Summer 2022**	Instructor Name:	**Caroline Bennett**
Course Title & #:	**Math 98: Foundations of Algebra**	Email:	**caroline.bennett@imperial.edu**
CRN #:	**30104**	Webpage (optional):	**N/A**
Classroom:	**Building 2700, Room 2725**	Office #:	**Building 2700, Room 2765**
Class Dates:	**6/20/22 – 7/28/22**	Office Hours:	**Regular office hours do not apply during summer session; however, some 'office hour' times will be available in class and on Zoom**
Class Days:	**Mon/Wed: On campus** **Tues/Thurs: Online**	Office Phone #:	**(760) 355 – 6124**
Class Times:	**12:30 pm – 5:00 pm**	Emergency Contact:	**(760) 355 – 6155**
Units:	**6.0**	Class Format:	**Hybrid: Face-to-face (campus) AND Real-Time Online (synchronous)**

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) and/or Corequisite(s)

None.

Should I take Math 98 as a short-term accelerated class?

DO NOT TAKE MATH 98 AS A SHORT-TERM ACCELERATED CLASS IF:
- You are deficient in basic math and pre-algebra skills (or haven't taken either in a long time)
- You are unable to stay focused on math for 4.5-hour blocks of time
- You have difficulty dealing with fast-paced math courses
- You are taking other classes this summer session
- You have a work schedule that doesn't allow for full attendance and sufficient study time

DO TAKE MATH 98 AS A SHORT-TERM ACCELERATED CLASS IF:
- You have a strong sense of discipline and work ethic
- You have the mental stamina to do math for 4.5+ hours at a time
- You have a solid foundation in basic math and pre-algebra skills

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:
bennett31231

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.] You can determine whether your calculator is a **scientific calculato**r by checking that it has "log", "ln", and "e^x" buttons. An inexpensive scientific calculator can be purchased for $10 - $15.

Textbook (OPTIONAL): Blitzer, 2017. *Developmental Mathematics for College Students, 1st ed*. Pearson ISBN: 978 – 0134268330 ; **Since the textbook is available online through the MyMathLab platform, it is NOT required that you purchase a physical textbook.**

Course Grading Based on Course Objectives

EVALUATION:		GRADING SCALE	
Syllabus Quiz	50	900 – 1000	A
Online in-class activities	50**	800 – 899	B
On-campus in-class activities	50	700 – 799	C
MML Homework	100	600 – 699	D
Quizzes (5 × 20 points)	100	Below 600	F
Exams (3 × 150 points)	450		
Final Exam	+ 200	**Quantized Scale for Online Activities**	
	1000	70% completion or higher:	50/50
		50% - 70%:	35/50
		25% - 50%:	20/50
		10% - 25%:	10/50
		< 10%:	0/50

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: Grades are NOT posted in Canvas.

PERCENTAGES SHOWN IN MYMATHLAB: MyMathLab will automatically display a current percentage based upon the online work that you have completed (combining in-class activities and homework); however, this percentage generally does not reflect your accurate overall course grade. At the end of the semester, students' MyMathLab data will be exported by the instructor to a separate spreadsheet, and grades will be calculated according to the category weights outlined above. You may contact the instructor at any point throughout the semester if you wish to see your current overall grade approximation.

Student Learning Outcomes

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

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 Requirements and Instructional Methods

LECTURE AND INSTRUCTION

This course is in a hybrid format, meaning that it is a combination of both face-to-face lectures on campus and online (real-time) lectures via Zoom. BOTH of these are required components of this course. It is important to understand that this class is neither fully on-campus nor fully online. This course is available solely in one or both of those formats at other colleges as well as at IVC during the fall/spring semesters.

ONLINE COMPONENT

Online lectures will take place through Zoom on Tuesdays and Thursdays from 12:30 pm – 5:00 pm. Students are expected to engage, participate, and take lecture notes just as they would in a regular on-campus classroom. This roughly 4.5-hour block will include a combination of instructor lecture and short online assignments that must be completed during class time, as well as some opportunities for tutoring and open question/answer sessions (similar to office hours).

*The short online assignments through MyMathLab that are designated for class activities must be done during class time and cannot be "made up" later. This is because they are primarily about being present and participatory during class time. These are not to be confused with the longer "Homework" assignments in MyMathLab, which are to be completed on the students' own time.

FACE-TO-FACE (ON CAMPUS) COMPONENT

On Mondays and Wednesdays, our class will meet in person on campus (room 2725) from 12:30 pm – 5:00 pm. Classroom time will also include a combination of instructor lecture and student activity time, as well as some opportunities for tutoring and open question/answer sessions (similar to office hours).

Quizzes and exams take place in person during on-campus class time. While students may sometimes be permitted to work together during quizzes, exams must be done individually. Quizzes and exams cannot be "made up" later online.

TYPES OF ASSIGNMENTS

ONLINE: Short In-Class MyMathLab Assignments

One or more short online assignments will be assigned during each online class session (Tues/Thurs), to help students reinforce and practice concepts from lecture. These are designated as in-class activities; therefore, they must be completed during class time and cannot be "made up" later. This is because these short assignments are about being present and participatory during class time.

ONLINE: Longer MyMathLab Homework Assignments

These are the official homework assignments that make up the "Homework" portion of the overall course grade (see point scale on page 3). These assignments are lengthier, as they provide very essential practice to help students prepare for quizzes and exams.

Homeworks are generally delineated by chapter/section, and each assignment is typically open for 2 – 5 days. After each assignment's deadline passes, its link will remain open, and students will be able to continue working on it for 50% credit on any problems completed past the deadline (problems completed before the deadline still retain their 100% credit).

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.

Students can receive assistance from me on particular homework problems during designated "office hour" times during class, or from our embedded tutor during their review session times, or from any other math tutor provided by the Learning Services Support Center or other tutoring resource. The sooner you get started on each assignment, the more time you will have to ask questions and get help on particular problem areas.

A NOTE ABOUT DEADLINES: Homework deadlines are strict. Please understand that I cannot extend homework deadlines for particular students because of a missed a due date. In the interest of equity and fairness, it is vital that all students be assessed with the exact same assignments and deadlines. It is every student's responsibility to log in regularly and keep track of all due dates. For the online homeworks, 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).

IN-CLASSROOM: Quizzes

Quizzes take place during on-campus days (see Course Calendar on page 11 for quiz dates). A total of 5 quizzes will comprise the Quiz portion of the overall course grade. Students may be allowed to work together during quizzes, but each student turns in their own quiz. Quizzes must be taken in person. Only one missed quiz can be made up (see "Make-Ups" below). If no quizzes are missed, then students may elect to either skip the Make-Up Quiz or take the Make-Up Quiz and replace their lowest quiz score (this opportunity is forfeited if a quiz is missed).

IN-CLASSROOM: Exams

There will be 3 regular exams and a comprehensive Final Exam (see Course Calendar on page 11 for exam dates). Exams must be taken in person. Unlike quizzes, students may <u>not</u> work together during exams. Exams are closed-book and closed-note.

MAKE-UPS

Each student will have the chance to make up one missed quiz by taking the designated online **Make-Up Quiz**, which will be due on Tuesday, July 26.

There is one "make up" opportunity for a regular exam. Each student will have the chance to make up one missed exam, by taking the **Make-Up Exam** (in person) on Monday, July 25.

NOTE: If you know ahead of time that you will be unable to take an exam (due to <u>unavoidable</u> circumstances), then you may arrange with the instructor to take the exam 1 – 3 days early. However, once the class has taken an exam, it is no longer possible to take that exam (as solutions are publicly posted on Canvas). Please see the Course Calendar on page 11 and make any such plans accordingly. Once an exam is missed, the only possible way to make it up is by taking the Make-Up Exam on Monday, July 25.

OPPORTUNITY TO REPLACE LOWEST EXAM SCORE: If a student does <u>not</u> miss any exams, then they may choose to either ignore the Make-Up Exam (with no penalty to their grade), or they may choose to attempt it and potentially replace their lowest score from Exams 1 – 3. [If the Make-Up Exam score exceeds the lowest exam score, then it will replace that lowest score; if the Make-Up Exam score is lower than all the other exam scores, then it simply wouldn't count.] Students who miss an exam lose this opportunity to replace their lowest exam score.

Course Policies

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.

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**

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

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 (!!!!)].

Other Course Information

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 Math 98 is a 6-unit class, during a 16-week semester you should plan to spend a minimum of 12 hours per week working on homework, studying, receiving tutoring, etc., outside of class time. Since this is an accelerated 6-week course, more than 12 hours per week spent on Math 98 outside of class should be expected in order to achieve success.

Out-of-class hours are at your discretion; however, it would be wise to set up and stick to a routine so that you follow the same structured schedule every week. This course will be extremely fast-paced and intensive. If you plan to stay in the class, it is a serious commitment.

IVC Student Resources

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.

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas. Services include, but are not limited to:

- Tutoring Labs
- Career Services Center
- Child Development Center
- Student Counseling and Health Services
- Military and Veteran Success Center
- Extended Opportunity Program and Services (EOPS)
- Disabled Student Programs and Services
- Student Equity & Achievement Program*
- Library Services and Information Literacy

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

The Student Equity & Achievement Program has 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/

Anticipated Course Calendar

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

Monday (on campus)	Tuesday (online)	Wednesday (on campus)	Thursday (online)	Content Goals
6/20 First day of class **Register with MML**	**6/21**	**6/22** Quiz 1	**6/23** Syllabus Quiz Due	8.4, 8.6 Chapter 9
6/27 Quiz 2	**6/28**	**6/29** EXAM 1	**6/30**	Chapter 11 Chapter 12
7/4 **HOLIDAY NO CLASS**	**7/5**	**7/6** Quiz 3	**7/7**	Chapter 13 Chapter 14
7/11 EXAM 2	**7/12**	**7/13** Quiz 4	**7/14**	Chapter 16 Chapter 17
7/18 Quiz 5	**7/19**	**7/20** EXAM 3	**7/21**	Chapter 17 Chapter 18
7/25 MAKE-UP EXAM	**7/26** Make-Up Quiz Due (MML)	**7/27** FINAL EXAM (IN-CLASS)	**7/28** FINAL EXAM (ONLINE)	Chapter 18

IMPORTANT DATES AND DEADLINES:

June 22	Last day to add class
June 27	Last day to withdraw without owing fees and/or be eligible for refund
July 4	Holiday – Independence Day
July 20	Last day to withdraw and receive a "W"
July 25	Make-Up Exam
July 26	Make-Up Quiz Due (online, by 11:59 pm)
July 27	Final Exam (in-class portion)
July 28	Final Exam (online portion)

☆ ☆   **GET TUTORING HELP WHEN YOU HAVE QUESTIONS**   ☆ ☆

1

Our class's own **embedded tutor, Ben Trejo**, will be holding free tutoring sessions for 2 hours each week (solely for students in our Math 98 class).

[*Days/times of review sessions will be posted here and on Canvas as that information becomes available*]

To access online review sessions, click on "IVC Tutoring" from our Canvas page menu, or use the link provided in one of Ben's announcements. Appointments are not necessary.

2

The Learning Support Services Center is holding online tutoring through Zoom:

https://cccconfer.zoom.us/j/93055359930

Or, simply click on **"IVC Tutoring"** from the menu on the left of our Math 98 Canvas page.
Appointments are available, as well as **"drop-in" tutoring**.
In-person tutoring is available on campus as well, both by appointment and "drop-in".
Find more information through their schedule at:

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

Lots of resources are available to help you succeed, but you must take advantage of them in order to benefit.
We are here to help!

"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*