



# Online Math 1119 College Algebra II Spring 2016 Syllabus

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## Contact Information

**Professor:** Carrie Naughton

**Office:** Library L247

**Office Hours:** MW 11 am - 12 pm, 2-2:30 pm in L 247, Mon. 9-10 pm (online) and Thurs. 8-9 pm (online)

**Phone:** 651-450-3785

**Email:** [cnaught@inverhills.edu](mailto:cnaught@inverhills.edu) (preferred method of communication)

**Website:** <http://faculty.inverhills.edu/cnaught/> (similar material and gradebook available on D2L)

## 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 topics.

## Learning Outcomes

**The student should be able to:**

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 as well.**

## **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](http://www.pearsonmylab.com) and use the Multimedia Textbook 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.

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



## **Calculators**

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

## **Math Center**

Help is available in the Math Learning Center (2<sup>nd</sup> floor of the Library). Math tutors are available M-Th: 9-6, and F: 9-4. You can also sign up for a free peer tutor in the 2<sup>nd</sup> floor of the Library for additional help.

## **Important Dates**

January 11, Classes begin

March 7 – March 13, Spring Break

January 18, Holiday

April 1, No School

February 9, Student Success Day

April 6 (5-8 pm), Midterm Exam

February 15, Holiday

May 11, Final Exam 5 – 8 pm

## **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**

- D2L Activity Homework:** 12 activities worth 10 points each (the lowest score is dropped)
- D2L Syllabus Quiz:** 1 syllabus quiz worth 20 points
- D2L Discussion Posts:** 16 postings due worth 3 points each
- D2L Student Contract:** 1 student participation contract quiz worth 5 points
- MyMathLab Chapter Tests:** 5 tests each worth 40 points (you must score 75% mastery - retakes allowed)
- Paper-pencil-proctored Midterm Exam:** worth 150 points (you must score 75% mastery - retake allowed)
- Paper-pencil-proctored Final Exam:** worth 200 points (retakes NOT allowed)

### **Total Points Possible**

The table below shows the total number of points possible in this course. There may also be the opportunity to earn at most 20 points of extra credit during the semester. Further details about extra credit will be announced on D2L and in your e-mail.

<b>Grading Criteria</b>	<b>Total Points Possible</b>
D2L Activity Homework	110 points
D2L Syllabus Quiz	20 points
D2L Student Participation Contract Quiz	5 points
D2L Discussion Posts	48 points
MyMathLab Chapter Tests	200 points
Paper-pencil-proctored Midterm Exam	150 points
Paper-pencil-proctored Final Exam	200 points
<b>TOTAL</b>	<b>733 points</b>

Grading Criteria may be subject to change by the instructor. Please check e-mails and announcements for any changes in the grading criteria and grade scale. The instructor will announce any changes.

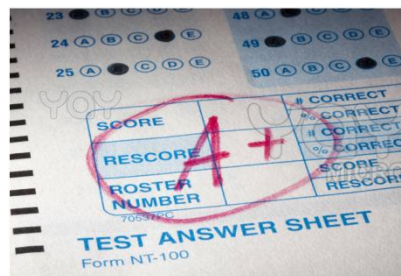
## Grade Scale

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 later in the semester. An Incomplete Grade may only be given after consultation with the instructor and will only be considered in special circumstances.

Letter Grade	Percentage	Range of Points
A	90-100%	659 – 733 points
B	80-89%	586 – 658 points
C	70-79%	513 – 585 points
D	60-69%	439 – 512 points
F	Below 60%	< 439 points
P (Pass)	Minimum of 70%	>512 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 warning. Please refer to the [IHCC policy on Satisfactory Progress](#).



## 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 Chapter Tests. **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 as the MML Chapter Tests that are required. 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 optional and not graded, but highly recommended and very helpful.**

### 3. D2L Activity Homework

These activities are posted online on D2L and must be completed and submitted by Monday at 10 pm. These activities often contain more challenging problems than what you would find on MyMathLab. They also 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 10 D2L Activity Homework assignments and two review sheets (practice midterm and final exam review sheet) worth 10 points each. I will drop the lowest score on these D2L Activity Homework assignments.** These activities can be found on the Content page of D2L. You will need to print off the activity, show all of your work and turn it in to me by the due date. I would recommend hand-writing your work on a separate piece of paper, but you can type your work too as long as it is easy to read and aligned correctly with all steps shown. You can slip the assignment under my office door (Library 247), mail it to me, fax it to me (651-450-3303, use a cover sheet with both my name and your name on the front), or scan in your work and submit it to the D2L dropbox (preferred method is to use the dropbox). If you mail your activity to me, it must be postmarked by the due date. **If you are scanning in your activity and submitting it to the 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: This D2L Activity Homework is required and graded!**

**Please refer to the Weekly Schedule or Weekly Checklists to see due dates of all D2L Activity Homework and review sheets. All D2L Activity Homework is due on Mondays by 10 pm. The practice midterm and final exam review sheet will be due on the day of the exam.** 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 D2L Activity Homework will be graded.

### D2L Activity Homework Grading Rubric

A rubric is given below to show how the D2L Activity Homework will be graded.

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

Please note that on all activities and paper-pencil 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.

## Quiz 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 one point. Click on Quizzes at the top of D2L to begin taking the quiz. You have 30 minutes to complete the quiz. You have two attempts and your highest score will be recorded. Be sure to click on feedback for any questions that you miss.

There will be one Student Participation Contract assignment due the first week of class. This is a contract listing what kind of participation is expected by all students in this online class. You are expected to read the expectations and check that you agree to follow each of these guidelines. The 10-question true/false quiz is worth 5 points. You will have one attempt and 30 minutes to complete the contract.

There will be 5 Chapter Tests given online in MyMathLab each worth 40 points. The tests on MyMathLab will assess how well you meet the learning objectives for that chapter. Your answers are graded online as either right or wrong, no partial credit is given. There is a **3-hour time limit to take the test**, which should be more than enough time to finish. You must pass each test with 75% success or higher. If not, you will need to retake the test until you pass with 75%. If you do not pass with 75% by the deadline, then you will receive a zero for that test. **Each Chapter Test is due on a Monday by 10 pm with a 75% or higher.** Please be sure to give yourself enough time to pass with 75% before the 10 pm deadline. **Refer to the Weekly Schedule to see due dates.** You may attempt to take the test again so that you can improve your score beyond 75% as long as the deadline has not passed. If so, I will record the highest score, not the latest attempt.

I strongly recommend that you get help on the material before retaking any 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, going to the math center, or getting a peer tutor. 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 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 in your answers and it will take practice getting used to it. I would recommend taking the test at least once the week before it is due



to see what topics you need to study up on, then retake as necessary. 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 Midterm Exam and Final Exam given on campus. You must pass the Midterm Exam with a 75% success rate. If not, then one additional retake will be available until success is achieved. However, there will only be one chance to take the final exam. Please make sure that you put forth your best effort on the day of the final exam. **You must take your Midterm Exam (Wednesday 4/6 from 5-8 pm) on campus. You will have two hours to complete the Midterm Exam and can choose any 2-hour period between 5-8 pm to come in to take the Midterm on Wednesday 4/6.** You will bring your Practice Midterm with you to the exam to turn in. **The Final Exam will be given on campus on Wednesday 5/11 from 5 – 8 pm.** You will bring your Final Exam Review sheet with you to the exam to turn in. The times and room will be announced at a later date on D2L. Please check for announcements. **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**

Note that all graded items are due on Mondays by 10 pm. 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. **Unless you have contacted me well in advance of a deadline and received permission for an extension, any items not completed by their deadlines will receive scores of zero.** I will not grant extensions for activities, discussion posts or review sheet deadlines.



## **Student Accountability**

- **Manage your time carefully.** Start work early enough in the week to get help from the instructor and tutors before the assignment is due.
- **Use the discussion board to ask questions and get help in a timely manner.** Waiting until the last hour to post a question will not get you the help you need in time and it does not help build a helpful online classroom community.
- **Just because this is an online class, does not imply that you will always be able to do everything on your own.** You may need to get some one-on-one help in office hours, in the math center or with a peer tutor, so make sure you have time during the week where you can come in for help. If you are working all day, it may be an issue for you to find time to meet with someone for help when the college is open, so you may need to find some help outside of the college.
- **Watch all of the video lectures completely before attempting the homework and asking questions on the discussion board.** Watching video lectures should be the first place you start in learning the content.
- **Your grades reflect the quality of your understanding of the material.** If your homework and tests are below average (below 75%), then your grade will also be below average.
- **You are graded on your performance in the class, not on your personal life decisions.** If you get a bad grade because of a personal situation that caused you to miss work or fail a test, your instructor can only judge the work that you accomplished in the course. You are graded on your actual performance in class, not on your potential. You must demonstrate your ability to your instructor.
- **This course is a prerequisite for other math courses, so your performance is very important.** You must demonstrate your ability in order to be ready for the next course and be successful.
- **If you are having problems or struggling with the material, it is your responsibility to get the help that you need.** There are lots of resources available to help you on campus and online. Start your work early enough so that you can recognize when you need help and still have time to get it before an assignment is due.

## 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 10 pm on Monday 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 any 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 Chapter Tests 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 English 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
<ol style="list-style-type: none"><li>1) Posting is submitted on time.</li><li>2) Asks or answers a <b>new</b> question related to the activities, video lectures, chapter tests or course information.</li><li>3) Provides references to course materials and other information to support points.</li><li>4) Written responses are free of grammatical, spelling or punctuation errors. The style of writing facilitates communication and uses a polite, respectful tone.</li></ol>	<ol style="list-style-type: none"><li>1) Posting is submitted on time.</li><li>2) Asks or answers a <b>new</b> question related to the activities, video lectures, chapter tests or course information.</li><li>3) Limited use of course materials and other information to support points.</li><li>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.</li></ol>	<ol style="list-style-type: none"><li>1) Posting is submitted on time.</li><li>2) Repeats a question or response that has already been posted or posting is not related to the activities, video lectures, chapter tests or course information.</li><li>3) Use of course materials and other information to support points is incoherent or missing entirely.</li><li>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.</li></ol>	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:

- Online messages can be quite informal, but try, nevertheless, to express yourself using proper spelling, capitalization, grammar, usage 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.
- 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.
- Use titles that accurately and concisely describe the contents of your e-mail or posting.
- When sending an e-mail, please include a salutation (“Hi Carrie,”), list what course you are in, and sign your name.
- 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.

You may also refer to the [IHCC policy on Acceptable Use of Technology](#).

## Communication

Each student must have an e-mail account set up. Your preferred e-mail address should be listed next to your name on the Classlist of D2L (under Communication → Classlist). This is how I will be contacting you throughout the semester. If you do not know your e-mail address or it is not showing up on D2L, please visit the Inver Hills computer lab (1<sup>st</sup> floor of the Library) for help. I will be sending you e-mails at least twice a week, so I would recommend that you **check your e-mail** several times a week for updates. If I need to speak with you individually or discuss your grades, I will be sending you an e-mail through the Classlist on D2L. It is your responsibility to regularly check this e-mail. **If you miss information or opportunities because you did not read your e-mail, there will be no chance to make it up.** Please refer to the [IHCC Policy on the Use of E-mail for Official Communication](#).

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. I am only on campus Mondays, Wednesdays and Fridays. 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. You will have to wait until the next day that I am on campus to check for it. 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 grade all activities and exams, post grades and send feedback within 1-2 days of the due date (usually sooner). Please be sure to check your D2L dropbox for all feedback on activities submitted in this way.

You are required 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, there occasionally may be an error in the transmission. Always be sure to **check back in to the D2L dropbox for feedback**. I will let you know within 1-2 days if I have or have not received your HW. I will also electronically return your graded HW if you sent it to me electronically. If you send your HW via fax or regular mail, then I will leave the graded HW in a manila folder on the window ledge of my office for you to pick up at your convenience. If you submit your HW via fax, mail or directly to my office, you may have to wait until I am next on campus to receive feedback. I will always send an e-mail confirming that I have received your HW. Please e-mail me if you haven't received a confirmation e-mail within 2-3 days after the due date.

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 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 clicking on 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, YouTube channel and under HOMEWORK on MyMathLab. 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 D2L Activity Homework 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. You can also download the videos under Content as well. If you can't get the videos to play through D2L, then the easiest option would be to access the Video Lectures by clicking on HOMEWORK on MyMathLab and clicking on the Instructor's Video Lectures for each chapter. You can also access these [videos from my faculty webpage](#). Or you can access my videos by going to [my YouTube channel](#). Click on Videos, then Playlists to access each video by course and chapter. **If you are having trouble getting the Video Lectures to play on your computer, please click on "HELP! I can't get the video lectures to work!" found on D2L under Content.**

Additional video lectures created by the textbook publishers (Pearson) can be found on MyMathLab. You can access them by going to HOMEWORK and clicking on the MML Videos, Textbook and MML Resources link for each chapter. You can also access them through the Multimedia Library or through the HW sets created for each chapter. These resources including videos, animations, power point presentations, chapter test prep videos, and the study plan are all available through MyMathLab. They are not required, but feel free to explore and use as needed.

## Technology

- 1) You will need daily access to a **high-speed internet connection** (DSL, cable modem, or equivalent).
- 2) You will need to have **minimal technical skills** downloading, uploading, printing, and scanning pdf and Word files. You also need minimal skills using e-mail, D2L and online software, including MyMathLab. You will also need to be able to download and watch windows media or flash format videos.
- 3) 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 Chapter Tests. You will only need to do this once on your home computer.
- 4) 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.
- 5) 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 (L 314) or mailed to me, but the dropbox method is my preference.)
- 6) **The videos found in Content on D2L should play on either a PC or Mac computer. If you are watching the videos from my faculty webpage, then you will want to play the Windows Media Video (wmv) lectures if you have a PC. If you have a Mac, then you will need to play the Flash format videos.** If you are experiencing any trouble getting the videos to work through D2L, you can also access the video lectures from [my faculty webpage](#) (both formats are available). Or you can access my videos by going to [my YouTube channel](#). Click on Videos, then Playlists to access each video by course and chapter. Another option would be to access the Video Lectures by clicking on HOMEWORK on MyMathLab and clicking on the Instructor's Video Lectures for each chapter.
- 7) If you are watching the wmv videos from my faculty webpage, then you may need to [upgrade to the latest version of Windows Media Player](#) in order to view my Video Lectures.
- 8) If you plan to submit **D2L Activity Homework 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 too! 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.

- 9) You may want **access to a screen capture program like Jing** in order to more easily post HW questions on the D2L Discussion Board.
- 10) 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, e-mail, or login and password information, visit the Inver Hills Computer Lab (1<sup>st</sup> floor of the Library) and speak personally with a computer lab assistant. You can also fill out a [Student Help Desk ticket](#) 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 the [Inver Hills Computer Lab website](#).
- 2) For D2L help, you can visit the [D2L Customer Helpdesk](#). This site may get you a quicker response to D2L questions, especially at night or on weekends.
- 3) For issues with MyMathLab, go to [Pearson Technical Support](#) for 24 hour, 7 days a week technical support. You can send an e-mail or do an online chat with a service representative.

## **College Policies**

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 about this, please refer to the Academic Integrity Policy and Code of Student Conduct below. Some important college policies include:

[Academic Integrity Policy](#)

[Code of Conduct for Student Behavior](#)

[Student Data Practices](#)

[Student Rights and Responsibilities](#)

[Grade Appeal Policy](#)

[Student Complaints & Grievances](#)

Additional college policies may be located at the [Inver Hills College Policy website](#).



## **Attendance**

To be considered a participant of the course for attendance purposes, you must submit D2L Activity Homework and/or attempt MyMathLab Chapter Tests each week. Posting on the Discussion Board alone and/or taking the Syllabus Quiz will not constitute attendance in the course. If you fail to submit a D2L Activity Homework or attempt a MyMathLab Chapter Test for two consecutive weeks, then you will be considered absent from the course and will be given a grade of FN. Please refer to the [IHCC Class Attendance Policy](#).

## Access/Accommodations

The current IHCC college policy on serving students with disabilities can be found at [IHCC Access for Individuals with Disabilities](#) and the current MnSCU policy can be found at [MnSCU Access for Individuals with Disabilities](#).

If there are any other requests that you would like to make in order to ensure your accessibility to any part of this course, please see the instructor, or contact the Counseling and Advising Department at 651-450-3508 or use your preferred relay method.

- 1) Counseling and Advising Department: 651-450-3508
- 2) Kayla Swenson, Disability Services Coordinator: [kswenso@inverhills.edu](mailto:kswenso@inverhills.edu), College Center 211
- 3) E-mail: [dss@inverhills.edu](mailto:dss@inverhills.edu)
- 4) [Disability Resources webpage](#)

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) Alternate tags that contain appropriate information about the link and/or activity.
- 2) Appropriate color combinations that minimize color blindness effects.
- 3) Appropriate font and font size combinations to improve readability.
- 4) Links to descriptions of accommodation features for our learning platform, e.g. [D2L Accessibility](#), and any additional third party tools, e.g., [MyMathLab Accessibility](#).
- 5) Minimal use of bullets and/or charts that may be confusing to participants who use electronic readers.
- 6) Transcripts for instructor video lectures available upon request (send me an e-mail at [cnaught@inverhills.edu](mailto:cnaught@inverhills.edu)). You can also click on the CC option when playing my YouTube videos to get close-captioning for the lectures.



## **Academic and Student Support Services**

Please visit the [Inver Hills Community College Student Resources page](#) 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 – 1<sup>st</sup> 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) Disability Services - Disability Services provides access, accommodations and services to students with disabilities. Phone: 651-450-3628 Location: Library 224
- 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

## Suggestions for successfully completing this course

- 1) Follow the Weekly Schedule and Weekly Checklists; don't take weeks off from the course.
- 2) Start working on D2L Activity Homework 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 including some topics not found in the textbook, but covered on the Midterm and Final Exam. 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 on-campus and online office hours.
- 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 MyMathLab Chapter Test as soon as you feel you understand the material that the test covers well; 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 in answers correctly, try doing the HW on MyMathLab first.
- 9) **DON'T FALL BEHIND!!!** (It bears repeating!)
- 10) 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.

