Intermediate Algebra MATH 116
Section 02
Syllabus Spring 2025

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Phone: 618-468-4844
Website: www.stlmath.com
Office hours (CM 217): Monday and Wednesday 8:30 – 9:30 am & 12:45 – 2:00 pm; Tuesday and Thursday 8:30 – 10:00 am & 11:45 am – 2:00 pm
Tutors Available: Online tutoring with Brandy from the Math Resource Center, email bkribs@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 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 at any computer with internet access. We will meet in a computer lab during class time to take exams.

You may 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 MML (MyMathLab) assignment to complete for each section. You should keep a dedicated spiral notebook 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 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 from here including the following.

      -- Class Notes which work you through definitions and examples
      -- Daily Log, a day-by-day account of class activities and announcements
      -- Tentative exam schedule, a listing of the sections each covers and 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 Website

Textbook, MyMathLab, and Calculator:

· *Algebra Foundations: Prealgebra, Introductory Algebra, & Intermediate Algebra*, Elayn Martin-Gay, 2020, second edition. We will cover most of chapters 13 – 18. 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 access MML. The process is dramatically different than in the past.

· **To start up MML, we are using Willo, a system from the bookstore's parent company Follett. This is fairly new to me as it may be to you, so please have patience.** 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. **You must be enrolled by February 1.**

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 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	10% of total
MyMathLab (MML) Homework Assignments	15% of total
Paper Worksheets Collected in Class	15% of total
Average of Four Exam Grades (MML)	60% 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 paper worksheets. You should work hard on all (graded and ungraded) worksheets and assignments and ask questions when you have them. You will see worksheets mentioned in the Class Notes. They are available on www.stlmath.com under Assorted Handouts and Tutorials on your class' 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. The exams will be in MML and taken in a computer lab with the class. **You are allowed to use your book and notes on the exams but you will work on your own.** 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	Tentative date
1	13.1-13.7	Tues., Feb. 18
2	14.1-14.6, 16.2	Thurs., Mar. 13
3	17.1-17.7	Tues., Apr. 22
4	18.1-18.3, 18.5, 18.6	Thurs., May 15

· The homework due dates are set for the first class session after the week we should be working on each section. However, due dates will be moved up so that assignments are completed by the day we take each exam. 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). All MML homework assignments are available after the "due date". 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 work from chapters 13-16 discussed later.** There are no opening dates for homework, so you can try any homework as early as you want.

· For each exam, you will see a Review Homework Assignment. Those will be due the day before the exam is scheduled.

· Homework will take some time to complete, so make sure you give yourself plenty of time. Plan on doing 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. 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. To correct for this inaccuracy, there is a strict deadline around the midpoint of the semester. **After April 1, you will not be able to complete any late homework assignments from chapters 13-16.**

· **The final date of submission for MML homework is Friday, May 16. This is the last day of class.** 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:

· Attendance is highly suggested. You are expected to come to class prepared. Poor attendance is a sure way to flunk. I will take attendance and it counts toward your overall grade.

· **When you miss class or come late, it is your responsibility to find out what you missed by going to the Daily Log on the Website www.stlmath.com.** Of course, make sure you understand the material covered that day. Get the Class Notes 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 MyMathLab (MML) and www.stlmath.com to catch up.

· **For paper worksheets or assignments I collect in class, you should complete it and turn it in as soon as you can (except exams; A makeup exam must be completed within one school week.)** You should always check the Daily Log on www.stlmath.com when you miss class; do not rely on me or friends to fill you in. If you are going to miss class for several days, check the Website regularly so you can keep up. You are not required to give me an excuse for the absence.

· **General Late Policy for Worksheets:** I will collect paper worksheets as we go. If you do *not* turn a worksheet in on time (beginning of class), there is a 20% late penalty. The last day I will accept a late worksheet is the day of the exam for that material. If you are absent the day a worksheet is collected, email me a picture of it as proof that it is done and turn in the paper when you return.

· 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 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 will need to make an appointment. 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*. 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. 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 include 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. If your answer is marked wrong but you think it is correct, let me know and I will take a look at the problem. After you complete a problem, you must click "Check Answer". Make sure you Save your work before exiting.

Use the Ask My Instructor option (possibly under Get More Help) 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

Homework: Section 13.2 Homework

Question 5, 13.2.17

HW Score: 0%, 0 of 15 points
Points: 0 of 1

Save

Save before you quit.

Question list

Factor the trinomial completely.

$$22 + 23m + m^2$$

Select the correct choice below and, if necessary, fill in the answer box to complete your choice.

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7

A. $22 + 23m + m^2 = \square$ (Type your answer in factored form.)

B. The polynomial is prime.

Palette for inputting certain answers will appear below when needed.

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Help me solve this   View an example   Get more help ▴

Clear all   Skill builder   Check answer

Show completed

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.

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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, 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.

· Unless it is a test day, do *not* email me just to tell me you are not coming to class; I do *not* need to know. Although, if you miss more than a few days, you might give me a quick buzz so I know you do not intend to quit the class. Do *not* email me to ask what you missed in class; get that information from the Daily Log on www.stlmath.com. Remember, as I said earlier, if you miss the last exam, you *must* email me if you intend to take it.

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

· The last day for a full refund is January 31. The last day to withdraw with a grade of W is April 25 (to avoid a D or F). The last day of the semester is Friday, May 16.

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) 468-4123 or access@lc.edu. Center for Access and Accommodations is located in Fobes 1523.

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: bfrank@lc.edu, (618) 468-4130. Terri Austin: 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 (BA 2450) at 618-468-5312 or salbright@lc.edu.

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, NU L134, 618-468-6030, mylawrence@lc.edu

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 this course will be emailed to you from my email address soleary@lc.edu. If the course is not able to meet face-to-face, look for an email from me. 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: 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.

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.

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.

· **Stef's additional comment:** In the case you go virtual, feel free to *not* allow Zoom to use your video camera and to use an alias. If you do use an alias, please tell me in a private chat or email so I know who you really are. I want you to be comfortable in my class. The Zoom sessions are recorded and made available to the class through a password-protected folder on my Website. Tell me if you need anything.

· **Blackboard:** We will *not* be using Blackboard except for enrolling in MML at the beginning of the semester. You will spend most of your time outside of class in MML or www.stlmath.com.