



MATH 1350.F1C

College Algebra

Faculty: *Robert Jaster, Ph.D.*

Faculty Information

**Office Hours:**

MTWTh 10:00am-11:00am
12:30pm- 2:00pm

No appointment is necessary to see me during office hours. Please contact me if you need to see me at some other time.

Name: Robert Jaster, Ph.D.

E-Mail: rjaster@odessa.edu

Phone: 432-335-6634

Office: WOOD 223

About Your Instructor

I want you to succeed in this course! Do your best to earn a high grade. And if you start having difficulties please let me as soon as possible so that I can help you; don't give up!

Preferred Method of Communication:

The best way to contact me is by email. You can email me anytime; I usually check my email throughout the day and evening.

I can also be contacted by phone during office hours. You may leave a message if I am not in my office when you call.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain close communication, I

- have provided my contact information at the beginning of this syllabus;
- when possible, will respond to messages no later than the next day if received Monday through Thursday, and by Monday if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (either for me or the chair of the department).

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.

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

- provide grades for assignments and exams within one week of submission, and
- update all grades on Blackboard within one week of each exam.

Required Materials

<u>MyMathLab</u>	MyMathLab access is required, and students can register for access at http://www.mymathlab.com . Computers are available at several places on campus including the Math Lab (WOOD 201) and the library. The Course ID for the class is jaster50795.
<u>Workbook</u>	Mathematics Activities for Elementary School Teachers by Dolan, Williamson, & Muri, 11 th Ed. (ISBN-13: 978-0-321-75878-1).
<u>Miscellaneous</u>	A few relatively inexpensive, miscellaneous items may be needed in order to complete the workbook activities. The need of any such items will be announced in class.
<u>Earbuds?</u>	Watching the videos on an Odessa College computer will require a pair of earbuds or headphones. The Math Lab has a limited number of headphones that may be checked out for use in the Math Lab.
<u>Calculator</u>	A calculator is required; a basic calculator is fine for the course. In case you do not already have a calculator, the TI-30 is a relatively inexpensive calculator which will be useful in middle school. Most recommended for middle school is a graphing calculator (the TI-84 in particular) but it is neither necessary nor required for the course.
<u>Paper</u>	Standard-size loose-leaf notebook paper.
<u>Pencils</u>	Pencils for problem solving, workbook activities, and exams.

Optional Materials

<u>Textbook</u>	A hard copy of <i>A Problem Solving Approach to Mathematics for Elementary School Teachers</i> by Billstein, Libeskind, & Lott, 11 th Ed. (ISBN-13: 978-0-321-75666-4). Note that MyMathLab includes online access to the textbook.
-----------------	--

Information About the Course

Course Description

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking.

Course Prerequisites:

MATH 1314 passed with a "C" or better.

Grading

At the end of the semester each student's weighted average is computed using the following percentages.

Video Notes	10%
In-Class Problem Solving	15%
Workbook Activities	10%
Exam 1	8%
Exam 2	8%
Exam 3	8%
Exam 4	8%
Exam 5	8%
Final Exam	25%
Total	100%

Letter grades are assigned according to the student's weighted average.

Semester Grade	Weighted Average
A	90-100
B	80- 89
C	70- 79
D	60- 69
F	0- 59

Video Notes (10%)

Students should prepare for each class by watching the video available at www.mymathlab.com for the textbook section to be taught. Notes taken of the video are due at the beginning of class. Video notes are not accepted late. The lowest two video note scores are dropped.

In-Class Problem Solving (15%)

For each class meeting, students will usually receive a score for participating in in-class problem solving. Participation may be assessed by quizzes.

Accruing three or more absences lowers the maximum in-class problem-solving average that a student may earn for the semester.

Absences	Maximum In-Class Problem Solving Average
0-2	100
3	87
4	70
5	50

Any problems submitted for grading must be completed neatly in pencil on standard-size loose-leaf notebook paper. There is a 25% penalty for not using pencil and a 25% penalty for not using standard-size loose-leaf paper.

Make-up work is not available for in-class problem solving. The lowest two in-class problem-solving scores are dropped.

Workbook Activities (10%)

The workbook activities provide a hands-on, manipulative based, problem-solving approach to learning and teaching mathematics. One activity from the workbook is assigned for each chapter. Workbook activities are intended to be in-class, collaborative activities, and consequently must be completed in class to receive credit.

The lowest Workbook Activity score is dropped.

Exams (65%)

There are five exams and a final exam. All exams should be completed in pencil. There is a 25% penalty for not using pencil. The dates of all exams appear on the attached calendar.

One score from exams 1-5 (and no more than one) may be replaced by the final exam score.

Make up exams are available only for (1) required participation in an Odessa College athletic event, or (2) the observance of a religious holy day (as defined by Texas Education Code §51.911(2b)). Students are required to notify the instructor prior to any such absence.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I

- will identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and access to computer labs during regular campus hours to help me in completing any online assignments; and,
- understand that late work will not be accepted, even if technical issues arise due to unreliable equipment or service.

As a student, I understand that I should 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.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. I will

- seek help and clarification from my instructor and/or tutors,
- ask questions if I don't understand,
- access my course regularly to keep up with assignments, and
- for online courses, check my email frequently so that I am aware of any important announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through the end-of-course Student Evaluation of Instruction (SEI).

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual performance, but students are encouraged to collaborate with other students in this course.

Digital Protocol

Inside the classroom, cell phones should be placed on either *vibrate* or *silent* mode and students are not allowed to speak on their phone. During lecture phones should be accessed in emergency cases only.

Attendance Policy

Students are expected to attend class regularly.

Each absence lowers the maximum in-class problem-solving average that a student may earn for the semester. See the above section entitled Grading for details.

AVID

A unique student-centered instructional approach is employed. Students may engage in video viewing, interactive lecture, in-class problem-solving, and computer-aided instruction.

Grade Inquiry Policy

It is the responsibility of the student to keep track of assignment submissions and grades. Grades are posted on Blackboard after each exam. You are welcome to come see the instructor anytime during office hours to discuss your academic progress.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work is not accepted.**

Incomplete Policy

This grade is given when circumstances beyond a student's control prevent him/her from completing the work for a course by the end of the scheduled semester. An 'Incomplete' grade may be given only if:

1. The student has passed all completed work.
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completion have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted.

Course Calendar

Date	Section	Topics
08/25		Introduction to the Course
08/26	2.1	Numeration Systems
08/27	2.2	Describing Sets
08/28	2.3	Other Set Operations and Their Properties
09/02		Chapter 2 Review & Workbook Activity
09/03		Exam 1 (Chapter 2)
09/04	4.1	Divisibility
09/08	4.2	Prime and Composite Numbers
09/09	4.3	Greatest Common Divisor and Least Common Multiple
09/10		Chapter 4 Review & Workbook Activity
09/11		Exam 2 (Chapter 4)
09/15	6.1	The Set of Rational Numbers
09/16	6.2	Addition, Subtraction, and Estimation with Rational Numbers
09/17	6.3	Multiplication and Division of Rational Numbers
09/18	6.4	Ratios, Proportions, and Proportional Reasoning
09/22		Chapter 6 Review & Workbook Activity
09/23		Exam 3 (Chapter 6)
09/24	7.1	Introduction to Decimals
09/25	7.2	Operations on Decimals
09/29	7.3	Nonterminating Decimals
09/30	7.4	Percents and Interest
10/01		Chapter 7 Review & Workbook Activity
10/02		Exam 4 (Chapter 7)
10/06	8.1	Real Numbers
10/07	8.2	Variables
10/08	8.3	Equations
10/09	8.4	Functions
10/13		Chapter 8 Review & Workbook Activity
10/14		Exam 5 (Chapter 8)
10/15		Final Exam

Learning Outcomes (LOs)

Upon successful completion of this course, the student will be able to demonstrate a basic understanding of set theory, functions, numeration systems, number theory, and a familiarity with the properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking.

Odessa College Policies

Tuition Discounts

The **“First Course is Free”** discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The **“Academic Progress Discount”** provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook; Student Rights & Responsibilities*
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.

- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook*)

Special Populations/Disability Services/Learning Assistance

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 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site

at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped.**

Failure of a student to complete the drop/withdrawal process will result in a grade of "F." (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online Click here.

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account? Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for Blackboard courses must be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus

Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find...?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online

Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm