HOUSTON COMMUNITY COLLEGE

Division of College Readiness
Developmental Math Department
https://learning.hccs.edu/programs/developmental-mathematics

MATH 0314P: Intermediate Algebra | Lecture | CRN 21456

Fall 2020 | 8 Weeks (10-19-2020 to 12-13-2020)
Online On a Schedule/Flipped-Classroom | TuTh 11a.m. - 1:50p.m.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Professor Garza
Office: Online
HCC Email: jesse.garza@hccs.edu
Office Phone: 713-718-0000
Office Hours: TuTh 1:55p.m.- 2:25p.m.
Office Location: Eastside Campus Math Dept

Online on a Schedule

Students enrolled in this class take classes online at the scheduled class time that they select when enrolling. Students never come to campus, but log into their class on the scheduled dates and times. Look for the code WS when reviewing the updated schedule.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Email is the method for contact through CANVAS only, jesse.garza@hccs.edu. Program's administrative assistant, Chelsea.Velasquez@hccs.edu, (713)-718-7586. There may be up to a 48-hour delay in a response. Weekends and holidays are not included in the 48 hours. For example, if you leave a message on a Friday, you can expect a response by the following Tuesday. Even longer if holidays fall after the message date. Do not wait until the last minute to complete an assignment and then try asking questions. That I did not respond before the due time is not an acceptable excuse.

What's Exciting About This Course

This course has been designed to guide students to the basic skills that are necessary to succeed in a Contemporary Math course, but also to provide students with a general math literacy. While some of the material is the arithmetic and algebra that you would expect to see in a typical basic math course, we will also be spending a large part of the semester looking at topics to prepare you for Introductory Algebra which can be used to interpret

the world around you.

My Personal Welcome

I am very glad you have decided to take my class. I look forward to working with you to reach your goals. I believe that learning can and should be an active and enjoyable educational experience using a variety of instructional and technology tools. Learners should gain a fundamental understanding and foundation of the course objectives and concepts. Learners who are active participants learn extensively more than those whose participation is largely passive.

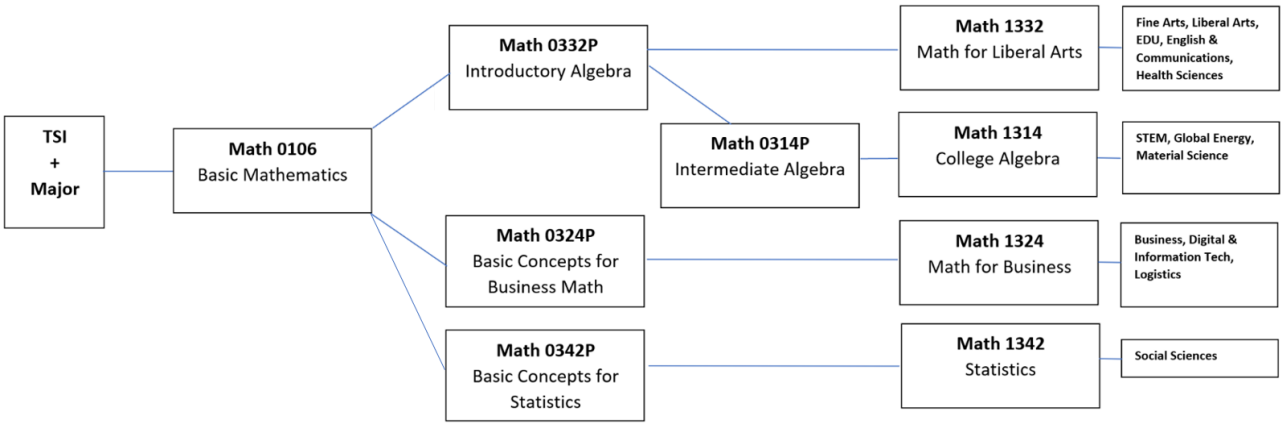
Teaching and learning involve learners working together with the professor to fulfill the successful completion of the objectives. Learners must agree to take responsibility for their education and learning. Learners must be proactive in the course and collaborative with their fellow students. When the learners are proactive and collaborative, the professor must be proactive and collaborative in promoting a learning environment. A variety of instructional tools are made available to deliver the lessons, so the learners are not solely immersed in lectures. Different teaching strategies are presented to mix the instructional deliveries in meeting the needs of the range of learning skills and to contribute to the learner's successful progression.

Learners are welcomed and encouraged to be actively involved in the lesson, thinking and questioning the material presented by the professor or by another presenter. I will often ask you to be positive and committed to your responses. I will usually lead you to your answer the question yourself, instead of answering the question outright. The process of discovering an answer is a powerful learning experience. Since we all have different math backgrounds, we all see things in different ways. I do ask that everyone keep in mind that we all enter this class with different levels of knowledge and skills. Although something may seem obvious to you, other learners may not understand or interpret questions as you. I do ask that you be patient and understanding of your fellow learner's approach, sills and time toward answering and comprehending the objectives. Feel free to share your knowledge, but respectful to the leaner asking. I encourage you to assist and work with your classmates, as well ask them for assistance.

Prerequisites and/or Co-Requisites

MATH 0314P requires either that a student has passed MATH 0332 or MATH 0332P with a "C" or better **OR** TSIA Math Score 336-349 with Intermediate Algebra score 4-15 **OR** an equivalent score on a Placement Exam

MATH 0314P is a prerequisite to MATH 1314.



Canvas Learning Management System

This section of MATH 0314P has associated with it a course in Canvas (https://eagleonline.hccs.edu). All students must check in at least once a day, even on weekends. Logging in at least twice a day is highly recommended. Check for Announcements, course work and updates every time you access CANVAS and before you exit. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

CANVAS is used for all parts of the course, such as assignments, homework, discussions, quizzes, tutorials and tests. You are responsible for any content covered in class or CANVAS. The modules in CANVAS must be completed in progression, i.e. modules require that a previous module must be successfully completed. Most module pages have a requirement and/or a prerequisite. There are 5 different module page requirements: View the item, Mark as done, Contribute to the page, Submit the assignment and Score at least. Failure to meet any requirement or prerequisite may prevent you from accessing subsequent modules. In addition, failing to meet any requirement is not an excuse for not submitting coursework by the due date. A module may have one or more prerequisites. Failure to meet any prerequisite may prevent you from accessing subsequent modules. If a module has a at least one prerequisite, all prerequisites must be met before continuing. Failure to meet any prerequisite is not an excuse for not completing or submitting course work by the due date.

All homework and assignments with due dates are posted in CANVAS. Failure to submit course work for not successfully completing modules is not an acceptable excuse. It is your responsibility to complete all course work by the due dates. The grades in CANVAS are the current grades to a particular point in the course. Once course work is available, CANVAS will reflect the updated grades. The course grade is calculated as stated by the grading criteria.

Replace any reference to MyMath Lab in CANVAS (or the course) with Connect Math. Do not purchase anything referencing ALEKS, MyMathTest, MyMathLab or Pearson. The online course was designed by the department. They may not have removed or corrected all references to MyMathTest, MyMathab or Pearson. The course uses Connect Math.

All questions, messages and emails must be submitted through CANVAS only. Submit questions in the appropriate section. All students are expected to respond to any question from any student.

School Email and Messaging

You must use your HCC school email for this class. If there is a delay for any assignment, test or any part of the course because you refuse to follow this policy, it is not an acceptable excuse for not submitting any course work by the due date. Do not send messages as any course work submission. Use CANVAS to send messages only. All messages must go through CANVAS Inbox.

Reply or ask questions in the respective item, i.e. Announcements, Discussions, etc., for questions regarding that item. All students are expected to respond to a question if you know the answer. Most questions may be answered by students, e.g. when the assignment due date, which problems we are doing, what is the assignment, what did I miss, etc. Do not send messages directly to me about due dates and what is the assignment. Both items are posted very specifically in CANVAS or Connect Math. On those questions, ask your classmates.

There may be up to a 48-hour delay in a response. Weekends and holidays are not included in the 48 hours. For example, if you leave a message on a Friday, you can expect a response by the following Tuesday. Even longer if holidays fall after the message date. Do not wait until the last minute to complete an assignment and then try asking questions. That I, the professor, did not respond before the due date is not an acceptable excuse. Complete all course work in a timely and manageable manner.

Always send a new email when messaging a new topic. If you reply to a group message about a new topic, your message may be delayed. If other students reply to a group message, your message will be bumped down. For example, if you reply to a group message and 5 other students reply to the same message after you, CANVAS will show me the most recent recipient. It may take more than 48 hours to respond to your message.

Flipped Classroom

What is a flipped classroom?

In a flipped classroom, students are initially introduced to the course material outside the classroom. The students review lecture materials before attending class as homework through CANVAS. The course uses various digital formats to present the material in CANVAS. Video, PowerPoint and PDF are the primary formats. Students are provided the option to download the course materials. Study guides and supplements are provided for the student to reinforce the course material. Students read and review the material and practice the topics within CANVAS before the next class meeting. All homework and assignments are completed by the next class session according to due dates posted in CANVAS. For example, the first class meeting starts with reviewing the course syllabus and ends with Factors. All homework and assignments related to these topics must be completed by the first class meeting. Use the course schedule included in this syllabus to determine the day when each topic is covered.

Course Start Date

With a flipped classroom, the course start date is the first day of the semester of your class, even if the first class day is not on the first day of the semester. Check your course schedule to determine the start of the course. You may also check your school account to find the start of your course semester. Periodically check CANVAS for the course. You are required to start accessing CANVAS and start completing assignments by the due dates and by the next class session, which will be our first class meeting day.

Virtual Classroom

All school and classroom policies apply during a virtual classroom. Select an area where you will not be disturbed and alone. No one is permitted in the same room you occupy during the virtual classroom. A video conference is the primary method for holding the virtual classroom. The video conference application used will be at the discretion of the professor. You will be informed which application to use before the conference. It is vital that you maintain activity during the virtual classroom and in CANVAS for updates. That you did not read the information, have not met any CANVAS prerequisites/requirements or are not maintaining academic progress is not an acceptable excuse for not attending a video conference.

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap

Review Guides, Supplemental Material, etc.

Look in Eagle Online Canvas for information to assist you in the course.
https://eagleonline.hccs.edu/login/ldap

Study Guides and Supplementary Material

Periodically, handouts or other materials are provided to the student to assist or enhance the content of the course. Study guides and supplementals are usually for the student to read and review the material and practice the problems as needed to assist you with the course. If you need a further understanding of any content covered in the course, first determine if a study guide or supplement has been provided. If a study guide or supplement has been provided, review the material first before requesting any further assistance. You are not required to do anything with the material.

Always use study guides or supplementary materials to assist you with any assignment. Although not all study guides or supplementals have assignments attached, practicing the problems will only enhance your assignment. If an assignment is attached to a study guide or supplement, the directions will be provided in CANVAS. Even if an assignment is attached to a supplement, you may just complete the problems from the assignment without viewing the content or practicing problems.

Instructional Materials

Textbook Information

You must always have the materials for the course available during class and for course work. Most problems must be copied for homework and assignments. Always check CANVAS for homework and assignments from the textbook.

The textbook listed below is required for this course.

Intermediate Algebra Math 0314 (Custom edition by McGraw Hill Publishing).

ISBN: 978-1-26-08492-40 (textbook and access code)

ISBN: 978-1-26-08492-57 (access code with e-book)

The textbook shown is mandatory. The bookstore has the textbook, workbook and access code as a bundle required for this course. Periodically check CANVAS for the postings which provide the assignments and any course work. The textbook is the primary source for the course. All course work is based on the textbook. Answer all questions according to the textbook.

Temporary Free Access to E-book

This course also has associated with it a Connect Math online course. The Connect Math component is mandatory. Register for Connect Math immediately, once the course code is provided. Complete all assignments by the posted due dates.

To access the Connect Math course, go to the module in CANVAS for registration. Do not register directly with McGraw Hill. Once you register through CANVAS, a course ID is not needed. Any issues with the access code, accessing or any McGraw Hill services, contact McGraw Hill Connect Math support. You need to handle the matter.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided. The tutoring staff utilize a form which they use for providing services. They will not release that form.

If you want to use tutoring from HCC for a specific assignment for the class and would like to request an extension, you must download the course tutoring form from CANVAS which is specifically for this class. Fill out the form and take it with you to HCC tutoring. Make sure the form is properly completed and signed. Submit the form within 3 days from the assignment due date. For example, if the assignment was due April 7th, you must submit the properly filled form by April 10th to be considered for an extension. If the day falls on

a non-class day, you must submit a copy of the form online by the 3rd day, then bring the properly filled form to the next class day. That you were absent is not an acceptable excuse for not submitting the tutoring form.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

Math 0314P: Intermediate Algebra is a developmental math course whose topics include factoring techniques, radicals, algebraic fractions, absolute values, complex numbers, graphing linear equations and inequalities, quadratic equations, systems of equations, graphing quadratic equations and an introduction to functions. Emphasis is placed on algebraic techniques needed in order to successfully complete Math 1314: College Algebra. A departmental final examination must be passed with a score of 60% or more in order to pass the course.

Core Curriculum Objectives (CCOs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **Critical Thinking Skills**: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Program Student Learning Outcomes (PSLOs)

During courses in the developmental math program students will

1. Engage in problem solving strategies, such as organizing information, drawing diagrams, and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Learn the foundational mathematical skills that will enable a student to successfully complete a college level math course.

Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 0314P, the student will be able to:

1. Define, represent, and perform operations on real and complex numbers.
2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical, linear and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

Learning Objectives

Upon completion of MATH 0314P, the student will be able to:

1. add, subtract, multiply and divide polynomials
2. factor polynomials
3. multiply and divide rational expressions
4. simplify complex fractions
5. solve equations involving rational expressions
6. simplify expressions involving rational exponents
7. solve radical equations
8. add, subtract, multiply and divide complex numbers
9. solve quadratic equations by factoring, completing the square, quadratic formula and square root property
10. solve one-variable linear equations and inequalities
11. solve absolute value equations
12. solve absolute value inequalities
13. graph linear equations in two variables
14. find the slope of a line & write its equation
15. solve a 2 × 2 linear system of equations by the substitution and addition methods
16. graph quadratic functions

17. solve word problems
18. recognize functional notation & evaluate functions

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. The study time should consist of further investigating the assignments, research, completing online course assignments and any other course work. Mathematics cannot be learned by merely reading or hearing about it. You must spend the time to practice and research. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Review the Syllabus
- Reading the textbook/workbook
- Practicing problems
- Attending class
- Completing assignments on time
- Participating in class

Start reading the material for the lesson before attending class. Attempt a few problems from the practice sets before attending class. There is no short cut for success in this course; it requires time and dedication. Do not expect to complete all course work in class. You are expected to complete most of the course work outside of class.

Here are a few other student success tips.

- Collaboration – Work and ask each other questions regarding the course work.
- Time management - Manage your time to study, go to lab, complete homework and attend class.
- Study habits - Diversify your study techniques. Find study techniques which work for you.
- Take charge of your education - Don't wait to be told what to do. Seek out ways to go beyond the minimum required.
- Student partnerships - Share notes. Find out what you missed. Work on a project.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived.
- Facilitate an effective learning environment through learner-centered instructional techniques.
- Provide a description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawal, tardiness, and make up.
- Provide the course outline and class calendar which will include a description of any special projects or assignments.

- Arrange to meet with individual students before and after class as required.

As a student, it is your responsibility to**:**

- Attend class - be prompt and stay for entire duration of class.
- Participate actively by reviewing course material, practicing the material, and responding promptly in your communication with me.
- Read and comprehend the textbook/materials.
- Complete the required assignments and exams by due dates.
- Ask for help when there is a question or problem.
- Keep copies of all paperwork, including this syllabus, handouts, homework and assignments.
- Attain a raw score of at least 60% on the departmental final exam.
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook.
- Thoroughly read and abide by the syllabus.
- Completely read and follow homework/assignment directions and instructions.

Assignments, Exams, and Activities

Exams

Testing is any type of exam, assessment or quiz administration. There are six (6) exams. A departmental final exam at 100 points is required for passing the course. A practice final exam with a score of at least 70% is worth a maximum of 5 extra credit points toward the Final Exam. Final exam will count 25% of the total grade. If a student misses an exam, the score will be zero (0) for each missed exam. If a student misses the final exam, the student has failed the course. The final exam may replace the lowest test score for Exams 1 - 5. There are no make ups for exams. All exams are online and during the scheduled class time.

- Exam 1: Syllabus/CANVAS/Orientation
- Exam 2: Chapters 1 & 2
- Exam 3: Chapter 4
- Exam 4: Chapters 3 & 5
- Exam 5: Chapters 6 & 7
- Final Exam

The Developmental Math Department is requiring the remote proctoring of examinations (including the Final Exam) to ensure the integrity of the assessment process and to prevent acts of academic dishonesty. In this course, in addition to a reliable internet connection, you will be required to have hardware that meets the following minimal requirements:

a) A functioning webcam and microphone, and

b) A computer with operating system that is capable of running the Respondus LockDown Browser and Respondus Monitor.

If you are unable to obtain the hardware listed above, please speak with the class professor. Respondus Lockdown Browser and Monitor are required for Exams 2 – 5 and Final Fxam. You may have a calculator (See Calculator Policy below) for any exam.

It is always your responsibility to have computer and internet access throughout the entire duration of the course.

Lockdown Browser and Monitor

Have the lockdown browser and monitor installed on your computer immediately. Extra time is not provided during testing for not having the lockdown browser properly installed on your computer. All testing will require a webcam while utilizing the lockdown browser. You will be recorded during testing. Any discrepancy may cause the testing to be voided and counted as zero. Retakes or makeups are not permitted.

FINAL EXAM CALCULATOR POLICY:

Math 0332P, 0324P, 0342P and 0314P only.* You are allowed to use a basic calculator during this exam. You are NOT allowed to use a scientific or graphing calculator. Any calculator that is used must be a nonprogrammable calculator that is not capable of accessing the internet or interfacing with any other device, has a single line display, and has math operation keys that do not exceed addition, subtraction, multiplication, division, square root, percent, and negation (plus/minus).

*Math 0106 does not permit the use of a calculator for any exam or classwork.

A calculator is the only approved material during the virtual classroom exam. Have all non-approved materials off your desk or virtual classroom area. Place any non-approved materials in your backpack or school bag. All non-approved materials may not be visible. Place your non-approved materials under your desk, against the wall or under your chair. If you an open bag of any type during a test, you will be considered cheating.

Time length for in class tests are 60 – 120 minutes of the class time for Exams 1 - 5. The final exam is 2 hours and during class. Adjust your schedule accordingly for the final exam. If you would like to improve an exam grade, except final exam, you may request an opportunity to complete a project. The project topic is at the discretion of the professor, if approved. The project must be submitted by the due date. The final exam does not qualify for this opportunity. Once a project is assigned, the student cannot request another project for that exam, regardless if completed or not completed by the due date. Any student who has missed more than 2 class days may not qualify for an opportunity to complete a project.

If you leave the classroom during a test, you have agreed to have completed the test and the test is over for you. You may not return to class and complete the test. You must not leave with the test. The test will be graded accordingly. If you are late for testing and a student has already left the room, you have missed the test. Additional time is not provided for taking a test late. Be prepared and take care of all personal business before the test starts.

In-Class Activities

Modules

The course uses modules in CANVAS. Modules may be informative or course work. All assignments are posted in the modules. You must complete the modules in sequence. Most modules have pre-requisites, and some have requirements. If you do not meet the pre-requisites and requirements, you will not be able to move on to the next modules. It is your responsibility to meet all requirements and prerequisites by the due dates. Manage your time to complete the modules. Some modules may allow retakes. You must still complete the module by the due date. That you had to retake a module is not an excuse for failing to submit course work by the due date. That you did not meet a requirement or prerequisite on time is not an excuse for not completing course by a due date. A maximum 25% penalty is applied for failing to follow instructions. Incomplete submissions receive a maximum 25% penalty. Extra time is not provided to complete a module. Late submissions are not accepted. There are no make-ups.

Assignments - Online policy

Assignments may be any classwork and homework. Math 0314P, 8 weeks has Connect Math and CANVAS online assignments/homework. Any online assignments and tests must be done from the Connect Math, CANVAS or website as stated in the directions or directed by HCC, Departmental of Developmental Mathematics or the Professor. Assignments/Homework can be done from your home computer (See Technology), the computers in the Tutoring Centers, computers in the open Lab Room or as stated in the syllabus. To register into Connect Math for the homework for my section, sign in according the instructions in CANVAS. All online assignments, homework, tests and any other course work must be submitted according to the directions and due dates. Late submissions are not accepted. There are no make-ups. The Assignments will count 100 points per set.

Connect Math Lab is mandatory. Review the *Textbook Information* section for full details. You are responsible for continuous access to Connect Math, CANVAS and internet for the duration of the course. You are responsible for completing and submitting all Connect Math and CANVAS online course work by due date, even if you are absent.

All course work which is required to be submitted online, must be submitted online. For example, if a Discussion requires a posting, you are required to post the course work online. You are not permitted to submit online course work in class, unless the instructions allow. Do not email me the submission, unless the directions clearly permit. All online course work must be submitted by the due date and as stated by the directions. Do not wait until the last minute to submit any online course work. Your failure to meet any module requirement, prerequisite, maintain computer and internet access is not an excuse for not submitting course work by the due date. That you had to work is not an acceptable excuse. You were absent that day is not an acceptable excuse. That the professor did not respond by the due date is not an acceptable excuse (See Instructor's Preferred Method of Contact and School Email and Messaging sections).

If bonus problems are made available online, you are not required to attempt or submit anything. Bonus problems may be announced at any time without notice. Bonus problems must be completed on your own, on your own time and submitted by the due date. There are no make-ups for bonus problems.

Assignments In-Class policy

Assignments may be any classwork and homework. Math 0314P, 8 weeks in-class assignments and homework are in addition to the online component. Math 0314P is a fast-paced course and not self-paced. All course work must be submitted by the due date. The course calendar provides all the material which will be covered in the course. The course utilizes CANVAS as a tool to enhance the course content. All students are expected to work with each other on homework. All students are expected to answer questions from other students.

Get to class early. Have all in class submissions prepared and organized before entering the classroom. All assignments, homework, tests and any other course work for in class must be submitted at the start time of class according to the due date. Do not spend class time organizing. That you did not have a computer, printer or ink, is not an acceptable excuse. That the professor did not respond by the due date is not an acceptable excuse (See Instructor's Preferred Method of Contact and School Email and Messaging sections). All coursework is completed in pen. Any assignment submitted after class starts will receive a 10% penalty. Any course work not in pen is not accepted. A 10% penalty is applied for not following instructions. Late submissions are not accepted. There are no make-ups.

Some online course work may require an in-class submission. Submit these when class starts according to the due date. Course work required for online submission, may not be submitted in class. It is your responsibility to maintain continuous access to computer and internet. It is your responsibility to check CANVAS daily for any information or updates. It is your responsibility to meet any module requirement or prerequisite. Your failure to check CANVAS is not an excuse for not submitting work on time. Your failure to meet any CANVAS module requirement or prerequisite is not an excuse for not submitting work on time.

If you want to improve your grade on an assignment, you may request to complete a project. The project topic is the discretion of the professor. The project must be submitted by the assigned due date. Projects are usually online and may be requested one at a time and only once per assignment. Projects are not permitted, if you have missed more than one class day. It is not recommended to wait until the last minute to submit assignments.

If you miss class, check CANVAS, Connect Math or with your classmates for material covered, assignments or updates. It is always your responsibility to maintain academic progress, even when you are absent. It is your responsibility to pick up any handouts or materials when you return to class, if available. I do not have an office to store handouts and materials. You may need to ask a classmate to copy any missed or lost distributed materials and handouts.

Posting and Show Work Problems

All posted problems must show all work. A whiteboard app is highly recommended for online posting. Follow the posting guidelines as set in CANVAS. Do not forget to block in your final answer. A maximum 25% penalty applied for not following directions. Late work is not accepted. There are no make-ups.

Digital Portfolio - Mandatory

There are 8 Digital Portfolios required for the course. Do not provide any personal information. The digital portfolio is created in CANVAS utilizing the ePortfolio. The ePortfolio is public with comments capable with one Welcome page and Unit/Chapter pages with their content sections.

Digital Portfolio 1 = Welcome
Digital Portfolio 2 = Unit/Chapter 1
Digital Portfolio 3 = Unit/Chapter 2
Digital Portfolio 4 = Unit/Chapter 3
Digital Portfolio 5 = Unit/Chapter 4
Digital Portfolio 6 = Unit/Chapter 5
Digital Portfolio 7 = Unit/Chapter 6
Digital Portfolio 8 = Unit/Chapter 7

The selection criteria will be posted in CANVAS. The digital portfolio unit/chapter pages consist of section topic pages required from the course. Each section page is one unit/chapter section topic selected according to the ePortfolio guidelines. The professor must approve the topic.

Each section topic page must include:

1. The objective used.
2. At least one media from an educational source from your selected objective.
    - Provide title of the source
    - Provide a working link of source
    - YouTube or Khan Academy cannot be the primary source
3. Provide at least one worked example with details and all work shown from your selected objective.

When completed send a link of the Welcome page or Unit/Chapter page.

Course Project-Optional

A course project is optional for the course. The student must create a visual digital presentation of a course objective approved by the professor. Once an objective has been properly submitted, it may not be repeated. The project section is designed to assist students with tools and skills to enhance a course objective. An additional project may be completed for extra credit.

The course project may be completed using:

- Conferencing in CANVAS
- One Button Studio at an HCC Library

- Webcam with a proper environment

The topic objectives must first be approved by the professor. If the student is interested in using another visual digital tool, it must first be approved by the professor. The visual digital presentation must be recorded in a digital format. All projects must be completed at least one class day before the final exam. A grade rubric will be provided in CANVAS.

Course Preparation Composite

The objectives of the Course Preparation Composite section are designed to assist students with tools and skills in preparing to successfully complete an online or hybrid course. This section is composed of 5 topics. Brief descriptions are provided for each topic.

1) Welcome to Class! Introduce yourself here.

   Students are expected to work with each other. This topic permits students to get to know each other. This section introduces students to their first online submission with a due date. The student will use the Discussion feature in CANVAS to create a post and a reply.

2) Syllabus and Orientation

   Students are expected to thoroughly read and follow the syllabus to successfully complete the course. The orientation is designed to permit students to receive a quick overview of the course and the responsibilities of the student. A Syllabus and Orientation exam is given to determine the student's knowledge and awareness of the course. The student will use the Quiz feature in CANVAS to take an online exam.

3) PDF Prep Tutorial

   There are occasions when students need to upload documentation or assignments which may not easily be printable on paper. Another issue encountered is when several pages must be uploaded. Not all students may have access to a scanner. Even then, it may be time consuming to scan several pages. This topic prepares students on pdf submissions.

4) Math Study Skills Self-Survey

   This study skills survey is designed to help students review their current study habits. The survey is also designed for students learn new skills and techniques. The survey will demonstrate how to take a quiz in CANVAS and how to make a submission within a quiz question. The topic provides students with an insight on skills needed in CANVAS to complete an online math course. The student will use the Assignment feature in CANVAS to submit multiple file formats.

5) Are You Ready for an Online Course?

   The assessment gives students detailed information about their

readiness to begin an online or hybrid course. Students recognize their learning style and how they can enable them to adapt their study strategies. The students are introduced to technical skills as they apply to taking an online or hybrid course. The topic introduces students to technical skills needed to successfully complete an online course.

Technology

Technology Requirements

Participation in this course will require the basic technology listed below:

- A computer, laptop or notebook (Flash capable)
- Webcam connected to laptop (most laptops have one installed)
- Reliable and continuous internet access
- Microphone
- A web browser – Chrome or Firefox
- PDF reader - Acrobat Reader, Foxit and there are several other free readers.
- PDF Printer Driver – Computers may have one installed already.
- Office 365 – A free service for this course using your CANVAS email address and password. Even if you already have Office365 or Microsoft Office, you still need to register your school account.
- Connect Math Access

You can find more details about standard technical requirements for our courses on our site. The additional technology requirements specific to this course which may be needed:

- Whiteboard
- Adobe Flash Player
- Printer

Technical or Technology Issues and Problems

- If you are having any type of technical issues, try to resolve them on your own. Work on a finding a solution.
- If you are having continued issues with technology, contact your vendor and let them know.
- If you are having any issues or problems with accessing CANVAS, contact CANVAS support or IT.
- If you are having issues or problems accessing ALEKS or within ALEKS, contact ALEKS or McGraw-Hill support.
- Technology access is important to your success in this class arranging access to the necessary technology is the responsibility of the student.
- If you were not able to resolve an issue or problem on your own, send the professor message. Let the professor what you did to resolve the issue. They may not be of assistance, but they want to know what issues were not resolved by you to offer some guidance.

CANVAS Issues and Problems

- If you are in CANVAS and are having a problem accessing an assignment, any part of an assignment, any course section or downloading from within a course

section before the due date, ask your classmates if anyone else is experiencing the same problem.
- If another student is not having the issue as you are, the issue may be on your side. For example, if you are trying to download a file and another student was able to download the same file, then the problem is not within CANVAS.
- If more than one student is having the same issue, before the due date, then one student coordinate and immediately send a message to the professor of the specific issue. Do not wait until the last minute.

File/Data Storage

Office365 includes OneDrive. That you do not have your file with you is not an acceptable excuse. You should have already registered your Office365 account. That you did not save your file on OneDrive is not an acceptable excuse for not submitting any course work. That you have not yet registered your account is not an acceptable excuse for not submitting any course work.

You may also need a flash or portable drive for saving files or data when internet is not available. You may also need the use of a flash or portable drive when using certain services at HCC, e.g. One Button Studio. You may consider saving files or data on CD or DVD when a flash or portable drive is needed. You may also use a CD or DVD for backing up data. If you have a personal cloud data service, you may also consider using the service as a backup. You are completely responsible for saving your data and having your data immediately available. That your computer broke, do not have internet access, lost your flash drive or do not have immediate access to your work are not acceptable excuses for any reason.

Final Exams

All students will be required to take a cumulative departmental final exam consisting of consisting of 33 multiple-choice questions. Lockdown Browser and Respondus monitor are utilized for the final exam. Any student that does not complete at least 60% (20 of 33) of the items correctly on the final exam will receive a failing grade in the course (departmental decision). If a student does complete at least 60% of the items correctly on the final exam, their grade will be determined by the grading formula stated below.

Grading Formula

Coursework	Percentage
5 Exams	35%
8 Unit Assignments/Homework	10%
8 Unit Assessments/In-Class Activities	25%
8 Digital Portfolios	5%
Practice Final Exam	+ 5 points
Final Examination	25%

Grade	Percent
A	90% +
B	80% - 89%
C	70% - 79%

F/IP	0% - 69%

Passing the Course Requirements

35You must meet all three requirements to pass the course.

[1] You must pass the final exam.
[2] Make a 70 or better on the course using the grading formula.
[3] Not miss (absent) more than 3 class days. Absent includes any combination of the 3 tardy and leaving early which equals 1 absence.

Failure to meet any one of the requirements, you have failed the course.

Developmental Math Department Grading Policy:

The grade of **D** is not allowed in developmental math courses. The grade of **FX** is given when a student fails due to lack of attendance. Any student that has failed this course for the first time is eligible to receive an IP. Any subsequent failures will receive an F. A grade of **W** may be given on or before the official withdrawal date but not at the time of final grade submission.

HCC Grading Scale can be found on this site under Academic Information:

http://www.hccs.edu/resources-for/current-students/student-handbook/

Course grade

Assignment grades are usually posted within 48 hours after due date, excluding weekends and holidays. There are 4 Unit Assignments (1-4) graded for this course. Each unit assignment is all course work for that unit. The unit grade is the average of all course work for that unit. Any missed assignments and exams will receive a zero and included in the average. You may improve your grade by completing a special project (see Missed Assignments). If you are authorized to submit course work pass the due date, there is an additional 48 hours delay, excluding weekends and holidays.

The course grade is a letter grade. A grade of D is not permitted in this class, thus any grade less then C is failing. Your final exam and course grade will not be posted in CANVAS. The course will close before these grades are ready to be posted in CANVAS. The course grade will be posted in the system the following week. You will need to wait until at least the following week to check your status. Do not send messages about the final exam or course grades. Wait unit the course grade is posted in the system. Grades cannot be discussed in messaging anyway. If you have an issue with your grade, send a message about the issue.

Course Calendar

Week	Chapter Topic	SubTopic1	SubTopic2
1	Math 0314P		Introduction
	Math 0314P Course Syllabus		Overview
	Math 0314P		Connect Math
	Math 0314P Course Orientation		Orientation
	Math 0314P CANVAS		Using CANVAS
	Math 0314P CANVAS		Working Online
	Linear Equations, Inequalities and Applications	1.1 Linear Equations in One Variable	Solving a Linear Equation
	Linear Equations, Inequalities and Applications	1.1 Linear Equations in One Variable	Solving a Linear Equation by Using the Distributive Property
	Linear Equations, Inequalities and Applications	1.1 Linear Equations in One Variable	Solving a Linear Equation by Clearing Fractions
	Linear Equations, Inequalities and Applications	1.1 Linear Equations in One Variable	Solving a Linear Equation by Clearing Decimals
	Linear Equations, Inequalities and Applications	1.1 Linear Equations in One Variable	Guided Practice
	Linear Equations, Inequalities and Applications	1.2 Applications of Linear Equations in One Variable	Solving a Mixture Application
	Linear Equations, Inequalities and Applications	1.2 Applications of Linear Equations in One Variable	Solving a Distance, Rate, Time Application
	Linear Equations, Inequalities and Applications	1.4 Linear Inequalities in One Variable	Solving Linear Inequalities
	Linear Equations, Inequalities and Applications	1.4 Applications of Linear Equations in One Variable	Guided Practice 1.2 -1.4
	Linear Equations, Inequalities and Applications	1.5 Compound Inequalities	Union and Intersection of Sets
	Linear Equations, Inequalities and Applications	1.5 Compound Inequalities	Solving Compound Inequalities: And
	Exam 1	Exam 1	Syllabus, CANVAS and Orientation
	Linear Equations, Inequalities and Applications	1.5 Compound Inequalities	Solving Inequalities of the Form a < x < b
	Linear Equations, Inequalities and Applications	1.4 Applications of Linear Equations in One Variable	End Class - Break
2	Linear Equations, Inequalities and Applications	Chapter 1	Homework/Lab Review: 1.1 - 1.4
	Linear Equations, Inequalities and Applications	1.5 Compound Inequalities	Solving Compound Inequalities: Or
	Linear Equations, Inequalities and Applications	1.5 Compound Inequalities	Guided Practice 1.5

	Linear Equations, Inequalities and Applications	Absolute Value Equations	Solving Absolute Value Equations
	Linear Equations, Inequalities and Applications	Absolute Value Equations	Solving Equations Containing Two Absolute Values
	Linear Equations, Inequalities and Applications	Absolute Value Equations	Solving Absolute Value Inequalities by Definition
	Linear Equations, Inequalities and Applications	Absolute Value Equations	Solving Absolute Value Inequalities by the Test Point Method
	Linear Equations, Inequalities and Applications	Absolute Value Equations	Translating to an Absolute Value Expression
	Linear Equations, Inequalities and Applications	Absolute Value Equations	Guided Practice 1.6 - 1.7
	Linear Equations, Graphs, And Functions	Linear Equations in Two Variables	The Rectangular Coordinate System
	Linear Equations, Graphs, And Functions	Linear Equations in Two Variables	Linear Equations in Two Variables
	Linear Equations, Graphs, And Functions	Graphing Linear Equations in Two Variables	Graphing Linear Equations in Two Variables
	Linear Equations, Graphs, And Functions	Graphing Linear Equations in Two Variables	x- and y- Intercepts
	Linear Equations, Graphs, And Functions	Graphing Linear Equations in Two Variables	Horizontal and Vertical Lines
	Linear Equations, Graphs, And Functions	Graphing Linear Equations in Two Variables	Guided Practice 2.1
	Linear Equations, Graphs, And Functions	Slope of a Line and Rate of Change	Introduction to the Slope of a Line
	Linear Equations, Graphs, And Functions	Slope of a Line and Rate of Change	The Slope Formula
	Linear Equations, Graphs, And Functions	Linear Equations in Two Variables	End Class - Break
3	Linear Equations, Graphs, And Functions	Chapters 1 & 2	Homework/Lab Review: 1.5 - 2.2
	Linear Equations, Graphs, And Functions	Equations of a Line	Slope-Intercept Form
	Linear Equations, Graphs, And Functions	Equations of a Line	The Point-Slope Formula
	Linear Equations, Graphs, And Functions	Equations of a Line	Equations of a Line: A Summary
	Linear Equations, Graphs, And Functions	Slope of a Line and Rate of Change	Guided Practice 2.2 - 2.3
	Linear Equations, Graphs, And Functions	Introduction to Relations	Definition of a Relation
	Linear Equations, Graphs, And Functions	Introduction to Relations	Domain and Range of a Relation
	Linear Equations, Graphs, And Functions	Introduction to Relations	Guided Practice: 2.5
	Linear Equations, Graphs, And Functions	Introduction to Functions	Definition of a Function

	Linear Equations, Graphs, And Functions	Introduction to Functions	Vertical Line Test
	Linear Equations, Graphs, And Functions	Introduction to Functions	Function Notation
	Linear Equations, Graphs, And Functions	Introduction to Functions	Finding Function Values from a Graph
	Linear Equations, Graphs, And Functions	Introduction to Functions	Domain of a Function
	Linear Equations, Graphs, And Functions	Introduction to Functions	Guided Practice: 2.5
	Exam 2	Exam 2	Exam 2 - Review Chapters 1 & 2
	Exam 2	Exam 2	Exam 2 - Chapters 1 & 2
4	Linear Equations, Graphs, And Functions	Equations of a Line	Homework/Lab Review: 2.2 - 2.6
	Exponents, Polynomials, & Factoring	Properties of Integer Exponents and Scientific Notation	Simplifying Expressions with Exponents
	Exponents, Polynomials, & Factoring	Addition and Subtraction of Polynomials and Polynomial Functions	Addition of Polynomials
	Exponents, Polynomials, & Factoring	Addition and Subtraction of Polynomials and Polynomial Functions	Subtracting Polynomials
	Exponents, Polynomials, & Factoring	Addition and Subtraction of Polynomials and Polynomial Functions	Polynomial Functions
	Exponents, Polynomials, & Factoring	Multiplication of Polynomials	Multiplying Monomials
	Exponents, Polynomials, & Factoring	Multiplication of Polynomials	Special Case Products: Difference of Squares and Perfect Square Trinomials
	Exponents, Polynomials, & Factoring	Division of Polynomials	Division by a Monomial
	Exponents, Polynomials, & Factoring	Division of Polynomials	Long Division
	Exponents, Polynomials, & Factoring	Division of Polynomials	Guided Practice: 4.1 - 4.4
	Exponents, Polynomials, & Factoring	Greatest Common Factor and Factoring by Grouping	Factoring Out the Greatest Common Factor
	Exponents, Polynomials, & Factoring	Greatest Common Factor and Factoring by Grouping	Factoring Out a Negative Factor
	Exponents, Polynomials, & Factoring	Greatest Common Factor and Factoring by Grouping	Factoring Out a Binomial Factor
	Exponents, Polynomials, & Factoring	Greatest Common Factor and Factoring by Grouping	Factoring by Grouping
	Exponents, Polynomials, & Factoring	Greatest Common Factor and Factoring by Grouping	Guided Practice: 4.5
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Factoring Trinomials: AC-Method
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Factoring Perfect Square Trinomials

	Exponents, Polynomials, & Factoring	Factoring Trinomials	Factoring by Using Substitution
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Guided Practice: 4.5
	Exponents, Polynomials, & Factoring	Factoring Binomials	Difference of Squares
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Using a Difference of Squares in Grouping
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Sum and Difference of Cubes
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Summary of Factoring Binomials
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Factoring Binomials of the Form x6 − y6
	Exponents, Polynomials, & Factoring	Factoring Trinomials	Guided Practice: 4.6
	Exam 3 or Midterm	Exam 3	Exam 3 Review: Chapter 4 or Midterm Review
5	Exponents, Polynomials, & Factoring	Greatest Common Factor and Factoring by Grouping	Homework/Lab Review: 2.6 - 4.5
	Exponents, Polynomials, & Factoring	Solving Equations by Using the Zero Product Rule	Solving Equations by Using the Zero Product Rule
	Exponents, Polynomials, & Factoring	Solving Equations by Using the Zero Product Rule	Definition of a Quadratic Function
	Exponents, Polynomials, & Factoring	Solving Equations by Using the Zero Product Rule	Guided Practice: 4.6
	Rational Expressions and Functions	Rational Expressions and Rational Functions	Rational Functions
	Rational Expressions and Functions	Rational Expressions and Rational Functions	Simplifying Rational Expressions
	Rational Expressions and Functions	Rational Expressions and Rational Functions	Simplifying Ratios of −1
	Rational Expressions and Functions	Rational Expressions and Rational Functions	Guided Practice: 5.1
	Rational Expressions and Functions	Multiplication and Division of Rational Expressions	Multiplication of Rational Expressions
	Rational Expressions and Functions	Multiplication and Division of Rational Expressions	Division of Rational Expressions
	Rational Expressions and Functions	Addition and Subtraction of Rational Expressions	Addition and Subtraction of Rational Expressions with Like Denominators
	Rational Expressions and Functions	Addition and Subtraction of Rational Expressions	Least Common Denominator
	Rational Expressions and Functions	Addition and Subtraction of Rational Expressions	Equivalent Rational Expressions
	Rational Expressions and Functions	Addition and Subtraction of Rational Expressions	Addition and Subtraction of Rational Expressions with Unlike Denominators
	Rational Expressions and Functions	Addition and Subtraction of Rational Expressions	Guided Practice: 5.2 - 5.3

	Exam 3 or Midterm	Exam 3	Exam 3: Chapter 4 or Midterm
6	Exponents, Polynomials, & Factoring	Factoring Trinomials	Homework/Lab Review: 4.41 - 4.64
	Rational Expressions and Functions	Complex Fractions	Simplifying Complex Fractions by Method I
	Rational Expressions and Functions	Complex Fractions	Simplifying Complex Fractions by Method II
	Rational Expressions and Functions	Solving Rational Equations	Solving Rational Equations
	Rational Expressions and Functions	Solving Rational Equations	Formulas Involving Rational Equations
	Rational Expressions and Functions	Solving Rational Equations	Guided Practice: 5.2 - 5.3
	Rational Expressions and Functions	Applications of Rational Equations and Proportions	Solving Proportions
	Rational Expressions and Functions	Applications of Rational Equations and Proportions	Applications of Proportions
	Rational Expressions and Functions	Applications of Rational Equations and Proportions	Similar Triangles
	Rational Expressions and Functions	Applications of Rational Equations and Proportions	Applications of Rational Equations
	Rational Expressions and Functions	Applications of Rational Equations and Proportions	Guided Practice: 5.4
	Systems of Linear Equations	Solving Systems of Linear Equations by the Substitution Method	The Substitution Method
	Systems of Linear Equations	Solving Systems of Linear Equations by the Substitution Method	Solving Inconsistent Systems and Systems of Dependent Equations
	Systems of Linear Equations	Solving Systems of Linear Equations by the Addition Method	The Addition Method
	Systems of Linear Equations	Solving Systems of Linear Equations by the Addition Method	Solving Inconsistent Systems and Systems of Dependent Equations
	Systems of Linear Equations	Solving Systems of Linear Equations by the Addition Method	Guided Practice: 3.2 - 3.3
	Roots, Radicals and Root Functions	Definition of an nth Root	Definition of a Square Root
	Roots, Radicals and Root Functions	Definition of an nth Root	Definition of an nth Root
	Roots, Radicals and Root Functions	Definition of an nth Root	Roots of Variable Expressions
	Roots, Radicals and Root Functions	Definition of an nth Root	Definition of $a^{1/n}$ and $a^{m/n}$
	Roots, Radicals and Root Functions	Rational Exponents	Converting Between Rational Exponents and Radical Notation
	Roots, Radicals and Root Functions	Definition of an nth Root	Pythagorean Theorem
	Exam 4 Review	Exam 4	Exam 4 Review: Chapters 3 & 5

	Exam 4 Review	Exam 4	Exam 4: Chapters 3 & 5
7	Roots, Radicals and Root Functions	Solving Systems of Linear Equations by the Addition Method	Homework/Lab Review: 5.1
	Roots, Radicals and Root Functions	Rational Exponents	Properties of Rational Exponents
	Roots, Radicals and Root Functions	Rational Exponents	Guided Practice: 6.1 -6.2
	Roots, Radicals and Root Functions	Solving Radical Equations	Solutions to Radical Equations
	Roots, Radicals and Root Functions	Solving Radical Equations	Solving Radical Equations Involving One Radical
	Roots, Radicals and Root Functions	Solving Radical Equations	Solving Radical Equations Involving More than One Radical
	Roots, Radicals and Root Functions	Solving Radical Equations	Guided Practice: 6.7
	Roots, Radicals and Root Functions	Complex Numbers	Definition of I
	Roots, Radicals and Root Functions	Complex Numbers	Powers of I
	Roots, Radicals and Root Functions	Complex Numbers	Definition of a Complex Number
	Roots, Radicals and Root Functions	Complex Numbers	Addition, Subtraction, and Multiplication of Complex Numbers
	Roots, Radicals and Root Functions	Complex Numbers	Division and Simplification of Complex Numbers
	Quadratic Equations and Functions	Square Root Property and Completing the Square	Solving Quadratic Equations by Using the Square Root Property
	Quadratic Equations and Functions	Square Root Property and Completing the Square	Solving Quadratic Equations by Completing the Square
	Quadratic Equations and Functions	Quadratic Formula	Derivation of the Quadratic Formula
	Quadratic Equations and Functions	Quadratic Formula	Solving Quadratic Equations by Using the Quadratic Formula
	Quadratic Equations and Functions	Quadratic Formula	Using the Quadratic Formula in Applications
	Quadratic Equations and Functions	Quadratic Formula	Discriminant
	Quadratic Equations and Functions	Quadratic Formula	Mixed Review: Methods to Solve a Quadratic Equation
	Quadratic Equations and Functions	Quadratic Formula	Guided Practice: 7.1 -7.2
	Quadratic Equations and Functions	Graphs of Quadratic Functions	Quadratic Functions of the Form $f(x) = x^2 + k$
	Quadratic Equations and Functions	Graphs of Quadratic Functions	Quadratic Functions of the Form $f(x) = (x - h)^2$
	Quadratic Equations and Functions	Graphs of Quadratic Functions	Quadratic Functions of the Form $f(x) = ax^2$

	Quadratic Equations and Functions	Graphs of Quadratic Functions	Quadratic Functions of the Form $f(x) = a(x - h)^2 + k$
	Roots, Radicals and Root Functions	Complex Numbers	Guided Practice: 6.7
	Exam 4 Review	Exam 4	Exam 4 Review: Chapters 3 & 5
	Exam 4 Review	Exam 4	Exam 4: Chapters 3 & 5
8	Exponents, Polynomials, & Factoring	Solving Equations by Using the Zero Product Rule	Homework/Lab Review: 3.2 - 6.8
	Final Exam		Final Exam Review
	Final Exam		Departmental Final Exam

The calendar goes by class days. Each day states the content which needs to be covered on that day. There are no extra days available. If you are absent, follow the class days or days on the calendar to determine the material covered for any missed days. Follow the daily schedule for each lesson. Before entering the classroom, be prepared and organized for each class day.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes. It is your responsibility to download the modified syllabus. It is your responsibility to abide by the modified syllabus.

Instructor's Practices and Procedures

Missed Assignments

Late work is not accepted. There are no make-ups for assignments (or exams). A special project may be requested for only 1 assignment not submitted by the due date at a time and a total of 3 per chapter. The professor will select the topic and guidelines for the special project. The special project must be completed by the due date. Once a special project is assigned, the student cannot request another special project for the same assignment, regardless if completed or not completed by the due date (see In-Class Activities). Any student who has missed more than 2 days of class may not complete a special project.

Follow all directions to properly complete your course work and to properly submit your course work by the due date. Follow all policies and guidelines set forth in the syllabus to properly complete and submit your course work on time. All course work must be submitted according to the specified directions posted.

Do not send submissions through email, unless the directions clearly state to do so. In such a case, sending your submission through email is not counted as a submission by the due date and will count as missed.

Do no submit online course work in class, unless it is clearly stated in the directions. Submitting online course work in class while the directions do not instruct to do is the same as not submitting by the due date and is considered missed.

See In-Class Activities for further details on completing projects.

Academic Integrity

It is expected that you know acceptable academic practices. It is expected that all work submitted is your own and that you do not get aid from any unapproved source during any exam or quiz. Below are just a few examples:

- ✓ Glancing around at other's exams "to see how far they are".
- ✓ Getting clarification on directions from a classmate during an exam.
- ✓ Having someone "help" you on an exam or quiz.
- ✓ Looking over another student's exam, regardless of reason.
- ✓ Copying someone's class work or homework with or without permission from them.
- ✓ Letting other's complete an assignment and claiming you equally participated.

When you are taking a test, it is your job to cover your work so that no one else can see what you are doing. Keep your eyes on your own paper and make it abundantly clear to me that you are working alone. Assign seats may be arranged before or during tests. You may be asked to change seats before or during an exam. You should not speak to anyone other than the professor, during an exam.

You may only have materials approved by your professor on your desk or virtual classroom. All other materials and devices must be placed in your backpack or school bag. All notes and electronic devices are prohibited unless specified by the instructor. Cell phones MAY NEVER be out during an exam (or class) for ANY reason.

All cases that bring into question Academic Integrity will be reported to the college.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

It is mandatory that you attend each class session on time and in its entirety. The student is expected to promptly attend class and remain until dismissed by the professor. The student is not required to inform the professor if missing any class sessions. The student is not required to inform the professor if you are going to be late for any class session. The more class sessions missed, the more difficult the class will become for the student. It is your responsibility to decide if you want to withdraw from a class.

The professor does have the option of withdrawing a student from the class for excessive absences, tardiness, leaving early or insufficient progress. Three tardies, leaving early or a combination of equals one absence. If a student misses more than 1 class day (total), the student has failed the class. The student may be administratively

withdrawn from the course. It is the student's responsibility to decide to withdraw from a class. If the student fails to meet the attendance requirements and does not withdraw from the class, the student will receive an FX for the class.

The student is responsible for signing in daily. If you enter class late, make certain to sign in or you will be marked absent. If the student misses more than 25% of the class session, the student is marked absent. It is not the professor's responsibility to determine if the student was present due to the student's irresponsibility of signing in. If you leave a message that you will not attend class, you are still marked absent. You do not need to contact the professor if you are going to be late or absent. The more class sessions missed, the more difficult the class will become for the student.

If you do not attend a class session, for whatever reason, it is your responsibility to maintain academic progress. You must log into CANVAS even on the days you are absent. If an online assignment is due on a day that you are absent, it is your responsibility to still submit course work by the due date. The last day to withdraw from this course is TBA.

Student Conduct

As members of an academic community, students are expected to conduct themselves with respect for the dignity and courtesy to everyone in the classroom. Each student is responsible for developing and maintaining a productive class session and a dynamic learning environment. Students are required to engage in responsible social conduct that promotes effective continuation of the academic process. Each student can build a safe educational community and have a positive impact on their higher education experience. Turn your cell phone off. Place your cell phone in your backpack or school bag. A cell phone is an electronic device. Use of any electronic device, e.g. smartwatch without authorization is a violation of school policy and is disruptive.

All students are expected to conduct themselves in an orderly manner. Any student disrupting the class or conducting themselves disorderly, e.g. persistently talking without being recognized; creating noise that obstructs the learning process; repeatedly interrupting others; maliciously or inappropriately mocking or ridiculing another student; commenting beyond the scope of scholastic inquiry; speaking in an abusive or derogatory manner; or deliberately engaging in other behaviors that have the effect of disrupting the learning process, will be ask to leave the classroom. If the student refuses to leave the classroom, HCC Police will be called to remove the student from the classroom. The student will also be marked absent for the class day and reported accordingly.

Instructor's Course-Specific Information

The tips provided are just a sample of Tips for Success. You are encouraged to find other tips which may further assist, and which best meet your needs. Use these tips as a starting point and guide toward your successfully completion of the course. Speak with other students on tips they may utilize which may assist you.

Tips for success:

- Be on time! Go to every class! Stay for entire duration!

- Do not distract yourself.
- Stay in the moment!
- Keep a calendar of important due dates and test dates for all your classes.
- Create a student planner.
- Form a study group, having someone to talk problems out with is a great learning strategy.
- Redo all missed problems on assignments, quizzes and tests – ask questions if there is anything you do not understand.
- Be prepared: pre - read all chapters so lectures do not seem so overwhelming.
- Be active in class – try problems, ask questions, compare answers with neighbors. Do not wait for a problem to be done for you. Math is learned best through trial and error. – MISTAKES ARE PART OF THE LEARNING PROCESS.
- Put a question mark in your notes if there is a step that you do not understand – do not forget to ask the teacher, tutor, or a classmate what you missed.
- Remember to study the vocabulary!
- Make a schedule!

A good resource are your classmates. Make a point of meeting a few people in class and exchanging phone numbers or emails. They can help you fill in a missing point in your notes, discuss homework problems, and study for an exam together. All students are expected to collaborate to ensure your successful completion of the course.

Electronic Devices

Calculator Policy

Per department policy, Math 0314P students will be allowed the use of a basic calculator during the departmental final exam. Students should provide their own basic calculator. Scientific and graphing calculators are prohibited.

The use of any calculator during any exam other than the departmental final exam is prohibited and will be considered cheating (see academic integrity section above).

FINAL EXAM CALCULATOR POLICY:

Math 0332P, 0324P, 0342P and 0314P only.* You are allowed to use a basic calculator during this exam for these classes only. You are NOT allowed to use a scientific or graphing calculator. Any calculator that is used must be a nonprogrammable calculator that is not capable of accessing the internet or interfacing with any other device, has a single line display, and has math operation keys that do not exceed addition, subtraction, multiplication, division, square root, percent, and negation (plus/minus).

*Math 0106 does not permit the use of a calculator for the Final Exam or class.

Under any circumstance, the use of a laptop, cell phone, smartphone or any other electronic device as a calculator is strictly prohibited. As with all developmental mathematics courses at HCC, the use of a calculator during any other exam or other parts of the course is prohibited and will be considered cheating (see academic honesty section).

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices You will not use these devices in the classroom and keep them in your bag or backpack unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Personal Communication Device Policy

All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, pagers, cameras, computers, laptops, PDA's, radios, headsets, portable fax machines, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process.

A personal communication device, approved by the instructor, may be used for class work purposes only with authorization. If a device is used without authorization, the student will be reminded of the policy on the use of any device without authorization.

Personal communication devices are to not be on the student desk during class or examinations. Place all devices (including cell phones) in your bag or backpack during class and any testing. Usage of such devices during class or any testing is expressly prohibited and will be considered cheating (see academic honesty section below).

The use of any calculator during any exam other than the departmental final exam is prohibited and will be considered cheating (see academic integrity section above).

Device without Authorization

Any type of device for class use must first be approved by the professor and specifically for that purpose only. If a device is used without authorization at any time or not for the purpose authorized, the student will be reminded of the policy violation. If the student violates the policy again at any time, the student will be asked to leave the room and counted as absent. If the student does not leave the classroom, HCC Police will be called to remove the student from the classroom. The student will be marked absent and reported accordingly.

Developmental Math Program Information

For more information on the developmental math program visit:

https://learning.hccs.edu/programs/developmental-mathematics

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current- students/student-handbook/. In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS3

The EGLS^3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS^3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC

student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional
Equity & Diversity
3100 Main
(713) 718-8271

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student- complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

College - Level Math Courses

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Assoc. Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall Rm 105

Developmental Math Courses

Chair of Dev. Math	Jack Hatton	SE Campus	713-718-2434	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Adnan Ulhaque	SW Campus	713-718-5463	Stafford, Learning Hub, Room 208
Technical Support Specialist	Douglas Bump	SE Campus	713-718-7317	Angela Morales Building, Rm 101

For issues related to your class, please first contact your instructor.
If you need to contact departmental administration, then contact the appropriate Associate Chair.
If further administrative contact is necessary, then contact the appropriate Department

Chair.