

**South Plains College**  
**Common Course Syllabus: MATH 0314 / Math 1314**  
**Fall 2020**

**Department:** Mathematics, Engineering, and Computer Science

**Discipline:** Mathematics

**Course Number:** MATH 0314

**Course Title:** College Algebra Support Course

**Course Number:** MATH 1314

**Course Title:** College Algebra

**Available Formats:** conventional/flex and internet

**Campuses:** Levelland, Reese, Plainview, Lubbock Center

**0314 Course Description:** Math 0314 is to be taken concurrently with MATH 1314. Background topics which are necessary for a student to successfully complete MATH 1314 will be covered, with an emphasis on fractions, factoring polynomials, functions, exponents, and operating with radical and rational expressions.

**1314 Course Description:** In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

**Prerequisite:** Minimum score of 340 on the TSIA, or a successful completion with a grade of 'C' or better in MATH 0315.

**0314 Credit: 3 Lecture: 3 Lab: 1**

**1314 Credit: 3 Lecture: 3 Lab: 1**

**Supplies:** Please see the instructor's course information sheet for specific supplies.

**This course partially satisfies a Core Curriculum Requirement:** 0314 - None  
1314 - Mathematics Foundational Component Area (020)

**Core Curriculum Objectives addressed:**

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

**0314 Student Learning Outcomes:** Upon completion of this course and receiving a passing grade, the student will be able to:

1. Define, represent, and perform operations on real numbers.
2. Use order of operations and exponent rules to simplify an expression.
3. Add, subtract, multiply, and divide polynomials.
4. Recognize, understand, and analyze features of a linear equation and a function.
5. Recognize and use algebraic properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, rational, and radical expressions.
6. Identify and solve linear and absolute value equations.

7. Identify and solve linear inequalities.

**1314 Student Learning Outcomes:** Upon completion of this course and receiving a passing grade, the student will be able to:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

**Student Learning Outcomes Assessment:** A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

**Course Evaluation:** There will be departmental final exam questions given by all instructors.

**Attendance/Student Engagement Policy:** Attendance and effort are the most important activities for success in this course. The instructor maintains records of the student's engagement throughout the semester. The student will be allowed to miss twenty percent (20%) of class assignments for the semester, *for any reason*. Should this number be exceeded, the instructor has the right to drop the student with a grade of F or an X, depending on the instructor's discretion.

**Plagiarism violations** include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

**Cheating violations** include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

**COVID Statement:** It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others'

behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Disability Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Nondiscrimination Policy:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cqilster@southplainscollege.edu](mailto:cqilster@southplainscollege.edu) for assistance.

**Campus Concealed Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>  
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**SPC Bookstore Price Match Guarantee Policy:** If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all

accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

## **Proctorio Syllabi Description - US Higher Education**

### **Proctorio is a Learning Integrity Platform**

This course will use Proctorio, a remote proctoring solution designed to protect the integrity of this course's assessments.

### **Equity and Fairness**

The reason I've chosen Proctorio for this course is to make education more equal, by giving each student an opportunity to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

### **Privacy**

Proctorio is a trusted platform for remote proctoring because of its commitment to student privacy. Proctorio uses single sign-on through our LMS and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students and Proctorio will never sell your data to third parties. Read more about [Proctorio's approach to privacy](#).

### **Security**

Proctorio only runs as an extension in your browser. This means that Proctorio works within a sandbox and has limited access to your computer system unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio only runs while you are taking your exam. After your exam ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, you'll need to reinstall the extension again before starting your next exam.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Even Proctorio cannot see your exam data. Read more about [Proctorio security](#).

### **Getting Started**

Before getting started on your first exam, make sure to follow the instructions in [Proctorio's Quick Start Test Taker Guide](#) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the exam.

If after reading the Quick Start Test Taker Guide if you have any trouble while using Proctorio, you can reach out to Proctorio support for troubleshooting. Proctorio support is available 24/7 and can assist in troubleshooting any extension related issues before, during and after your exam. You can contact Proctorio support via email at [support@proctorio.com](mailto:support@proctorio.com) or by starting a live chat by clicking the Proctorio extension's shield icon.

Fall 2020

**Corequisite College Algebra: Math 0314.C209 & Math 1314.C209**

**Instructor:** Phyllis Cormier

**Email:** [pcormier@southplainscollege.edu](mailto:pcormier@southplainscollege.edu)

**Office:** Reese Center, Building 2 Rm 223B Phone: (806)716-2797

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
10:20 – 10:50 AM Virtual	10:30 AM-12:15 PM Virtual	10:20 – 10:50 AM	10:30 AM – 12:15 PM	9:00 – 10:30 AM Virtual
2:50 – 3:20 PM	2:50 – 3:20 PM	2:50 – 3:20 PM Virtual	2:50 – 3:20 PM	

The location of virtual office hours will be posted in the Office Hours tab on the tool bar on the left side of our Blackboard course. Appointments may also be made at times other than those listed above in person or on Blackboard Collaborate. You may make an appointment through email, in person, or by calling or by using the Calendly widget on the Course Content section of our Blackboard course.

**Class Structure:** This course is a flex course. All instructional material is on Blackboard. Each unit in Blackboard has homework, notes, and videos to teach the material. You are expected to watch the videos, fill in the notes, and begin homework before you come to class each week. You will meet for class twice a week for 45 minutes each class. During class, you will have time to ask questions and finish homework. Labs will also be assigned online to complete after you have finished the homework to check for comprehension.

**Class Attendance:** The enrollment in this class exceeds the room capacity with social distancing. You have received a message from SignUpGenius where you must choose whether you will attend during the first 45 minutes of class or the last 45 minutes of class. If you do not choose a time, one will be chosen for you. You will attend during the chosen time both Tuesday and Thursday throughout the semester unless otherwise notified.

**Seating Chart:** If you are attending the **first** half of class, choose a seat **WITH** an SPC sticker. This will be your seat for the remainder of the semester. If you are attending the **second** half of class, choose a seat **WITHOUT** an SPC sticker. This will be your seat for the remainder of the semester.

**Assignments & Grading:**

You will need to be able to scan your work and turn it in as a pdf.

Possible options for making a pdf:

*OneDrive:* All students have a free OneDrive account with their Office365 account. There is a free OneDrive app that will make a pdf of your work with your phone or tablet and will sync with your OneDrive account. This is one video I found that may help you with this.

<https://support.office.com/en-us/article/scan-a-whiteboard-document-business-card-or-photo-in-onedrive-for-ios-7b5425d5-754f-4201-b88f-13fc765d7d3a>

There is also a file on Blackboard in the Course Information folder that will help you use this resource.

*Camscanner:* This is also a good option. The video explains how to use Camscanner.

<https://www.youtube.com/watch?v=pc7dkXaer2s>

*Scannable:* This is another option. You may use any tool you like to make a pdf. This video explains how to use the Scannable app. <https://www.youtube.com/watch?v=RoAYGhtbdkl>

Homework: Homework should be completed on notebook paper with all work shown. The homework problems and the answers are located on Blackboard. The purpose of the homework problems is to determine if you understand the lesson and to give you practice. It will not be turned in for a grade.

Lab work: Labs will be assigned according to the course calendar. You may use your homework to complete labs. **All work must be shown on separate paper to receive credit.** Labs will be turned in online attached to the assignment tab in Blackboard

Exams: You may not use a calculator on Exam 1 but you may use a scientific or graphing calculator on all other exams. You may not use calculators on cell phones or TI-89, TI-92 or TI-Inspire. The use of any websites or apps during exams is considered cheating and will result in a zero on the exam. We will be using Proctorio through Blackboard to securely proctor exams that are given online. You must be able to show your work space while taking the exams to receive credit for the exams. An explanation of how to do this is in the Course Information tab located on the tool bar in Blackboard. Some exams may be given during class time. There will be 6 exams.

Proctorio practice: A quiz over the first unit will be due at 11:59 PM on September 4<sup>th</sup>. It will count 5 points. Follow the Online exam guidelines below to receive full credit for the quiz. You will be allowed multiple attempts to take the quiz following the guidelines. The main purpose for this quiz is to prepare you for using Proctorio during an exam.

Online exam guidelines:

1. Print the template provided for the exam.
2. Sign on to Blackboard and navigate to the exam.
3. Proctorio will have you perform some checks on your computer and show your ID.
4. Before beginning the exam, hold the formula sheet up to the camera.
5. Show your work space. Your hands and paper should be visible on the video throughout the exam.
6. No one else should appear in the camera during testing
7. Show your cell phone. It should also be visible throughout the exam but should not be touched until the end.
8. Show all work in the space provided on the template.
9. When you have completed the exam, use your cell phone to make pdf's of your work. Do this while the timer is still running and the camera is showing you making the pdf's.
10. Do not write anything on your paper after picking up your phone.
11. Email your work to [pcormier@southplainscollege.edu](mailto:pcormier@southplainscollege.edu)
12. Click submit on the exam.
13. Failure to comply to these guidelines will result in a zero on the exam.

Determining Grades:

Lab work/ Quiz (5 pts each)	115 pts
Exam 1	125 pts
Exam 2	125 pts
Exam 3	125 pts
Exam 4	125 pts
Exam 5	125 pts
Exam 6	125 pts
<u>Final Exam</u>	<u>150 pts</u>
Total possible points	1015 pts

Your accumulated points in the course will determine the letter grade posted on your transcript. This grade is determined by the following scale:

<u>Accumulated points</u>	<u>Final Grade</u>
900 and above	A
800 – 899	B
700 – 799	C
600 – 699	D
599 and below	F

### **Supplies:**

- Graph paper. Graph paper can be found in the Course Information folder on Blackboard.
- Notebook paper and pencils
- Basic scientific calculator (such as a TI-30X). Calculators on cell phones, TI-89, TI-92, or TI-Inspire calculators, or any other electronic devices will not be allowed during testing without permission from the instructor.
- 3-ring binder to keep all homework assignments, quizzes, labs and exams organized and easy to find for reference (Recommended but not required.)
- Reliable internet access.
- Phone or tablet capable of making a pdf.
- Webcam. We will be using Proctorio for online exams. Most laptops have a built-in webcam. If you do not have a webcam, you will need to buy or borrow one before our first quiz.
- Mask that covers your nose and mouth must be worn when you are inside any building on campus.

**Supplementary Course Information & Tutoring:** Blackboard is the online course management system that will be utilized for this course. This course syllabus, as well as any class handouts can be accessed through Blackboard. Login at <http://southplainscollege.blackboard.com>. The user name and password should be the same as the Texan Connect and SPC email.

Free tutoring is available. Check Blackboard often for the latest tutoring schedule and course supplements (handouts, additional notes, sample problems for practice, etc.). More information about tutoring is available in the Course Information tab on Blackboard.

### **Your daily course activities**

View the notes for the assigned sections on Blackboard.

Watch the videos while taking notes

Work the homework for that lesson

Check your work with the answers on Blackboard

Mark any that you had trouble with

Ask questions

Complete your homework



**Corequisite College Algebra Course Calendar**  
**Fall 2020**

This calendar is designed to help you stay on track and manage your time. Weekend days are not included on the calendar but should be used to catch up if you fall behind or work ahead if you wish. Deadlines are highlighted in yellow and are non-negotiable. Excellent time management is critical to successful course completion!

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1	Aug 24 Section 1.1	Aug 25 Section 1.1	Aug 26 Section 1.2 Lab 1: 1.1 Due	Aug 27 Section 1.2	Aug 28 Catch up!
2	Aug 31 Section 1.3	Sept 1 Section 1.4 Lab 2: 1.2,1.3 Due	Sept 2 Section 1.5	Sept 3 Section 1.6 Lab 3: 1.5 Due	Sept 4 Proctorio Practice Due
3	Sept 7 Labor Day Holiday	Sept 8 Review	Sept 9 Test 1 Due	Sept 10 Section 2.1	Sept 11 Catch up!
4	Sept 14 Section 2.2	Sept 15 Section 2.3 Lab 4: 2.1,2.2 Due	Sept 16 Section 2.4	Sept 17 Section 2.5 Lab 5: 2.4 Due	Sept 18 Catch up!
5	Sept 21 Section 2.6	Sept 22 Review	Sept 23 Test 2 Due	Sept 24 Section 3.1	Sept 25 Catch up!
6	Sept 28 Section 3.2 Lab 6: 3.1 Due	Sept 29 Section 3.3	Sept 30 Section 3.4 Lab 7: 3.2,3.3 Due	Oct 1 Section 3.5	Oct 2 Catch up! Lab 8: 3.4 Due
7	Oct 5 Review	Oct 6 Test 3 Due	Oct 7 Section 4.1	Oct 8 Section 4.2 Lab 9: 4.1 Due	Oct 9 Catch up!

8	Oct 12 Section 4.3	Oct 13 Section 4.4 Lab 10: 4.2,4.3 Due	Oct 14 Section 4.5	Oct 15 Review Lab 11: 4.4 Due	Oct 16 Fall Break
9	Oct 19 Test 4 Due	Oct 20 Section 5.1	Oct 21 Section 5.2 Lab 12: 5.1 Due	Oct 22 Section 5.3	Oct 23 Catch up!
10	Oct 26 Section 5.4 Lab 13: 5.2,5.3 Due	Oct 27 Section 6.1	Oct 28 Section 6.2 Lab 14: 6.1 Due	Oct 29 Section 6.3	Oct 30 Catch up! Lab 15: 6.2 Due
11	Nov 2 Section 6.4 Lab 16: 6.3 Due	Nov 3 Section 6.4	Nov 4 Section 6.5 Lab 17: 6.4 Due	Nov 5 Review	Nov 6 Catch up! Online Registration Opens
12	Nov 9 Test 5 Due	Nov 10 Section 7.1	Nov 11 Section 7.2 Lab 18: 7.1 Due	Nov 12 Section 7.3	Nov 13 Catch up! Lab 19: 7.2,7.3 Due
13	Nov 16 Section 7.4	Nov 17 Section 7.5 Lab 20: 7.4 Due	Nov 18 Review	Nov 19 Test 6 Due Last Day to Drop	Nov 20
14	Nov 23 Section 8.1	Nov 24 Section 8.2 Lab 21: 8.1 Due	Nov 25 Thanksgiving Holiday	Nov 26 Thanksgiving Holiday	Nov 27 Thanksgiving Holiday
15	Nov 30 Section 8.3 Lab 22: 8.2 Due	Dec 1 Section 8.3	Dec 2 Section 8.4	Dec 3 Review	Dec 4 Review
16	Dec 7 Review	Dec 8 Final Exam Due	Dec 9	Dec 10	