

Online Math 1119 College Algebra II Spring Semester 2014

Instructor: Angela Gallant
Office: Liberal Arts LA 121
Office Hours: Monday 5:30 – 6:00 p.m. in LA 121 and 6:00 – 8:00 p.m. in LA 128
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Website: <http://faculty.inverhills.edu/agallan/> (all course materials and grades kept on D2L)
Optional Class Meetings:
Mondays June 9, 16, 23, 30, July 14, 21 6 – 8 p.m. LA 128

Prerequisite: Recommendation based on the results of the Inver Hills Assessment Inventory or a grade of a C or better in Math 1118. This course is designed for college students who want an online course to learn or review college algebra and trigonometry topics

For Whom Intended: This course is intended for students who need to take a trigonometry-based Calculus course (MATH 1133 at Inver Hills). If a student needs only an Introduction to Calculus (MATH 1120 at Inver Hills) course, the student need not take this course.

Learning Outcomes:

The students will be able to demonstrate the:

1. Ability to understand trigonometric functions and their applications.
2. Ability to verify identities and solve trig equations.
3. Ability to graph polar and parametric equations with and without technology.
4. Ability to graph conic sections and solve applications involving them

Critical thinking will be incorporated throughout the course.

Additional Weekly Learning Objectives that are more detailed will be provided throughout the course.

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Text:

You must have a **MyMathLab access code** (REQUIRED). This can be purchased shrink-wrapped with the textbook: *Precalculus, Enhanced with Graphing Utilities*, 6th edition by Sullivan and Sullivan, published by Pearson/Prentice Hall or you can just buy the MyMathLab access code at www.pearsonmylab.com and use the MultimediaTextbook that is available on MyMathLab. A hard copy of the textbook (OPTIONAL) purchased at the bookstore with MyMathLab will cost more, but it is portable and can be taken anywhere and used in the future. The Multimedia textbook available through MyMathLab is much cheaper but can only be accessed with an internet connection and you will not have access to it after this course is over.

Note: If you took Math 1118, 1119, or 1127 during 2013 or 2014 at Inver Hills, the MML code you used for that course will work for this course as well.

You will also need to access course materials from Desire2Learn (D2L).

During the optional class meetings, there will not be traditional lecture, but rather a mix of question and answer time as well as group work on additional practice problems. Students are not required to attend these class meetings, but it should be a time to solidify concepts which have been introduced outside of class via online videos and MyMathLab homework sets.

Calculators:

A graphing calculator is required. I recommend a TI-83 or a TI-84 if you don't already own a different graphing calculator. Cell phone calculators are not allowed on exams.

Math Center:

Help is available in the Math Learning Center (2nd floor of the Library). Math tutors are available M-Th: 9-6, and F: 9-11.

Important Dates:

June 9	Class begins
July 7	Midterm exam on campus 6 – 9 p.m. LA 128
July 21	Last day to withdraw from course
July 28	Final exam on campus 6 – 9 p.m. LA 128

Grading Policy:

Your final grade is based on the percentage of earned points out of the total number of possible points. You will earn points on the criteria listed below. **No late submissions are allowed on any of these criteria.**

Grading Criteria:

Handwritten Activities:	5 activities worth 20 points each (lowest score is dropped)
Online Homework (MML)	24 assignments worth 4 points each (lowest 4 scores are dropped)
D2L Syllabus Quiz:	1 syllabus quiz worth 10 points
D2L Discussion Posts:	9 postings due worth 3 points each (one required post each week and an Introductory post)
Online Chapter Tests (MML):	4 Tests worth 30 points each (retakes allowed, must score at least 75%)
Paper-pencil-proctored Midterm Exam:	worth 150 points (retakes NOT allowed)
Paper-pencil-proctored Final Exam:	worth 150 points (retakes NOT allowed)

Total Points Possible: The table below shows the total number of points possible in this course.

Grading Criteria	Total Points Possible
Handwritten Activities	80 points
D2L Syllabus Quiz	10 points
D2L Discussion Posts	27 points
MyMathLab Chapter Tests	120 points
MyMathLab Homework	80 points
Paper-pencil-proctored Midterm Exam	150 points
Paper-pencil-proctored Final Exam	150 points
TOTAL	617 points

Grade Scale:

The table below shows how your final grade will be computed. You will see the relationship between each letter grade, its percentage and the corresponding range of points that will achieve that grade. **Please note that you must earn a minimum grade of "C" (70%) in order to qualify for the next math course.** If you would like the Pass/No Credit option instead of a letter grade, you must contact me within the first

week of the semester so that the appropriate forms can be filled out. You may not choose a Pass/No Credit option after the first week.

Letter Grade	Percentage	Range of Points
A	90-100%	555– 617 points
B	80-89%	493 – 554 points
C	70-79%	431 – 492 points
D	60-69%	370 – 430 points
F (No Credit)	Below 60%	< 370 points
P (Pass)	Minimum of 70%	> 431 points

Satisfactory Academic Progress:

Students need to maintain both a cumulative GPA of 2.0 and cumulative completion rate of at least 67% of all attempted credits for each term of attendance. If a student fails to meet these requirements, they will be placed on academic and/or financial aid probation.

Homework:

There are three types of homework in this class:

1. **Textbook Homework** – The odd problems and chapter reviews in the textbook consist of practice problems that will help you practice and improve your grade on the MyMathLab Quizzes. **Note: This textbook homework is optional and not graded, but helpful.**
2. **MyMathLab (MML) Homework** – The homework sets found on MyMathLab contain problems that are identical in style and format to the MML Chapter Tests. This homework is excellent practice for learning concepts and learning how to correctly type in your answers in the way that the Chapter Tests will require. The MML homework also provides immediate feedback and assistance on each problem (check out the “Help Me Solve This” button). **Note: This MML homework is required and will be graded on the following scale:**

90 – 100%: 4 pts
75 – 89.99%: 3 pts
60 – 74.99%: 2 pts
30 – 59.99%: 1 pt
<30%: 0 pts

3. **Handwritten Activities** – These activities are posted online on D2L and must be completed and submitted by Tuesdays at 11 p.m. (see weekly schedule for specific deadlines). These give you practice showing your work as you will be expected to do on your paper-pencil-proctored midterm and final exams. **You must turn in 5 Activities worth 20 points each.** These activities can be found on the Content page of D2L. You will need to print off the activity, show all of your work on separate paper and submit it to me by the due date. Your work should be handwritten on **separate paper**, i.e. don't submit your work on the assignment sheet itself. **My preference is that you submit these assignments to the D2L dropbox.** Alternatively, you can slip the assignment under my office door (Liberal Arts 121), mail it to me, or fax it to me at 651-450-3318 (use a cover sheet including both my name and your name). If you mail your activity to me, it must be postmarked by the due date. **If you are scanning your activity and submitting it to the D2L dropbox, please submit it as a single pdf or Word file (not multiple files and not jpg,tiff,wps, etc.). Also, please write your name at the top of the assignment. Note: The Activities are required and graded!**
Note: scanned homework is definitely the easiest for me to read and grade. But, if you don't have a scanner, you can attempt to take photos of your work, then copy and paste the photos into a Word document and submit your Word document to the D2L dropbox. Please check to see that your work is legible before submitting your document! I will not grade work I cannot read.

Please refer to the Weekly Schedule or Weekly Checklists to see due dates of all Activities. I will be available on campus during my office hours to help with any questions on the activities or HW problems. You are also encouraged to ask questions about the activities on the discussion board. A rubric is given below to show how the Activities will be graded. I will use this rubric and then I will multiply your score by 2 to get a score that is out of 20 points.

Activity Grading Rubric:

9-10 points	7-8 points	5-6 points	3-4 points	0-2 points
1) Activity is submitted on time. 2) All work is shown on each problem to justify solutions. 3) Correct strategy and reasoning is chosen to support conceptual understanding of the mathematics of each problem. 4) Uses precise mathematical language and symbolic notation to communicate strategy and reasoning. 5) Appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning. 6) All necessary labels are evident and data is accurate. 7) At least 90% of the answers must be correct.	1) Activity is submitted on time. 2) Most of the work is shown on each problem to justify solutions. 3) Partially correct strategy and reasoning is chosen that could solve most of the problem. 4) Uses mostly precise mathematical language and symbolic notation to communicate strategy and reasoning. 5) Mostly appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning. 6) Most necessary labels are evident and data is accurate. 7) At least 70% of the answers must be correct.	1) Activity is submitted on time. 2) Some work is shown on each problem to justify solutions. 3) Partially correct strategy and reasoning is chosen that could solve part of the problem. 4) Uses some precise mathematical language and symbolic notation to communicate strategy and reasoning. 5) Partially correct mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning. 6) Some necessary labels are evident and data is partially accurate. 7) At least 50% of the answers must be correct.	1) Activity is submitted on time. 2) Little or no work is shown on each problem to justify solutions. 3) Little or no strategy and reasoning is evident or strategy and reasoning would not work to solve any part of the problem. 4) Uses little or no precise mathematical language and symbolic notation to communicate strategy and reasoning. 5) Few appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning. 6) A few necessary labels are evident and data is partially accurate. 7) At least 30% of the answers must be correct.	1) Activity is not submitted on time. 2) No work is shown on each problem to justify solutions. 3) No strategy and reasoning is evident or strategy and reasoning would not work to solve any part of the problem. 4) Uses no precise mathematical language and symbolic notation to communicate strategy and reasoning. 5) No appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning. 6) No necessary labels are evident and data is not accurate. 7) Less than 30% of the answers must be correct.

Quiz, Chapter Tests and Exams:

There will be one D2L Syllabus Quiz given during the first week of the semester on the syllabus. The quiz will be 20 multiple choice questions administered using the Quizzes tool at the top of the D2L toolbar. Each question is worth 1/2 point. Click on Quizzes at the top of D2L to begin taking the quiz. You have 30 minutes to complete the quiz. You have three attempts and your highest score will be recorded. Be sure to click on feedback for any questions that you miss.

There will be 4 Chapter Tests given online in MyMathLab each worth 30 points. The Chapter Tests on MyMathLab will assess how well you meet the learning objectives for those sections covered by the test. Your answers are graded online as either right or wrong, no partial credit is given. There is a **3-hour time limit to take each test**, which should be more than enough time to finish. You must pass each test with a score of at least 75%. You will need to retake the test until you pass with 75%. Please be sure to give yourself enough time to pass with 75% before the 11 pm deadline. **Refer to the Weekly Schedule to see due dates.**

Scoring for the MML Chapter Tests: As long as you score at least 75% by the deadline, your score will be the percentage earned on your best attempt times 30 points. If you do not score 75% by the deadline, you will have the option of taking a Late Chapter Test.

Scoring for the Late Chapter Tests: If you score at least 75% on the Late Chapter Test by July 31 at 11 p.m., you will be given a score of 18 points (out of 30) for the corresponding Chapter Test. If you fail to score at least 75% on the Late Chapter Test, you will earn a score of zero for the corresponding Chapter Test.

I strongly recommend that you get help on the material before retaking any MML Chapter Tests. You can get help by doing more HW from the textbook or on MyMathLab, using additional MyMathLab and textbook support (like video lectures, chapter reviews, etc.), getting help during office hours, or going to the math center. I encourage you to do the HW on

MyMathLab as practice before the test. Tools are available through the HW sets on MyMathLab to get immediate help and guidance on each problem.

You are encouraged to take the MML Chapter Tests well before the deadline. It often takes several attempts before you reach 75%, so take the tests early. MyMathLab is very particular about how you enter your answers. Practicing the homework will help you get used to the formatting. You should keep track of your work for each test. If you feel that MyMathLab has graded your test incorrectly, feel free to e-mail me the question number so that I can review it. I may ask to see your work for that test to verify that you had the correct solution.

There will also be a paper-pencil-proctored Midterm Exam and Final Exam given on campus. There will only be one chance to take the midterm and final exams. Please make sure that you put forth your best effort on the days of these exams. **The midterm will be given from 6 - 9 p.m. on Monday, July 7. The final exam will be given Monday, July 28 from 6 – 9 p.m. If you are taking the Midterm or Final at a location other than Inver Hills, you need to notify me at least two weeks in advance of the time, location, e-mail address, and proctor for your Midterm or Final.**

Proctors:

If you plan to take the Midterm or the Final Exam somewhere other than Inver Hills, you will need to find a suitable proctor. A suitable proctor would be a *college test center employee, librarian, teacher, principal, or employer*. Please e-mail me the name, position, address, e-mail address, and phone number of any proposed proctors well in advance of (at least two weeks before) the Midterm or Final Exam test deadline. I will need plenty of time to confirm details with the proctor before the due date.

Deadlines:

Please refer to the weekly schedule (found in the Content tab of D2L) for all due dates and deadlines. The Midterm and Final Exam will be given on campus unless you have arranged a proctor. You must notify me in advance if you wish to use a proctor. **Any items not completed by their deadlines will receive scores of zero.** I will not grant extensions on any assignments, but I will drop the lowest Activity score to account for unavoidable situations that prevent students from submitting work on time.

Attendance:

To be considered a participant of the course for attendance purposes, you must submit an Activity, attempt a MyMathLab Test, or attend the optional class session each week. Posting on the Discussion Board alone will not constitute attendance in the course. If you fail to submit an Activity, attend the optional class session, or attempt a MyMathLab Test for two consecutive weeks, then you will be considered absent from the course and will be given a grade of FN.

Discussion Board:

You are required to make postings to the D2L discussion board each week. The first post due will be an introductory post. You will earn 3 points for this introductory post as long as it is submitted on time. The remaining posts will be regarding any questions you have about the course or content. **You are required to submit at least one post by 11 pm on Tuesday of each week.** I would encourage you to use the discussion more often, and use it as an additional resource to get help from me and your classmates on any questions you have about the activities and tests. Additional posts beyond the one required weekly post will not earn extra points. These posts should be questions or responses to others' questions about activities or course material. The posts must be different from what others have posted; in other words, your post cannot simply be that you agree with what someone else has posted. You must add something new to the discussion. An example of a good post might be, "I keep getting #10 wrong. Here is what I did... Can anyone tell me where I went wrong?" I strongly encourage you to begin looking at the activities and quizzes as early as possible so you can ask questions as early as possible. I encourage you to post questions related to the activities, the course material in general or any other course information/details. Please be polite with your posts, using correct grammar and a respectful tone. You will earn 3 points each week for your discussion posts. The rubric below explains how points will be assigned for each discussion board post.

D2L Discussion Board Grading Rubric:

3 points	2 points	1 point	0 points
1) Posting is submitted on time. 2) Asks or answers a new question related to the activities, video lectures, MML Quizzes or course information. 3) Provides references to course materials and other information to support points. 4) Written responses are free of grammatical, spelling or punctuation errors. The style of writing facilitates communication and uses a polite, respectful tone.	1) Posting is submitted on time. 2) Asks or answers a new question related to the activities, video lectures, MML Quizzes or course information. 3) Limited use of course materials and other information to support points. 4) Written responses are largely free of grammatical, spelling or punctuation errors. The style of writing generally facilitates communication and uses a polite, respectful tone.	1) Posting is submitted on time. 2) Repeats a question or response that has already been posted or posting is not related to the activities, video lectures, MML Quizzes or course information. 3) Use of course materials and other information to support points is incoherent or missing entirely. 4) Written responses are full of grammatical, spelling or punctuation errors. The style of writing does not facilitate communication and/or does not use a polite, respectful tone.	Posting is not submitted on time.

Netiquette Guidelines:

Netiquette, or Internet etiquette, are guidelines for maintaining civilized and effective communication in online environments and e-mail exchanges. All of us, instructors and students alike, will demonstrate appropriate netiquette when interacting with each other. Here are some netiquette guidelines:

- Always think before you write. In an online format, it is easy for your message to be misinterpreted, so always think twice before you hit submit.
- Online messages can be quite informal, but try, nevertheless, to express yourself using proper spelling, capitalization, grammar, and punctuation. Do not use all capitals (it is considered shouting). Do not use abbreviations or slang, as some of your peers may not understand it.
- Use titles that accurately and concisely describe the contents of your e-mail or posting.
- Read existing follow-up postings and **don't repeat what has already been said**.
- Treat people the same as you would face-to-face. It is easy to hide behind the computer. In some cases it empowers people to treat others in ways they would not in person. Treat all with dignity and respect and you can expect that in return.

Other Policies:

Please note that on all Activities and paper-pencil-proctored Midterms and Finals, I will be evaluating your **solutions**, not just your **answers**. A correct answer with no supporting work will earn little credit, but an incorrect answer with good reasoning and a small error will earn more credit. I expect that you will be showing work as completely as you can.

Do not cheat. This implies that you are always doing **your own work** on all HW, online exams, midterms and finals. Any cheating will result in a zero on that test, exam, or homework. Other actions may be taken at the discretion of the instructor. For more information you can visit the Academic Integrity Policy or the Code of Conduct for Student Behavior (both located at <http://www.inverhills.edu/about/CollegePolicies/CurrentPolicies.aspx>).

Communication:

Inver Hills will send all communication via each student's personal email address. You must make sure that the email address you have listed in your e-services account is an email address that you check frequently. If necessary, adjust your email address by logging into e-services:

<https://webproc.mnscu.edu/ession/authentication.do?campusId=157&postAuthUrl=http%3A%2F%2Fwebproc.mnscu.edu%2Feservices%2Flogin.html%3Fcampusid%3D157>

In order to access e-services, you will need to set up your StarID account. You may follow this link to activate your StarID account: <http://www.inverhills.edu/starid/index.aspx>

You will also need to **regularly check D2L** for announcements about the course. These will be posted on the course home page of D2L. If you submit your activity to the D2L dropbox, always be sure to **check back in to the D2L dropbox for feedback**. I will electronically return your graded activity with feedback if you sent it to me electronically. If you submit your HW via fax, mail or directly to my office, you will need to come to my office on campus (LA 121) to receive feedback.

If you need to contact me, I would encourage you to e-mail me or stop by during my office hours. You can leave me a voice mail, but e-mail will get you a quicker response and is my preferred method of communication. If you are submitting a fax, slipping something under my office door, or sending me something in the mail, I may not be able to get it right away. I may also not be able to respond to an e-mail sent over the weekend until Monday. I will respond to all e-mails and discussion board posts within 24-48 hours (usually less) Monday-Friday. I will do my best to grade all activities and exams, post grades and send feedback within 3-4 days of the due date. Please be sure to check your D2L dropbox for all feedback on activities submitted in this way.

I encourage you to use the D2L Discussion Board for any content or course related questions. This will be the only place that I respond to questions about the course, HW, activities or tests. If you e-mail me these kinds of questions, I will ask you to post them on the Discussion Board instead, so that all students may benefit from the question and answer. Feel free to answer questions of each other on the Discussion Board as well. I will step in to make corrections if needed. The best way to interact with your fellow students will be through the Discussion Board. You can also access student e-mail addresses by selecting "Classlist" on D2L.

Video Lectures:

Online video lectures created by your instructor are available on D2L (under Content) and also on the instructor's webpage. These are meant to provide you with additional resources for learning the content of the course. You should print off blank notes pages first, then watch the videos and take notes as you listen. **These videos should be one of the major resources you use to learn the material and will mostly likely be the first place you start.** The video lectures provide some examples and content that is not necessarily covered in the textbook, yet is required for the course and exams. MyMathLab tends to give problems that are slightly easier in difficulty than what is expected in the course, so please refer to the video lectures and Activities to get a good idea of what to expect on the midterm and final exam. To watch the videos on D2L, you will need to click on the video under Content or through the link in the announcement. If you have a PC, then you should be able to play the Windows Media Videos (wmv). If you have a Mac, then you will need to play the flash format videos. Both are available on D2L and my faculty webpage. If you can't get the videos to play through D2L, then the easiest option would be to access the Video Lectures from my faculty webpage: <http://faculty.inverhills.edu/agallan>

Additional video lectures created by the textbook publishers (Pearson) can be found on MyMathLab. You can access them through the Multimedia Library. Other resources like animations, power point presentations, chapter test prep videos, and study plans are also available through MyMathLab. These resources are not required, but feel free to explore and use as needed.

Technology:

- You will need daily access to a **high-speed internet connection** (DSL, cable modem, or equivalent).
- You will need to **download all plug-ins for MyMathLab**. Once you purchase the MyMathLab access code and register on MyMathLab, you can go through the Browser Check to download all necessary plug-ins. These are required to watch video lectures, work through guided practice problems and take Quizzes. You will only need to do this once on your home computer.
- You will need to have **access to a printer** in order to print off copies of the activities and blank notes pages for the Video Lectures.
- You will want **access to a scanner** in order to scan completed activities back into the computer so you can submit them to the D2L dropbox. (The activities can also be faxed, put under my office door (LA 121) or mailed to me, but the dropbox method is my preference.)
- You may need to **upgrade to the latest version of Windows Media Player** in order to view my Video Lectures. You can download it by visiting www.microsoft.com/windows/windowsmedia/player/12/default.aspx

- If you plan to submit **Activities to the D2L dropbox**, they need to be in **pdf or doc** form (not jpg, tiff, or wps). **I prefer pdf or Word files that are all in one document (not multiple files submitted one for each page)**. Most scanners can scan to a pdf with multiple pages in a single document. If you don't know how to print to a pdf writer, you can scan in your HW and then copy and paste the image into a Word document to make it all one file. You can also go to the computer lab for assistance. Don't forget to write your name at the top of your HW! Under Content on D2L, you will find a document called "How to Scan to a PDF and Submit HW to the Dropbox on D2L" with tips on how to submit your activities in the proper format.
- **If you have a PC, then you should be able to play the Windows Media Video (wmv) lectures. If you have a Mac, then you will need to play the Flash format videos.** Both formats can be found on D2L. If you are experiencing any trouble getting these videos to work through D2L, you can also access the video lectures from my faculty webpage: <http://faculty.inverhills.edu/agallan> (both formats are available). Otherwise, be prepared to find a PC computer that you can use for watching the Video Lectures.
- You may want **access to a screen capture program** in order to more easily post HW questions on the D2L Discussion Board.
- You need to **have a back-up plan** in case your main computer access is not available. Make sure that you know of a library, coffee house, friend, computer lab, or some other source where you can get online to access course materials and take tests. **Internet disruptions or computer malfunctions are NOT acceptable excuses for missing deadlines.**

Technical Assistance:

- 1) For issues with D2L, go.inverhills.edu e-mail, or login and password information, visit the Inver Hills Computer Lab and speak personally with a computer lab assistant. You can also fill out a Student Help Desk ticket at: <http://www.inverhills.edu/Technology/StudentHelpRequest.aspx>, or call the Computer Lab at 651-450-3653. The Technical Support Team strives to respond within 1 business day. For Computer Lab hours, please go to: <http://www.inverhills.edu/Technology/CurrentStudents/Computers.aspx>
- 2) For D2L help, you can visit the D2L Customer Helpdesk at: <https://d2l.custhelp.com/>. This site may get you a quicker response to D2L questions, especially at night or on weekends.
- 3) For issues with MyMathLab, go to <http://247pearsoned.com> for 24 hour, 7 days a week technical support. You can send an e-mail or do an online chat with a service representative.

Academic and Student Support Services:

Please visit the Inver Hills Community College Student Resources page at: <http://www.inverhills.edu/StudentResources/> for links to the following resources and others:

- 1) Assessment Center – The Assessment Center administers a variety of testing services to prospective and current students. Phone: 651-450-3687 Location: Library - 2nd floor
- 2) Bookstore – Information about textbook purchases and buybacks. Phone: 651-450-8533 Location: College Center – 1st floor
- 3) Career & Employment Services - The Career and Employment Services Department helps students and alumni with their vocational and career exploration and searches. Phone: 651-450-3874 Location: College Center 209
- 4) Counseling – Counselors help students with academic progress, educational planning and goals, and transfers. Phone: 651-450-3508 Location: College Center
- 5) Director of Accessibility and Inclusion – Sarah Napoli-Rangel provides access, accommodations and services to students who might require special accommodations. Phone: 651-450-3626 TTY: 651-450-3369
- 6) Enrollment Center - The Enrollment Center handles college application forms, course registration, tuition and payment, transcripts, transfer evaluation, and enrollment verification. Phone: 651-450-3503 Location: College Center

- 7) Financial Aid – The Financial Aid Office provides information about financial assistance.
Phone: 651-450-3495 Location: College Center 257
- 8) Library – Provides links to all library services.
Phone: 651-450-3625 Location: Library
- 9) Math Center - The Math Center is an open work area where students can work on math assignments with assistance available.
Phone: 651-450-3895 Location: Library - 2nd floor
- 10) Peer Tutoring - Peer Tutoring is a free service that provides Inver Hills students with scheduled academic assistance.
Phone: 651-450-3693 Location: Library, Room 244
- 11) Smarthinking Online Tutoring - Smarthinking is an online tutoring service available to all Inver Hills students to use from both on and off campus.
- 12) Veteran Services – Information for current and prospective veteran students on resources and benefits.
Phone: 651-450-3862 Location: Library 213
- 13) Writing Center - The Writing Center offers students individual tutoring in every phase of the writing process, from generating ideas to drafting and editing a paper to documenting sources.
Phone: 651.450.3598 Location: Library - 2nd Floor

Access/Accommodations:

The current Inver Hills college policy on serving students with disabilities can be found at Access for Individuals with Disabilities (<http://www.inverhills.edu/about/CollegePolicies/CurrentPolicies.aspx>) and the current MnSCU policy can be found at Access for Individuals with Disabilities (<http://www.mnscu.edu/board/policy/1b04.html>).

If you would like to request accommodations or other services because of a known or suspected disability, you should contact Sarah Napoli-Rangel at:

- 1) Voice phone: 651-450-3626
- 2) Minnesota Relay Service: 1-800-627-3529
- 3) Fax: 651-450-3303
- 4) Library 224
- 5) E-mail: snapoli@inverhills.edu or assessment@inverhills.edu
- 6) Disability Resources Webpage: <http://www.inverhills.edu/StudentResources/DisabilityResources.aspx>

I would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. My course will include the following:

- 1) Appropriate color combinations that minimize color blindness effects.
- 2) Appropriate font and font size combinations to improve readability.
- 3) Links to descriptions of accommodation features for our learning platform, e.g., D2L (https://mnsite.ims.mnscu.edu/shared/studenthelp/online_help.htm), and any additional third party tools, e.g., MyMathLab (<http://www.mymathlab.com/accessibility>).
- 4) Minimal use of bullets and/or charts that may be confusing to participants who use electronic readers.

Suggestions for successfully completing this course:

- 1) Follow the Weekly Schedule; don't take weeks off from the course.
- 2) Start working on Activities and MML Homework as soon as possible. I have no problem with students working together to complete activities; in fact, I strongly encourage it! I expect to see many discussion board posts, especially related to the activities, well before the deadline for these postings. Get activities done and submitted early in case of technological issues during submission. Check your feedback!
- 3) Watch all of my Video Lectures posted on the Content page of D2L. These lectures cover all of the material in the course. These Video Lectures should be your first step towards learning the material.

- 4) Make sure you use all of your resources to learn the course material. Read through the text; watch my Video Lectures as well as those on MyMathLab; work through guided problems on MyMathLab; work through suggested homework problems in the text and on MyMathLab; and use the Multimedia Library on MyMathLab to view sample problems, animations, video clips, etc.
- 5) Attend my office hours and optional class meetings.
- 6) Get help on HW and activities in the Math Center or with a free Peer Tutor. Work together with fellow students!
- 7) **SHOW YOUR WORK** on all activities, tests, Midterms and the Final.
- 8) Take a MML Chapter Test as soon as you feel you understand the material covered on the test. Don't leave tests until the day or night before the deadline. It may take several attempts before you get 75%, so start early! If you are having trouble figuring out how to type answers correctly, try doing the HW on MyMathLab first.
- 9) Ask for help when you need it. Even though this is an online course, you are still encouraged and expected to be asking questions. Use the D2L Discussion Board to ask your questions – chances are good that at least a few other students have the same questions, and you will be doing them a favor by asking.