College Algebra MATH 131
Section 80 (online class)
Syllabus Spring 2024

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Office hours (CM 217): Monday & Wednesday 8:30 – 9:30 am and 10:45 am – 1:00 pm; Tuesday & Thursday 8:30 – 9:00 am and 10:45 am – 12:00 pm
Tutors Available: Online and in-person tutoring with Brandy and company in the Math & Science Resource Center, CM 233, email bkribs@lc.edu or call 618-468-4118 for more information; more information given below

This is an online class. That means you will work on your own, using the resources I describe here. For each section, you should complete the Class Notes, including mentioned worksheets. Only then should you attempt the MyMathLab (MML) homework. There is *no* in-person component of the class.

We will cover the material with a mix of class notes, ungraded worksheets, online homework, and questions. Please feel free to ask questions and pose comments through email. My lessons (via Class Notes) contain lots of examples similar to the homework problems. You will save yourself much stress by studying the notes before you start your homework. Do the homework promptly and thoroughly. Practice will help you immensely.

You will do all of your homework assignments and exams through MyMathLab (MML). Homework counts for a good deal of your grade so it is crucial that you keep up with the assignments. You can work your homework assignments and exams at any computer with internet access.

You will want a three-ring binder notebook to keep your notes. I have available Class Notes which you should complete before doing the graded MML homework. You will have a MyMathLab (MML) assignment to complete for each section. You should keep a dedicated spiral notebook or section of your larger binder for your organized, labeled (online) homework. Do *not* just use scraps of paper as you need it. Keep all work in one place to make it easier to study and ask questions.

Website (www.stlmath.com):
My Website has many resources for you. You will use it to get resources I made or when you need clarification of a policy. If I refer to "the Website", I am referring to www.stlmath.com. You can access everything you need from here including the following.

-- Class Notes which work you through definitions and examples with completed copies available
-- Tentative exam schedule, a list of the exams, the sections they cover, and tentative dates
-- Syllabus, handouts, worksheets, and solutions to some of the worksheets
-- Archived worksheets that may help you review or extend certain topics
-- Link to the publisher-provided MyMathLab (MML) Website

Textbook, Calculator, and MyMathLab:
· *College algebra: Enhanced with Graphing Utilities*, Sullivan & Sullivan, 2021, eighth edition. We will cover most of chapters 2 – 6 and 8 as well as section 1.4. The book is available through MyMathLab (MML, described later) in electronic form. It is possible to just have access to MyMathLab and use the electronic book instead of purchasing a paper copy.

· Your college fees paid for access to MyMathLab (MML). The MyMathLab Website (http://www.mymathlab.com) provides practice problems and tutorials. There will be graded homework assignments from MML. If you used MML for a previous class, you can use your previous login (username and password) information. If you do, be sure you have given them your current email address. Below you will see how to get your MML access code (which tells MML that you paid for the product) and the course ID which will get you in the right class.

· We are using Red Shelf this semester to get you the MML access code. This is fairly new to me as it may be to you, so please have patience. There are two ways you can get the access code that tells MML that you paid for the software. Number 1 option, they may email (to your LC email address) a link to get to your "shelf" where the access code will be. This email will come from RedShelf or BryteWave and it may be in your Spam folder. Number 2 option, set up a BryteWave account on their Website https://brytewave.redshelf.com. **You must use your LC email address since that is the one they have on file for you.** Once you have your access code, you still need to visit www.mymathlab.com to enter it. **You must be enrolled by February 15 or you will be locked out and should drop the course.**

· You will need the course ID to log-in to MyMathLab. Be sure you use the correct one for your class section. **Your course ID is o'leary-johnson12256. You must enroll in the correct section. It is a real pain to correct it if you enroll in the wrong section.** The spelling of my name, including punctuation, is important. You may also need the zip code of the school, 62035.

· **You need a graphing calculator.** The calculators range in price but are very similar in function. The college officially suggests you get the TI-83 or TI-84 (TI stands for Texas Instruments). Most TI-83 instructions on my worksheets will also work for the TI-84. The TI-82, TI-85, and TI-86 are older models but will work fine. If you are not sure about your calculator, show it to me and we will see if it will work. Regardless of calculator type, I am willing to help you with it, but there are no guarantees. I am willing to help you with other non-TI brands as well. Please have your calculator with you when completing Class Notes or homework. You need to get your calculator as soon as possible. You may also want to consult the manual if it's a non-TI brand. **It is *not* acceptable to attempt this class without a graphing calculator.**

· If you do *not* have an actual calculator, it is okay to use an app on your phone or graphing calculator emulator program on your computer. You can borrow calculators in the Math Resource Center (CM 233, described later).

· We will use the calculator a lot in class. There are calculator worksheets and tutorials on the Website, some of which are assigned while others are optional. I can help but it is your responsibility to learn to use your calculator. Learn it well and it can be of great use to you in this class. Please ask questions when you have issues. The Math Resource Center (CM 233, described later) is also a great place to go for help.

Evaluation/Point Breakdown:

MyMathLab (MML) Homework Assignments	30% of total
Average of Four Exam Grades (MML)	70% of total

· The grade scale is A – 90%, B – 80%, C – 70%, D – 60%. Your grade information will be available through MyMathLab (MML). Your overall grade shown in MML will be accurate if you keep up with the assignments. (Grades are *not* shown in Blackboard.)

· It is your responsibility to print out Class Notes and Worksheets from the Website. When this is possible, the item will be underlined. Click on it to open it, and then print it. Printers are available in select computer labs around campus. Alternatively, if you visit my office, I will provide you with copies of the Notes I have. Use the extensive videos and other resources available on MyMathLab (MML) and www.stlmath.com. Completed copies of the Notes are provided. Be sure to ask me questions.

· You will see worksheets mentioned in the Class Notes. They are available on www.stlmath.com under Assorted Handouts and Tutorials on the Math 131 page. They are carefully designed to help you tackle hard concepts but will *not* be collected. You should work hard on all worksheets and assignments and ask questions when you have them.

· We will have four exams. The exam component of your grade will be the average of these scores. You are required to take all exams. The exams will be in MML and available from a starting date through the end of the semester, May 10. **You are allowed to use your book and notes on the exams.** You will take all exams at home; there is no need to come to campus. You are required to get a score of at least 20% on all relevant homework before taking an exam. That way, you will not accidentally take a test without doing all of the homework first.

· The breakdown of book material on each exam and tentative dates are below. This may change slightly.

Exam	Sections covered	Suggested Dates
1	1.4, 2.2, 2.4, 2.5, 3.1-3.5	Mon., Feb. 19 – Fri., Feb. 23
2	4.1, 4.2, 4.4, 5.1, 5.2, 5.5	Mon., Mar. 18 – Fri., Mar. 22
3	6.1-6.9	Mon., Apr. 15 – Fri., Apr. 19
4	8.1-8.4	Mon., May 6 – Fri., May 10

· Again, you will take the exams at your home. The dates above are highly suggested to keep you on schedule. Below, you will find another suggested schedule that includes when you should be doing the homework as well. There are no strict deadlines for the exams or homework. If you miss the period stated here, simply do the exam as soon as you are ready. If you want to take an exam early, contact me and I will arrange it. Exams have no passwords. You will only have one attempt for each exam so be sure you are ready when you enter an exam. **Please do not consult other people when you are working on an exam.**

· The homework due dates are set for the Monday after the week you should be working on each section (technically, they are due at midnight of the due date). You can work the homework as much as you want up through May 10. There are due dates listed for the Homework assignments in MML but they are only suggestions. All homework assignments are available after the "due date" with no penalty. There are no opening dates for homework, so you can try any homework as early as you want.

· For each chapter covered, you will see a Review Homework Assignment designed to help you study for the exams. Those will be due on the first day the related exam is available. Again, you can do these after the "due date" with no penalty.

Suggested Schedule for Homework and Exams		
MML Assignments to be Completed **	**Topics**	**MML Due Date**
** This listing is abbreviated. There will be a separate MML assignment for each section.		
Chapter O (Orientation) Homework		Monday, January 22
Sections 1.4 and 2.2	1.4 Complex Numbers; Quadratic Equations in the Complex Number System 2.2 Intercepts; Symmetry; Graphing Key Equations	Monday, January 29
Section 2.4	2.4 Circles	Monday, February 5
Sections 2.5 and 3.1	2.5 Variation 3.1 Functions	Monday, February 12
Sections 3.2 – 3.5	3.2 The Graph of a Function 3.3 Properties of Functions 3.4 Library of Functions; Piecewise-Defined Functions 3.5 Graphing Techniques; Transformations	Monday, February 19
Chapter 2 and Section 1.4 Review Homework, Chapter 3 (3.1-3.5) Review Homework		Monday, February 19
Exam 1	Chapters 1 – 3	Friday, February 23
Sections 4.1, 4.2, and 4.3	4.1 Properties of Linear Functions and Models 4.2 Building Linear Models from Data 4.3 Graphs of Quadratic Functions	Monday, March 4
Sections 4.4, 5.1, 5.2, and 5.5, Chapter 4 (4.1 - 4.4) Review Homework, Chapter 5 (5.1, 5.2, 5.5) Review Homework	4.4 Build Quadratic Functions from Verbal Descriptions of Data 5.1 Polynomial Functions 5.2 Polynomial Graphs and Cubic Regression 5.5 Properties of Rational Functions	Monday, March 18
Exam 2	Chapters 4 and 5	Friday, March 22
Sections 6.1 and 6.2	6.1 Composite Functions 6.2 One-to-One Functions; Inverse Functions	Monday, April 1
Sections 6.3, 6.4, 6.5, and 6.6	6.3 Exponential Functions 6.4 Logarithmic Functions 6.5 Properties of Logarithms 6.6 Logarithmic and Exponential Equations	Monday, April 8

Suggested Schedule for Homework and Exams		
MML Assignments to be Completed	**Topics**	**MML Due Date**
Sections 6.7, 6.8, and 6.9, Chapter 6 Review Homework	6.7 Financial Models 6.8 Exponential Growth and Decay Models; Newton's Law; Logistic Growth and Decay Models 6.9 Building Exponential, Logarithmic, and Logistic Models from Data	Monday, April 15
Exam 3	Chapter 6	Friday, April 19
Sections 8.1 and 8.2	8.1 Systems of Linear Equations: Substitution and Elimination 8.2 Systems of Linear Equations: Matrices	Monday, April 29
Sections 8.3 and 8.4, Chapter 8 (8.1-8.4) Review Homework	8.3 Systems of Linear Equations: Determinants 8.4 Matrix Algebra	Monday, May 6
Exam 4	Chapter 8	Friday, May 10

· Homework will take some time to complete, so make sure you give yourself plenty of time. Plan on doing a little homework every day. **Keep in mind you do *not* need to do an assignment in one shot. You can start it one day and finish it another. In fact, you can go back and redo problems you missed to get full credit.** The MyMathLab (MML) Website offers tons of help on the problems including the **Ask My Instructor** button, which lets you email me a short message along with the exact problem you are working on. Use this to ask specific questions about a problem.

· MyMathLab (MML) has provided videos that you can watch through the Video & Resource Library (menu item). Videos through this Library are *not* mandatory and do *not* count toward your grade. (Read on for the mandatory videos.) The Class Notes focus on the material in the homework. You definitely want to complete the Class Notes on www.stlmath.com before you attempt the MML homework. Completed copies of the Notes are provided so you can check your work or copy as needed. Within every MML Section Homework assignment, you will see assigned videos. These are each worth one point toward the assignment score and should be watched; they are in lieu of lecturing. Be sure to email me questions. I am happy to look over your work if you ever have questions.

· **Keep in mind that the "Overall grade" in the MML Gradebook does *not* include assignments that you have *not* started. The grade will look considerably higher than what you are actually earning if you have zeros on assignments.** At the end of the semester, when I figure your course grade, your grade may drop significantly when it figures those zeros into your score. Do *not* let a high overall score (or worse, a low C) in MML fool you into not working hard to the end. It is important that you keep current with the homework so your grade is accurate.

· **The final date of submission for MML homework is Friday, May 10.** You will *not* be able to change your MML grade after that date. The MML site can be bogged down at the end of the semester which makes doing homework the last week of class very frustrating. Do *not* wait 'til the last minute to do it.

Attendance and makeup policies:

· We are *not* holding in-person classes as this is an online class. It is your responsibility to complete Class Notes provided on www.stlmath.com (with my completed copies as a guide) and then complete MML homework assignments and exams. Any given week, you should maintain a schedule so that you are studying the sections that are due the upcoming Monday. A workable but full suggested schedule is given earlier. Work the MML homework as you complete sections of Class Notes so the material is fresh in your mind. The exam schedule will necessitate working on the Notes and MML homework early in those weeks so that you have time for the Chapter Review assignments and exam.

· You are *not* required to come to campus for exams as explained earlier.

· If you miss an exam, simply do the accompanying homework and exam as soon as you are able. There will be no penalty for late work. The last exam *cannot* be missed as the last day it is available is the last day of the semester.

MyMathLab (Quick Tutorial):

Below you will find a sample homework assignment in MML. You can select any problem in the set to work on. This is particularly useful when you are returning to a set to correct mistakes. Notice a check mark or an X indicates if you got it right or wrong (not shown on this example). Once you click in the answer space, an appropriate palette that allows you to enter fractions, radicals, exponents, etc. exactly as you would write them will appear. You are often expected to use the palette to enter your answers in the correct form. On the lower left-hand side, you will notice help topics that includes videos, completed examples, and other resources at your disposal. There is help available (and an option to print) under the Settings icon in the upper right if you have trouble with the interface as opposed to the math.

Rounding errors are possible if you do too much rounding early in a problem so do *not* round your answer until the very end. Be careful to follow the instructions on how to enter your answers. Specifically, they will denote how to round and what form your answer should be in. The instructions may vary from problem to problem. After you complete a problem, you must click "Check Answer". Make sure you Save your work (top) before exiting.

Use the Ask My Instructor option (possibly under Get More Help on bottom) to report problems with grading or to ask specific questions about a problem. It is easy to get frustrated with an online tool like MML. Be sure to reach out with questions when they first occur.

Various settings including accessibility, printing, and help with the MML interface under the Settings icon

Problem selection area

Save before you quit.

Palette for inputting certain answers will appear here when needed.

Click Check Answer or press ENTER key after inputting answer above.
If you get it wrong three times, it changes the question slightly (Similar Question).

Various tools to help with the math are shown here. This may look different depending on what is available. Ask My Instructor may be under Get More Help.

Miscellaneous details:

· I want you to feel comfortable with me and the class. If there is anything I can do to help you, please tell me. If I use the wrong pronoun (her versus him) in addressing you or mispronounce your name, please forgive me and tell me what you want to be called. If you are ever made to feel uncomfortable in the class or at school in general, please bring the issue to my attention.

· The handouts on the Website are in PDF format; you will need the Adobe Acrobat Reader to read these. The Reader is available online at www.adobe.com -- just follow the links to download the latest Acrobat Reader. It is free of charge. There are optional worksheets listed at the bottom of the "Assorted Handouts and Tutorials" portion of the Website. Use them for extra practice.

· If you need to contact me, phone or email me. I may send emails to either your LC email account or the email account you give to MML. If you do *not* use your LC email account frequently, please get in the habit or set it up to forward your mail to an account you do use. Email is inherently insecure; meaning if someone wanted to, they could read our emails. Be aware of this when you and I correspond.

· The **Math Resource Center (MRC, located in CM 233)** is available for in-person tutoring Monday through Friday 8:00 am – 4:30 pm. In addition, there is online tutoring available Monday through Friday. Contact bkribs@lc.edu or call 618-468-4118 to set that up for yourself. Their Website is linked from my Website where you can find other information.

· The last day for a full refund is January 26. The last day to withdraw with a grade of W is April 19 (to avoid a D or F). The last day of the semester is Friday, May 10.

· **Accommodations:** If you need an accommodation based on the impact of a disability, inform me as soon as possible, giving us time to discuss the course format, anticipate your needs and explore potential accommodations. I rely on the staff of the Center for Access and Accommodations for assistance in verifying the need for accommodation and accommodation strategies. Contact the office in Fobes 1525 (618-468-4121) or access@lc.edu. Requests for accommodations must be made in writing and signed by the student. [Note: Accommodations will not change the amount or type of assignments you must complete. They are only aids in helping you complete the required work by the posted due dates.]

· **Counseling:** Counseling is by appointment and on an emergency walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Center for Access and Accommodations in Caldwell Hall 2320 (618-468-4211).

· **Veteran Services:** We support our veteran and service member students and their families by providing a Veteran Services Department and a Veterans' Resource Center. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact Veteran Services in Baldwin Hall 2418 (618-468-5500).

· **Diversity Statement:** At Lewis and Clark Community College, we are seriously committed to supporting diversity and inclusion in our classrooms and community. We proactively strive to construct a safe and inclusive environment by respecting each other's dignity and privacy. We treat one another fairly and honor each member's experiences, beliefs, perspectives, abilities, and backgrounds, regardless of race, religion, language, immigration status, sexual orientation, gender identification, ability status, socio-economic status, national identity, or any other identity markers. Bullying, hateful ideas, violent language, belittling, racial slurs, and other disrespectful or "othering" language or behavior will not be tolerated. We behave and communicate respectfully toward one another, both directly and indirectly, both inside and outside the classroom. A diverse and inclusive campus is our strength, and we want all who are part of our campus community to feel safe and respected.

If you ever have any concerns about the classroom climate, please reach out to Mya Lawrence, Director of Diversity, Equity, and Inclusive Excellence, CW 4329, 618-468-6030, mylawrence@lc.edu

· **Academic Continuity Statement:**
In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in this course can be obtained on www.stlmath.com or by contacting my email address: soleary@lc.edu or office phone 618-468-4844. If the course is not able to meet face-to-face, students should immediately check email. Students are also encouraged to continue the readings and other assignments as outlined on this syllabus or subsequent syllabi.

· **L&C Policy on Academic Honesty: Definition: Cheating:** Intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to Lewis & Clark Community College, to any department, or to any staff.

Definition: Plagiarism: Plagiarism at LCCC will *not* be tolerated. Plagiarism includes the reproduction of ideas, words or statements of another person as ones' own without acknowledgement or use of an agency engaged in the selling of term papers or other academic materials. If instructor has reason to believe students are in violation of this policy, students will be notified and appropriate action will be taken.

· **LCCC Plagiarism statement:** Assignments that have been copied from another student or another source will *not* be scored. "Academic dishonesty including, but not limited to, cheating, plagiarism, and forgery, violates the STUDENT CONDUCT CODE and will lead to disciplinary action up to and including expulsion". The following website will give you in-depth information on the definition of plagiarism and more: http://www.plagiarism.org/article/what-is-plagiarism Please visit this site if you need clarification.

· **Unauthorized Collaboration:** Unauthorized collaboration among students will *not* be tolerated. Unauthorized collaboration is defined as intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor. Academic exercises include but are not limited to all face-to-face and/or online classroom assignments, activities, exams, quizzes, worksheets, online discussion questions, term papers, case studies, projects, research, or any other requirement assigned by the instructor for which students receive individual grades. If the instructor has reason to believe students share or work together collaboratively on such academic exercises, the student(s) will be notified and at the minimum, receive a zero on the assignment.

· **Facilitation of Academic Dishonesty:** Permitting or attempting to help another to violate the academic honor code; Alteration or sabotage of another student's work, such as tampering with or modifying any online or written assignments including but not limited to quizzes, exams, worksheets, term papers, case studies, projects, research, discussion board entries, etc. If the instructor has reason to believe students facilitate academic dishonesty, the student(s) will be notified and appropriate action will be taken.

· **Virtual Meeting Policy:** By participating in our live events, you are acknowledging awareness that, depending on your involvement, your name, voice, comments, and likeness may be recorded and shared with other L&C students and faculty. If you are uncomfortable participating with these acknowledgements, please contact your course instructor for alternate arrangements.

· **Blackboard:** We will *not* be using Blackboard. You will spend most of your time in MML (MyMathLab) or www.stlmath.com.

· **What Students can expect from Online Instructors**
Students can expect their instructor to:
1. respond to questions/problems within 48 hours.
2. log into the course 5 out of 7 days a week; and
3. provide continued grade statuses throughout the semester using either a calculated column in the grade book or a report sent through email.