

# ELEMENTARY ALGEBRA

MATH 42 ONLINE, SPRING 2016

SECTIONS #56235 (4 UNITS)

## 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: 2:40 - 4:15 PM; Tuesdays & Thursdays: 7:20 - 7:50 AM

## COURSE

### DESCRIPTION

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.

### PREREQUISITES

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

### 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 (\$100.00 with optional \$15 “print upgrade” mailed directly to your home), or from the Rams bookstore (\$126.75 for the access code only), or packaged with a loose-leaf version of the text (\$175.50).



**Online access is required** and includes complete digital access to your e-books, videos and homework. Your course Code is **FJHMQ-VNY9Y**. You may begin the registration process at Connect Math beginning February 15<sup>th</sup>, but the class will not officially begin until Tuesday, February 16<sup>th</sup>.

The 2-week financial aid code for this course is **FC638-E4C65-0AB9C-323D9** (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 **FJHMQ-VNY9Y**. You will still need to purchase access for Math 42.

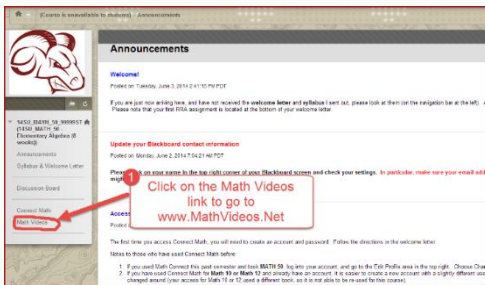
## HOMEWORK

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.

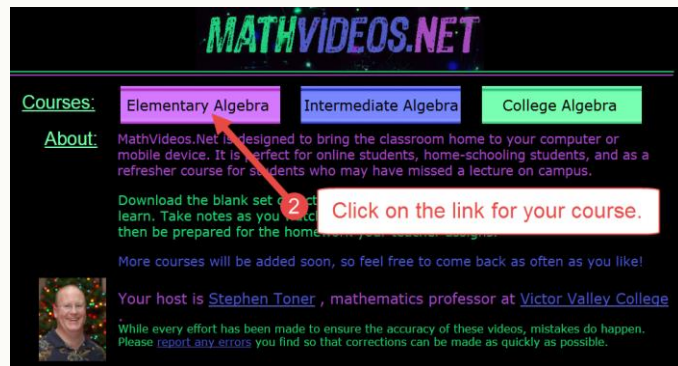
You may take each homework assignment as many times as you wish, and I will only count the highest grade for each assignment. I will **drop** the lowest 4 scores from your homework assignments at the end of the term before calculating your final grade.

## LECTURE NOTES AND VIDEOS

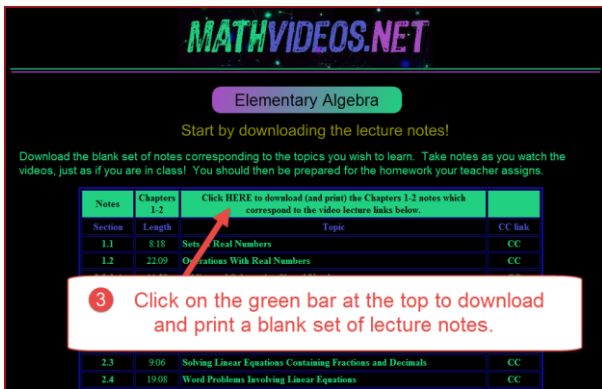
First, you will want to go to [www.mathvideos.net](http://www.mathvideos.net), my video website, and click on the Elementary Algebra button. Above each pair of chapters, there is a link to "download blank lecture notes". Please download and print these out. For each lecture in the table, there is a video 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.



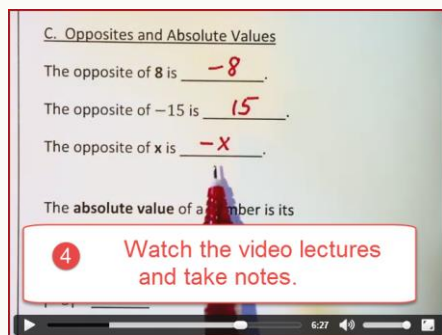
Enter your class at [www.MathVideos.Net](http://www.MathVideos.Net).



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

Notes	Chapters 1-2	Click HERE to download (and print) the Chapters 1-2 notes which correspond to the video lecture links below.		CC link
Section	Length	Topic		
1.1	8:18	Sets of Real Numbers		CC
1.2	22:09	Operations With Real Numbers		CC
1.3-1.4	11:59	Adding and Subtracting Signed Numbers		CC
1.5	16:47	Multiplying and Dividing Signed Numbers		CC
2.3	9:06	Solving Linear Equations: Containing Fractions and Decimals		CC
2.4	19:08	Word Problems Involving Linear Equations		CC
2.5	12:36	Percent Sentence Problems		CC
2.6	16:47	Solving Literal Equations; Word Problems Involving Linear Equations and Geometry		CC
2.7	25:40	Mixture Problems; Motion Problems		CC

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.

Sometimes you make minor errors on an exam and the computer marks the problem as incorrect. If you have made obvious mistakes (such as typing in the wrong variable, or mistakenly typing in a comma), you may request partial credit back on those problems. After the deadline for any chapter exam, you will be able to view your exam in the grade book. Send me an email prior to the next test's deadline with a list of the problems you wish me to check along with a short explanation. I will then look at the problem and determine whether additional credit is warranted.

## 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.

## GRADING

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

Online Chapter Tests	25% of your grade
Online Homework	25% of your grade
Discussion Board and RRA's	10% of your grade
Comprehensive Final Exam (see page 6)	40% of your grade

A	88.00% - 100%
B	78.00% - 87.99%
C	70.00% - 77.99%
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

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### 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.

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**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.**

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## ATTENDANCE

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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.*

## STUDENT ACCESS

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*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 02-22-16 (the start of the second week of class).**

## MISCELLANY

### ACADEMIC SUPPORT

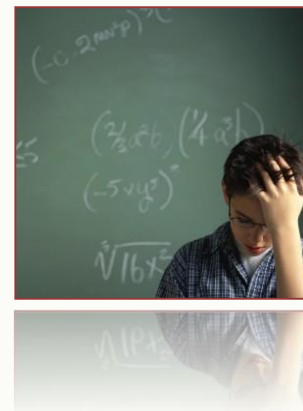
You are strongly encouraged to get tutoring or go to the Math Success Center, study in groups, and see me for help outside of class. All of these are free! Students that get help outside of class are typically much more successful than those that do not.

Regular Math Success Center hours are:

Monday-Thursday 9:00 AM - 9:00 PM

The Math Lab is located in building 42 (the Academic Commons). Outside of these those hours, please go to the information booth at the east end of the Tech building to sign in for tutoring help. The MSC will begin operation the second week of the semester.

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...



### 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.

## 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](http://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.**



## VVC CALENDAR



Feb 16	First Day of classes
Feb 28	Last day to drop without receiving a "W" grade
March 25	Campus closed - Good Friday
April 2	Last day to drop and receive a "W" grade
April 10-17	Spring Break
May 30	Campus closed - Memorial Day
June 11	Last day of spring term

## 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	2.16 - 2.20	Start Ch. 1	<i>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.</i>
2	2.21 - 2.27	Finish Ch. 1	All HW and Chapter Test for Ch. 1 must be submitted by 11:59 PM on Sunday, Feb 28th
3	2.28 - 3.05	Start Ch. 2	
4	3.06 - 3.12	Finish Ch. 2	All HW and Chapter Test for Ch. 2 must be submitted by 11:59 PM on Sunday, March 13th
5	3.13 - 3.19	Start Ch. 3	
6	3.20 - 3.26	Finish Ch. 3	All HW and Chapter Test for Ch. 3 must be submitted by 11:59 PM on Sunday, March 27th
7	3.27 - 4.02	Start Ch. 4	*April 2 <sup>nd</sup> , 2016 is the last day to drop the course and still receive a "W" grade.
8	4.03 - 4.09	Finish Ch. 4	All HW and Chapter Test for Ch. 4 must be submitted by 11:59 PM on Sunday, April 17 <sup>th</sup>
	4.10 - 4.16	SPRING BREAK !!	
9	4.17 - 4.23	ALL Ch. 5	All HW and Chapter Test for Ch. 5 must be submitted by 11:59 PM on Sunday, April 24 <sup>th</sup>
10	4.24 - 4.30	Start Ch. 6	
11	5.01 - 5.07	Finish Ch. 6	All HW and Chapter Test for Ch. 6 must be submitted by 11:59 PM on Sunday, May 8th
12	5.08 - 5.14	Start Ch. 7	
13	5.15 - 5.21	Finish Ch. 7; Start Ch. 8	All HW and Chapter Test for Ch. 7 must be submitted by 11:59 PM on Sunday, May 22nd
14	5.22 - 5.28	More Ch. 8	
15	5.29 - 6.04	Finish Ch. 8; Start Ch. 9a	All HW and Chapter Test for Ch. 8 must be submitted by 11:59 PM on <b>Tuesday</b> , May 31 <sup>st</sup>
16	6.05 - 6.10	Finish Ch. 9a	All HW and Chapter Test for Ch. 9a must be submitted by 11:59 PM on <b>Thursday</b> , June 9 <sup>th</sup>
	June 6 - 10		<b>FINAL EXAM</b> on-campus (see dates and times below)

## FINAL EXAM

A comprehensive final exam will be given from June 6<sup>th</sup>-10<sup>th</sup> at the following times. Locations will be announced later.

- Monday, June 6<sup>th</sup> - 7:00 - 8:50 **pm**
- Tuesday, June 7<sup>th</sup> - 10:00 - 11:50 am
- Wednesday, June 8<sup>th</sup> - 7:00 - 8:50 **pm**
- Thursday, June 9<sup>th</sup> - 8:00 - 9:50 am
- Thursday, June 9<sup>th</sup> - 10:00 - 11:50 am
- Friday, June 10<sup>th</sup> - 8:00 - 9:50 am

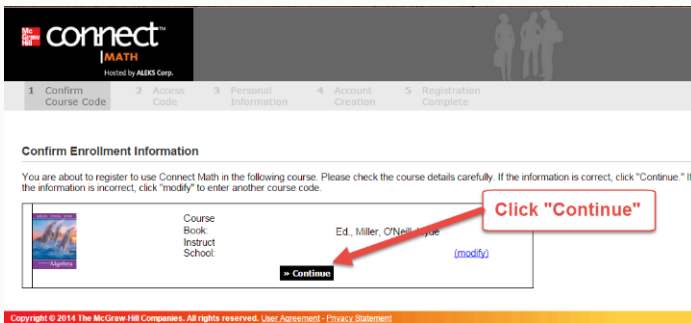
Students living ***outside the area (Inland Empire)*** may set up to have an alternate Final Exam administered by a proctor, approved ahead of time. If this may apply to you, you **MUST** notify Professor Toner ***by the end of the second week of class, Feb 22<sup>nd</sup>, 2016***. Specific arrangements will be made with those students after April 2<sup>nd</sup> (the "W" drop deadline).

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



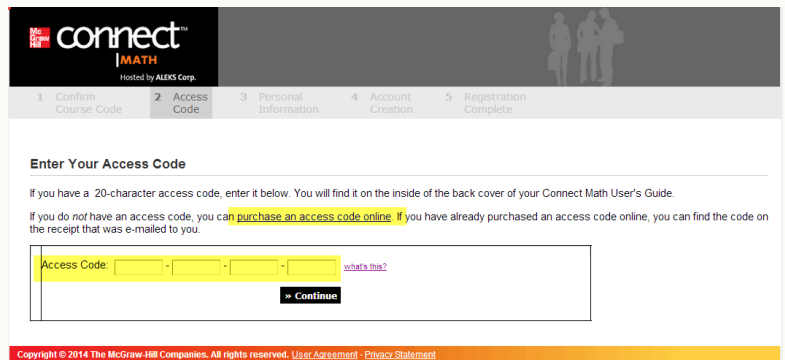
On the next screen, you will need to enter our course code: **FJHMQ-VNY9Y**. This will get you to our cl

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 \$100 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 **free** access code to get into Connect Math. It is **FC638-E4C65-0AB9C-323D9** (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.

# EMAIL

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@vc.edu](mailto:Stephen.Toner@vc.edu).

## ★ ★ 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 emailing.



Examples:

- Jessica Jones, Math 90 MW 8 AM, out sick today ✓
- Jessica Jones, Math 42 online, about my chapter 3 test ✓

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.

### Prof. Toner's Spring 2016 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.

	Monday	Tuesday	Wednesday	Thursday
7:00 AM		Office Hours		Office Hours
7:30 AM		7:20-7:50		7:20-7:50
8:00 AM				
8:30 AM				
9:00 AM				
9:30 AM				
10:00 AM		Teaching		Teaching
10:30 AM				
11:00 AM				
11:30 AM				
12:00 PM				
12:30 PM				
1:00 PM				
1:30 PM		Meeting		
2:00 PM				
2:30 PM				Meetings
3:00 PM	Office	Meetings	Office	(most
3:30 PM	hours		hours	Thursdays)
4:00 PM	2:40-4:15		2:40-4:15	
4:30 PM				
5:00 PM				
5:30 PM				
6:00 PM	Teaching		Teaching	
6:30 PM	(Math 12)		(Math 12)	
7:00 PM				