

Odessa College
Introductory Algebra Y3 Web Class
Spring 2013

Instructor: Nikki Handley ET 102 335-6751
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Course Number: 0372.Y3
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, optional
MyMath Lab Software, 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.

Method of Evaluation: Homework: 30%
Test: 40%
Final Exam: 25% (Final is comprehensive & mandatory &
you must make a minimum grade of 50 to pass class)
Discussion Board & Scavenger Hunt: 5%

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:

- Week 1:** Register MyMath lab
Read all info about class on instructor web-site and in MyMath lab
Discussion Board: Introduction
Sections 1.1 – 1.4 due by midnight Sunday night
- Week 2:** Discussion Board: Scavenger Hunt
Web information sheet: complete and e-mail to instructor
Calendar: Make a calendar with due dates and test dates
Sections: 1.5 – 1.8 due by midnight Sunday night
Complete sections 1.1 – 1.3 if not finished
- Week 3:** Discussion Board: Taking Notes in Your Math Course
Sections 2.1-2.2 due by midnight Thursday night
Review for chapter 1 test: Complete the review and take a practice test
Chapter 1 test: open Thursday through Sunday
- Week 4:** Discussion Board: Test Taking Strategies
Sections 2.3 – 2.5, start 2.6 due by midnight Sunday night
- Week 5:** Discussion Board: Time Management
Sections 2.6 – 2.7 due by midnight Sunday night
Review for chapter 2 test: Complete the review and take a practice test
Chapter 2 test: open Thursday through Sunday
- Week 6:** Discussion Board: Learning Styles
Sections 3.1-3.3 due by midnight Thursday night
- Week 7:** Discussion Board: S.O.S. MATHeMatics
Sections 3.4 – 3.6 due by midnight Sunday night
- Week 8:** Discussion Board: Midterm, how do you feel?
Sections 3.7 due by midnight Sunday night
Review for chapter 3 test: Complete the review and take a practice test
Chapter 3 test: open Thursday through Sunday
- Week 9:** Discussion Board: Study Skills websites
Sections 4.1-4.4 due by midnight Sunday night
- Week 10:** Discussion Board: My Math Lab program
Sections 4.5 – 4.7 due by midnight Sunday night
- Week 11:** Discussion Board: Support for College
Section 4.8 due by midnight Sunday night
Review for chapter 4 test: Complete the review and take a practice test
Chapter 4 test: open Thursday through Sunday
- Week 12:** Discussion Board: Greatest success and accomplishment
Sections: 5.1-5.4
- Week 13:** Discussion Board: About the class
Sections 5.5 – 5.7 due by midnight Sunday night

Week 14: Discussion Board: Preparing for Final
Study and review for final: Complete the Final Exam Review
Final Exam: complete by 5-13-13 (Must be taken in ET 120)

NOTES: You can print out the notes for class at <https://sites.google.com/site/intro372>

Communication

Communication plays a vital role in an online student's success. Communication methods for this course include announcements, email, and discussion boards. You are required to participate in the discussion boards. Each student should submit one meaningful post in the discussion boards each week. You will earn credit for meaningful posts to the discussion boards. Idle chitchat and non-meaningful posts will not count towards your grade.

Exams

You are allowed two attempts on each of the test. I strongly suggest that you take your first attempt at least one day prior to the due date to allow time for studying your mistakes and improving your grade, if needed. The final exam is comprehensive and will be proctored. You must present a picture ID before taking the final exam. All students will take the final exam in the Math Lab located in the OC Mathematics Department. The final exam is comprehensive. You will not be allowed to bring your cell phone into the final exam area. If you do not take the final exam, you will receive an F for the course.

Tutoring

Tutoring is available through the OC Math Lab. The hours for the math lab are Mon-Thurs 8:30 am – 8:30 pm, Fri 8:30am – 1pm

Dropping

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

Back-Up Plan

You must have a back-up plan for this course in case your primary computer fails during the semester. Please detail the location of the two computers in your student information sheet.

Conduct: All students will be expected to abide by the OC Code of Classroom Etiquette.

Office Hours: Posted on web page

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 email.**

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 – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online 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 within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; 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
 - post grades for discussion postings within one week of the discussion thread closing.
 - 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
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or 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
 - **getting "kicked off" of the system during tests or quizzes;**
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
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,**
 - access my course several times during the week to keep up with assignments and announcements.