

South Plains College
Common Course Syllabus: MATH 1314
Revised August 2020

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 1314

Course Title: College Algebra

Available Formats: conventional/flex, internet, and ITV

Campuses: Levelland, Reese, Plainview, Lubbock Center, and Dual Credit

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 350 on the TSIA, TSI-exempt status, or a successful completion with a grade of 'C' or better in MATH 0320.

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

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

This course partially satisfies a Core Curriculum Requirement: 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

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.

Syllabus Statement for Covid-19: 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 cgilster@southplainscollege.edu](mailto:cgilster@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.

If you wish to drop this class, please submit a [Student Initiated Drop Form](#) online. You should contact me before dropping the class to make sure that is the right decision for you. For additional information regarding schedule changes, drops and withdrawals, [click here](#).

Communication: We will use the messages tool in Blackboard for email. Please be professional in your emails. Do not use all CAPS or text language. I will respond to all messages within 36 hours. Between 9 am on Friday and 9 am on Tuesday, email responses could take longer than 36 hours.

Tutoring: You have access to free tutoring through SPC. Click on the tutoring link in Blackboard. If you visit with a tutor, please share with them the work shown in my videos, so they can help you with the correct steps.

Lesson Videos: You will watch lesson videos at home and fill in the notes to learn the material. Class time will be reserved for homework Q & A.

General Info / Extension of deadlines: Please make note of all deadlines on the outline in Blackboard. There are no extensions on any deadlines. You should ALWAYS stay days ahead of schedule so that if you have any issues, it can be resolved before the deadline. Issues cannot be resolved after the deadline. You must give me 24 hours to fix any issues. NEVER wait until the last minute to complete an assignment. Computers seem to have issues when you are in a hurry to meet a deadline. **Internet provider issues or any computer problems do not constitute excuses for late submission of work. You must have a reliable computer and reliable internet service.**

Homework: In Blackboard, you will find homework for all sections covered in the course. Homework is to be done using the **guidelines for showing your work**. You will turn in the odd numbers on every section for one participation grade per unit. The even numbers are for extra practice. All homework assignments have the answers listed so you can check your answers and make sure you are working the problems correctly. You must upload each section of homework as one PDF file with multiple pages into Gradescope. During class, we will go over homework questions.

Guidelines for showing your work on homework:

- All work is to be completed on notebook paper.
- Pencil should be used to work all problems. Mark outs are not allowed, so the work must be rewritten with no errors if you are using a pen.
- Write down the question and show every step of your work.
- You MUST work DOWN your paper.
- You may make TWO columns on your paper. (Leave enough room for me to write comments.)
- If any one of these guidelines are not followed, you will receive a zero for your assignment.

Quizzes: Quizzes will be taken in class. If you are not able to come to class, you will take your quiz in Blackboard, and it must be taken at the exact same time as the quiz given in class using. I will determine before the quiz if it will be through zoom or Proctorio. I must have at least 48 hours' notice that you will be taking your quiz at home in order to have it ready. If I receive notice less than 48 hours before a quiz that you will not be in class for the quiz, you will receive a zero for the quiz. I cannot have a quiz ready and available in less than 48 hours.

If we move to a totally online class, all quizzes will be taken in Blackboard. These will be proctored using the Proctorio Program. You will be allowed only one attempt on each quiz. Quizzes are to be done on the template given in Blackboard. You must print the template before starting the quiz. Any quiz not written on the template will receive a zero. You must show all steps on every problem. Any problem that does not have all steps shown will not receive credit. Quizzes will not be accepted late.

Gradescope: All homework and quizzes will be graded using a program called Gradescope which is free for you to use. Once I set it up for the semester, you will receive an email to create a password.

Proctorio Program: Proctorio is a program used to take quizzes online. The program will record you and your computer screen as you take your quiz. You must use Chrome to take your quizzes, and you will need to download the Proctorio Chrome Extension.

Guidelines for using the Proctorio Program:

- You must show your workspace during the entire quiz. Your workspace is your desk area, not just your face.
- You must put your cell phone on the corner of your desk in the camera view and you are not allowed to use it during the quiz.
- You are not allowed to have another person in the camera view.
- Make sure to show your ID face up. If your face is sideways, Proctorio will flag it.
- You must have good light so you are easily seen in the video. If it is too dark, I can't see you.
- You are not allowed to move out of the camera view at any time during your quiz.
- Once you are finished with the quiz, BEFORE you hit submit, you must email your scanned work to me using your cell phone. Once you take the pictures with your cell phone, you are NOT allowed to write anything else on your paper.
- If any one of these guidelines are not followed, you will receive a zero on your quiz. Watch the video in Blackboard over Proctorio. I will explain all of these guidelines to you.

****Make sure to plug in your computer before starting a quiz. If your battery dies and you get kicked out of Proctorio due to that, you will receive a zero on your quiz.**

If you have technical issues during a quiz with Proctorio that are not listed here in the guidelines, you must inform me with your email when you turn in your work. I will post an announcement when all videos have been watched. If I find an issue with your quiz when I watch your video, I will enter a zero and make a comment on your quiz. If the issue is due to student error, you will receive a zero for your quiz. If the issue is due to Proctorio, you have 24 hours to contact me about the issue once the announcement has been made.

Grading Scale:

Homework	20 %	A: 90 – 100
Quizzes	60 %	B: 80 – 89
Final Exam	20 %	C: 70 – 79
		D: 60 – 69
		F: 59 and below