College Algebra MATH 131
Section 01
Syllabus Fall 2026

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Office: CM 217 [CM stands for Commons. My office is above the cafeteria in the Math and Science Building.]
Phone: 618-468-4844
Website: www.stlmath.com
Office hours (CM 217): Monday through Thursday 8:30 – 8:50 am and Tuesday and Thursday 11:00 – 11:50 am & 2:00 – 3:00 pm
Tutors Available: Online tutoring with the stellar tutors in the Math Resource Center, email stemtutoring@lc.edu or call 618-468-4118 for more information & in-person hours to be discussed later

We will cover the material with a mix of lectures, worksheets, and questions. Please feel free to ask questions and pose comments in class. My lessons 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 most of your homework assignments through MyMathLab (MML). Homework prepares you for exams so it is crucial that you keep up with the assignments. You can work your homework assignments at any computer with internet access. We will meet in a computer lab during class time to take exams.

You will want a three-ring binder notebook to keep your notes. I have prepared Class Notes which we will complete during class. You will have a MyMathLab (MML) assignment to complete for each section. You should keep a dedicated spiral notebook or separate section in your 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):
You will use this when you miss class or when you need clarification of an announcement or policy. If I refer to "the Website", I am referring to www.stlmath.com. You can access everything you need including the following.

-- Class Notes with definitions and examples (including completed copies)
-- Important Dates including exams and drop/withdraw 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, MyMathLab, and Calculator:

· *College algebra: Enhanced with Graphing Utilities*, Sullivan & Sullivan, 2025, ninth 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.

· **To start up MML, we are using Willo, a system from the bookstore's parent company Follett.** Start on the Blackboard (Bb) page for your class and follow the link (on the home page for our class) that is labeled Pearson Course Materials. This link should take you to MML where you need to enter your previous credentials for MyMathLab or enroll as a new user. After you complete the log-in process, the Pearson Course Materials link in Bb will take you directly to the MML site. In the future, you can log-in to their site directly at www.mymathlab.com. If Blackboard is down for some reason, remember that the MML site is still available at www.mymathlab.com. This new process does *not* require you have an access code or course ID as we have done in the past. **If something goes wrong at any time and you are unable to do homework, contact customer support and tell me immediately so it can be remedied quickly.**

· **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 bring your calculator to class every day. You need to get your calculator as soon as possible.** You may also want to bring the manual if it's a non-TI brand. It is *not* acceptable to attempt this class without a graphing calculator.

· We will cover the calculator a lot in class. There are also calculator worksheets and tutorials on the Website, some of which we will do as a class while others are optional. I will 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.

· If you do *not* have an actual calculator, it is okay to use an app on your phone or calculator emulator program on your computer. A real calculator will need to be borrowed from the Math Resource Center for exam days.

Evaluation/Point Breakdown:

Attendance	5% of total
MyMathLab (MML) Homework Assignments	5% of total
Average of Four Paper-and-Pencil Exam Grades	90% 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. **I do *not* use the Blackboard Gradebook.**

· We will complete ungraded paper worksheets. You should work hard on all worksheets and assignments and ask questions when you have them. **They are designed to help you pass exams.** 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.

· 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. **You are allowed to use one sheet of notes (notebook-sized, front and back) and your non-phone calculator on the exams.** The breakdown of book material on each exam and tentative dates are below. This may change slightly.

Exam	**Sections covered**	**Tentative date**
1	1.4, 2.2, 2.4, 2.5, 3.1-3.6	Wed., Sep. 30
2	4.1-4.4, 5.1-5.3, 5.5, 5.6	Wed., Oct. 21
3	6.1-6.9	Mon., Nov. 30
4	8.1-8.4, 8.6	Wed., Dec. 16

· The MML homework due dates are usually set for the first class day (midnight) *after* the week we finish the section in class. One major exception to this is when we have an exam coming up. All homework for sections on an upcoming exam will be due the day **before** the exam (midnight). You can work the homework as much as you want up through the final due date (technically, they are due at midnight of the due date). Assignments are available after the due date; there is a caveat that is discussed later. However, a 50% deduction will apply for all problems done after the due date. You only want to take advantage of this occasionally to maintain a good grade but that leeway is there is case you fall behind. **There is a strict deadline for late MML work; it is to all be done by the midnight before exam day.** 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 an Exam Review Assignment designed to help you study for the exams. Those will be due the day before the exam is scheduled. They will be long and should be done over a few days.

· 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. My office hours are also available to you.

· MyMathLab (MML) has provided videos that you can watch through the Video & Resource Library (menu item). You may find they fill in holes left by our lectures. However, they are *not* mandatory and do *not* count toward your grade. The Class Notes focus on the material in the homework. You definitely want to complete the Class Notes (with me usually but on your own if you miss class) provided on www.stlmath.com before you attempt the MML homework. Completed copies of the Notes are provided. Be sure to ask me 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.

Attendance and makeup policies:

· Attendance is highly suggested. You are expected to come to class prepared. Poor attendance is a sure way to flunk.

· **When you miss class or come late, it is your responsibility to find out what you missed by emailing or asking me in person sufficiently ahead of the next class.** Of course, make sure you understand the material covered that day. Get the Class Notes (www.stlmath.com) and work the problems that we did in class. Bring the Notes and other handouts with you to the next class. It is your responsibility to print out the assignment or Notes 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. Use the extensive videos and other resources available on MyStatLab (MSL) and www.stlmath.com to catch up.

· You should always contact me when you miss class; do not rely on friends to fill you in. You are not required to give me an excuse for the absence.

· If you miss an exam, I will automatically send a make-up exam to the Haskell Testing Center and email you by the end of the day. You will have **one school week** to take the exam. If you need an extension, talk to me. If you have not taken it or talked to me within this period, you will receive a 0. **If you miss the last exam, you *must* email me if you intend to take it. Otherwise, I will assume that you do *not* intend to finish the class and will *not* automatically send it to Haskell.** In that case, you will only have through the end date of the semester to make it up. **You are *not* allowed to make up more than one exam out of class.**

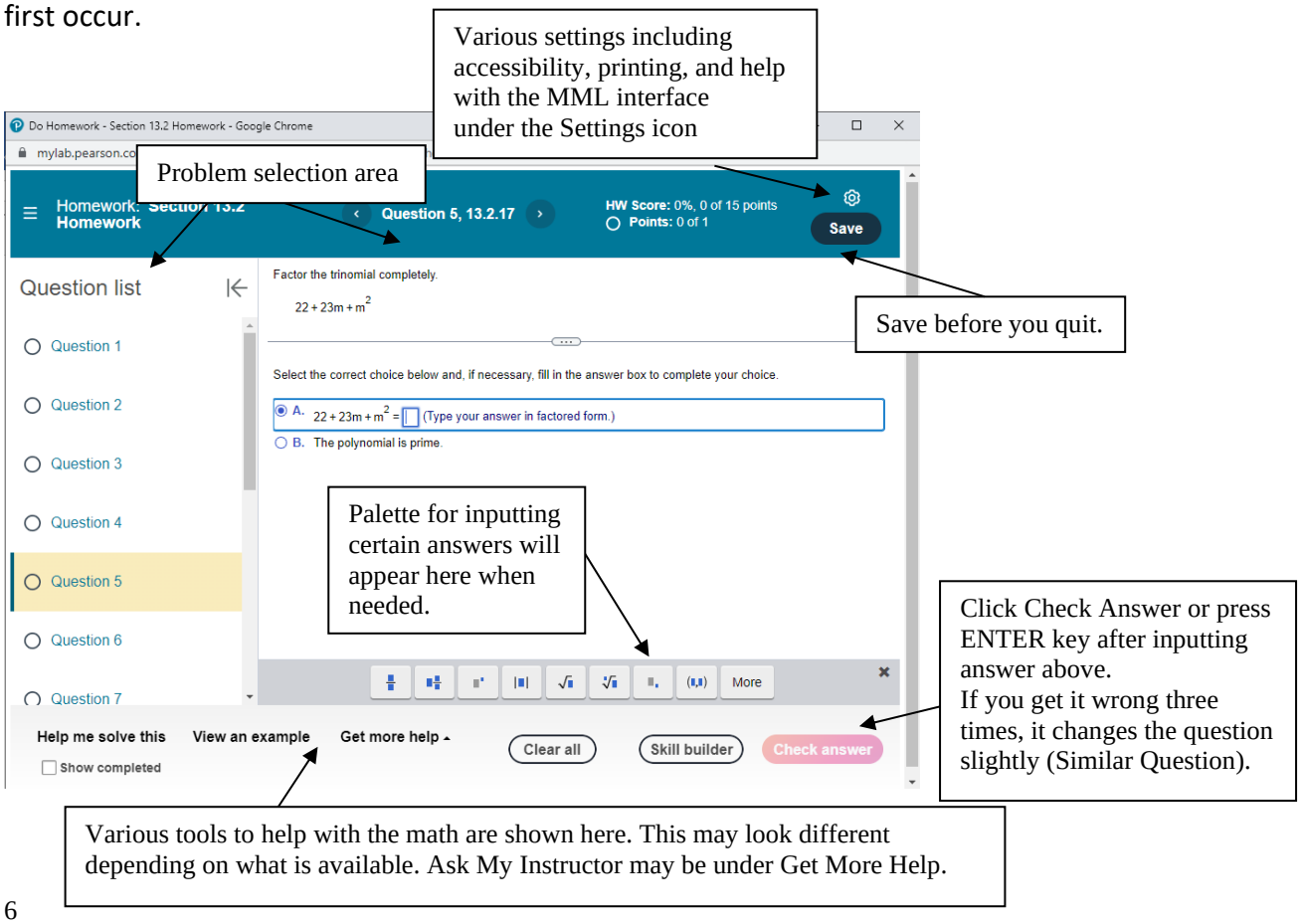
· You will make up exams in the **Haskell Testing Center** which is located in **Haskell Hall (HK) B-25**. (It is located in the basement of Haskell Hall.) The **Haskell Testing Center's information is found at www.lc.edu/testing**; read this information carefully. **You may need to make an appointment each time although there are limited walk-in hours. Their phone number is 468-5232; their email address is testingcenter@lc.edu.** You must show a **photo ID** to take your exam. Make sure you take your *non-phone calculator*. You will *not* be allowed to use your own phone or computer. If you would prefer to make up your exam in Edwardsville, Jerseyville, or Carlinville, you will see the information for those alternative locations on their Website. You do *not* need my permission to use one of these alternative testing centers.

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.



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, email me, or talk to me before or after class. 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. Please do *not* use Blackboard Messages.

· The **Math Resource Center (MRC, located in CM 233)** is available for in-person and online tutoring Monday through Friday. See their contact information in the head of this syllabus. Their Website is linked from my Website where you can find other information. They are a great resource and a wonderful place to chill or do homework during times between classes.

· The last day for a full refund is Friday, September 4. The last day to withdraw with a grade of W is Friday, November 20 (to avoid a D or F). The last day of the semester is Thursday, December 17.

· **Blackboard:** We will *not* be using Blackboard except for initial access to MML. You will spend most of your time outside of class in MML or www.stlmath.com. Do *not* use Messages in Blackboard; please email me at soleary@lc.edu instead.

· Accommodations

If you need an accommodation based on the impact of a disability, inform your instructor as soon as possible. You can request accommodations at www.lc.edu/access or contact the Center of Access and Accommodations at (618) 468-4128 or access@lc.edu. Center for Access and Accommodations is located in HK B07.

· 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. Contacts: Brooke Frank (HY

211): bfrank@lc.edu, (618) 468-4130. Terri Austin (HY 212): taaustin@lc.edu, (618) 468-4125.

· 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 Sarah Albright (RE 1200) at 618-468-5312 or salbright@lc.edu.

· Title IX Sexual Assault
Lewis and Clark Community College is committed to maintaining a safe and healthy educational and employment environment that is free from sex discrimination, which includes discrimination and harassment based on sex, sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation, and gender-related identity and expression. The College also prohibits all forms of sex-based misconduct, including but not limited to sexual violence, domestic violence, dating violence, and stalking. Faculty are legally required to report incidents of sex discrimination or misconduct brought to their attention through any sources and thus cannot guarantee confidentiality. To file a complaint, contact Sean Hill, Title IX Coordinator, at shill@lc.edu or 618-468-6000; or Mya Lawrence, Deputy Title IX Coordinator, at mylawrence@lc.edu or 618-468-6030. Students who wish to confidentially report an incident of sex discrimination may contact Terri Austin, Counselor, at taaustin@lc.edu or 618-468-4125; or Brooke Frank, Case Coordinator, at bfrank@lc.edu or 618-468-4130. Students can also leave an anonymous message on the college's toll-free number for reporting sexual violence at 855-RSV-4RSV (855-778-4778) or send an email to 4rsv@lc.edu. Please visit https://www.lc.edu/4RSV for more information.

· Academic Continuity Statement
In the event of an unexpected campus closure or delayed start, 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 the course can be obtained on the Blackboard course homepage or by contacting the instructor. Contact information can be found on the course syllabus. If the course is not able to meet face-to-face, students should immediately log onto L&C Blackboard, and read any announcements and/or alternative assignments. Students are also encouraged to continue the readings and other assignments as outlined on the syllabus or subsequent syllabi.

· 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.

· 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 your Dean, Dean Tom Steinmann, Dean of Science, Technology, English and Math, NU 213A, 618-468-4800, tsteinma@lc.edu or Dean Randy Gallaher, Dean Liberal Arts, Business and Information Technology, TR0134, rgallahe@lc.edu

· L&C Policy on Academic Honesty: 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

· 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.

· **For Your Information: Exam Rules for Syllabi (based on new state standards)**
To ensure the integrity of academic work and support compliance with accreditation standards, a minimum of 60% of all graded assessments in each course must be proctored. Proctoring may be conducted either:
- Online using an approved remote proctoring system that verifies identity and monitors student activity during the assessment, or
- In-person at the institution's main campus testing center or a designated Community Education Center (CEC) location.
- In-person in a designated classroom monitored by the instructor or approved proctor by means of visual observation and/or computer monitoring software.
This policy applies to all credit-bearing courses offered by the institution, regardless of delivery format (online, hybrid, or in-person). Graded assessments include, but are not limited to exams, quizzes, worksheets, and research-based assignments or other evaluative tasks that contribute to the course grade.

· **Math Department AI Policy Statement**
The responsible use of Artificial Intelligence (AI) tools is permitted in mathematics courses for the purpose of learning and concept development. However, the use of AI tools to complete graded assignments intended to demonstrate a student's individual understanding and mastery of material is strictly prohibited.

· **Permitted Use of AI Tools**
AI tools such as ChatGPT, Wolfram Alpha, Microsoft Math Solver, PhotoMath, and similar platforms may be used to:
- Explore and reinforce mathematical concepts
- Practice problem-solving strategies
- Receive guided explanations for learning purposes

These tools are encouraged as educational resources, provided their use supports the student's learning rather than replaces their own reasoning.

· **Prohibited Use of AI Tools**
Students may not use AI tools to generate answers or complete any graded work that is intended to reflect their own comprehension and problem-solving abilities. This includes, but is not limited to:
- Homework assignments
- Quizzes
- Tests or exams
- Take-home assessments
- Projects involving mathematical calculations or proofs

· **Academic Integrity Statement**
Use of AI in violation of this policy is considered unauthorized assistance and constitutes a breach of LC's Academic Honesty Policy and Student Code of Conduct. Consequences of such violations include disciplinary action up to and including expulsion from the college.

· **Rationale**
The purpose of mathematics instruction is to develop critical thinking, problem-solving skills, and conceptual understanding. While AI tools offer significant educational benefits, unapproved reliance on them undermines academic integrity and devalues personal learning. This policy ensures fairness, upholds the integrity of academic credentials, and aligns with institutional standards for ethical academic behavior.