IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Fall 2022**	Instructor Name:	**Caroline Bennett**
Course Title & #:	**Math 98: Foundations of Algebra**	Email:	**caroline.bennett@imperial.edu**
CRN #:	**10764**	Webpage (optional):	**N/A**
Classroom:	**N/A**	Office #:	**Building 2700, Room 2765**
Class Dates:	**08/15/22 – 12/10/22**	Office Hours:	**Mon/Wed: 4:30 – 6:00 (Zoom)** **Tues/Thurs: 2:15 – 2:45 (on campus)**
Class Days:	**Mon / Wed**	Office Phone #:	**(760) 355 - 6124**
Class Times:	**6:30 – 9:40 pm**	Emergency Contact:	**(760) 355 - 6155**
Units:	**6.0**	Class Format:	**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.

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, including rationalizing denominators.
4. Solve equations, including polynomial, rational, radical, exponential, logarithmic equations, and linear inequalities.
5. Graph linear, quadratic, radical, exponential and logarithmic equations.

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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: **bennett27770**

Calculator (REQUIRED): A scientific calculator is 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:	
Syllabus Quiz	25
FAQ/Student Responsibilities Quiz	25
In-Class Activities*	100
MyMathLab Homework	100
Homework Quizzes (10 × 10 pts. each)	100
3 Exams × 150 points each	450
Final Exam (cumulative)	+ 200
	1000

GRADING SCALE	
900 – 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
Below 600	F

***In-Class Activities Point Scale:**	
80% - 100%:	100 pts
60% - 79%:	80 pts
40% - 59%:	60 pts
20% - 39%:	40 pts
5% - 19%:	20 pts
< 5%:	0 pts

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

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.

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. **NOTE:** Grades are NOT posted in Canvas.

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Course Requirements and Instructional Methods

LECTURE AND INSTRUCTION

Online lectures will take place through Zoom on Mondays and Wednesdays from 6:30 pm – 9:40 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, which are primarily about being present and participatory during class time. These in-class activities take place through MyMathLab, but they are not to be confused with the longer "Homework" assignments in MyMathLab, which are to be completed outside of class time. Further details regarding these assignment categories are provided in the next section.

CATEGORIES OF ASSIGNMENTS

CANVAS: 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, August 19. 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.

MYMATHLAB: SHORT IN-CLASS MYMATHLAB ASSIGNMENTS

One or more short online assignments will be assigned during each online class session, 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**.

Of course, inevitably "life happens", and there may be an occasional situation in which you cannot avoid missing part or all of a class session, or experience Wifi problems or other technical issues during class time, resulting in the inability to complete an in-class MyMathLab assignment. [This should be an infrequent exception, not a general pattern.] This is the reason behind the quantized point scale for in-class assignments (highlighted in green on page 2). As you will see on this point scale, as long as your in-class assignment completion is 80% or higher, you will receive the full 100 points for that category at the end of the semester. Therefore, as long as you generally attend class and participate in the assignments, then a couple of missed classes will not negatively impact your grade – you will still earn the full credit. Please do not email asking to make up an in-class assignment whenever you do miss a class. Your grade will only be negatively affected if missing class begins to be a frequent occurrence.

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MYMATHLAB: 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 Learning Support Services Center or other tutoring resources. **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 a due date. In the interest of equity and fairness, it is vital that all students be assessed with exactly the 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).

MYMATHLAB: QUIZZES

QUIZZES also take place in MyMathLab, so they will appear very similar to the HOMEWORK assignments. Some quiz problems may even be identical to previous homework problems. However, the format is slightly different. The help tools are not available, and you may only submit an answer to each problem once per submission of the quiz, then see all answer results after submitting the whole quiz.

HOWEVER, students may have unlimited tries on each quiz until the time that it is due (11:59 pm on Wednesdays – please refer to the calendar on page 11 for specific quiz due dates). The highest score of all attempts will be used for each quiz's final score in a student's grade. Therefore, it is to your advantage to start quizzes sooner rather than later, so that you may have ample time to re-attempt each quiz as many times as you wish until you are satisfied with your score.

Since you can always access the HOMEWORK assignments (except during exams), you may go back and find a similar practice problem if you get stuck on a particular QUIZ problem. Then you could practice it until perfection, then go back and complete the similar problem on the QUIZ (at least, until its due date). Each student will have one chance to make up a missed quiz, during the designated Make-Up Quiz window toward the end of the semester (see Course Calendar for due date).

MYMATHLAB: EXAMS

There will be 3 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 time limit once it is opened. If you leave/close the exam window 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 Friday, December 2. 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).

All quiz and exam dates are listed in the Course Calendar on page 11; 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 Friday, December 2.

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.

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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.
o 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.
o 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.~~ [*NOTE: I do not require students to turn their cameras on during Zoom classes – this is optional*.]

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 [*if you choose to use your camera*]

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.

The structuring of out-of-class hours is at your discretion; however, it is 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.

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IVC Student Resources

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.

CANVAS LMS: Canvas is Imperial Valley College's Learning Management System. 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/

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Anticipated Class Schedule/Calendar

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

Monday	Wednesday	Weekly Goals
8/15 First day of class	8/17	8.4, 8.6. 9.1; **Syllabus Quiz, FAQ Quiz due Friday, 8/19 by 11:59 pm**
8/22	8/24 **QUIZ 1 DUE**	9.2 – 9.4
8/29	8/31 **QUIZ 2 DUE**	11.1 – 11.3, 11.5
9/5 **HOLIDAY – NO CLASS**	9/7 **QUIZ 3 DUE**	11.5 – 11.7, 12.1 – 12.2
9/12	9/14 **EXAM 1**	12.3 – 12.4, exam
9/19	9/21 **QUIZ 4 DUE**	12.5 – 12.6, 13.1 – 13.3
9/26	9/28 **QUIZ 5 DUE**	13.4 – 13.6, 14.1
10/3	10/5 **QUIZ 6 DUE**	14.2 – 14.4
10/10	10/12 **QUIZ 7 DUE**	16.1 – 16.4
10/17	10/19 **EXAM 2**	16.4, exam
10/24	10/26 **QUIZ 8 DUE**	16.5 – 16.7
10/31	11/2 **QUIZ 9 DUE**	17.1 – 17.2
11/7	11/9 **QUIZ 10 DUE**	17.3, 18.1
11/14	11/16 **EXAM 3**	18.2, exam
11/21 **THANKSGIVING HOLIDAY**	11/23 **NO CLASSES**	
11/28	11/30 **MAKE-UP QUIZ DUE BY 11:59 PM**	18.3 – 18.4, **MAKE-UP EXAM on Fri. 12/2**
12/5	12/7 **FINAL EXAM; HW CLOSES AT 11:59 PM**	

IMPORTANT DATES AND DEADLINES:

August 27	Last day to add class; last day to withdraw without owing fees and/or be eligible for refund
August 28	Last day to withdraw without course appearing on transcripts (without receiving a "W")
November 5	Last day to withdraw and receive a "W"
December 2	Make-Up Exam
December 7	Final Exam (comprehensive)

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GET TUTORING HELP WHEN YOU HAVE QUESTIONS

1

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

[*Please check back here for more detailed information once the days, times, and format of Mariela's review sessions have been determined*]

2

The Learning Services Support Center is holding online tutoring both in person at the IVC Library and online 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 page to their online tutoring. For both in-person and online tutoring, appointments are not necessary for "drop-in" sessions.

3

I will be holding office hours each week at the following days and times:

Monday/Wednesday:	4:30 – 6:00 pm (online via Zoom)
Tuesday/Thursday:	2:15 – 2:45 pm (on campus)

Lots of help is available, but you must take advantage in order to benefit!

"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