ELEMENTARY ALGEBRA - MATH 42 ONLINE, SECTION #59079 (4 UNITS)
ELEMENTARY ALGEBRA SUPPORT - MATH 42-S ONLINE, SECTION #59080 (1 UNIT CO-REQUISITE)

INSTRUCTOR

Name	STEPHEN TONER
Office	Bldg. 31 (Science), office 51 (north side, second from end)
Phone	760.245.4271 ext. 2770
Email	Stephen.Toner@vvc.edu (see email policy on last page)
Websites	www.stevetoner.com, www.MathVideos.Net
Office Hours	Mondays & Wednesdays: 10:50 AM – 12:20 PM
	Tuesdays & Thursdays: 7:15 – 7:50 AM

COURSE

DESCRIPTION

This course covers a review of arithmetic operations with whole, decimal, fractional and signed numbers, exponential notation, percentages, and order of operations. Algebraic expressions, solving and graphing linear equations and inequalities, polynomial operations and polynomial factoring, rational and radical expressions and equations, quadratic equations and solutions to quadratic equations are also covered. The support course provides additional support and review of key concepts in Elementary Algebra.

PREREQUISITES

Math 12 with a grade of "C" or better, or by eligibility by placement on the VVC assessment exam.

STUDENT LEARNING OUTCOMES

Upon completion of the course the student can:
1. Graph linear equations and inequalities.
2. Factor polynomials.
3. Solve a system of linear equations.
4. Simplify rational expressions.
5. Solve first and/or second-degree polynomial equation
6. Translate words into algebraic expressions and equations.

WHAT IS MATH 42-S?

Math 42-S (new in Fall 2016) is a co-requisite course to Math 42, meant to support you through the Math 42 curriculum. While the intent is to provide extra practice and instruction for key concepts in a slightly different way, it also focuses on study skills, educational strategies and activities to support you as a student. We hope to show you that math can be fun, while at the same time it may require you to struggle a bit, or even think "outside the box".

This course will be evolving over the next few semesters and may seem a bit strange at times; I only ask that you go with the flow and give it your best. Since Math 42-S is one of the five units for this combined course, I have made the 42-S assignments worth 12.5% of your overall grade. Since Math 42-S is worth 1 unit, you should also plan to spend 2-3 hours each week on assignments from this part of the course. Each week, there will be two assignments due on Saturday night. One will be skill-based in Connect math, while the other will be a bit "different" and posted in Blackboard.

While these courses will show up separately on your transcript, you will receive the same grade for both Math 42 and Math 42-S. Your grade will be calculated as outlined on page 4 of this syllabus.

TEXTBOOK / MATERIALS

INTRODUCTORY ALGEBRA, 3RD EDITION, BY MILLER/O'NEILL/HYDE.

Online access at Connect Math, accessed through Blackboard. You will need an access code. You can purchase the access code directly from the website ($104.00 with optional $15 "print upgrade" mailed directly to your home), or from the Rams bookstore ($142.50 for the access code only), or packaged with a loose-leaf version of the text ($146.60).

Online access is required and includes complete digital access to your e-books, videos and homework. Your course Code is XLKKX-HCAGC. You may begin the registration process at Connect Math beginning February 15th, but the class will not officially begin until Tuesday, February 16th.

The 2-week financial aid code for this course is F774A-AC342-A9259-ED8C0 (That's a zero, not the letter O, in the third group). Note that it **does not** give add an additional two weeks to your course. You will need to extend your account BEFORE the end of the two weeks. (See the last page of the syllabus for further instructions.)

Please refer to the welcome letter for detailed step-by-step directions on accessing and paying for the online access. If you have used Connect Math in the past, log into your account and go to the Edit Profile area in the top right. Choose Change Course Code and enter the course code XLKKX-HCAGC. You will still need to purchase access for Math 42.

VVC CALENDAR

Aug 29	First Day of classes
Sept 5	Campus Closed – Labor Day
Sept 11	Last day to drop without receiving a "W" grade
Oct 15	Last day to drop and receive a "W" grade
Nov 11	Campus closed – Veterans Day
Nov 24-25	Campus closed – Thanksgiving
Dec 17	Last day of fall term

ACADEMIC SUPPORT

MATH SUCCESS CENTER

You are strongly encouraged to get tutoring or go to the Math Success Center, study in groups, and see me for help outside of class. All of these are free! Students that get help outside of class are typically much more successful than those that do not.
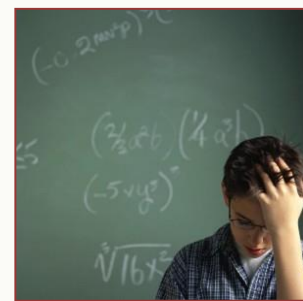
Regular Math Success Center hours are (tentatively):

> Monday, Wednesday & Friday: 9:00 AM – 5:30 PM

> Tuesday & Thursday: 9:00 AM – 8:00 PM

The Math Success Center is located in building 21, room 146. (NEW LOCATION)

My office hours are listed at the start of this syllabus. Appointments are also available if you are unable to meet me at those times. Online office hours are also available…
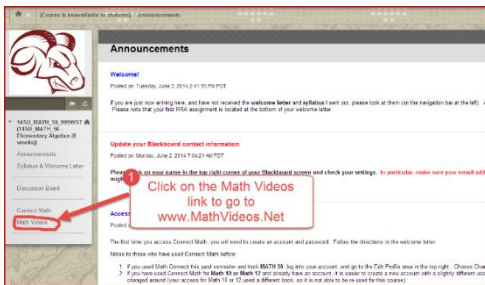
HOMEWORK

Practice is a vital component in learning mathematics. I have prepared lecture videos for you to teach you all the material. This is your primary source of learning (see directions below). There are also author-produced videos and animations that can be found at the Connect Math website in the Resources area. You will save valuable time by watching my lecture videos for each section prior to starting the homework assignments.
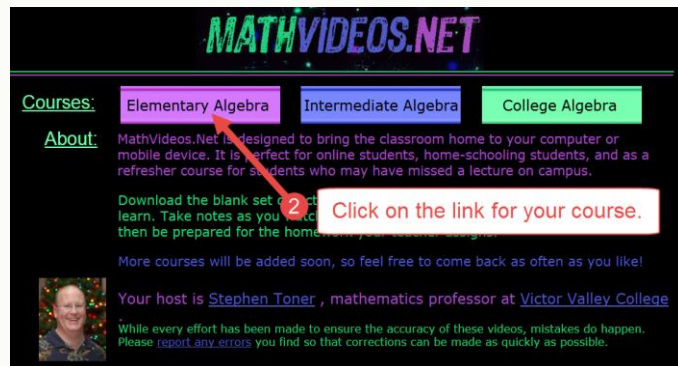
You may take each homework assignment as many times as you wish, and I will only count the highest grade for each assignment. I will **drop** the lowest 4 scores from your homework assignments at the end of the term before calculating your final grade.
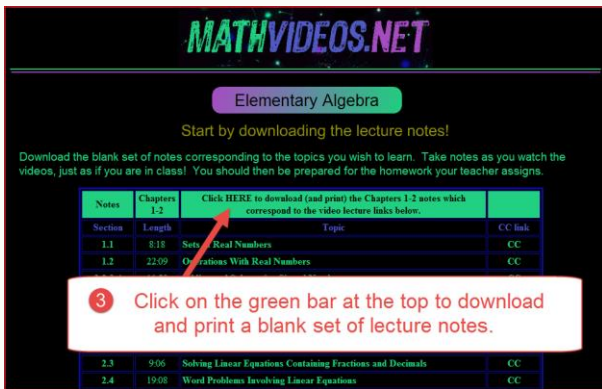
LECTURE NOTES AND VIDEOS

First, you will want to go to www.mathvideos.net, my video website, and click on the Elementary Algebra button. Above each pair of chapters, there is a link to "download blank lecture notes". Please download and print these out. For each lecture in the table, there is a video lecture I have created to teach you the material. **Watch the videos and take lecture notes just as if you were in class.** *This is an essential part of the class.*

Within Blackboard, click on the Math Videos link in the Navigation panel.
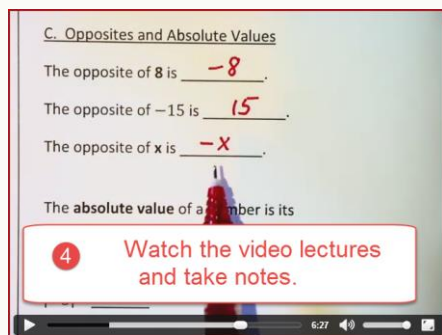
Enter your class at www.MathVideos.Net.

Download a blank set of lecture notes for the current chapters.

Click on the title of each video to watch each video normally. Click on the closed-caption links to watch them closed-captioned (might not work with Internet Explorer).

Watch the videos and take notes, just as in class, except that you now can hit pause and rewind!

CHAPTER TESTS

We will have 9 chapter tests and one proctored final exam. For each chapter test, you will only be allowed ONE 90-minute attempt. I will drop your lowest-scoring chapter exam at the end of the term. No calculators, notes or "cheat sheets" may be used on any of the chapter tests.

New for Fall 2016 – Test Corrections: Please review your exam in the grade book in Connect Math after the exam deadline. You may re-work any problems you missed and earn up to half of the deducted points back!

To submit test corrections, send me an email **within 5 days of the test's deadline** with a neatly labeled set of work showing how you would correctly solve each question you missed. Your work must be shown to receive credit. The **problem numbers and work** should be easily to identify. You may type your work, or send me a picture or scan of your **page** of work. Please do NOT send me photos of each individual problem, though. If you have made obvious mistakes (such as typing in the wrong variable, or mistakenly typing in a comma), state so and I will review those problems for partial (or full) credit back. Please make sure to identify your name, Math 42, and the test in the subject line of the email you send me.

DISCUSSION BOARD & RESPONSE REQUIRED ASSIGNMENTS (RRA'S)

You are expected to participate in each of the weekly discussion boards which will be located at the Blackboard site for the class. Each week you should post in the discussion board forum as directed. Each of your posts should **contribute** to the conversation and not just be a short "LOL" type of post. Most of the boards (other than the social forum) will be set up so that you cannot view your classmates' posts until you have posted yourself. Please **read the prompts carefully**; some weeks you will need to respond to one of your classmates' posts in addition to your own post. There will be four short RRA's (Response Required Assignment) this term. These will be administrative in nature. I will drop the lowest two scores in this category at the end of the term.

GRADING

It is your responsibility to be aware of your grade. Your final grade will be determined as follows:

Online Chapter Tests	20% of your grade
Online Homework	20% of your grade
RRA's, Discussion Board	7.5% of your grade
Math 42-S Assignments	12.5% of your grade
Comprehensive Final Exam (see page 6)	40% of your grade

A	90.00% – 100%
B	80.00% – 89.99%
C	70.00% – 79.99%
D	65.00% – 69.99%
F	0% – 64.99%

Your official grade is located in the Grade Book at Connect Math, not within Blackboard.

PHILOSOPHY

While taking an online class is convenient for your schedule, the same dedication is necessary as for an on-site class. If this class were on-site, you would be spending about 5 hours per week in class and travel to class, plus another 6-8 hours per week doing homework. That same 11-13 hours per week needs to be spent online to be successful. **Basically, this means you should schedule a minimum of 2 hours per day, 6 days a week.** Anything short of this is undermining your chances of success. **This course is going to teach you to organize your time, by necessity. If you tend to procrastinate, you will find that you will not likely meet all the deadlines.** Past online students suggest that you organize your time very carefully for this class.

CALCULATORS

Calculators are not allowed at any time in this course, unless prompted online through Connect. Most of the homework problems have been chosen such that a calculator really should not be needed at all. While I cannot monitor what you are doing at home, you are on your academic honor not to be using one. If it is discovered that you are using one, it will be considered academic dishonesty and you will be turned in to the Office of Student Services for academic dishonesty.

POLICIES

SCHOLASTIC DISHONESTY

While students may work together on the researching of any assignment, it is expected that each of their writing assignments reflect substantial individual effort. Any student who commits plagiarism or is found to have cheated on a scheduled exam is subject to a zero score for that specific exam which may result in a term grade of "F" for this course. Students should be aware that cases of cheating and/or plagiarism will be forwarded to the appropriate college administrator promptly. The college administration has a range of sanctions that may be imposed including, but not limited to, academic suspension or expulsion from the college.

IT IS EXPECTED THAT YOU ARE ALONE WHEN TAKING ANY CHAPTER EXAMS. YOU MAY NOT SEEK ANYONE'S ASSISTANCE DURING THESE EXAMS. THERE SHOULD NOT BE ANYONE LOOKING OVER YOUR SHOULDER HELPING, PROMPTING, OR CORRECTING YOU. IT IS ALSO ASSUMED THAT YOU ARE TAKING ALL EXAMS WITHOUT THE AID OF A CALCULATOR.

STUDENT ACCESS

Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and be referred to disabled student program and services per Administrative Procedure (AP 3440).

If you have a learning disability or physical need that requires special accommodation, please advise me prior to 09-06-16 (the start of the second week of class).

IMPORTANT NOTES ABOUT TECHNOLOGY

This is an online course, requiring reliable computer access. Please ensure your computer is in good repair at the start of the semester. It is suggested that before any major assignments, the computer be re-booted to clear any memory caches which may cause issues while testing. While documented outages may occur, it is the student's responsibility to meet all deadlines in this course.

At the start of the semester, please go to www.connectmath.com/downloads and install the latest versions of many key plug-ins and movie players. If you ever find your computer running slow, sometimes the cause may be too many versions of Java running in your system. If this is the case, go into your Control Panel, uninstall both Java and Aleks. Then go to the download page mentioned above and re-install Java first, followed by Aleks. This will solve many of the issues that students typically face.

It is highly recommended that you re-start your browser before taking any exams in order to clear your computer's cache. If you start to experience strange things, like only portions of problems showing on your screen, re-start your browser.

Part of taking an online class is having a computer that is in working order with a decent internet connection. While outages do occur, you can minimize any effects on your progress by always completing assignments ahead of their due dates.

A common complaint is "The computer marked me incorrect, but I got it right." If this is the case, I suggest you do the following: Submit the assignment (you can always go back in), and then go into the grade book and compare your answer with what the computer lists. You can often find the error, or learn from your mistake that way.

OUR CLASS SCHEDULE

Since this is a short-term class, take advantage of the early access to get ahead of the deadlines. **Deadlines are FIRM.** It is suggested that you print this page and post it next to your computer for reference.

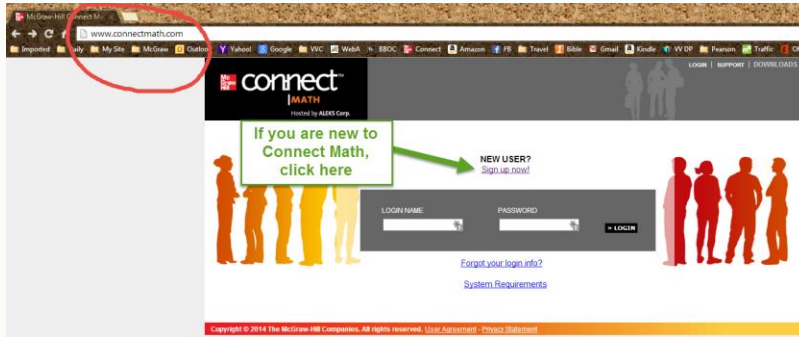| Week	Dates	Section	Deadline
1	8.29 – 9.03	Start Ch. 1	*Even though Chapter 1 is not due until the end of the second week, that is because some of your classmates will arrive late to the class. I highly suggest you aim to finish this chapter early and get a head start on the next chapter.* ***Always work ahead, if possible.***
1			RRA #1 and RRA #2 due by 11:45 pm Saturday, Sept. 3rd
2	9.04 – 9.10	Finish Ch. 1	All HW and Chapter Test for Ch. 1 must be submitted by 11:59 PM on Sunday, Sept 11th
3	9.11 – 9.17	Start Ch. 2	
4	9.18 – 9.24	Finish Ch. 2	All HW and Chapter Test for Ch. 2 must be submitted by 11:59 PM on Sunday, Sept 25th
5	9.25 – 10.01	Start Ch. 3	
6	10.02 – 10.08	Finish Ch. 3	All HW and Chapter Test for Ch. 3 must be submitted by 11:59 PM on Sunday, Oct 9th
7	10.09 – 10.15	Start Ch. 4	*April 2nd, 2016 is the last day to drop the course and still receive a "W" grade.
7			RRA #3 due by 11:59 pm on Oct. 13th (becomes available in Connect Math Oct 6th)
8	10.16 – 10.22	Finish Ch. 4	All HW and Chapter Test for Ch. 4 must be submitted by 11:59 PM on Sunday, Oct 23rd
9	10.23 – 10.29	ALL Ch. 5	All HW and Chapter Test for Ch. 5 must be submitted by 11:59 PM on Sunday, Oct 30th
10	10.30 – 11.05	Start Ch. 6	
11	11.06 – 11.12	Finish Ch. 6	All HW and Chapter Test for Ch. 6 must be submitted by 11:59 PM on Sunday, Nov 13th
12	11.13 – 11.19	Start Ch. 7	
13	11.20 – 11.26	Finish Ch. 7; Start Ch. 8	All HW and Chapter Test for Ch. 7 must be submitted by 11:59 PM on Sunday, Nov 27th
14	11.27 – 12.03	More Ch. 8	RRA #4 due by 11:59 pm on Dec 10th (becomes available in Connect Math Nov 28th)
15	12.04 – 12.10	Finish Ch. 8; Start Ch. 9a	All HW and Chapter Test for Ch. 8 must be submitted by 11:59 PM on Tuesday, Dec 6th
16	12.11 – 12.15	Finish Ch. 9a	All HW and Chapter Test for Ch. 9a must be submitted by 11:59 PM on Wednesday, Dec 14th
	Dec. 13-15		FINAL EXAM on-campus (see dates and times bellow)

FINAL EXAM

A comprehensive final exam will be given from Dec 13th-15th at the following times. Locations will be announced later.

- Tuesday, Dec. 13th – 8:00 -9:50 am – seats limited – testing with an on-campus class
- Tuesday, Dec. 13th – 10:15 am -12:05 pm – seats limited – testing with an on-campus class
- Wednesday, Dec. 14th – 5:30 -7:20 pm
- Wednesday, Dec. 14th – 7:30 -9:20 pm
- Thursday, Dec. 15th – 8:00 -9:50 am – seats limited – testing with an on-campus class
- Thursday, Dec. 15th – 10:15 am -12:05 pm – seats limited – testing with an on-campus class

Since there will be some in the class who will not stay in the class the full term, sign-up times for final exams will begin near the end of November, when we have determined how many students are still in the class and will be taking the final exam. An email will be sent to all remaining students at that time to start scheduling specific times for taking the final exam.
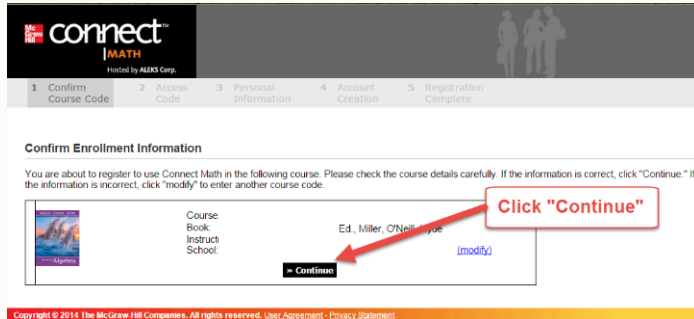
Students living *outside the area (Inland Empire)* may set up to have an alternate Final Exam administered by a proctor, underline approved ahead of time. If this may apply to you, you **MUST** notify Professor Toner *by the end of the second week of class, Sept. 9th, 2016*. Specific arrangements will be made with those students after Oct. 15th, (the "W" drop deadline).

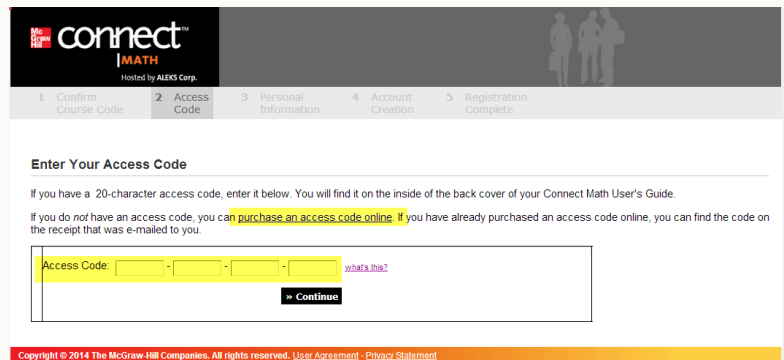To register for Connect Math, you will need to follow these steps:

On the next screen, you will need to enter our course code: **XLKKX-HCAGC**. This will get you to our class.

On the next screen, verify you have the course, and then click "continue".

On the next screen, you will have three options:

1. If you have the $104 now, click on "purchase an online code online" for the least expensive option.

2. If you have purchased the access code at the bookstore, enter it into the boxes to gain your access.

3. If you will have one of the above in the next couple of weeks, but not right now, then...

There is a two-week <u>free</u> access code to get into Connect Math. It is F774A-AC342-A9259-ED8C0 (That's a zero, not the letter O, in the last group). Note that it <u>does not</u> give add an additional two weeks to your course. You will need to extend your account **BEFORE** the end of the two weeks.

I do my best to answer all emails as quickly as I can, but sometimes it can be difficult.

You would not believe how many unidentified emails I receive on a regular basis... as a result, I have established this policy to help me provide you with the quickest, most reliable response.

Send all emails to Stephen.Toner@vvc.edu.

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Prof. Toner's Email Policy

Please read carefully the set of rules applicable to all emails you may send me.

The subject line (title) of the email must include the following information:
1. Your first and last name
2. Your class name, meeting days and times
3. The reason for the email

Examples:
- Jessica Jones, Math 90 online, about my chapter 3 test
- Jessica Jones, Math 120 TTh at 8 am, out sick today

Do not email asking questions that can be answered by reading the syllabus. For example, please do NOT email me questions such as "Can I take the test at a later date?" or "When is the final exam?"

Write emails using proper grammar, punctuation and capitalization. In other words, do not text me.

Emails that don't follow these guidelines may not be answered quickly.

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Prof. Toner's Schedule
I make every effort to respond to emails as quickly as I can, however some days are rather busy, especially on Tuesdays and Thursdays. Emails received after 9:30 or so in the evenings may not receive responses until the next day. On weekends, I generally try respond to emails in the morning and evenings, but response time may be a bit slower in the middle of the day. Additionally, I will do my best to respond while at conference or traveling, but please understand that there may be delays for such.

If this were an on-campus class, you would be required to attend class every day. After 4 hours of absence, you could be dropped from this class. As an online class, the same rules need to hold. **If you do not log in to Connect for 7 straight days, you will be considered to be excessively absent and may be dropped. It is your responsibility to keep your enrollment status current. You risk an "F" if you stop attending without officially withdrawing.**

Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 Section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758 of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.