



MATH 1111 / College Algebra

COURSE SYLLABUS

Online – Spring Semester 2019 - 201914

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40285

Preferred Method of Contact: Office 365 College Email at mySTC

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Ms. Philisia Spearmon

Adjunct College Email Address: [Philisia Spearmon \(pspearmon@southeasterntech.edu\)](mailto:pspearmon@southeasterntech.edu)

Campus/Office Location: Metter High School / Room 203

Office Hours: Monday/Tuesday 3:45-5:15 (Room 203), Wednesday/Thursday 3:45-6:00 (Online)

Phone: See Full-Time Instructor Information

Fax Number: See Full-Time Instructor Information

Full-Time Instructor Name: Sonya Wilson

Email Address: [Sonya Wilson \(swilson@southeasterntech.edu\)](mailto:swilson@southeasterntech.edu)

Campus/Office Location (Sonya Wilson): Swainsboro Campus / Building 6 Room 6218

Office Hours (Sonya Wilson): Monday/Wednesday 1:00-5:00, Tuesday/Thursday 2:30-4:30

Phone: 478.289.2298

Fax Number: 478.289.2276

Tutoring Hours (Sonya Wilson): 2:30-3:30 or by Appointment, Swainsboro, Room 6218

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

NO REQUIRED TEXT

Purchase of a textbook is optional. The course uses: Blitzer, R. College Algebra (seventh edition). New Jersey: Prentice Hall. Student Text ISBN 13: 978-0-13-446916-4 (Other editions of the same book are acceptable if you want to purchase a hard copy of the text.)

REQUIRED SUPPLIES & SOFTWARE

Software: MathXL is the software required for the course. The MathXL Access Code may be purchased from the bookstore or from the [MathXL Website \(www.mathxl.com\)](http://www.mathxl.com) after the course has started and you have the

MathXL Course ID needed to register. The student will be given instructions to register for MathXL during class. The student will need to register for MathXL by obtaining the MathXL Course ID from the menu in their online course.

Supplies: Three ring binder notebook, computer access, loose-leaf paper, pencils (all math problem work must be done in pencil), highlighter, and a graphing calculator (TI-83 or TI-84). Cellphones or other electronic devices cannot be used in the course. Daily, MTWR, access to a reliable internet connection for use with Blackboard, Mathxl, mySTC, and college email.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

CALCULATOR USAGE

The use of cell phones or other internet capable devices are not allowed for calculator usage. Students are expected to bring a calculator appropriate for the course content each day of class and for use in the online course. If calculator usage is not allowed for some topics, students are required to adhere to those expectations.

COURSE DESCRIPTION

This course emphasizes techniques of problem solving using algebraic concepts. Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; and optional topics including sequences, series, and probability; and analytic geometry.

MAJOR COURSE COMPETENCIES

Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

PREREQUISITE(S)

Appropriate Degree Level Math Placement Test Score

COURSE OUTLINE

1. Fundamental Concepts of Algebra
2. Equations and Inequalities
3. Functions and Graphs
4. Systems of Equations
5. Optional Topics including Sequences, Series, Probability, and Analytical Geometry

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus event. Students must register/enroll in Mathxl during the first days of class and use the Mathxl Software to successfully complete the course. Students will be No Showed who do not register for Mathxl by the end of the 3rd day of the semester. (To secure the proper information to access Mathxl, first login to our Blackboard course and go to the menu item titled as **Math Work / MathXL.**)

Quizzes, tests, and homework grades may be given at any time without prior notice, when needed, but most will be scheduled as part of the class. Failure to adhere to due dates will result in a grade of zero.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. Office 365 College email is accessed under the mySTC tab on our college website. **Students are expected to show/write high-quality, detailed work and/or explanations when completing homework, the proctored exam, or any additional handwritten assignments or online assignments.**

Office 365 College Email Username: 9XXXXXXXX@students.southeasterntech.edu using your student id.
College Email Password format: XXXXXX using your six-digit BannerWeb Pin Number.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due by 11:59 p.m. on Wednesday of each week and are scheduled on the lesson plan for online math. Exceptions to the time frame and Wednesday deadline may be the proctored exam and final exam.

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the

course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. **(30% for math)** Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the

event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

Proctoring Fees: Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

Specifics: The required proctored event for this class is a **Proctored Final Exam** scheduled at three possible locations. Metter High School students are encouraged to attend the session located at Metter High School with the instructor on **Monday, April 29, at 4:00 p.m.** The other options will take place on the **Vidalia Campus in Room 418 of the Main Building on Monday, April 29, at 10:00 a.m. or on the Swainsboro Campus in Room 6218 Building 6 on Wednesday, May 1, at 3:00 p.m.** No external resources are allowed. The student may use an approved calculator not including internet capable devices or cell phones. A study guide for the proctored exam will be provided in Mathxl and counts as a homework grade. The Proctored Final Exam is a paper test with space available to show the expected handwritten, step-by-step algebraic work.

Math students will also take the Math Competency Exam (MCE) after the final exam. The grade on the MCE will not be used to penalize students. Students who start on time will be allowed up to 1.5 hours on the final exam. The MCE will be taken after a student turns in the final. It is timed for 50 minutes. Students should plan accordingly. A maximum time frame for either date will be 2.5 hours from the scheduled starting time.

Students enrolled in this class who are allowed to take the proctored exam late due to an excused absence, giving them more study time, will receive a grade deduction with the highest grade allowed being an 80. If the student has a valid documented excuse for a late makeup on the proctored exam, the makeup must be completed at a time convenient to the instructor within 1 week of the original scheduled date.

ACADEMIC ENGAGEMENT REWARD (ONLINE MATH)

Students who are academically engaged **each week** will receive a reward to replace a low test grade in the 30% test category of the grading policy. Major due dates will take place each Wednesday midnight (11:59 p.m.). Therefore, each *work week* will start on Thursday and end on Wednesday. To be eligible for this reward, students must do both of the following:

- Students must make a 70+ on at least one required weekly Mathxl homework assignment, quiz, or test by each Wednesday midnight as scheduled on the lesson plan. Students who are working ahead of schedule still must submit early assignments each week in order to meet academic engagement expectations. **All** assignments should be completed to ensure a student passes the course **and**,

- Students must spend a total of 37.5 or more hours on the required/assigned Mathxl homework, Mathxl quizzes, and Mathxl tests this semester. Mathxl totals these hours for the instructor. This will not include the extra time students may have to spend watching videos, working in the study plan, working on Discussion Boards, etc.

Students who meet the academic engagement expectation will be allowed to replace their lowest, 30% test category, competency test grade with their final exam grade. The replaced grade will be a competency exam (chapter test grade) and will not include such items as a mid-semester exam, final exam, homework test grade, or a proctored online exam. If the exam grade is lower than the lowest competency test grade, then the exam grade will not be used as a replacement grade and the lowest competency test grade will be left in place. Students who receive their lowest test score due to cheating are not eligible for the academic engagement reward. **This is a great reward to work for! It can have a very positive effect on most averages. All it takes is a steady weekly commitment to do all assignments.**

MAKEUP GUIDELINES (ONLINE TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

25% Homework: No makeups are allowed on Mathxl homework assignments. Each Mathxl homework problem offers infinitely many chances to redo it using the tutorials offered with each problem. A grade of 100 is possible on each homework if you use the chances and tutorials. To emphasize the importance of homework, the average you make on homework by the end of the semester will also count at a test grade in the Test Category. (For example, a 100 HW average equals an individual test category test grade recorded in the Blackboard (BB) gradebook. In contrast, a low homework average will result in a low test grade being recorded in BB.)

10% Quizzes (online): No makeups are allowed on quizzes because you are already allowed 3 chances on each quiz. The best of 3 chances is the one that counts. Please note that you can earn two additional quiz 100's by completing work in the Study Plan in Mathxl and/or watching the rewarded Lecture Videos located in Mathxl above each chapter of homework. The Study Plan is an online tutorial that you can do as needed, but it is not required. You will earn a 100 when you complete 5 hours in the Study Plan or Lecture Videos. You will earn another 100 if you complete an additional 5 hours in the Study Plan or Rewarded Lecture Videos. (Some students accidentally leave the videos on and acquire an unreasonable number. Those times will not be used. For example, 50 hours for one video is unreasonable when most videos are 10 minutes or less. A max of 2 hours will be allowed in those cases.)

5% Discussion Boards: No makeups are allowed on the discussion boards.

30% Chapter Tests: No makeup tests are allowed, but an Academic Engagement Reward can be earned to help with one low test grade. See the Academic Engagement Reward Section. In addition, a Proctored Exam Reward is offered to help with another low test grade in this category. A higher grade on the Final Exam and/or Proctored Exam will benefit your final average as long as the grade on said items is higher than a chapter test grade.

30% Proctored Final Exam: No makeup is allowed unless a valid documented excuse has been provided. The student will still have to attend a late proctored session in Swainsboro within one-week of the missed exam if arrangements have been made. It is not a good idea to miss this exam since it is a final exam. Early arrangements would be best. A grade of "F" (Failing) will be recorded since the proctored exam for this course is the final. Please see the Proctoring section of the syllabus for more details. The grade on this exam will also be used as a 30% Chapter Test category reward allowing you to replace your lowest chapter test grade with the grade you make on this exam!! Do handwritten study and detailed step-by-step work for this exam by using the Study Guide provided in MathXL.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Note from Instructor: Do not use cheating websites or other forms of dishonesty as such actions will have a detrimental effect on your preparedness for the Final Proctored Exam.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Email: Helen Thomas hthomas@southeasterntech.edu	Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Homework	25%
Quizzes	10%
Tests	30%
Discussion Boards	5%
Proctored Final Exam	30%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

ADDITIONAL GRADING INFORMATION:

Your official average for the course is located in Blackboard (BB) using the weights described in the Grading Policy section of the syllabus. The average you will see in the Mathxl program just gives you an idea of how you are doing on homework, quizzes, and tests. Mathxl also shows you the correct individual grade on each item you complete. The Blackboard gradebook is manually updated by the instructor after major due dates

and includes the additional required items in the calculation such as the Discussion Boards and Proctored Exam.

25% Homework Category: The homework for this course is located in Mathxl. The average for homework will be transferred from Mathxl to the online Blackboard grade book after major due dates. The instructor manually enters these grades and must be given time to do so. Homework grades are always available to you immediately after you finish each homework problem in Mathxl.

10% Quizzes Category (Online College Algebra): Your quiz average will be updated and displayed in Blackboard after major due dates around every two weeks. Individual quiz grades will be recorded in Mathxl.

5% Discussion Boards Category: The discussion boards are located in Blackboard. The six discussion boards, including the student introduction, are graded by the rubric located in Blackboard and on the syllabus.

Note about Mathxl: Mathxl is a valuable tool that can greatly enhance your learning of the material. In addition, Mathxl will increase your ability to work in the online environment which is in high demand in today's workforce. Please take full advantage of the tutorial options associated with each homework problem. In addition, make use of the Rewarded Videos and Study Plan Tool in Mathxl if extra help is needed on any of the concepts.

Note about not giving up: A few bad grades are never a good reason to give up. Giving up results in an F whereas trying usually results in an A, B, C, or D --- all of which are better than an F. Most students are able to turn things around after a few bad grades if they just try. Always take time to discuss things with your instructor. We have to learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

How many hours per week should I expect this course to take me? Class Time/Contact Hours for this course are 2250 minutes or 37.5 hours for an entire semester. In a lecture class, this would be considered seat time. This is equivalent to 2.5 hours per week during a 15 week semester, 3.75 hours per week during a 10 week semester, and 4.167 hours per week during a 9 week semester. In addition to class time, students can expect to spend 2 to 3 times the contact hours doing additional tasks such as homework, tutorials, reading, and studying. Therefore, the course will take more than 37.5 hours.

- 15 Week Semester: 2.5 contact hours per week X 2 = a minimum of 5 hours per week.
- 10 Week Semester: 3.75 contact hours per week X 2 = a minimum of 7.5 hours per week.
- 9 Week Semester: 4.167 contact hours per week X 2 = a minimum of 8.334 hours per week.

Are you feeling overwhelmed as you read all your course expectations for each class? That is a natural reaction at the beginning of the semester. Just listen to and communicate with your instructors and classmates. Take time to become organized in each class, and it will all come together soon. Your instructors want you to be successful. Follow your syllabus lesson plan! Stay connected with your instructor and classmates. Our Blackboard course has a Send Email feature that gives you easy access to your classmates and instructor. Responses to these emails can be checked in our Office 365 College Email.

Can I finish this online math course early? Yes. Students can work as fast as they want to finish the course requirements early. A minimum of 37.5 hours should be used to do this in order to meet academic engagement requirements. Students who finish the course work early will still need to take the campus proctored exam. Students working early must also submit assignments each week in accordance with the academic engagement section on the syllabus.

Lesson Plan: The lesson plan that follows is set up as a checklist. It is your road map for the semester. Do not

let the detailed nature intimidate you. The lesson plan is designed to guide you to meeting all requirements successfully. Read it first and complete the No Show Requirements promptly.

MATH 1111 Homework Guide and Lesson Plan

College Algebra, 6th and 7th Editions

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
<p>No Show Days and Beginning of Work Week 1</p> <p>Beginning No Show Days: January 7 – Due January 9</p> <p>More Work Week 1, Due January 16, Requirements continue on the next page.</p>	<p>Start Here!</p>	<p>First Day of Class</p> <p>To Login to Blackboard (BB): Go mySTC on the college website, click the BB Icon, and entered the username and password described, which should be your 9XXXXXXXX number and your BannerWeb Six Digit Pin Number.</p> <p>College Email is found at portal.office.com or in mySTC, the Office 365 icon: Username: 9XXXXXXXXXX@students.southeasterntech.edu Password: BannerWeb Pin Number</p>	<p>Complete the Following during the time frame listed in column 1:</p> <ul style="list-style-type: none"> ○ Login to Blackboard (BB) by first going to mySTC on our website and clicking on the BB icon. The alternate way to access Blackboard is to directly go to their website at the link https://southeasterntech.blackboard.com. ○ Read the announcement in BB, explore the course, and review everything. Organize information separately in notebooks for each course you take. ○ Select the Start Here! menu option in BB and complete the getting started items as part of the no show requirements. (Getting Started Presentation, Student Acknowledgement, <i>Student Introduction Discussion Board</i>, etc...) ○ As part of the three no show requirements for online math, register & enroll for Mathxl by using the purchased access code <u>and</u> the Mathxl Course ID provided in the Mathxl section in our BB course. (DUAL enrollment students should get the access code from the college bookstore as part of the program.) ○ Start a notebook for all important documents, video notes, homework notes, quiz notes, and test notes. ○ As part of the no show requirements, email your instructor from Office 365 College Email found in mySTC. ○ Working ahead of schedule, in an effort to complete the course early, is allowed. Working behind schedule is not. ○ Make sure you have completed the 3 No Show requirements for math by 	<p>NA</p>

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
			the due date. (Completion = 100 HW grade recorded in MathXL) More Work Week 1 due dates follow.	
Work Week 1 continued Start January 7 – Due January 16 by 11:59 p.m. each week	Chapter P Fundamental Concepts of Algebra 1	P.1: Algebraic Expressions, Mathematical Models, and Real Numbers P.2: Exponents and Scientific Notation P.3 Radicals and Rational Exponents P.4: Polynomials P.5: Factoring Polynomials P.6: Rational Expressions	<ul style="list-style-type: none"> ○ Prepare for Chapter P by reading Chapter P, doing the assigned homework in Mathxl, taking notes, and by using the Tutorial Buttons provided with each homework problem. Go to the <u>Homework and Tests</u> menu button in our Mathxl course that you registered for during No Show Days. Keep all work and notes in your notebook for use throughout the semester. ○ Mathxl will recommend study plan problems or Quiz Me items. You are not required to do those items. ○ Make use of the Rewarded Chapter P video lectures provided in Mathxl found in the Homework and Tests section of Mathxl. These are considered the lectures you are missing from a lecture course. ○ Complete the Chapters P.1-P.3 homework in Mathxl by 11:59 p.m. Homework allows you to redo each problem. After three chances, you must click similar problem. You can start and stop homework as many times as you need up to the deadline. Please note the due date provided in the Date/Week column of this lesson plan. (Each Wednesday!) ○ Complete the <i>Student Introduction Discussion Board (DB)</i> with 2 replies. Discussion Boards are always located in Blackboard. This one is located in the Start Here section. ○ Check your Office 365 College Email found in mySTC each day! ○ Note that the average you make on homework by the end of the semester will also count as a Test Grade. (i.e.100 HW = 100 individual Test 	CC: 1, 2 GC: A, B, C

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
			<p>Category grade recorded in the BB grade book.)</p> <ul style="list-style-type: none"> ○ Contact the instructor if you have any worries, concerns, or an office meeting is needed. ○ End Work Week 1. 	
<p>Work Week 2</p> <p>January 17 – Due January 23</p>			<ul style="list-style-type: none"> ○ Start Work Week 2. ○ Complete the Chapters P.4-P.6 homework in Mathxl. Homework allows you to redo each problem. After three chances, you must click similar problem. Great Homework prepares you for quizzes and tests! ○ Complete the Chapter P Quiz which allows 3 chances. Allot enough time to complete the quiz during the time allowed (50 minutes). The best grade of the 3 chances counts! Use the 3 chances to prepare for the Test. Organize the quiz work in your notebook! ○ Complete the Chapter P Test. 1 chance is given on each test. The quizzes are a great aid in preparing for the test. Do not open the test until you are sure you have time to complete it in one sitting. ○ Complete your first post to <i>Discussion Board 1</i> found in BB under the Discussion Boards menu item. (Minimum 10 Sentences) The replies can be done during the next work week. ○ Check your Office 365 College Email each day! ○ Ask specific homework questions through college email if you have them please. 	<p>CC: 1, 2 GC: A, B, C</p>
<p>Work Week 3</p> <p>January 24 – Due January 30</p>	<p>Chapter 1 Equations and Inequalities</p>	<p>1.1: Graphs and Graphing Utilities 1.2: Linear Equations and Rational Equations 1.3: Models and</p>	<ul style="list-style-type: none"> ○ Prepare for Chapter 1 by reading the text, watching lecture videos, taking notes, and using the tutorial resources in Mathxl. BB also has tutorial resources. ○ Do not procrastinate until the due 	<p>CC: 1, 2, 3, 5 GC: A, B, C</p>

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
		Applications 1.4: Complex Numbers (opt) 1.5: Quadratic Equations 1.6: Other Types of Equations (opt) 1.7: Linear Inequalities and Absolute Value Inequalities (opt)	<p>date. That is a bad practice and will not prepare you for the final proctored exam. Organize and complete written homework on paper several days each week.</p> <ul style="list-style-type: none"> ○ Complete the Chapters 1.1-1.3 Homework by 11:59 p.m. The pace will pick up next week. ○ Complete the 2+ replies to <i>Discussion Board 1</i>. (Minimum 5 sentence each) ○ Check College Email daily. ○ Start the next week or move through the weeks faster if you want. 	
Work Week 4 January 31 – Due February 6	Chapter 1 continued	Chapter 1 continued	<ul style="list-style-type: none"> ○ Complete the two homework assignments for Chapters 1.4-1.5 and Chapters 1.6 -1.7. Write work on paper. Show very detailed steps in order to prepare for the final proctored exam. ○ Complete your first post to <i>Discussion Board 2</i> found in BB under the Discussion Boards menu item. The replies can be done during the next work week. ○ Check College Email daily. 	CC: 1, 2, 3, 5 GC: A, B, C
Work Week 5 February 7 – Due February 13	Chapter 1 continued	Chapter 1 continued	<ul style="list-style-type: none"> ○ Complete the Chapter 1 Quiz by allotting plenty of time to make use of the best of 3 chances and preparation for the test this week. ○ Complete the Chapter 1 Test. 1 chance is given on each test. The quizzes are a great aid in preparing for the test. Do not open the test until you are sure you have time to complete it in one sitting. ○ Complete the 2+ replies to Discussion Board 2. ○ Check College Email daily. 	CC: 1, 2, 3, 5 GC: A, B, C
Work Week 6 February 14 – Due February 20	Chapter 2 Functions and Graphs	2.1: Basics of Functions and their Graphs 2.2: More on Functions and their	<ul style="list-style-type: none"> ○ Prepare for Chapter 2 by reading the text, watching lecture videos, taking notes, and using the tutorial resources in Mathxl. BB also has tutorial resources. Do not 	CC: 2, 3, 5 GC: A,B,C

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
		Graphs 2.3: Linear Functions and Slope 2.4: More on Slope 2.5: Transformation of Functions 2.6: Combinations of Functions; Composite Functions 2.7: Inverse Functions 2.8: Distance and Midpoint Formulas; Circles	<p>procrastinate!</p> <ul style="list-style-type: none"> ○ Study chapter 2 as it tends to be a harder chapter for students. ○ Complete the two homework assignments for Chapters 2.1-2.2 and Chapters 2.3-2.4. ○ Complete your first post to <i>Discussion Board 3</i> found in BB under the Discussion Boards menu item. The replies can be done during the next work week. ○ Check College Email daily. 	
Work Week 7 February 21 – Due February 27	Chapter 2 continued	Chapter 2 continued	<ul style="list-style-type: none"> ○ Complete the Chapters 2.5-2.6 and 2.7-2.8 Homework. Make sure you learn how to find the inverse of a functional equation in 2.7 using detailed algebraic work where you switch x and y, and solve for the “new-y” as shown in the examples. ○ Complete the Chapter 2 Quiz or Quizzes by allotting plenty of time to make use of the best of 3 chances and preparation for the test this week. ○ Complete the Chapter 2 Test. 1 chance is given on each test. The quizzes are a great aid in preparing for the test. Do not open the test until you are sure you have time to complete it in one sitting. ○ Complete the 2+ replies to <i>Discussion Board 3</i>. ○ Check College Email daily. 	CC: 2, 3, 5 GC: A,B,C
Work Week 8 February 28 – Due March 6	Chapter 3 Polynomial and Rational Functions	3.1 Quadratic Functions 3.2: Polynomial Functions and Their Graphs 3.3: Dividing Polynomials: Remainder and Factor Theorems 3.4: Zeros of	<ul style="list-style-type: none"> ○ Prepare for Chapter 3 by reading the text, watching lecture videos, taking notes, and using the tutorial resources in Mathxl. BB also has tutorial resources. ○ Complete Chapters 3.1, 3.2, and 3.3 Homework. Chapter 3 is often a new concept for students. Study hard and concentrate. ○ Start 3.4-3.7 Homework. 	CC: 1, 2, 3, 5 GC: A, B, C

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
		Polynomial Functions 3.5: Rational Function and Their Graphs 3.6: Polynomial and Rational Inequalities 3.7: Modeling Using Variation	<ul style="list-style-type: none"> ○ Complete your first post to <i>Discussion Board 4</i> found in BB. The replies can be done during the next work week. ○ Check College Email daily. 	
Work Week 9 March 7 – Due March 13	Chapter 3 continued	Chapter 3 continued	<ul style="list-style-type: none"> ○ Complete Chapters 3.4-3.7 Homework. ○ Complete the Chapter 3 Quiz or Quizzes by allotting plenty of time to make use of the best of 3 chances and preparation for the test this week. ○ Complete the Chapter 3 Test. 1 chance is given on each test. The quizzes are a great aid in preparing for the test. Do not open the test until you are sure you have time to complete it in one sitting. ○ Complete the 2+ replies to Discussion Board 4. ○ Check College Email daily. 	CC: 1, 2, 3, 5 GC: A, B, C
Work Week 10 March 14 – Due March 20	Chapter 4 Exponential and Logarithmic Functions	4.1: Exponential Functions 4.2: Logarithmic Functions 4.3: Properties of Logarithms 4.4: Exponential and Logarithmic Equations 4.5: Exponential Growth and Decay: Modeling Data	<ul style="list-style-type: none"> ○ Prepare for Chapter 4. Learn how to work these out without a calculator as indicated in the instructions ○ Complete Chapters 4.1-4.3 Homework. Chapter 4 is often a new concept for students. Study hard and concentrate. ○ Start Chapters 4.4-4.5 Homework. Learn how to do the problems in section 4.4 in the detailed manner as shown in textbook examples in order to be successful on the chapter 4 test and final exam. ○ Check College Email daily. 	CC: 2, 3, 5 GC: A,B,C
Work Week 11 March 21 – Due March 27		Chapter 4 continued	<ul style="list-style-type: none"> ○ Complete Chapters 4.4-4.5 Homework. ○ Complete the Chapter 4 Quiz or Quizzes by allotting plenty of time to make use of the best of 3 chances and preparation for the test this week. 	CC: 3, 5 GC: A,B,C

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
			<ul style="list-style-type: none"> ○ Complete the Chapter 4 Test. 1 chance is given on each test. The quizzes are a great aid in preparing for the test. Do not open the test until you are sure you have time to complete it in one sitting. ○ Check College Email Daily. 	
Work Week 12 March 28 – Due April 10 (STC Spring Break is April 1-5)	Note: If dual enrollment students have a different Spring Break, complete assignments in ADVANCE for that week. Due dates stand as they are.	5.1: Systems of Linear Equations in Two Variables 5.2: Systems of Linear Equations in Three Variables 5.4: Systems of Nonlinear Equations in Two Variables 5.5: Systems of Inequalities	<ul style="list-style-type: none"> ○ Prepare for Chapter 5. ○ Complete Chapters 5.1-5.2 Homework. ○ Complete your first post to Discussion Board 5 found in BB. The replies can be done during the next work week. ○ Move forward with the next two weeks homework and consider starting to study for the proctored exam using the Study Guide in MathXL. ○ Check College Email daily. ○ Study and prepare for the content in chapters 5 & 6 and do not allow a bad test grade. 	CC: 4, 5 GC: A,B,C
Work Week 13 April 11 – Due April 17		Chapter 5 continued	<ul style="list-style-type: none"> ○ Complete Chapters 5.4-5.5 Homework. ○ Complete the 2+ replies to <i>Discussion Board 5</i>. ○ Check College Email Daily. ○ Start incorporating the Study Guide for the Proctored Exam found in MathXL. Use / Write algebraic, step by step work that proves your knowledge of the concept. 	CC: 4, 5 GC: A,B,C
Work Week 14 April 18 – Due April 24	Chapter 5 Systems of Equations and Inequalities Chapter 6 Matrices and Determinants	6.3: Matrix Operations and Their Applications 6.5: Determinants and Cramer’s Rule	<ul style="list-style-type: none"> ○ Prepare for Chapter 6. ○ Complete Chapters 6.3-6.5 Homework. ○ Complete the Chapters 5&6 Quiz or Quizzes by allotting plenty of time to make use of the best of 3 chances and preparation for the test this week. ○ Complete the Chapters 5&6 Test. 1 chance is given on each test. The quizzes are a great aid in preparing for the test. Do not open the test until 	CC: 5 GC: A,B,C

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
			<p>you are sure you have time to complete it in one sitting.</p> <ul style="list-style-type: none"> ○ Incorporate work on the Study Guide for the Proctored Exam found in MathXL. Use / Write algebraic, step by step work that proves your knowledge of the concept. 	
<p>Work Week 15</p> <p>April 25 – Proctored Final Exam on April 29 or May 1</p>	Final Prep	Final Prep	<ul style="list-style-type: none"> ○ Complete the Study Guide for the proctored final exam by doing the problems in algebraic detail on notebook paper. Show algebraic proof in a manner consistent with the expectations of an algebra student. The text examples, video examples, and Mathxl are good examples of how work should be shown. Due before the proctored exam. Repetitive work is required to retain the information to do well on the paper-test, proctored exam. ○ Preparation for the additional Math Competency Exam (MCE) is not required, but taking it is. A topic guide is available in BB if you would like to prepare a little. See the Study Guides section of BB. ○ Attend and take the Proctored Final Exam. See the next section. 	<p>CC: 1-5 GC: A,B,C</p>
<p>Final</p> <p>Monday, April 29, 10:00 am, Room 418 Vidalia or Wednesday, May 1, 3:00 pm, Room 6218, Swainsboro or Monday, April 29, 4:00 pm, Ms.</p>		<p>Proctored Final Exam – required on campus – 30% of your final average!!</p> <p>Math Competency Exam (MCE) Topic Guide located in BB –there is no academic penalty – grade positively affects the proctored final exam.</p>	<ul style="list-style-type: none"> ○ Complete the Study Guide for the proctored final exam. Use / Write algebraic, step by step work that proves your knowledge of the concept since the final exam requires handwritten work. ○ Take the REQUIRED proctored exam (up to 1.5 hrs. from scheduled start time) and Math Competency Exam (up to 50 min.) on one of the dates & times provided. Students who are late will lose that time. -Opportunity 1 is in Vidalia, Monday, April 29, in the Main Building, Room 418, at 10:00 a.m. The testing session will end at 12:30 p.m. 	<p>CC: 1-5 GC: A,B,C</p>

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List	Competency Area
Spearmon's room, Metter			<p>-Opportunity 2 is in Swainsboro, Wednesday, May 1, in Building 6, Room 6218, at 3:00 p.m. The testing session will end at 5:30 p.m.</p> <p>- Opportunity 3 is in Metter at the high school taken with Mr. Spearmon on Monday, April 29, at 4:00 p.m.</p>	

COURSE COMPETENCY AREAS (CC): TAKEN FROM STATE STANDARDS

1. Fundamental Concepts of Algebra
2. Equations and Inequalities
3. Functions and Graphs
4. Systems of Equations
5. Optional Topics including Sequences, Series, Probability, and Analytical Geometry

GENERAL CORE EDUCATIONAL COMPETENCIES (GC):

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

REWARDED ACTIVITY

The Instructor will apply the following rewards to those who achieve them. Information about the rewards is located throughout the syllabus, Mathxl, and the course. (Those who DO the work as expected are rewarded in the following ways.)

- The Proctored Exam Grade will replace your lowest chapter test grade in the 30% Test Category if it is higher than a chapter test grade. This is worth studying for!
- The Academic Engagement Reward will allow you to replace your lowest chapter test grade in the 30% Test Category with the grade you make on the Final Exam if it is higher than a test grade. See this section of the syllabus.
- The Study Plan/Lecture Video Reward is discussed in the Makeup Guidelines section of the syllabus. This reward will count in the 10% Quiz Category allowing you to earn up to two additional quiz 100 grades in MathXL.
- The Math Competency Exam, which is taken on the Proctored Exam Day, will allow you to add points to your proctored exam. 5% of the grade you make will be added to the proctored exam. If you make a 100, for example, 5% of 100 = 5 points.
- Homework is being rewarded. Your end-of-semester homework average will be an **extra test grade** that counts in the 30% Test Category. Be aware that poor homework practices will result in a low extra test grade that will hurt your average.

DISCLAIMER STATEMENTS

- The instructor reserves the right to change the syllabus and/or lesson plan as necessary.
- The official copy of the syllabus is located inside the online Blackboard course shell or will be given to the student during face to face class time the first day of the semester. The syllabus displayed in advance of the semester, in a location other than the course a student is enrolled in, is for planning purposes only.

MATH TUTORING

Please see your instructor to arrange tutoring times or to gain information about other instructors who provide tutoring. In addition, Mathxl is a rich tutorial system which includes a Study Plan, videos, and links to resources such as View an Example and Help me Solve This. Keep a well-organized notebook when doing online work in MathXL so you can reference the material later when you need tutoring.

DISCUSSION BOARD RUBRIC ABBREVIATIONS AND EXPLANATIONS

- SC/WC represents a category where the number of sentences or words written can be deducted for based on the instructions given with each discussion board in Blackboard.
- MP represents a category where missing posts will be deducted.

Discussion Board Rubric – Discussion Board Grading

Criteria & Achievement Level	20 POINTS OUTSTANDING (100%)	15 POINTS PROFICIENT (75%)	10 POINTS BASIC (50%)	5 POINTS BELOW EXPECTATIONS (25%)	0 POINTS (0%)
Critical Thinking and/or MP Criteria (20% Weighting)	20 POINTS Discussion is rich in content. Generates thought provoking questions. Shows signs of insight and analysis of subject.	15 POINTS Discussion is substantial in content. Shows some insight and analysis has taken place.	10 POINTS Discussion is generally competent. Information may be thin and commonplace. MP: One or more of the required postings are missing limiting the student's ability to meet the criteria.	5 POINTS Discussion is rudimentary and superficial, no analysis or insight is displayed. MP: Two or more of the required postings are missing limiting the student's ability to meet the criteria.	0 POINTS Did not meet the requirements.
Connections (20% Weighting)	20 POINTS Clear connections to previous or current life situations.	15 POINTS Connections are somewhat evident. Some connections to real life situations but not very clear or obvious.	10 POINTS Limited connections. Vague generalities.	5 POINTS No Connections. Off topic.	0 POINTS Did not meet the requirements.
Uniqueness and/or MP Criteria (20% Weighting)	20 POINTS New ideas. New connections. Discussions are filled with depth and detail.	15 POINTS Contains new ideas, but discussions lack depth or detail. MP: One or more of the required postings are missing limiting the student's ability to meet the criteria.	10 POINTS Few or no new ideas. Discussions rehash or summarize other postings. MP: Two or more of the required postings are missing limiting the student's ability to meet the criteria.	5 POINTS No new ideas. "I agree with..." and "I like that concept..." types of statements given.	0 POINTS Did not meet the requirements.
Timeliness and/or MP Criteria (20% Weighting)	20 POINTS All required postings are completed in advance of the deadline	15 POINTS All required postings are completed by the deadline. Some posts are	10 POINTS All or some of the required posts are completed at the last minute without allowing	5 POINTS MP: Some of the required postings are missing which limits the	0 POINTS Did not meet the requirements.

Criteria & Achievement Level	20 POINTS OUTSTANDING (100%)	15 POINTS PROFICIENT (75%)	10 POINTS BASIC (50%)	5 POINTS BELOW EXPECTATIONS (25%)	0 POINTS (0%)
	ensuring others have time to respond.	not completed in time for others to read and respond.	time for others to respond. MP: One or more of the required postings are missing limiting the student's ability to meet the criteria.	student's ability to meet the criteria.	
Stylistics and/or SC/WC Criteria (20% Weighting)	20 POINTS 0, 1, or 2 grammatical or stylistic errors.	15 POINTS 3-5 grammatical or stylistic errors. SC/WC: Sentence count or word count does not meet the criteria.	10 POINTS 5 or more obvious grammatical errors. Errors interfere with discussion content. SC/WC: Sentence count or word count does not meet the criteria.	5 POINTS Obvious grammatical or stylistic errors make understanding impossible. SC/WC: Sentence count or word count does not meet the criteria.	0 POINTS Did not meet the requirements.