

Online Math 94

Introductory Algebra

Spring 2010

Professor: Carrie Naughton
Office: Library L247
Office Hours: MW 5:00-5:50 pm, Thursday 3:00 – 5:00 pm, online Tuesday 9:00 – 10:00 pm (may vary) or by appt.
Phone: 651-450-3785
Email: cnaught@inverhills.mnscu.edu
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 0092. This course is designed for college students who want an online course to learn or review introductory algebra topics in preparation for intermediate algebra.

Learning Outcomes:

The student should be able to:

- 1) Translate words into algebraic expressions, equations, and inequalities.
- 2) Identify and use the properties of real numbers and classify numbers into appropriate subsets.
- 3) Simplify expressions: numerical, polynomial, rational, and radical.
- 4) Solve: linear, literal, quadratic, and radical equations and linear inequalities.
- 5) Solve applications using the equations and inequalities from Objective 4.
- 6) Use laws of exponents to simplify expressions with integer exponents.
- 7) Identify and use connections between linear equations, their slope, their intercepts, and their graphs.
- 8) Graph nonlinear equations by point plotting.

Text:

You must have a MyMathLab access code. This can be purchased shrink-wrapped with the textbook: Algebra, A Combined Approach, 3rd Edition by Elayn Martin-Gay, published by Pearson/Addison Wesley **or** you can just buy the MyMathLab access code at <http://www.coursecompass.com> and use the Multimedia Textbook that is available on MyMathLab. A hard copy of the textbook 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 D2L.

Calculators: A scientific calculator is highly recommended. I recommend a TI 30XII, if you don't already own one. A graphing calculator is fine if you already have one, but is not necessary for the course.

Math Center: Help is available in the Math Learning Center. The hours are M-Th: 9-6, and F: 9-1.

Grading Criteria:

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|--------------------------|---|
| Homework: | 15 activities worth 5 points each |
| Discussion Posts: | 16 postings due worth approximately 50 points |
| Chapter Tests: | 6 tests each worth 20 points (you must score 75% mastery - retakes allowed) |
| Midterm Exam: | worth 100 points (you must score 75% mastery - retakes allowed) |
| Final Exam: | worth 200 points (retakes NOT allowed) |

Grade Scale:

A = 90-100%
B = 80-87%
C = 70-79%
D = 60-69%
NC = Below 60
P = Minimum of 70%

Please note that you must earn a minimum grade of "C" (70%) in order to qualify for the next math course.

Important Dates:

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|----------------------------------|---|
| January 11, Classes begin | March 8-12, Spring Break |
| January 18, Holiday | March 17 or 18, Midterm Exam 6-8 pm (17 th) or 3-5 pm (18 th) |
| February 15, Holiday | April 8, No class |
| February 23, Student Success Day | April 21, Last Day to Withdraw |
| February 26, No class | May 7, No class |
| | May 12, Final Exam 6 – 9 pm |

Homework:

Daily homework will not be graded or collected in this course. It is meant to provide you with review and practice of material relevant to each Chapter test. You may do as much or as little HW as needed to pass the Chapter tests with 75% mastery. Homework and practice problems are available from the textbook and also from MyMathLab. **However, you must turn in 15 homework activities worth 5 points each. I will drop the 2 lowest scores on the HW activities.** These activities can be found on the Content page of D2L. There will be at least one activity per chapter located below the Video Lectures. You will need to print off the activity, show all of your work and turn it in to me by the due date. You can slip the assignment under my office door (Library 247), mail it to me, fax it to me (651-450-3303), 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 and e-mailing an activity to me or putting it in the drop-box, please try to send a single file (not multiple files) that is a pdf (not jpg). Also, please write your name at the top of the assignment. There is also a practice midterm and a final exam review sheet that must be completed and turned in for points on the day of the midterm and final exam.** Review sheets for the midterm and final will be worth 5 points each. **Please refer to the Weekly Schedule to see due dates. All activities are due on Sundays by 10 pm.** I will be available on campus during my office hours to help with any questions on the activities or HW problems.

Exams:

There will be 6 Chapter Tests given online in MyMathLab for Math 94. 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. I strongly recommend that you get help on the material before retaking the test. 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. 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. You may attempt to take the test again so that you can improve your score beyond 75%. If so, I will record the highest score, not the latest attempt.

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 two additional retakes 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. **Each Chapter Test is due by Sunday 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 have two days to choose from to take your Midterm Exam (Wednesday 3/17 from 6-8 pm or Thursday 3/18 from 3- 5 pm) on campus.** You will bring your Practice Midterm with you to the exam to turn in. **The Final Exam will be given on campus on Wednesday 5/12 from 6 – 9 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.**

Discussion Board:

You are required to make postings to the D2L discussion board each week. The first post due will be an introductory post. 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 Sunday 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. 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.

Deadlines:

Note that all graded items are due on Sundays 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.

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 the Midterm or Final Exam test deadline. I will need plenty of time to confirm details with the proctor before the due date.

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 Installation Wizard to download all necessary plug-ins. These are required to watch video lectures, work through guided practice problems and take Chapter Tests.
- 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 put under my office door (L 247) 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/11/default.aspx
- If you plan to submit **activities to the D2L dropbox**, they need to be in **jpg, gif, doc or pdf** form. **I prefer pdf 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 ask me or go to the computer lab for assistance. Don't forget to write your name at the top of your HW too!
- 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.**

If you need technical assistance, please visit the Inver Hills computer lab (1st floor of the Library) for help.

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 can 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. 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 HW 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, and then click on the small "undock" icon (look for the second icon to the left showing two screens with an arrow between them in the small toolbar above the video screen). The video will then open in a new window after downloading. The Video Lectures do not work well on a Mac. If you have a newer Mac, you will need to download Windows first to view the videos. Otherwise, you will have to use a PC for watching videos.

Communication:

Each student must have a metnet e-mail account set up. If you do not know your metnet e-mail address or password, please visit the Inver Hills computer lab (1st 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 metnet e-mail** several times a week for updates. 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, there occasionally may be an error in the transmission. So 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 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. I am only on campus Mondays, Wednesdays and Thursdays. 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 not be able to respond to an e-mail sent over the weekend until Monday.

Other Policies:

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. Do not cheat. Any cheating will result in a zero on that test, exam, or homework. Other actions may be taken at the discretion of the instructor.

Access/Accommodations:

I would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please contact me as soon as possible. It is also possible to contact the Disability Services Office, L-224; phone, 651/450-8628; TTY, 651/450-8369.

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.

Suggestions for successfully completing this course:

1. Follow the Weekly Schedule; don't take weeks off from the course.
2. Start working on HW and activities 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.
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 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!
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 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.