Course Information

Spring 2023 Syllabus

MAC1105—College Algebra (3—credits)

Section 71

Class Meets (Day & Time): Online

Instructor Contact Information

Instructor Name:	Thanease Roberts		**Building 2**	**Office #207**	
E-mail address:	robertst@cf.edu		**Phone # 352-854-2322**	**ext. #1346**	
Office Hours	**Mon**	**Tues**	**Wed**	**Thurs**	**Friday**	**Sat.**
	11:00-2:00 3:30 – 5:00 (online)	12:30-2:00	11:00-2:00 3:30 – 5:00 (online)	12:30-2:00		

(During these hours emails will get a response as soon as possible. Other emails will be answered within 48 hours, however, note that I do not check emails on Saturday & Sun and holiday so there may be more than 48 hours before you get a response.)

Extended Emergency Closure
For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our website www.CF.edu

Course Description

This course is designed as a foundational course for those students who must take additional mathematics in their chosen majors and do not yet have an appropriate background. The emphasis is the study of mathematics from a functional perspective—including linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions. Systems of equations and inequalities and applications such as curve fitting, mathematical modeling, optimization and exponential growth and decay are included.

Required:	MYMATHLAB/**access code**	**Optional Materials (Text):**	College Algebra graphs and models
ISBN #:		**Author of Text:**	BITTENGER, BEECHER, ELLENBOGEN, PENNA
Required Materials:	MYMATHLAB access code and Scientific Calculator (Texas Instrument TI-30XS Multiview preferred). IF YOU USE A GRAPHING CALCULATOR, THE TESTING CENTER WILL RESET EACH TIME		

Student Learning Outcomes/Course Objectives

http://inside.cf.edu/departments/curriculum/Learning%20Outcomes%20Subcommittee/2009-2010/Other%20Documents/L.O.%20Course-related%20Matrix%20Template%208-15-09.doc

Learning Outcome	Quiz	Exam	Project	Classroom Activity
Quantitative and Analytical Reasoning: The student will understand and apply mathematical and scientific principles and methods.				
1. Perform accurate computations using order of operations with and without technology.	X	X		X

2. Identify and organize relevant information and complete the solution of an applied problem.	X	X		X
3. Interpret and communicate understanding of visual representations of data.	X	X		X
4. Demonstrate mathematical number sense and unit sense.	X	X		X

- **This course uses Canvas to post course announcements, the syllabus, discussion posts, and email.**
  - Go to https://mycf.cf.edu/elearning, and follow the instructions to login to Canvas.
  - If you are not familiar with Canvas, you may access a self-tutorial by hovering over the Courses tab in Canvas and clicking on the Getting Started in Canvas course. Additional Canvas tutorials can be found under the help menu in the upper-right corner of your Canvas page.
  - If you have any questions or encounter any problems logging on to Canvas or within the system, contact the Distance Learning Help Desk Monday through Friday, 8 a.m.-4:30 p.m. (fall and spring hours), at dlhelp@cf.edu or at 352-854-2322, ext. 1317.

- **This course requires 4 proctored assessments**.
  - We will be utilizing Honorlock for proctored testing through canvas which will have a fee of approximately $5 - 10. You will need your photo id or student id, working web camera and microphone, google chrome browser with pop-up blocker disabled, and all the necessary tools for the test (scrap paper, pen or pencil, calculator). There is no fee for this service. For assistance with online proctoring after you have contacted your instructor, please contact E-Learning at 352-854-2322 ext. 1317.
  - Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.
  - To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install
  - When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.
  - Good luck! Honorlock support is available 24/7/365. If you encounter any issues, you may contact them by live chat, phone (844-243-2500), and/or email (support@honorlock.com).

Class Attendance: Attendance verification will be completed once the student registers in MyMathLab TO BE VERIFIED FOR FINANCIAL AID AND THE OFFICIAL COLLEGE REGISTRAR'S ATTENDANCE.

HOW THE COURSE WORKS:

1. Students will log in to CANVAS from the CF web portal or http://www.cf.edu/distance/
2. After logging in to CANVAS, students should READ the instructions very carefully and follow the steps outlined.
3. Once registered in **MyMathLab**, students are expected to view the videos provided for each section in **MML** (under the homework tab). If additional help is needed to understand the concepts, students can use **ASK MY INSTRUCTOR** link in the homework problems or use on campus resources.
4. In MyMathLab you will be able to access the course videos, course quizzes, and homework problems. If you look at the videos and do the homework, you will be well prepared for the proctored tests.

Homework: Homework will be assigned for each section covered. Videos are provided to help you understand the topics covered. The student is expected to complete each assignment and if the student encounters difficulties with a problem(s), then the students should click the VIEW AN EXAMPLE or ASK MY INSTRUCTOR button which sends an email alert to the instructor. The student can get assistance in the on campus Math Center. The homework assignments have due dates posted in MyMathLab. **DO NOT MISS THE HOMEWORK DEADLINES!!!!! THERE WILL BE NO OPPORTUNITY TO MAKE-UP MISSED HOMEWORK**. Please allow 48 hours for a response to homework questions. Remember that I do not check emails on Saturdays, Sundays, and holidays so the response time may be longer depending on when the email was sent.

Discussion Posts

Discussion posts provide an opportunity for you to think about math and apply the concepts while meeting your classmates. In CANVAS students will have an opportunity to respond to 2 questions posed. Then students will need to respond to one other student's post. There are TWO DEADLINES – one for the first post and one for the response post. Deadlines to post and deadlines to respond are listed in the schedule below as well as in CANVAS. THIS IS THE ONLY GRADED activity in CANVAS. Email reminders will be sent so be sure to check your email PATRIOTS email frequently.

Quizzes: There will be three quizzes for this course. Due dates for the quizzes are listed in the mymathlab software. You can take the quiz BEFORE and ON the due date but not after the due date.

Tests: Tests must be taken in a proctored setting. All tests will be on the computer. Due dates for tests are listed in the schedule below. You can take the test BEFORE and ON the due date but not after the due date. Testing will take place utilizing Honorlock through canvas. **If not, then you will need to contact me immediately so that we can set up alternate proctored testing arrangements. Any charges associated with alternate proctored sites are the student's responsibility.**

TEST #1 – covers chapter 1
TEST #2 – covers chapter 2
TEST #3 – covers chapter 3
TEST #4 – covers chapter 1, 2, 3, 4,5, and 6.1
(please note that in some chapters sections may be omitted)

If you miss a test a score of zero will be recorded. At the end of the semester, your lowest test grade will be replaced with the final exam score if higher. THE FINAL EXAM MUST BE TAKEN IN ORDER TO PASS THE CLASS. YOU WILL RECEIVE A FAILING GRADE IF YOU DO NOT TAKE THE FINAL EXAM. So, for example, if you miss a test, that zero will be your lowest and will be replaced with the final exam score. Replacement of the final exam will only occur once, for a single missed test or if you take all the tests, your lowest test score assuming that the final exam grade is higher. **A detailed ANNOUNCEMENT about proctored testing procedures is included in CANVAS.**

Assignments are weighted as follows:		
	Homework (online in MML)	18%
	CANVAS Discussion Posts	6%
	Quizzes	6%
	Proctored Tests	70%

Grades: The final grade will be calculated based upon your performance on the above assignments. The following system will be used for the final grade:

A – 90 – 100% **B+ -** 89 – 87 % **B –** 80 – 86 % **C+ -** 79 – 77%
C – 70 – 76% **D –** 60 – 69% **F –** 0 – 59%
FF – Failure due to academic integrity issues

Make-up policy if needed:

Course Schedule/Outline

MAC1105 Course Outline

(All Assigned homework is listed in MyMathLab with due dates. You can work AHEAD of the schedule. All discussion posts are in CANVAS.) (YOU CAN WORK AHEAD OF THE SCHEDULE!!!)

Suggested Timeline	Section
Jan –9 Feb 14	1.1, 1.2, 1.3, 1.4, 1.5, 1.6 (watch videos) CANVAS 1st post before February 4 midnight CANVAS 1st response before February 10 midnight Do chapter 1 MML Homework before February 14 midnight Complete Chapter 1 Quiz BEFORE February 14 midnight
Before close of testing site on February 14	Proctored test for Chapter 1 at a proctored testing environment BEFORE February 14 close of business
Feb 15 – March 10	2.1, 2.3, 2.4, 2.5, 2.6 (watch videos) Do chapter 2 MML Homework before March 8 midnight
Before close of testing site on March 10	Proctored test for Chapter 2 at a proctored testing environment BEFORE March 10 close of business Check testing environment schedule for hours they are open!!
March 31	LAST DAY TO WITHDRAW WITH A "W"
March 11 – March 30	3.1, 3.2, 3.3, 3.4, 3.5 (watch videos) Do chapter 3 MML Homework before March 30 midnight
Before close of testing site on March 30	Proctored test for Chapter 3 at a proctored testing environment BEFORE March 30 close of business Check testing environment schedule for hours they are open!!

March 31 – April 7	4.1, 4.2, 4.5 (Watch videos) Do chapter 4 MML Homework before April 7 midnight
April 8 – April 29	5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 6.1 (watch videos) CANVAS 2nd post before April 16 midnight CANVAS 2nd response before April 28 midnight Do Chapter 5 MML Homework BEFORE April 28 midnight
Before close of testing site on May 4	Proctored test (final) for Chapter 1, 2, 3, 4, 5, and 6.1 THE FINAL EXAM MUST BE TAKEN IN ORDER TO PASS THE CLASS. YOU WILL RECEIVE A FAILING GRADE IF YOU DO NOT TAKE THE FINAL EXAM. DUE BEFORE May 4 close of business Check testing site schedule for hours they are open!! ANTICIPATE LONG WAITS. DO NOT WAIT UNTIL THE LAST MINUTE.

STATEMENT: Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. The instructor will always strive to be fair about any changes.

***Tutoring is free for CF students*:**

Ocala Campus	Mathematics Lab,	Building 7, Room 106	352-854-2322, ext. 1259
Ocala Campus	Learning Support Center	Building 3, Room 101	352-854-2322, ext. 1246