

**Odessa College
Introductory Algebra Lecture Class
Spring 2013**

Instructor: Nikki Handley ET 102 335-6751

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Course Number: 0372.QEP

Webpage: <http://www.odessa.edu/dept/math/nhandley>

Credit Hours: 3

A developmental course that introduces elementary algebra with some arithmetic review. Includes signed numbers and rational numbers with operations through exponentiation; algebraic expressions and their operations; linear equations and inequalities including applications, graphs. The student will learn to select appropriate mathematical techniques and technologies and use skills in information organizing, processing, planning, and problem solving. Credit is not transferable. This course does not satisfy requirements for any degree plan at College. Placement testing is available. Attendance is mandatory for TASP/THEA liable students. Lab fee required. (SCANS 3, 8, 9) Prerequisite: MATH 0371 passes with a 'C' or better or satisfactory placement score. Corequisite: 14 hours in the Math Academic Resource Lab.

Course Objectives

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| 1.0 | Performing algebraic operations with real numbers. |
| 2.0 | Solve equations and inequalities and solve applied problems. |
| 3.0 | Graph equations and inequalities. |
| 4.0 | Verify equivalent expressions and perform basic operations with polynomials. |
| 5.0 | Perform polynomial operations and factoring algebraic expressions |

Textbook: *Elementary and Intermediate Algebra*; Bittinger, 4e
MyMath Lab Access code, mandatory

Technology:

Students must have a valid e-mail address to register for computer software. The email address that you use to register your software will be the email address to which I will send any information or announcements. Please check this account regularly. It is recommended that you use your Odessa College email address. All work is done through the internet, so you need internet access. If you do not have access to the internet, you may use the computers in the math lab.

Attendance: Your Attendance is the greatest indicator of YOUR success. You will receive ½ of an absence if you arrive late or leave class early or don't have your supplies. Student attendance at every class is expected. You should expect that each absence would adversely affect your course grade. This is a developmental course and state law requires class attendance. You are allowed 5 missed class days. On the 6th absent you will be given an F for the course.

Math Lab: You are required to attend the Math lab for a total of 14 hours in the semester. Do not wait until the last of the semester. You can receive a maximum of 3 hours credit a week. If you do not attend the lab, it will affect your grade and can even result in a failing grade. Math Lab is 14% of final course grade.

Cell Phones: Cell phones and pagers are not allowed in my class. If you must have a cell phone on please turn it to silent. Do not answer in class. You need to wait until I have finished lecturing and then go out in the hall to respond to the call.

Dropping

The last day to drop a course at Odessa College for this semester is 4-16-13.

Conduct: All students will be expected to abide by the OC Code of Classroom Etiquette. I have provided a copy for you. If you fail to abide by these rules, you will be asked to leave my classroom or be removed completely from my class.

NOTES: You can print out the notes for class at <https://sites.google.com/site/intro372>
Please bring them to class with you.

Method of Evaluation: Homework: 35%
Test: 50%
Final Exam: 15% (Final is comprehensive)
Course Grade: 86% classroom 14% math lab hours

Percentage (%)	Grade
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

No Make-up on Homework or Test!! Make prior arrangements.

No Late Homework Accepted.

Failure to take Final Exam will result in receiving an F for the class

Homework Due Dates:

Tues Jan 22	Intro & MML & 1.1	Take 0371 Pretest in Math Lab
Thurs Jan 24	1.2 & start 1.3	
Tues Jan 29	1.3 & 1.4	
Thurs Jan 31	1.5 & start 1.6	0371 Pretest in Math Lab DUE
Tues Feb 5	1.6 & 1.7	Start meeting with Study Group &
Thurs Feb 7	1.8 & review	working in your MyMathTest study plan
Tues Feb 12	Chapter 1 test	
Thurs Feb 14	2.1 & 2.2	
Tues Feb 19	2.3 & 2.4	
Thurs Feb 21	2.5	
Tues Feb 26	2.6 & review	
Thurs Feb 28	2.7 & review	
Tues March 5	Chapter 2 test	
Thurs March 7	3.1 & 3.2	
Tues March 19	3.3 & 3.4	0371 Post test
Thurs March 21	3.5 & 3.6	0371 Post test Due
Tues March 26	3.7 & review	
Thurs March 28	Chapter 3 Test	
Tues April 2	4.1 & 4.2	
Thurs April 4	4.3 & 4.4	
Tues April 9	4.5 & 4.6	
Thurs April 11	4.7 & review	
Tues April 16	4.8 & review	
Thurs April 18	Chapter 4 test	
Tues April 23	5.1	
Thurs April 25	5.2 & 5.3	
Tues April 30	5.4 & 5.5	
Thurs May 2	5.6	
Tues May 7	5.7 & review	
Thurs May 9	review	
	Final Exam	

Cheating: Cheating is not tolerated in my class. Cheating also includes copying answers out of the back of the book. All work must be shown on homework paper that is turned in. Any homework turned in that shows only answers will receive a 0. The 1st time you are caught cheating on a paper, homework, assignment, or test, you will receive a 0 for that assignment. The 2nd time you are caught cheating, you will be removed from my class permanently and receive an F for the course. If you are caught letting someone copy your paper, you will receive the same punishment.

Office Hours: Posted on webpage

SPECIAL NEEDS: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the office of Disability Services at 335-6861 to request assistance and accommodations.

Learning Resource Center (The Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student Email

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College e mail.**

Student Portal

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

The SEI process for face-to-face and online courses is scheduled for the week of April 28.

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of **emergencies during the time I'm unavailable.**
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask **questions if I don't understand; and,**
 - attend class regularly to keep up with assignments and announcements.