VALENCIA COLLEGE – EAST CAMPUS

MAC 1140 PRECALCULUS ALGEBRA (ONLINE COURSE)

SYLLABUS

Term/Year:	Fall 2017
CRN:	11295
Course ID:	**shaw46213**
Professor:	Dr. Agatha Shaw
E-mail:	Blackboard Course E-Mail or ashaw17@mail.valenciaccollege.edu
Office:	8-249 ext: 2117
Student Engagement Hours (OFFICE):	Tuesday and Thursday: 11:55 AM - 2:25 PM
Student Engagement Hours (E-MAIL):	Monday and Wednesday: 8:30 AM - 10:30 PM
	Friday: 8:30 PM – 9:30 PM
Preferred Contact:	Blackboard Course E-Mail
Personal Web Page	http://faculty.valenciacollege.edu/ashaw17/
Blackboard Help	(407) 582-5600
MyMathLab Technical Support	(800) 677-6337

This syllabus is a contract between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract in its entirety and to adhere to all policies and procedures within the syllabus.

COURSE DESCRIPTION

Prerequisite: A minimum grade of C in MAC 1105 or an appropriate score on an approved assessment. Algebra preparation for the calculus sequence. Topics include a symbolical, graphical and numerical analysis of polynomials, exponential, logarithmic, power, and rational functions; matrices, sequences, induction, binomial theorem and conic sections. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. A Minimum grade of C is required if MAC 1140 is used to satisfy the Gordon Rule and general education requirements.

REQUIRED TEXTS AND INSTRUCTIONAL MATERIALS

eTextbook and Access Code:

A Graphical Approach to Precalculus with Limits, 6th ed. by Hornsby, Lial, and Rockswold. The eTextbook is included with the MyMathLab Access Code.

Addison Wesley/Custom **MyMathLab Access Code** (red) **ISBN:** 1269446363

All students must have access to MyMathLab. Please purchase the Access Code at the **Valencia East Campus Bookstore**. Note that MyMathLab is paired with MyLab/Mastering (https://PearsonMyLabandMastering.com). When you are ready, you may click here to register at MyLab/Mastering; you will need an **access code** and a **Course ID**. **Your Course ID: shaw46213**

Required Calculator: TI-84 Plus; this calculator will be allowed for your proctored exam.

This class is taught online using the required text and instructional materials as mentioned above. You will be required to go through weekly self-paced web lectures, participate actively in the discussion forums through online study group meetings, and complete all module homework and quizzes online. In addition, you are required to take a proctored mid-term exam and a proctored comprehensive final exam at one of the testing centers of Valencia College or a **proctored site** (pre-arrangement is required.)

This online course requires all students to engage in threaded discussions, collaborate with peers and engage in peer review.

ONLINE DELIVERY SYSTEM (COURSE PLATFORM)

You will use the Blackboard course system and a web-based math practice and tutorial system called MyLab.

DISCUSSION FORUMS: ONLINE STUDY GROUP SESSIONS

The discussion forum is a platform designed for you to collaborate (think, share and learn) with your classmates in a constructive manner.

Three to five Questions will be posted for each module at the discussion board that you must answer. The discussions will take many forms. All postings must be in sentence and paragraph format and also should be checked for spelling and grammar.

You are required to make at least four constructive postings per module, by adding new threads and responding to your peers. When participating in a discussion forum, please conform to the rules of netiquette. The main purpose of this learning activity is to prompt you to keep up with the required readings for each module, besides creating a positive learning environment through peer group support.

For each discussion forum, you are expected to make at least one original posting for the questions posted and reply to at least three peers with substantial responses, supported by page numbers from your textbook.

TIME COMMITMENT

Note that an online course requires more time than an onsite course. Since this is an online course, the approximately 3 hours a week that you would normally use to attend lectures should be spent on online classroom activities. These include completing the self-paced web lecture assignments by going through the module handouts, PowerPoint lecture slides, and taking all the quizzes and exams.

Any college course also requires at least two additional hours of "study-time" for every lecture hour. Thus, you should allocate **at least another 6 hours** a week on "study-time" activities. These include reading your textbook, solving suggested textbook homework problems, working on assigned homework and projects, participating in your online study group sessions (make postings and respond to postings) and taking all the module personal mastery tests.

Note: Most students find this course takes much more time than they initially expect. This course requires a large time commitment to be successful; please set aside **at least three hours a day** for a minimum of **three days per week**.

COMMUNICATION PLAN

Since this is an online course, we will communicate extensively through Blackboard Course E-Mail and Atlas E-mail. I will try my best to answer your e-mails as soon as possible - usually within the same day. More importantly, you must check for my e-mails to you regarding the online course on a daily basis. Almost all of our communications in this course will be online through e-mail.

Feedback on gradable assignments:

Homework	within three days after due date
Quizzes	within three days after due date
Mid-term Exam (proctored)	within three days after due date
Final Exam (proctored)	within three days after due date
Discussions (Part 1 and Part 2)*	within one week after due date
Projects	within one week after due date

* Part 1 includes discussions for the first six modules; Part 2 includes discussions for the last six modules.

Please note that you are responsible for all posted announcements at Blackboard. Please try to check frequently!

Should you have any questions, send me an e-mail. If you ask a question (in e-mail) that may be of interest to your classmates, I may post the question and answer it on the discussion forum, under "Q & A" for the respective module.

GRADING POLICY

Homework: The homework can be attempted multiple times until you achieve a mastery level of 80% or better. The highest score will count as your grade. Note that you won't be able to access the respective quiz until you have achieved a mastery level of 80% or better in your homework. Please plan to start working on your homework as early as possible.

Quizzes: The quizzes are timed for 60 minutes. Once started, you must complete the quiz in 60 minutes. Quizzes can be taken only twice. **Do not wait until the last minute** because computer problems will not be a valid excuse.

Mid-term Exam: The scheduled mid-term exam is timed for two hours and should be taken at one of the testing centers of Valencia College or a **proctored site** (pre-arrangement is required.) It will be closed-book with no notes allowed. Mid-term Exam can be taken only once. Problems not answered within the time limit will be counted as incorrect.

Final Exam: The scheduled final exam is timed for three hours and should be taken at one of the testing centers of Valencia College or a **proctored site** (pre-arrangement is required.) It will be closed-book with no notes allowed. Final Exam can be taken only once. Problems not answered within the time limit will be counted as incorrect. **Any student that does not pass the scheduled final exam will receive an F grade for this course.**

Your performance will be determined by homework, quizzes, proctored mid-term exam, proctored final exam, projects (if any) and discussions according to the distribution of percents as follow:

Homework and Projects (if any)	20%
Quizzes	20%
Proctored Mid-term Exam	20%
Proctored Final Exam	30%

Discussions	10%
Total Percentage	100%

EVALUATION POLICY

Your final letter grade will be determined according to the scale as follow:

A	90% – 100%
B	80% - 89%
C	70% - 79%
D	60 – 69%
F	0 – 59%

MAKE UP POLICY

No make-up exam/quiz will be given. If a scheduled quiz is missed because of a medical emergency or legal situation, your last quiz score will be used in place of the missed quiz score. Only ONE quiz can be missed with a valid excuse. Please note there is no make-up mid-term exam or final exam. Note that failure to take the scheduled final exam automatically results in an F grade for this course.

ATTENDANCE POLICY

In this online course, attendance will be tracked by your participation in the discussion forums at Blackboard. You are expected to log on to Blackboard three times a week and to respond to the posted discussion topics for that week. If you do not log on to Blackboard for more than 14 days, this is equivalent to you being absent for more than two weeks of regular classes.

If you do not log on to Blackboard anytime within a 14-day period, then you will be withdrawn from the course, unless you provide a documented excuse. At the end of the term, attendance is worth 10% of your grade and it's based on your participation in the discussion forums. Therefore, a poor attendance record can lower your grade by a letter grade. In fact, students that have a poor attendance record do poorly in the class, and students that have a good attendance record by responding frequently in the forums do very well in the class.

WITHDRAWAL POLICY

Please see **Important Dates** for the withdrawal deadline for a **W** grade. If you decide to withdraw from this course, you may withdraw through ATLAS up to the withdrawal deadline.

Based on the new Valencia Withdrawal Policy (4-07), a student cannot withdraw after the withdrawal deadline; students will only receive the appropriate grade earned: A, B, C, D or F. No other grades can be given.

TECHNICAL PROBLEMS

Technical problems such as power outages and unavailability of internet connections can happen. Do not

wait until the last minute to complete your assignments, quizzes and tests. Technical problems are not an acceptable excuse for work that has not been completed by the due date. You should have a backup plan should your system or your internet provider fail you.

If your computer freezes, restarts, or loses its internet connection during a quiz, the quiz will be marked as "Incomplete". When you resume the quiz, your answers and remaining time will be loaded from your previous session.

For MyLab technical support: The telephone number is 1-800-677-6337. Staff is available to troubleshoot your technical problem almost seven days a week. Alternatively, you may fill out the Product Support form to communicate your issue or request.

VALENCIA I.D. CARDS

Valencia ID cards are required to access campus services such as the Library and Testing Center. The first student ID card is free and can be obtained from the Security office.
http://catalog.valenciacollege.edu/studentservices/studentidcard/

VALENCIA STUDENT CORE COMPETENCIES

Think: Think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry.

Value: Make reasoned judgments and responsible commitments.

Act: Act purposefully, effectively, and responsibly.

Communicate: Communicate with different audiences using varied means.

A detailed overview can be found in the College Catalog and on the website http://valenciacollege.edu/competencies/

LEARNING ASSISTANCE RESOURCES

Free tutoring services are provided on Valencia College's East campus at the Academic Success Center in Building 4-Room 101. The East Campus Academic Success Center strives to provide a *safe, inclusive learning environment* that motivates studentsto *maximize learning opportunities, grow toward independence,* and *discover the lifelong learner within.* http://valenciacollege.edu/east/academicsuccess/

MATH SUPPORT AT THE ACADEMIC SUCCESS CENTER

The Math Center in Building 4-Room 102-B provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, workshops, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in developmental mathematics courses. The SPA has information and study sheets for most mathematical concepts. Normal hours for the Math Center are Monday – Thursday from 8am-10pm, Friday from 8am-5pm, and on Saturday from 8am-4pm. Please check hours around holidays and special events and during the summer terms. http://valenciacollege.edu/east/academicsuccess/math/

VALENCIA'S MATH HELP 24/7

Valencia Math professors have created pen-casts and videos of common lessons to help you learn the concepts being presented in class. This resource is located at: www.valenciacollege.edu/math/liveScribe.cfm Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!

SMART THINKING (ONLINE TUTORING)

Smarthinking is a FREE online tutoring tool available to all of Valencia's students, and math tutors are available 24/7. Students can access Smarthinking through the Courses tab in Atlas. Students have an eight-hour limit of usage per semester, and therefore Smarthinking is best used as a back up to on-campus services and support, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices.

http://valenciacollege.edu/east/academicsuccess/onlineTutoring.cfm

STUDENT WITH DISABILITIES

Valencia Students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities. Contact Information: Bldg.: 5-216; Ph: 407-582-2229; Fax: 407-582-8908; TTY: 407-582-1222. http://valenciacollege.edu/osd/default.cfm

STUDENT FEEDBACK OF INSTRUCTION

Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only after grades are submitted and students' names are not included in the results - all responses will be anonymous.

STUDENT CONDUCTS

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

http://valenciacollege.edu/generalcounsel/policy/documents/8-03-NF-NN-Student-Code-of-Conduct.pdf

STUDENT ASSISTANCE PROGRAM

Valencia College has contracted with a private and confidential counseling service (Bay Care Behavioral Health Student Assistance Program (SAP)) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACTS)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA see: http://valenciacollege.edu/ferpa/default.cfm#whatis

TITLE IX

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit valenciacollege.edu/eo.

ACADEMIC HONESTY

All students are expected to be in complete compliance with Valencia College's policies on academic honesty. Any form of academic dishonesty will result in an **F** grade for this course.

http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf

COMPUTER/EQUIPMENT USE POLICY

Use of computers in the Business, IT, and Public Service classrooms at Valencia College is restricted to

those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct.

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Computer use is remotely monitored; any student using computer inappropriately may be subjuct to dismissal from class or banishment from hte lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

IMPORTANT DATES

August 28: First Day of Class

September 4: Labor Day (College Closed)

September 5: Drop/Refund Deadline (11:59 PM)

October 9: Mid-Term Exam Exam **8:00 AM** (Testing Center)

November 10: Withdrawal Deadline for a **W** Grade (11:59 PM)

November 22-26: Thanksgiving (College Closed)

December 11: Final Exam **8:00 AM** (Testing Center)

DISCLAIMER

Changes in the syllabus, course calendar, evaluation procedure and any information outlined in the syllabus/course calendar are subject to change at the discretion of your professor. It is the responsibility of the student to make any adjustments as announced.