

READ THIS SYLLABUS CAREFULLY!

**You will be quizzed on it the first time you log into
MyMathLab and take the Syllabus Quiz**



Math 095 Online Syllabus Spring 2016

Course Title: Elementary Algebra
Course Number: MTH 095

I. Faculty Information:

- A. Instructor: D. Monbrod
- B. Office Location: 4148 U
- C. Mailbox Location: 4148
- D. Phone: 708-596-2000 ext. 2342
- E. Office hours: To be determined first week of class. Email me.
- F. email: dmonbrod@ssc.edu
- G. Online info page: <http://learn.ssc.edu/dmonbrod>

II. Course Identification

- A. Credit Hours: 4
- B. Total Contact Hours: None (the course is delivered online)
- C. Days/Hours/Place Course Meets: Does not meet on campus except for final exam. Dates to be announced.
- D. Prerequisite: MTH 093 with a grade of "C" or better or a qualifying score on the ASSET test.
- E. Catalog Description: Elementary concepts of algebra will be covered including solving linear equations and inequalities, polynomial operations and factoring, rational expressions, graphing linear equations, solving quadratic equations and solving application problems.

III. Textbooks/Supplies/Technical Requirements

- Required: MyMathLab (MML)** access code. An eBook is accessible from within MML with purchase of this MML code.

The MML code can be purchased **with or without** the text either in the bookstore or at <http://www.coursecompass.com> if you are using financial aid, you might not be able to buy online as a credit or debit card is needed. **Do not buy a ‘MathXL’ code.** This is not the same as the MyMathLab code. If you have already taken Math 095 and used the same edition of the text we are using, and have already used MyMathLab, then just log into CourseCompass as you have done for your previous course and find the option to “Enroll in another course” under MyAccount. Here you can get into the correct current course section for this semester. Note that at this point you will need the **course id** (which is available within your **Moodle** course). More detail on the course id can be found once you log into your course within Moodle. Moodle is accessed via the SSC website.

- ❑ **MML COURSE ID: monbrod07334.** This code is needed in order to register for this course at MyMathLab.com where you will do homework, quizzes, and tests.
- ❑ **Optional:** Text book: Martin-Gay, Beginning and Intermediate Algebra, 5th Edition, Prentice Hall, 2013.

Note: The MML code is required for the course. A hardcopy of the text is optional. You can buy the book and access together or separately, one or both. You **MUST buy the MML access code even if you do not purchase a text book.**

- ❑ **Required:** A valid email address is required for this class. This is required for the registration onto MML.
- ❑ **Required:** You will need reliable access to the internet. A high speed connection is recommended. The computer that you do your work on needs to be able to access and run the software and special plug-ins and flash players used within MML. Certain minimum-requirement specifications will need to be met. These you will become aware of during your initial registration and login to MML site. There are generally no problems running MML on a Windows machine that uses IE, Google Chrome, Firefox, etc. Depending on the age of your computer and the version of the browser, you will have varied degrees of success with each browser. The MML site is favoring Google Chrome at the present time.

IV. Course End Competencies

By the end of the course, the student is expected to demonstrate an ability to do the following:

- A. Identify and use rules of algebra and exponents.
- B. Solve linear equations and inequalities.
- C. Perform fundamental operations on polynomials, including factoring.
- D. Solve 2 by 2 and 3 by 3 linear systems of equations.
- E. Solve quadratic equations by factoring.
- F. Identify intercepts and draw graphs of lines.
- G. Compute slope and write the equations of lines.
- H. Solve applications using linear, quadratic, and systems of linear equations.
- I. Recognize the relationship between arithmetic and algebra.
- J. Define and evaluate functions using functional notation.
- K. Simplify rational expressions.

- **What This Course Covers In Text**

Essentially, the course covers chapters 1 through 6 and section 7.1 of the text, not necessarily in that order:

1. Real Numbers
2. Equations and Inequalities
3. Lines and Graphing
4. Solving Systems
5. Working with Polynomials
6. Factoring Polynomials
7. 1 Rational expressions

The chapters will be studied and completed in the following order:
Chapters 1, 2, 3, 5, 6, 4.

V. Policies/ Procedures

A student who does not officially withdraw from the course by the official deadline (check SSC website for academic calendar for this date) will receive whatever grade he has earned according to the grading standard set up in this syllabus.

- A. **Cheating:** All graded work is to be done by the individual student alone unless it is stated that group work is allowed. If it is determined that a student is involved in cheating, that student will receive a score of zero (0) on the test or assignment for the first incident. A student's second incidence of cheating will result in a failing grade (F) for the course. In addition students must

adhere to SSC's **Academic and Student Codes of Conduct**, and remember to use proper '*netiquette*'.

Note that it is recommended that you take quizzes and tests without the aid of books or notes or any other source of help during the test or quiz. Doing otherwise may leave you unprepared for the final exam which a proctored, closed-book and closed-note, pencil-and-paper test done on campus and under close scrutiny.

B. Attendance policy: Even though the class does not meet according to any schedule, in order to be considered a student who is attending and in active pursuit of completion of the course objectives and requirements

1. A student must register into the established course set up by the instructor at MyMathLab.com within the first week of class.
2. A student must at all times during the length of the course demonstrate active pursuit of completion of Practice exercises, quizzes, and tests. This intent to pursue completion of course objectives can be demonstrated by the following:
 - a. Logging into MyMathLab.com and completing assigned work in the Study Plan and corresponding tests by the established due dates.
 - b. Specifically a student must have logged in to do practice problems, and/or complete quizzes and tests, and/or post on the discussion board in Moodle at least once every 7 consecutive calendar days (except during midterm break of the regular semester) and have mostly all assignments that are due submitted on time.
 - c. You will also be expected to make postings to the discussion questions posted by the instructor on the boards in Moodle. They will serve to help demonstrate your active pursuit of course objectives.

If a student simply logs in and does not spend time attempting to complete assignments, that student will be considered non-active and reported to the college administration as such. This may result in an administrative withdrawal with forfeiture of tuition and fees. This may also have an impact on a student's financial aid.

VI. Your Grade for This Course

- A. **Chapter Tests:** There will be 6 chapter tests. The chapter tests will make up 50% of your course grade. At the end of the course, the lowest chapter test will be dropped. The chapter tests will be taken online in MML. Each test can be taken up to three (3) times up until the designated due date. **You can't take tests late.** *Your grade for each test will be the best score for all attempts of that test.* These tests should be taken after the minimum Mastery Points (MP) are earned within the Study Plan. The tests can be taken as soon as they are available and as soon as the MP minimum is met by the student. It is recommended to budget your time so that you will have some time to prepare for a retest. This will give you an opportunity to raise your scores by retaking the test before the due date.
- B. **Quizzes:** The quizzes are known in MyMathLab as Quiz Me. These are accessed from within the Study Plan. Your access to these quizzes depends on your work on Practice problems also located within the Study Plan. The should be done in the order 1, 2, 3, 5, 6, 4.

Within each chapter unit it is recommended that the sections of objectives be done in order. For example in Unit 2 you should work on 2.1, 2.2, 2.3, . . . , etc. in order, earning Mastery Points as you work through Practice problems and associated Quiz Me for each.

There is no credit for doing Practice or Quiz Me in the Study Plan. You will not see a category for this in your GRADEBOOK. Completing work within the Study Plan is **necessary** for getting access to the credit work—the Chapter Tests.

- C. **Participation:** Students must make postings on the discussion boards in Moodle when requested by the instructor. Keep your eye on the Topics/discussion boards to be aware. You are to post responses to the questions posed on the discussion boards. Your responses will be checked and counted toward fulfillment of your participation requirement for the course. The points you earn here will be used to add points to your test results for the related unit in the following way: The first person to correctly and completely answer the question will receive 1 percentage point added to his/her test for that unit. You can only get a maximum of 1 point for each post by the instructor and your test score can only be increased up to a maximum total score of 100%.

The points earned here are basically extra points added to your test score. However all students must post responses—whether correct or not--in order to get credit for participation. **If a student fails to post a response he will lose a point (per missing response) from the corresponding unit test score.**

- D. **Final Exam:** The final exam is a pencil-and-paper exam completed in person on campus. It is a *mandatory* exam and it accounts for **50%** of your course grade. The dates and places for the final exam will be announced in advance. Watch the announcements in MML/CourseCompass, and check your mail when you log onto Moodle for important dates and announcements as well. The final exam cannot be retaken.

Important note: It is believed by some that having notes available during testing for a course at this developmental level invalidates the assessments, and therefore notes will not be allowed during testing in a traditional class setting. As you are probably aware, in this online setting tests and quizzes can be taken “open-book” if a student desires. I can only **highly recommend** that you take your unit tests “closed-book”. Understandably your grade can be affected each time you take a test, but remember the final exam is closed-book and a minimum score of 60% is required on the final in order to pass the course with a D or higher no matter how high your test scores in MML. Getting into the habit of depending on access to notes or websites during a test may give you an inflated grade and a false sense of preparedness going into the final exam. Remember a minimum of 60% is required on the final exam in order to earn a D or higher for the course grade.

- E. **Grade for this course:** Here is how your grade for the course will be calculated:

You must score at least a 60% on the final exam to be considered for a grade higher than an F for the course. In other words, you must score at least a 60% on the final exam in order to get a D or higher for the course grade. Once again if you score 60% or above on the final exam, your test averages will be counted in the calculation of your course grade. If you score below 60% on the final exam, your test scores will not be used in the calculation of your course grade, and your course grade in this case will be an F.

- G. **Midterm Grade:** Each student will be issued a midterm grade around the midpoint of the term. This grade will be based on your MML overall average at that time.

Weight of Each

Tests	50%
Final Exam	50%

Grade for course Overall percentage

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0 – 59%

There will be no incompletes granted for this class.

F. **Final Exam Minimum Score:** As mentioned above under important note 1, there is a minimum score requirement on the final exam. *If a student does not score at least 60% correct on the final exam, that student will receive an F for the course grade regardless of that student's scores on other work done.* In the table that follows there are a few sample cases of how students' course grades were calculated.

Sample Students' Scores and Course Grades*

	Student 1	Student 2	Student 3	Student 4	Student 5
Unit Tests Average	68	95	94	65	92
Final Exam Score	77	55	68	90	96
Totals	72.5	Not calculated since Final exam less than 60	81	77.5	94
Course Grade	C	F	B	C	A

*Averages and scores are percentages.

VII. Help!

Discussion Board (within Moodle) General questions about the course policies and procedures should be posted here. Check the boards frequently for posted questions, and to post questions of your own so that the rest of the class has the opportunity to see the answers to these questions. Other students often have the same questions as you, and they may be able to help answer your questions also. You can also contact me, the instructor, via email.

Response time: Note that I will try to respond to emails or questions on the discussion board within 48 (usually less) business hours. Saturdays and Sundays, and holidays do not count as business days. If you are having difficulty logging into Moodle, go to the college's website and look for the Moodle orientation/login directions. There are links, FAQ sheets, and helpdesk numbers. If you are having trouble registering or logging into MyMathLab, use the contacts on MyMathLab home page at <http://www.mymathlab.com>. You can also contact the college's TLC for help. Here you will find step by step instructions for registering for our course or contacts and FAQ sheets for questions regarding MML. There you can

also take a tour of MML to get some pointers on how to get the most out of the website.

Student Support Services

Services for Students with Disabilities Office (SSDO)

South Suburban College complies with the Americans with Disabilities Act. Any student who believes that an accommodation is necessary shall utilize the process set forth in the SSC Catalog. The SSDO is located in Room 2268.

Academic Assistance Center (AAC)

Designed to provide assistance to students in achieving success in coursework, a variety of instructional services are offered by the AAC. These include individual and group tutoring. It is located in Room 2264 on the Main Campus. Call the college for hours of operation.

Math 140 Club is a small support group for students to utilize the help of student and instructor tutors that meets a few times a week in the Great Hall of Study on the 4th floor of the main campus building. Contact the math department for more information on this club or dgrzeczka@southsuburbancollege.edu

VIII. Schedule/Outline*

The final exam date will be announced as soon it is determined during the semester. The finals for the Fall and Spring semesters are during the designated final exam week, and you will receive reminders during the semester. The finals for the summer session will be during the last week of class.

IX. Announcements and Email

Keep an eye on the homepage for important announcements when you login to MML. Also check the discussion board in Moodle frequently (every couple of days) or you might miss some relevant discussion there. Sometimes you will get an important announcement in your Moodle email. Always check these when you login to Moodle. Occasionally, I will send an email through both MML and Moodle so you can expect to receive emails in Moodle and at whatever email address you use when you register in MML.

How can you increase your chances of being successful in this course?

An online course is generally more demanding than a course done face-to-face. This is especially true in most mathematics courses. In order to be successful in this course you need to be self-disciplined and have a strong commitment to studying and doing homework on your own. Most of the time you will be reading examples or watching videos of worked sample problems. You will be learning material on your own for the majority of this class.

I can help you. If you are having problems with the math, please email me, or what's even better post your question on the discussion board for the benefit of the other students in the class. I will be able to respond with a message and possibly with a video posted on the web somewhere. I am also at the college in my office during my regularly scheduled office hours. You can email me at dmonbrod@ssc.edu to find out my current semester office hours. In MML there will be a YouTube button of the home page of the course on the main menu. Here you can look at some of the videos posted by the instructor. You will also see videos posted by the others on YouTube. These can sometimes be surprisingly helpful.

WARNING!
DO NOT PROCRASTINATE!
DON'T FALL BEHIND!

This course moves very quickly (especially in summer). Set aside time **every day or every other day** for Practice and Quiz Me and do not miss any days. Stay ahead of the game. This is really important.

You will not have any paper homework assignments to turn in. I suggest that you keep a neat, well-organized, detailed account of the homework. Write down the question number and the instructions to each problem in the order that you do them. Keep these organized in a notebook of some sort as if you were going to turn them in as a credit assignment. Include all steps taken in problems to arrive at the correct answer. This will give you a good reference source when it comes time for reviewing for subsequent quizzes and tests and most importantly the final exam.

Suggestion on How to Complete Each Unit

Begin within MML by going straight to the Study Plan. Here you can begin in order the sections of the chapter. Work the Practice problems for each set and then attempt the Quiz Me for each. The Practice sets need not be 100% complete to get access to the Quiz Me.

As you progress through the Quiz Me for each section and topic, you will gain Mastery Points (MP). Mastery points can be gained by completing Quiz Me at 100% level for each. Once the minimum number of MP is reached for the Chapter Test, you can then attempt the test.

You will notice that the MP score, and Topic list within the Study Plan may change according to how well you do on the test for that unit. You may **gain or lose** MPs based on your test score. If you want to retake a test—you have 3 tries for each test—you might have to redo some of the Quiz Me (and Practice problems) to build up the MP score to regain access to the test. Of course this has to be done before the due date for the Chapter Test.

Doing Sample tests or reviews does not affect the Study Plan results.

This whole process is set up to ensure mastery of the material. Do not try to defeat this mechanism.

One last thing: keep this syllabus handy because you will be quizzed on it when you log into MML/CourseCompass.

Why take this course very seriously? Statistically only 4 out of 10 students will pass this course. This is only an average. This means maybe sometimes only 3 out of 10 pass! I would like to see students defy this average and make it 10 out of 10 passing. You can make it happen. Give it your best!

Work very hard to have the best semester ever!

Professor Monbrod

The password for the Syllabus Quiz is *syllabus*