

ELEMENTARY ALGEBRA

MATH 42 ONLINE, WINTER 2016
SECTIONS #56711 (4 UNITS)

INSTRUCTOR



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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 (\$95.00 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 **TCPVF-6KKJP**. You may begin the registration process at Connect Math beginning December 30th, but the class will not officially begin until Monday, January 4th.

The 2-week financial aid code for this course is **COBDF-C56D6-76C42-B0BB4 (those are zeroes, not the letter O)**. 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 **TCPVF-6KKJP**. You will still need to purchase access for Math 42.

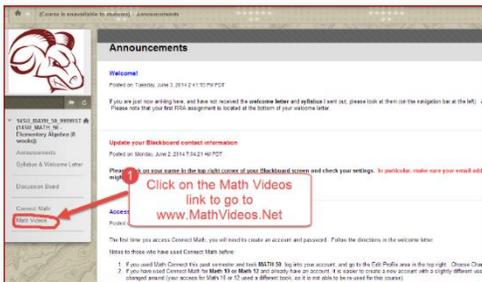
HOMEWORK

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.

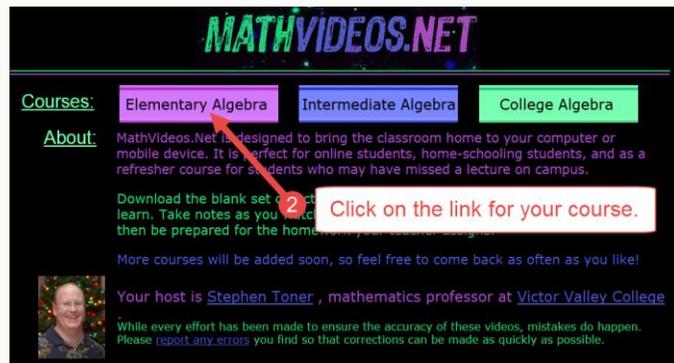
You may take each homework assignment as many times as you wish, and I will only count the highest grade for each assignment. I will **drop** the lowest 5 scores from your homework assignments at the end of the term before calculating your final grade.

LECTURE NOTES AND VIDEOS

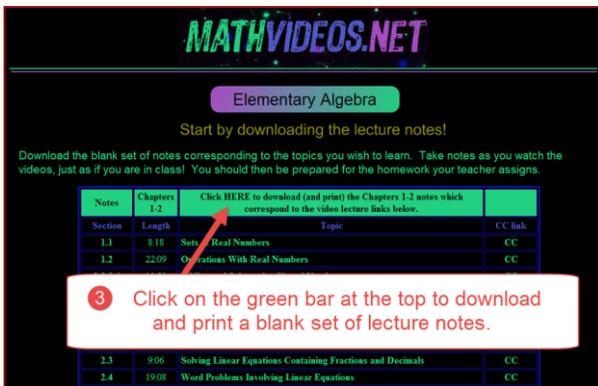
First, you will want to go to www.mathvideos.net, my video website, and click on the Elementary Algebra button. Above each pair of chapters, there is a link to "download blank lecture notes". Please download and print these out. For each lecture in the table, there is a video lecture I have created to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



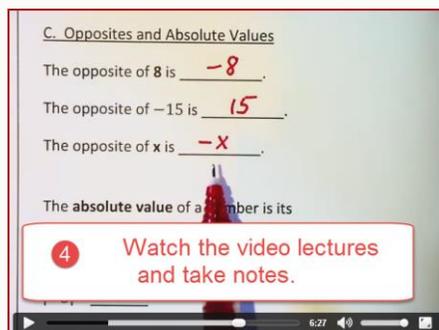
Enter your class at www.MathVideos.Net.



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

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. Since this is a short, 6-week winter class, you will have chapters due every 4-5 days. I estimate that you will need to set aside **at least** 30 hours per week (5 hours per day, 6 days per week, on the average). Anything short of this is undermining your chances of success. **If you are working a full-time job or are typically a "C" student in math, there is a very strong chance that you will not survive the pace of 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.

ATTENDANCE

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 5 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

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 01-11-16 (the start of the second week of class).

VVC CALENDAR



Jan 4	First Day of classes
Jan 10	Last day to drop without receiving a "W" grade
Jan 18	Martin Luther King Holiday
Jan 20	Last day to drop and receive a "W" grade
Feb 11	Last day of winter term

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 (tentatively):

Monday-Thursday 8:30 AM - 5:00 PM

The Math Lab is located in building 42 (the Academic Commons), although it may be relocating during the winter term.



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 and install the latest versions of many key plug-ins and movie players. If you ever find your computer running slow or strange things are happening, close your browser (all tabs). This will solve many of the issues that students typically face. Sometimes it turns out you have an extra window open that you are not aware of which causes the problems.

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.

The Connect Math Tech Support phone number is 1-949-390-2095. They are closed on Saturdays.

OUR CLASS SCHEDULE

Since this is a short-term class, take advantage of the early access to get ahead of the deadlines. Chapters will be due every 4-5 days and there is no break scheduled. **Deadlines are FIRM.** It is suggested that you print this page and post it next to your computer for reference.

Week	Dates	Section	Deadline
0		Early Start...	Connect Math course becomes available on Wednesday, December 30th, 2015
1	Jan 6		RRA #1 and RRA #2 due by 11:59 pm
1	Jan 7	Chapter 1	All HW and Chapter Test for Ch. 1 must be submitted by 11:59 PM on Thursday, Jan 7
1	Jan 9	Discussion Board 1	Post in the discussion board (in Blackboard) by Saturday night at 11:59 pm
2	Jan 12	Chapter 2	All HW and Chapter Test for Ch. 2 must be submitted by 11:59 PM on Tuesday, Jan 12
2	Jan 16	Discussion Board 2	Post in the discussion board (in Blackboard) by Saturday night at 11:59 pm
3	Jan 17	Chapter 3	All HW and Chapter Test for Ch. 3 must be submitted by 11:59 PM on Sunday, Jan 17
3	Jan 19		RRA #3 due by 11:59 pm (becomes available in Connect Math Jan 14 th)
3	Jan 20		*January 20 th is the last day to drop the course and still receive a "W" grade.
3	Jan 21	Chapter 4	All HW and Chapter Test for Ch. 4 must be submitted by 11:59 PM on Thursday, Jan 21
3	Jan 23	Discussion Board 3	Post in the discussion board (in Blackboard) by Saturday night at 11:59 pm
4	Jan 25	Chapter 5	All HW and Chapter Test for Ch. 5 must be submitted by 11:59 PM on Monday, Jan 25
4	Jan 30	Chapter 6	All HW and Chapter Test for Ch. 6 must be submitted by 11:59 PM on Saturday, Jan 30
4	Jan 30	Discussion Board 4	Post in the discussion board (in Blackboard) by Saturday night at 11:59 pm
5	Feb 4	Chapter 7	All HW and Chapter Test for Ch. 7 must be submitted by 11:59 PM on Thursday, Feb 4
5	Feb 6		RRA #4 due by 11:59 pm (becomes available in Connect Math Jan 31 st)
5	Feb 6	Discussion Board 5	Post in the discussion board (in Blackboard) by Saturday night at 11:59 pm
6	Feb 8	Chapter 8	All HW and Chapter Test for Ch. 8 must be submitted by 11:59 PM on Monday, Feb 7
6	Feb 10	Discussion Board 6	Post in the discussion board (in Blackboard) by Wednesday night at 11:59 pm
6	Feb 11	Chapter 9a	All HW and Chapter Test for Ch. 9a must be submitted by 1:59 PM on Thursday, Feb 11
6	Feb. 10 & 11		FINAL EXAM on-campus

FINAL EXAM

A comprehensive final exam will be given the last two days of class: Wednesday and Thursday, February 10th and 11th. There will be several time slots (morning, mid-day and evening) to select from each day. Seats available will be for ALL my online courses this term, not just your course.

- Wed, Feb 10th - 10:40-12:30 in bldg. 21, room 157 (18 seats available)
- Wed, Feb 10th - 12:40-2:30 in bldg. 30, room 9 (25 seats available)
- Wed, Feb 10th - 6:40-8:30 **pm** in bldg. 30, room 9 (25 seats available)
- Thurs, Feb 11th - 8:00-9:50 **am** in bldg. 21, room 157 (TBA seats available)
- Thurs, Feb 11th - 10:40-12:30 in bldg. 21, room 157 (18 seats available)
- Thurs, Feb 11th - 12:40-2:30 in bldg. 30, room 9 (25 seats available)

I will be asking that you not request the evening time slot on the 10th unless you really need that time slot, so that there are enough seats for those who work during the day.

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 the first week of February, 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. Please do NOT start requesting time slots until asked to do so.

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 first week of class, January 11, 2016**. Specific arrangements will be made with those students after January 20th (the "W" drop deadline).

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@vvc.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.