

# NorthCentral

## MISSOURI COLLEGE

### SYLLABUS

#### Intermediate Algebra with Workshop Spring Semester 2018

**Course Number:** MT110W

**Instructor Information:**

**Name:** Traci Norris

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**Office Hours:** M/F 8:30-10:00, 1:00-2:30,

T/R 8:30-9:15,

W 8:30-10:00, 1:30-2:30

\*Faculty will respond to email/phone messages within 48 hours Monday-Friday. All email correspondence is through NCMC student email.

**Course Description:** Student learning outcomes include: basic algebra fundamentals, linear equations and linear inequalities, linear functions and their graphs, systems of equations and inequalities, operations with polynomial functions and factoring, quadratic equations and functions and their graphs, operations with rational expressions, and radical equations. This course will use algebra to model and solve real-world problems. This is a prerequisite course for College Algebra, Math Concepts, and Statistics. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course.

**Prerequisites:** Pre-Algebra (DS048) or appropriate placement test score.

**Credit Hours:** 6 (3 credit hours may transfer depending on the college.)

**Textbook and /or Supplementary Materials:**

Required Software: HAWKES Intermediate Algebra Software which can be registered at <http://www.hawkeslearning.com/>

Optional Textbook: Wright, D. Franklin, *Intermediate Algebra*, 6<sup>th</sup> edition, South Carolina: Hawkes Learning Systems/Quant Systems, Inc., 2011

Required Calculator: TI-83/84

If you have a calculator that exceeds the capacities of a TI-83/84, you will NOT be allowed to use it on exams.

## Student Learning Objectives:

<b>Student Learning Objective</b> Upon successful completion of this course the student will be able to:	<b>Assessment Method</b> Describe the assessment tool/s used to demonstrate each student learning outcome.
1. Recognize and use the axioms of equality, order of operations and the arithmetic operations on the set of real numbers.	Chapter 1 Exam
2. Solve and graph linear equations and inequalities.	Chapter 2, 3 Exam
3. Understand the fundamental principles of graphing lines, slope and equations of lines.	Chapter 2, 3 Exam
4. Solve systems of linear equations and variables.	Chapter 2, 3 Exam
5. Factor polynomials and solve polynomial equations.	Chapter 4 Exam
6. Add, subtract, multiply and divide polynomials.	Chapter 4 Exam
7. Understand the nature and operations performed on roots and powers and solve radical equations	Chapter 6, 7 Exam
8. Simplify and solve rational expressions and equations.	Chapter 5 Exam

## Course Outline/Major Topics Studied:

Chapter 1: Real Numbers and Solving Equations

Section A.3: Applications of Linear Equations

Chapter 4: Exponents and Polynomials

Chapter 5: Rational Expressions and Rational Equations

Chapter 2: Linear Equations and Functions

Chapter 3: Systems of Linear Equations

Chapter 6: Roots and Radicals (skip section 6.7)

Chapter 7: Quadratic Equations and Quadratic Functions (Sections 7.1a, 7.2, 7.3)

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### **Instructional Methods and Techniques:**

1. Lecture
2. Demonstration
3. Class discussion
4. Individual work – Homework and Extended Problems
5. Problem solving
6. The workshop is designed to provide support and scaffolding to strengthen student skills in order to improve success.

### **Course Requirements:**

This course requires a minimum of two hours of out-of-class work for every one hour of faculty instruction.

A. **HOMEWORK** is necessary and will be assigned daily.

1. Most homework will be completed using the HAWKES computer software via the internet or installed software. Homework will be graded using a mastery approach. You will be given full credit when you master a lesson. You are allowed multiple attempts.
2. Lessons will be assigned every class except test dates.
3. Late homework is accepted but penalized. There is a 10% penalty for homework completed up to 3 days late, 20% penalty for up to 6 days late, 30% penalty for up to 9 days late, and 40% penalty for more than 9 days late.
4. Homework will be 20% of your final grade.

B. **EXAMS:**

1. Six in-class, paper-pencil tests will be given. Each exam is worth 100 points.
2. Partial credit will be given for proper procedures demonstrated.
3. You may earn back some of the points you lose by properly doing corrections with all work shown. To qualify for corrections you must:
  - 1) Turn in written documentation of at least three recent 30 minute supervised visits to a tutoring center before the exam is taken. The three visits must be on different days.
  - 2) Have no missing homework for that chapter(s).
4. The exams will account for 60% of your final grade.

C. **FINAL:** A multiple-choice & short answer comprehensive FINAL exam worth 20% of your final grade. Your final exam score may also replace your lowest 100 point item.

D. Your **FINAL GRADE** will be derived as a percentage with 20% from homework, 60% from exams, and 20% from the final exam.

E. **MAKE UP EXAMS** will NOT be given. If however you have extenuating circumstances you wish to discuss, contact me **PRIOR** to the exam time.

F. **COURSE GRADES** will be maintained on Hawkes.

<b>Grading Scale:</b>	90 – 100%	A
	80 – 89%	B
	70 – 79%	C
	60 – 69%	D
	0 – 59%	F

### **Attendance and Class Participation:**

Attendance **every day** is expected for all students and is necessary for successful course completion. Due to the nature of a workshop course attendance is required and you will lose homework points for each absence. If you must be absent, you are responsible for getting the missed notes and assignments from other students or the recorded sessions. Missed exams will result in a zero. If you will be absent the day of an exam you **MUST** make **PRIOR** arrangements. Make-up exams will not be given if **PRIOR** arrangements are not made.

Absences reduce the value of the learning experience and reduce the probability of passing the course as research indicates successful college students attend class regularly. NCMC strongly encourages students to attend classes on a regular basis as registration for any NCMC course presupposes that the student will attend all scheduled classes, laboratories, and clinicals. **Failure to attend class does not constitute an official standard withdrawal.** Students are responsible for withdrawing from classes. If a student knows they are going to be absent for a college-sponsored event, they must inform the instructor prior to that absence so that arrangements can be made for classwork, assignments, and/or tests.

After the published Add/Drop date, students are financially responsible for costs associated with classes from which they have withdrawn. Students are also financially responsible for the course under the Administrative Drop Policy.

#### **Administrative Drop Policy:**

- In an 8-week or full semester on-ground class, if a student fails to attend during the **first ten calendar days** of the semester, an administrative drop will occur. In a 4-week class, if a student fails to attend during the **first six calendar days** of the semester, an administrative drop will occur.
- In an 8-week or full-semester online class, if a student does not complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first ten calendar days** of the semester, an administrative drop will occur. In a 4-week online class, if a student fails to complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first six calendar days** of the semester, an administrative drop will occur.

#### **Additional Information:**

- TAKE NOTES.
- **Math must be studied on a daily basis. For every hour in class, you are expected to spend at least two hours preparing for class.**
- Respect for one another and the ability to work with others is necessary for your success in the classroom as well as in your current and future employment.
- If phones are brought to class, they must be silent. **No texting** during class. Phones should be placed face down on your table and left alone until the conclusion of class.

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- If the teacher is tardy to class, you are required to wait 15 minutes before leaving.
- Announcements for NCMC closure will be on the NCMC website, <http://www.ncmissouri.edu>, the radio: 92.3 FM Trenton or 102.5 FM Chillicothe or you can receive a text or e-mail by signing up for Community Connection at <http://www.ncmissouri.edu/serv/default.aspx>. If the teacher cancels, there will be notification on the door of the classroom and also on Blackboard.
- In the event class is canceled there will be instructions and/or homework on Blackboard.
- **If you are having difficulty with your math, there is additional help available without cost.**
  1. Tutoring in the ARC and/or
  2. Schedule an appointment with your instructor

### **Academic Misconduct**

Academic integrity is expected and required of all NCMC students. Students and faculty are responsible and accountable for personally upholding that integrity. Each instructor is assigned jurisdiction for class conduct and grades. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the following policy.

### **Cheating Offenses**

Cheating offenses include, but are not limited to, the following:

- Copying from another student in an examination situation.
- Using unauthorized material or aids in the preparation of an assignment, paper or project.
- Possessing unauthorized material or aids in an examination situation.
- Allowing another person to take an examination in one's place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the college.
- Improperly obtaining an examination prior to the examination.
- Aiding or abetting anyone in a cheating offense.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
- Copying and submitting, in whole or in part, the work of another in an assignment, report, paper, project, etc. as one's own.
- Claiming to have completed assigned tasks that were, in fact, completed by another person.
- Failing to accurately document information, wording, or visual images obtained on the World Wide Web.
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.

***Math Department Cheating Policy:*** Cheating includes all of the acts listed above as well as, using a phone or computer app to come up with answers. If you are suspected of cheating in a math course, you will receive a 0 score on your exam or assignment and will be referred to the Vice President of Academic Affairs. If you are allowed to stay in the course and are caught cheating a second time you will be automatically dismissed from the course with a failing grade.

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## **Procedure**

1. When a student is suspected of cheating, the instructor or other individual who suspects the student of cheating will, at the earliest opportunity, investigate the situation, discuss the matter with the student and come to a decision regarding the student's innocence.
2. In the event a decision is made that the student is responsible of cheating, before determining an appropriate penalty, the course instructor will ascertain from the Vice President of Academic Affairs whether the student has been found responsible of any previous cheating offense while enrolled at North Central Missouri College.
3. In the event that the instructor determines this to be a first offense for the student, the instructor will apply an appropriate penalty. The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student's education. The penalty should also be consistent with the range of penalties outlined in this policy.
4. The instructor will inform the Vice President of Academic Affairs of the cheating offense and the penalty applied.
5. In the case of a second offense by the student, the Vice President of Academic Affairs will determine the appropriate penalty for this offense and will ensure that the penalty is more severe than the penalty imposed for the previous offense. The student will be advised that if found responsible of a third offense of academic dishonesty at North Central Missouri College, the penalty of expulsion from the College could result.

## **Penalties**

A student responsible of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense.

A record of all such cases will be kept in the office of the Vice President of Academic Affairs. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

- Reprimand.
- Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
- A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
- A failing (F) grade will be awarded in the course.
- Automatic failing (F) grades in all courses in which the student is registered, and no tuition or fees will be refunded for that semester. This penalty will only be imposed by the Vice President of Academic Affairs.
- Expulsion from North Central Missouri College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

**Special Accommodations:**

North Central Missouri College complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with documented disabilities who need special classroom accommodations must make their requests in writing to: Disability Support Services, Alexander Student Center, 1301 Main Street, Trenton, MO 64683 or call 660-359-3948, ext. 1405 for an appointment. Services provided can be found at:

<http://www.ncmissouri.edu/advising/>

If you have been approved for an accommodation, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately.

**Title IX:**

In accordance with Title IX of the Education Amendments of 1972, NCMC prohibits sex discrimination and is committed to fostering a learning environment that is safe, inclusive, and fosters academic success. Sex discrimination involves differential treatment or adverse action based on a person's real or perceived sex, gender identity and/or gender expression. Sex discrimination includes discrimination on the basis of pregnancy, sexual orientation, gender identity, and failure to conform to stereotypical notions of femininity and masculinity, as well as same gender harassment. Sexual harassment is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment.

If you or someone you know experience gender-based discrimination, harassment, or violence, please contact Dr. Kristen Alley, Title IX Coordinator, Alexander Student Center, 1301 Main Street, Trenton, MO 64683 660-359-3948, ext 1400, [kalley@mail.ncmissouri.edu](mailto:kalley@mail.ncmissouri.edu). More information can be found at: <http://www.ncmissouri.edu/titleix/>

**Early Alert:**

Success in this course is important. When the instructor believes that a referral to the Early Alert Program will help a student academically, information will be sent to appropriate college personnel. As a result, the student may be contacted by other faculty/staff in order to develop an intervention that will help in achieving educational goals. Please take advantage of these and other resources while at NCMC.

**Communications:**

Students are required to use their NCMC student email account for any correspondence within the college. Students are also highly advised to check their email and SAIL accounts on a regular basis.

**Finals:**

If an emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam. This Finals policy does NOT apply to online courses.

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This document is 100% funded by the MoSTEMWINS \$19.7 million grant from the U.S. Department of Labor, Employment and Training Administration (TAACCCT). The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



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