

Basic Course Information

Semester:	Spring 2022	Instructor Name:	Caroline Bennett
Course Title & #:	Math 98: Foundations of Algebra	Email:	caroline.bennett@imperial.edu
CRN #:	20757	Webpage (optional):	N/A
Classroom:	Building 2700, Room 2727	Office #:	Building 2700, Room 2765
Class Dates:	2/14/22 – 6/08/22	Office Hours:	Monday: 5:00 – 6:00 pm (on campus) Tues/Thurs: 12:00 – 1:00 pm (on campus) Wednesday: 4:00 – 5:00 pm (Zoom)
Class Days:	Monday: On campus Wednesday: Online (Zoom)	Office Phone #:	(760) 355 – 6124
Class Times:	6:00 pm – 9:10 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.

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: **bennett75641**

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 calculator** 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	20	900 – 1000	A
FAQ/Student Responsibilities Quiz	20	800 – 899	B
Online In-Class Activities*	35	700 – 899	C
Homework	120	600 – 699	D
On-Campus In-Class Activities*	35	Below 600	F
8 Homework Quizzes × 15 pts each	120		
3 Exams × 150 pts each	450		
Final Exam (cumulative)	+ 200		
	1000		

*In-Class Activities Point Scale:

90% - 100%:	35 pts.	40% - 59%:	15 pts.
80% - 89%:	30 pts.	20% - 39%:	10 pts.
70% - 79%:	25 pts.	5% - 19%:	5 pts.
60% - 69%:	20 pts.	≤ 5%:	0 pts.

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: The grade percentage that you see in MyMathLab does not necessarily reflect your current overall grade in the class, since MyMathLab automatically weights all category percentages equally. At the end of the semester, the instructor will export students' MyMathLab data to a separate spreadsheet and calculate the overall percentages according to the weights outlined above.

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

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. Math 98 is available solely in one or both of those formats at other colleges as well as in certain class sections at IVC during the fall/spring semesters.

FACE-TO-FACE (ON CAMPUS) COMPONENT

On Mondays, our class will meet in person on campus (room 2727) from 6:00 pm – 9:10 pm. Classroom time will include a combination of instructor lecture and student activity time, as well as some opportunities to ask questions and receive help from both the embedded tutor and the instructor.

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 must be taken in person – they cannot be “made up” later online.**

ONLINE COMPONENT

Online lectures will take place through Zoom on Wednesdays from 6:00 pm – 9:10 pm (email invitation with Zoom link will be sent out to students before each online lecture). Students are expected to engage, participate, and take lecture notes during a Zoom lecture just as they would in a regular on-campus classroom. This roughly 3-hour block will include a combination of instructor lecture and one or two short online assignments that must be completed during class time, as well as opportunities for students to ask questions.

***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 essentially “attendance” points, primarily about being present and participatory during class time. These in-class activities take place through MyMathLab, but are not to be confused with the longer “Homework” assignments in MyMathLab, which are to be completed on the students’ own time.**

CATEGORIES OF ASSIGNMENTS

ONLINE: Syllabus Quiz and FAQ/Student Responsibilities Quiz

These are the only two online assignments that will be done through Canvas (instead of MyMathLab). These are both due by 11:59 pm on Friday, February 18. These two quizzes have unlimited attempts until their deadlines, with the highest score kept. So, the sooner you get started, the more time you will have to maximize your scores.

ONLINE: Short In-Class MyMathLab Assignments

One or more short online assignments will be assigned during each online class session (Wednesdays), 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 2). 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 3 – 7 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 hours, or from our embedded tutor during their review session times, or from any other math tutor provided by the IVC Study Skills 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 HOMEWORK DEADLINES: Homework deadlines are strict. Please understand that I cannot extend homework deadlines for particular students because of a missed 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 each 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: In-Class Activities

Some in-class activities will be assigned and collected during class time. Although students may work together on these activities, each student must turn in their own work. Similar to the online in-class activities, these are essentially “attendance” points that come from being present and participatory in class; therefore, missed activities cannot be made up later (just as missed attendance cannot be made up). If you only miss a couple of in-class activities throughout the semester, this will have no significant impact on your overall grade. However, if you routinely miss class on a frequent basis, then these small in-class activity points will start to accumulate and have an impact on your overall course grade. Therefore, you should only remain in this class if you intend to commit to full, regular attendance throughout the semester.

IN-CLASSROOM: Quizzes

Quizzes take place during on-campus days (see Course Calendar on page 10 for quiz dates). A total of 8 quizzes will comprise the Quiz portion of the overall course grade. Students may be allowed to work together during quizzes, but each student must turn in their own quiz. Quizzes must be taken in person. Only one missed quiz can be made up with the universal Make-Up Quiz that will be available toward the end of the semester (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 one cumulative Final Exam (see Course Calendar on page 10 for exam dates). Exams must be taken in person. Unlike quizzes, students may not work together during exams. Exams are closed-book and closed-note. Calculators may or may not be permitted, depending upon the content of the exam.

MAKE-UPS

Each student will have the chance to make up one missed quiz with the Universal Make-Up Quiz offered toward the end of the semester, and one missed exam on the designated Make-Up Exam day of Monday, May 23. All quiz and exam dates are listed in the Course Calendar on page 10; please plan accordingly. If you know ahead of time that you absolutely cannot make an exam date due to an out of town trip or important engagement, it is possible to arrange with me to take an exam 1 – 3 days ahead of time. However, it is not possible to take an exam after the rest of the class takes it; in such cases, it will be necessary to take the universal Make-Up Exam on Monday, May 23.

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.

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 (!!!!)].

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.

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, 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. As with any college math course, this course will be 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)	Wednesday (Online)	Weekly Goals
2/14 First day of class	2/16	8.4, 8.6, 9.1; Syllabus Quiz & FAQ Quiz Due Friday 2/18
2/21 HOLIDAY – NO CLASSES	2/23	9.2 – 9.4
2/28 Homework Quiz 1	3/2	11.1 – 11.3; 11.5
3/7 Homework Quiz 2	3/9	11.5 – 11.7; 12.1 – 12.2
3/14 EXAM 1	3/16	12.3 – 12.4; exam
3/21 Homework Quiz 3	3/23	12.5 – 12.6; 13.1 – 13.3
3/28 Homework Quiz 4	3/30	13.4 – 13.6; 14.1
4/4 Homework Quiz 5	4/6	14.2 – 14.4
4/11 EXAM 2	4/13	16.1 – 16.4
4/18 S P R I N G	4/20 B R E A K	Rest and/or catch up!
4/25 Homework Quiz 6	4/27	16.4; exam
5/2 Homework Quiz 7	5/4	16.5 – 16.7
5/9 Homework Quiz 8	5/11	17.1 – 17.2
5/16 EXAM 3	5/18	17.3, 18.1; exam
5/23 MAKE-UP EXAM	5/25	18.2; make-up exam
5/30 HOLIDAY – NO CLASSES	6/1 MAKE-UP QUIZ DUE	18.3 – 18.4; make-up quiz
6/6 FINAL EXAM	6/8 Homework closes at 11:59 pm	Final exam; last day for HW

IMPORTANT DATES AND DEADLINES:

February 21	Holiday (Washington's birthday) – no classes
February 26	Last day to add class
February 26	Last day to withdraw without owing fees and/or be eligible for refund
February 27	Last day to withdraw without course appearing on transcript (without "W"... fees will be charged, no refunds)
March 11	Financial aid freeze date (withdrawal before this date requires eligibility recalculation)
April 18 – 24	Spring Recess – no classes
May 14	Last day to withdraw and receive a "W"
May 23	Make-Up Exam
May 30	Holiday (Memorial Day) – no classes
June 6	Final Exam



GET TUTORING HELP WHEN YOU HAVE QUESTIONS



1

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

Monday: 4:45 – 5:45 pm at IVC Library

Thursday: 6:00 – 7:00 pm online via Zoom

You may find the Zoom link in Alyssa's announcements and emails to the class.

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 190 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/>

3

Office hours with the instructor are available each week at the following times:

Monday: 5:00 – 6:00 pm (on campus)

Tuesday/Thursday: 12:00 – 1:00 pm (on campus)

Wednesday: 4:00 – 5:00 pm (online via Zoom)

Office hours are not mandatory. Rather, they are an opportunity for students to meet with the instructor outside of the classroom for additional questions, examples, help, etc. (not to repeat entire lectures that were missed due to absence).

**Lots of resources are available to help you succeed.
But you must take advantage of them in order to benefit.
Reach out for 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

