ELEMENTARY ALGEBRA

MATH 42 ONLINE, FALL 2017 – 2ND 8 WEEKS
SECTIONS #63306, 63307 & 63310 (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	Mon through Thurs: 7:10 AM – 7:50 AM
	Mondays: 2:45 – 3:15 PM
	Tuesdays: 10:15 – 12:00 PM

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 ($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 ($178).

Online access is required and includes complete digital access to your e-books, videos and homework. Your course Code is **LVP4T-HC6WN**. You may begin the registration process at Connect Math beginning October 20th, but the class will not officially begin until Monday, October 23rd.

The 2-week financial aid code for this course is **62BA6-0F07F-98439-FB5F6** (Those are zeros, not the letter O, in the second 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 **LVP4T-HC6WN**. You will still need to purchase access for Math 42.

VVC CALENDAR

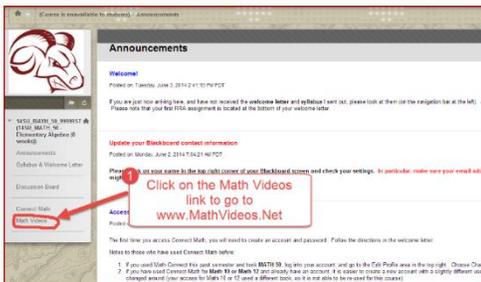| Oct. 23	First Day of classes
Oct. 31	Last day to drop without receiving a "W" grade
Nov. 10	Campus Closed – Labor Day Holiday
Nov. 15	Last day to drop and receive a "W" grade
Nov 23-26	Campus closed – Thanksgiving
Dec 16	Last day of fall term (Dec. 15th for our class)

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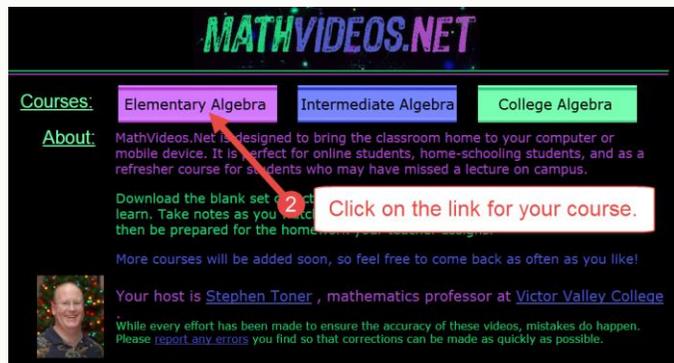
You may take each homework assignment as many times as you wish, and I will only count the highest grade for each assignment. I will **drop** the lowest **5** scores from your **homework** assignments at the end of the term before calculating your final grade.
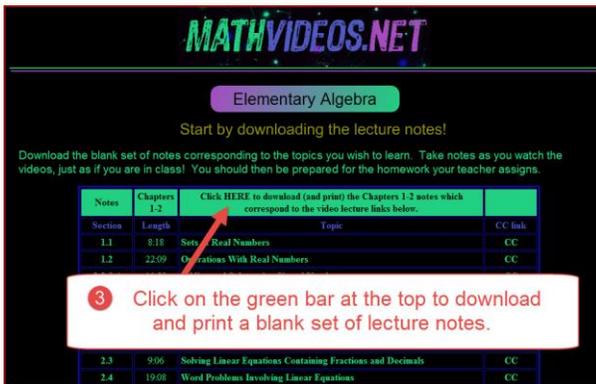
LECTURE NOTES AND VIDEOS

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.*

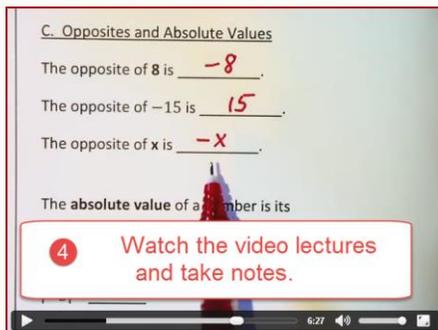Within Blackboard, click on the Math Videos link in the Navigation panel.

Enter your class at www.MathVideos.Net.

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

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).

Notes	Chapters 1-2	Click HERE to download (and print) the Chapters 1-2 notes which correspond to the video lecture links below.	
Section	Length	Topic	CC link
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	16:2_	Multiplying and Dividing Signed Numbers	CC
		_ Real Numb_	CC
		ep Linear	CC
		Step Linear _ ties	CC
		Equations	CC
2.4	19:08	Word Problems Involving _	CC
2.5	12:36	Percent Sentence Proble_	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

Regular Links

Closed-captioned Links (CC)

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 **single** 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. Discussion Board posts will be due each **Saturday** night in 11:59 PM in BlackBoard.

There will be several short RRA's (Response Required Assignment) this term. These will be administrative in nature. The Discussion Board and RRA assignments will be counted as homework scores.

GRADING

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

Online Chapter Tests (lowest 1 dropped)   25% of your grade
Online Homework (lowest 5 dropped)   25% of your grade
RRA's, Discussion Board   10% of your grade
Comprehensive Final Exam   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%

There is no extra credit; it is built into the grading system with the dropped assignments and grading scale.

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 during a 16-week term, you would be spending about 4 hours per week in class and travel to class, plus another 6-8 hours per week doing homework. That same 10-12 hours per week would need to be spent online to be successful. Since this is an 8-week class, you should be doing **twice** that amount (20-24 hours per week). **Basically, this means you should schedule a <u>minimum</u> of roughly 3 hours per day, 7 days per week, OR 4 hours per day, 5-6 days each 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 <u>not</u> 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.

SCHOLASTIC DISHONESTY

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.

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.

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 for this class, you will be considered to be excessively absent and may be dropped. You may think this sounds extreme, but it is what is needed in a short term class like this.** If you travel during these 8 weeks, try to be at a hotel that has wi-fi service.

It is your responsibility to keep your enrollment status current. You risk an "F" if you stop participating or working in the class (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 10-30-17 (the start of the second week of class).

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.
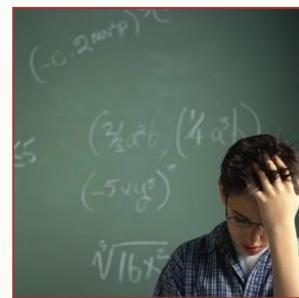
Regular Math Success Center hours are (Fall 2017):

> Monday - Thursday: 9:00 AM – 7:00 PM
> Fridays: 9:00 AM – 5:30 PM

The Math Success Center is located in building 21, room 146.

There will also be several Math 42 workshops weekly in room 21-145. Please refer to the http://www.vvc.edu/academic/mathematics/math_workshops.shtml for dates and times.

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 course requires 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, you re-start your browser 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. If your internet service at home is unreliable, do not wait until the last day to start assignments.** There are plenty of computers that you are able to use on campus.

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. **Connect Math seems to work best on the Chrome and Firefox browsers.** Some students have reported issues while using Internet Explorer.

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 within Connect math and compare your answer with what the computer lists. You can often find the error, or learn from your mistake that way.

The schedule for the term is listed below. I **highly suggest** you work as far ahead of the schedule as you can, just in case you have emergencies in your personal life, or in case you run into material which you find rather challenging.

OUR CLASS SCHEDULE

Week	Dates	Section	Deadline
0		Early Start…	Connect Math course becomes available on Friday, Oct. 20th, 2017
1	10.23 - 10.28	Ch. 1; Ch. 2a	All HW and Chapter Test for Ch. 1 must be submitted by 11:59 PM on Saturday, Oct. 28
2	10.29 – 11.04	Ch. 2b; Ch. 3a	All HW and Chapter Test for Ch. 2 must be submitted by 11:59 PM on Saturday, Nov. 4
3	11.05 – 11.11	Ch. 3b; Ch. 4a	All HW and Chapter Test for Ch. 3 must be submitted by 11:59 PM on Saturday, Nov. 11
4	11.12 – 11.18	Ch. 4b; all Ch. 5	*Nov 15th, 2017 is the last day to drop the course and still receive a "W" grade. All HW and Chapter Test for Ch. 4 must be submitted by 11:59 PM on Wednesday, Nov. 15 All HW and Chapter Test for Ch. 5 must be submitted by 11:59 PM on Saturday, Nov. 18
5	11.19 – 11.25	Ch. 6	All HW and Chapter Test for Ch. 6 must be submitted by 11:59 PM on Saturday, Nov. 25
6	11.26 – 12.02	Ch. 7	All HW and Chapter Test for Ch. 7 must be submitted by 11:59 PM on Saturday, Dec. 2
7	12.03 – 12.09	Ch. 8	All HW and Chapter Test for Ch. 8 must be submitted by 11:59 PM on Saturday, Dec. 9
8	12.10 – 12.15	Ch. 9a	All HW and Chapter Test for Ch. 9a must be submitted by 11:59 PM on Friday, Dec. 14
			FINAL EXAM on-campus (or proctored). See dates and times below.

FINAL EXAM

This class requires an on-campus or proctored exam.

A comprehensive final exam will be given the final days of class in December. I will host these many sessions in order to accommodate most of your schedules. You will be asked to choose one of these time slots toward the end of November. (Please do not email me to choose a time slot until I start the sign-up process.)
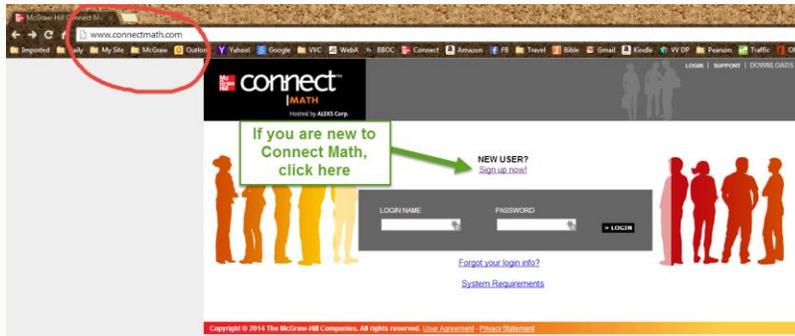
Final exam dates:

- Monday, Dec. 11th, 10:25 am – 12:30 pm, in 21-145 (seating limited)
- Tuesday, Dec. 12th, 8:00 am – 10:05 am, in 21-145 (seating limited)
- Wednesday, Dec. 13th, 8:00 am – 10:05 am, in 21-157 (seating limited)
- Thursday, Dec. 14th, 8:00 am – 10:05 am, in 21-145 (seating limited)
- Thursday, Dec. 14th, 7:45 pm – 9:55 pm, in 30-7 (EVENING)
- Friday, Dec. 15th, 10:00 am – 12:05 pm, in 30-9
- Friday, Dec. 15th, 1:00 pm – 3:05 pm, in 30-9 (AFTERNOON)

Students living _**outside the area (Inland Empire)**_ may request to to have an alternate Final Exam administered by a proctor, approved ahead of time, at your expense if expenses are required. If this may apply to you, you **MUST** notify Professor Toner **_by the end of the second week of class, Nov. 4, 2017_**. Specific arrangements will be made with those students after Nov. 15th (the "W" drop deadline).
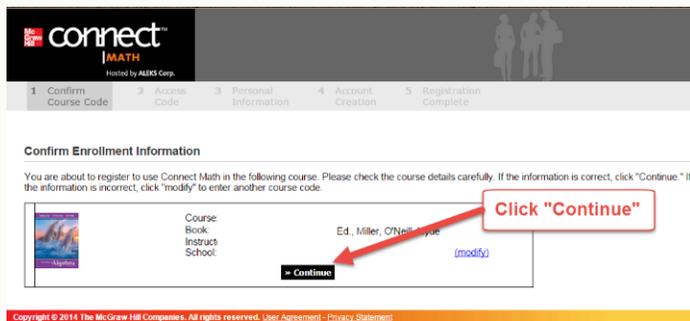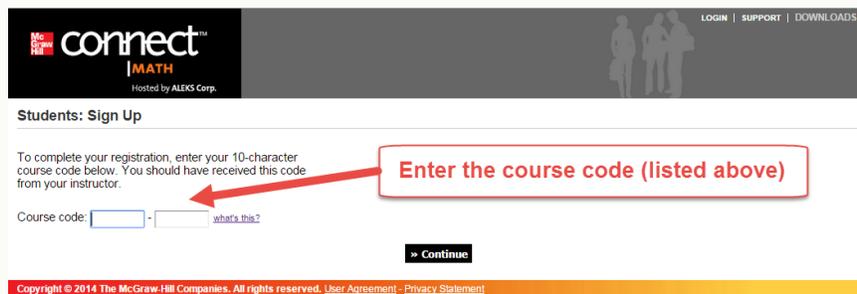
Since there will be some in the class who will not stay in the class the full term, sign-up times for final exams will begin at the end of November, when we have determined how many students are still in the class and will be taking the final exam on-campus. An email will be sent to all remaining students at that time to start scheduling specific times for taking the final exam.

Any proctored exams must be submitted prior to midnight on Thursday, December 14th, 2017.

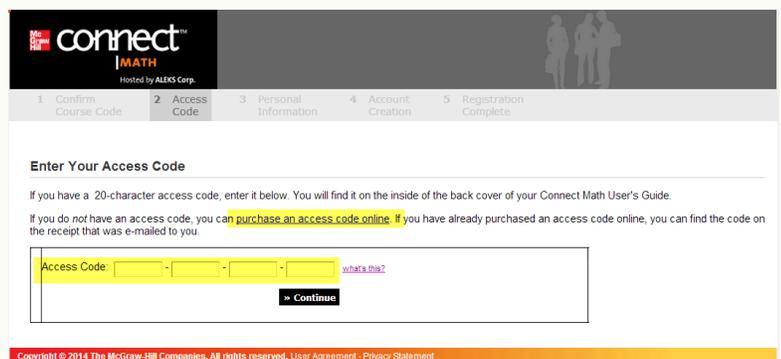To register for Connect Math, you will need to follow these steps:

On the next screen, you will need to enter our course code: <mark>LVP4T-HC6WN</mark>. 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 <mark>62BA6-0F07F-98439-FB5F6</mark> (Those are zeros, not the letter O, in the second 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 <u>must</u> 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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<u>Prof. Toner's Schedule</u>

I make every effort to respond to emails as quickly as I can, however some days are rather busy, especially on Mondays and Tuesdays.

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.