MATH 99 DE
Syllabus
Fall 2008
Skagit Valley
College

Intermediate Algebra

BEFORE YOU BEGIN: Is Distance Education is the right format for YOU?

Taking a class via distance education puts a **tremendous responsibility on the student**. In addition to academic considerations, you should consider your learning style, strengths and preferences before enrolling in a distance-learning course. These courses are especially appropriate if you are **self-motivated, goal-oriented and work well independently**. Here are some points about yourself and your education to consider:

- **Are you a strong computer user?**
- **Are you comfortable using e-mail and sending e-mail attachments?**
- **Are you self-disciplined?**
- **Are you comfortable following written instructions?**
- **Do you have a good, reliable, high speed Internet connection from home?**
- **Are you prepared to spend the two to three hours (minimum) per day required to understand and master the skills and concepts?**

If you answered YES to the above questions, then Distance Education may be right for you.

If you do not have the computer skills or unsure about your willingness to devote the necessary time and energy to do well, we suggest you wait until you can take the class on campus, or in the self-paced format available at the Math Center at Whidbey Island Campus.

A distance learning course saves commuting time, but it requires at least as much time as attending classes and completing assignments for a traditional course. Be prepared to set aside a minimum of **15 hours per week** to devote to this course, as you should for any 5 credit course.

For this class we will be using an online system called MyMathLab. MyMathLab is a series of text-specific online courses that accompany Addison-Wesley and Prentice Hall textbooks in Mathematics and Statistics. MyMathLab offers the following features:
- online homework assignments
- online exams
- complete online course content
- guided mathematical instruction
- multimedia learning aids
- student study plan
- free tutoring from the Math Tutor Center

In order to use MyMathLab you will need a good Internet connection, preferably high-speed, and an up-to-date browser. When you login to MyMathLab for the first time you will be provided with the information needed to configure your browser and download the necessary software plug-ins in order to use the MyMathLab site. After reading this syllabus, see the Welcome announcement for this course on Blackboard, for instructions regarding access to MyMathLab.

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Office Hours: Monday, Wednesday, Thursday: 3:00 – 4:30 PM
              Monday, Wednesday: 6:30 – 7:00 PM or by pre-arranged appointment

Course Description

MATH 99 is designed to prepare students for entry into college-level mathematics courses. Topics include: systems of equations, linear and absolute value inequalities, rational exponents and radicals, complex numbers, solving and graphing quadratic equations, composite and inverse functions, logarithmic and exponential functions. A graphing calculator may be required. **Prerequisite: Math 098 with a grade of C or better, or appropriate math placement score, and previous computer experience with internet and email usage**, at minimum.

Course objectives and learning values may be viewed in the course outline on the Skagit Valley College website. See http://www.skagit.edu/cat_search3.asp?crs=571&cat=2008&highlight=

General Education Learning Values & Outcomes Students will be able to . . .

2.1 Identify and express concepts, terms, and facts related to a specific discipline.
8.1 Analyze problems to determine what mathematical principles apply.
8.2 Correctly apply logical reasoning and mathematical principles to solve problems.
8.3 Interpret information and reasoning expressed mathematically (for example in spreadsheets, diagrams, charts, formulas, etc.).
8.4 Communicate mathematical information effectively.

Required Materials:

* Beginning and Intermediate Algebra, 3rd edition, K. Elayn Martin-Gay, Prentice Hall
* MyMathlab Access code for 3rd edition of text
  Your MML access code for this text edition is good for one year from the date that you register it.
* *MyMathLab Orientation CD-Skagit Valley College*
   Some assignments will require videos on this CD.

* Coursecompass/MyMathLab Course ID: edwards96697
* *Scientific Calculator:* Any scientific calculator. A graphing calculator is not required.
* *Computer and Internet access:* A computer capable of running MyMathLab and a good Internet connection. High speed internet is strongly recommended in order to take advantage of multi-media features. See http://www.mymathlab.com/system.html for system requirements.

NOTE: If your computer does not meet the system requirements, your only other option for taking this DE course is to utilize the computer labs on the SVC campus.

Textbook/Access Code Purchase options:
* Purchase a new textbook package, which includes the MyMathLab access code and MyMathLab orientation CD, from the SVC bookstore.
* Purchase a used textbook and purchase the access code separately from the SVC bookstore, or from http://www.coursecompass.com . The access code is cheaper online and it allows you to enroll in MML immediately. You will still need the MyMathLab orientation CD, which is only available through the SVC bookstore, or through your instructor.

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- Purchase no textbook and purchase the access code separately, and acquire the MyMathLab orientation CD, as above. The enhanced electronic version of the textbook is on-line and available via your MyMathLab access code.

Course Calendar
All assignments, homework and exams have firm due dates. A timeline and due dates are listed below. You may view homework and exam due dates on the Course Calendar on MyMathlab. To view assignment deadlines, click on Assignments in MyMathLab.
You are encouraged to work ahead.

Week	Beginning on:	Homework: For each section of each chapter: Read the text. Work the examples. Watch the video clip on MML. Try some exercises from the text. Work the graded homework on MML.	Firm Due Dates: **All due date times are 5 PM Pacific Time, except for Exam 5, which is 11 AM Pacific Time. Note: All online chapter homework assignments are due at the same time as the chapter exam.** In MML, click on ASSIGNMENTS for assignment due dates, Do Homework for homework due dates, Take Test for exam due dates.
01:	Sept 22	Chapter 9: Inequalities and Absolute Value	
02:	Sept 29	Chapter 9: Inequalities and Absolute Value	
03:	Oct. 6	Chapter 10: Rational Exponents, Radicals and Complex Numbers	**Oct. 6: Assignments 1 & 2** **Oct. 10: Assignment 3**
04:	Oct. 13	Chapter 10: Rational Exponents, Radicals and Complex Numbers	**Oct. 13: Exam 1: Chapter 9**
05:	Oct. 20	Chapter 11: Quadratic Equations and Functions	**Oct. 20: Assignment 4**
06:	Oct. 27	Chapter 11: Quadratic Equations and Functions	**Oct. 29: Exam 2: Chapter 10**
07:	Nov. 3	Chapter 11: Quadratic Equations and Functions Chapter 12: Exponential and Logarithmic Functions	**Nov. 3: Assignment 5**
08:	Nov. 10	Chapter 12: Exponential and Logarithmic Functions	
09	Nov. 17	Chapter 12: Exponential and Logarithmic Functions	**Nov. 17: Exam 3: Chapter 11**
10	Nov. 24	Chapter 13.1 : Parabola and Circle	
11	Dec. 1	no new material – review course	**Dec. 1: Exam 4: Chapter 12**
12	Dec. 8-10	Take Final Exam	**Dec. 10, 11 AM Pacific time:** **Exam 5: Chapters 9 – 12, 13.1**

Important Dates:
Friday, October 31   Last Day to withdraw from a class and receive a "w" on your transcript
Tuesday, November 11 Veterans Day Holiday – College is closed
Thurs, Fri, Nov. 27, 28   Thanksgiving Holiday – College is closed (College closes at 5PM, Wednesday, Nov. 26)
Wednesday, Dec. 10   11 AM – Due date for Final exam and all work for the course

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COURSE REQUIREMENTS AND GRADING:
Assignments: 5% of final grade

You will have several assignments, which will count for 5% of your final grade for this course. These assignments can be reached through the ASSIGNMENT button in MyMathLab (MML). These assignments may focus on class participation, thoughts about how you learn, how to use the MyMathLab site, and even a quiz on the syllabus! I will alert you when a new assignment is posted. It is to your advantage to complete these assignments shortly after I post them, as the due dates are firm.

PLEASE NOTE: Assignment due dates do not display on the mymathlab (MML) course calendar. You MUST click on the ASSIGNMENT button to view the due dates. Click on this button as soon as you are enrolled in the MML site, as there are assignments due in the first weeks of the quarter.

Homework : 15% of final grade

- For each chapter section covered, read over the section in your textbook, and work through the examples until you understand them. Take notes to retain information and to study later.
- Watch the video lesson for the section by clicking on Chapter Contents in MML (See Where to begin your studies on MyMathLab, at the end of the syllabus, for more details.)
- Work some of the exercises in the text until you are comfortable with them. Remember to work some at the end of the exercise sets, as they tend to be more difficult.
- Then work on the online homework assignment for that section. These can be reached by clicking on the DO HOMEWORK button on MML.

  Homework assignments must be completed in order: each homework assignment has a prerequisite of a minimum 80% grade on the previous homework assignment. This is to force you to work problems until you understand the skills and concepts. If you get stuck on a homework exercise, there are several ways to access help on the homework screen (see *Where to begin your studies on MyMathLab,* at the end of the syllabus*.)* The good news is that you can return to the same homework section, up until the due date.   Every time that you correct a mistake by working a similar problem, you can improve your homework grade, and you need not redo those problems that you have answered correctly! You must SUBMIT the homework (Submit Work button) for it to be graded or to have the grade updated.

Exams: 80% of final grade

After you have completed all of the homework leading up to an exam, it is time to study for the exam.

- You should review your notes and practice all of the skills presented in the chapter(s).
- Review the Chapter Highlights at the end of each chapter.
- It is always beneficial to create a practice test of your own, and time yourself taking it. There are also practice tests for each chapter available online.
- When you are ready, take the online exam. Click on TAKE A TEST to do so.
- You will not be able to take an exam until you have completed the chapter homework with a score of 80% or better.
- You will be allowed up to three attempts on each exam; however you must complete the exam on or before the due date. Computer glitches can happen, so make sure your computer, browser and

internet connection are reliable and set properly before attempting an exam. You are encouraged to work ahead, to avoid any disappointments on the due date.

- The recorded score for each exam (test) will be the **average** score for all attempts. Therefore, be sure that you are thoroughly prepared before attempting each exam.

You will have two hours to complete each of Exams 1 through 4, and three hours to complete Exam 5. You must take each exam in one sitting. When taking the exams you may use your notes, calculator and textbook. Be aware that the test is designed to assess your knowledge under time constraints. Therefore, study for each test ahead of time, and expect to spend very little time looking at notes. Otherwise you will run out of time. You may NOT use any online aids, nor request any help from other people.

Here are some tips provided by the SVC IT staff regarding taking tests in Blackboard. Most will apply to taking tests in MyMathLab as well:

There are a number of issues that can occur when using technology for testing, but there are also benefits, like knowing the results sooner. To minimize the problems that can occur, please read the following list and apply what you learn when taking tests in Blackboard and MyMathLab.

Before the Test

☺ Make sure you have a reliable connection to the Internet such as a wired DSL or cable connection
>Dial-up connections are not reliable and are not recommended
>Wireless connections can also be unreliable and are not recommended

☺ Make sure your computer is functioning properly as in not locking-up or running slowly on a regular basis. If it is, get it fixed or take the test in a Skagit Valley College computer lab.

☺ Reboot your computer if you have not done so within the last couple of hours. This will free memory resources from applications they have opened that may be running in the background. If your system runs a virus scan at startup let it finish or better yet schedule your virus scans during off hours or at a time that is least likely to disrupt a test.

☺ If you must use a dial-up connection the following may prevent disconnection during a test particularly if the test has essay questions, which can make your system appear to be inactive resulting in disconnection:
>launch Internet Explorer and connect to http://www.time.gov/timezone.cgi?Pacific/d/-8/java
>This will display the time and because it is constantly changing is always active as in not idle thus keeping you connected
>Now launch a second instance of Internet Explorer; go to Blackboard or MyMathLab and take the quiz while the first instance to the time site is still ticking away in the background
☺ Close ALL applications except Blackboard or MML. This includes IM tools, email, and pop-up blockers. Simply closing an IM browser window does not stop the software. Right click on its icon in the Taskbar and Exit or Sign Out.

☺ Log out and log back into Blackboard just before taking the test if you were already in Blackboard and have been in any other courses since it was opened.

Launching the Test

☺ Maximize the browser window before starting the test. Minimizing during the test can prevent submission of the test.

☺ Single click the link to the test and the OK button that launches the test. Double clicking these can lock the test and say you have already completed it. So, just click them once.

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During the Test

🕐 Do not resize (minimize) the browser window during the test.

🕐 Never click the Back button on the browser. This will take you out of the test and prevent Blackboard the ability to track selected answers.

🕐 Avoid using scroll button on a mouse or keyboard

🕐 Do not Alt+Tab out of the test

🕐 Click the "Submit" button. Do not press "Enter" on the keyboard in place of clicking "Submit"

If you do get disconnected while taking an exam, and you email me immediately, and if I am online at that time, I may be able to open the exam for you to complete in that sitting. However, if any time has elapsed, you will not be allowed to complete that exam. You will be able to begin a new version without requesting assistance from me.

If you have a concern about how a specific problem was graded, email me with the question number and your concerns, right after you complete the exam. I can view your answer and determine if there was an error in the grading.

Mandatory Final Exam and grading: All exams are required in order to pass the course. In addition, you must achieve at least a 60% on the final exam, (Exam 5) in order to pass this course. Otherwise, even if your overall course average is above 73%, the highest grade that it is possible to attain is a "D+ ", which is not sufficient to move on to the next course in sequence.

Grading Scale
Final Grades will be awarded on the following scale, except as noted above.

93% - 100%	A	73% - 76%	C
90% - 92%	A-	70% - 72%	C-
87% - 89%	B+	67% - 69%	D+
83% - 86%	B	63% - 66%	D
80% - 82%	B-	60% - 62%	D-
77% - 79%	C+	Below 60%	E

Incomplete grades will **not** be given generally. However, life events may interfere with our well-made plans; if you feel that you have adequate justification for an incomplete grade, please contact me by the end of the 10th week of the quarter.

Please understand that incomplete grades are given at the discretion of the instructor. In order to consider an incomplete grade request, I expect that you will have worked steadily (a minimum of 4 days per week all quarter) on your online assignments, homework and exams, maintained an overall passing grade, completed Exam 3 and achieved at least a 73% on exams.

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Online Communication: Announcements, email and Discussion Board

As this is an online course, most of my communications will be via Announcements and email. Checking your e-mail and the announcements on the MyMathLab site **daily** is critical. You are responsible for all of the information that I send to you via e-mail and all posted information in the announcements and other documents.

Within an hour of registering for classes, you will have a MySVC account which will include a MySVC email address. This email address is the primary form of email communication that SVC will use with you, and all email sent you're your instructor, Coursecompass/ MyMathLab, Blackboard, etc., will go to this address. For more information on how to access your MySVC account, please visit our main website:

http://www.skagit.edu/mysvc

It is your responsibility to keep your email address up to date in Blackboard and in MyMathLab or you will not receive any of the messages I send out. Undeliverable messages due to an incorrect address, full mailbox, etc. are not excusable.

Computer use on a Skagit Valley College Campus:

To use any computer on a Skagit Valley College campus you need to login to the computer using your MySVC Account.

Requests for help via email:

Please make sure that any email that you send me includes your full name and the course number in the subject line. Please be as explicit as you can about to your question.

- **Please include your full name and Math 97 DE in the subject area of every e-mail message you send to me**. Otherwise I will not know who you are! It also reminds me what our previous discussions have been about.
- Be clear and concise.
- Attach a file when necessary
- Pay attention to the content of the message:
    Poor content: "I read chapter 2 of the text and I am having trouble understanding it – can you help?"
    Or …   " I don't know how to do this"
    Good content: " On page 65 there is an example about….. how did they get from the 2nd step to the third step?"
    Or…   "I don't understand the example on page 37, can you give me another?"
    Or…"I have tried working this problem by doing _____. What should I do differently?

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- You can send an email right from your mml (mymathlab) homework screen as you are working a problem, and I will get a copy of that screen automatically!

I will endeavor to respond to emails within 24 hours, Monday to Friday, 9 AM to 5 PM. It is possible that I may occasionally check for email over the weekend; however, if you send me an email after 5PM on Friday, you may not receive a response until Monday morning. If there is an exception to this, I will let you know.

Proper email, discussion board, and online communication etiquette:
It can be frustrating when you do not understand a mathematical concept. In requesting help, please remember that it is very easy to be misunderstood via email, and for feelings to be hurt because of this. Sarcasm, joking, anger, frustration, etc., are rarely received in the manner intended. Therefore, I ask that you keep this in mind as you compose your email to me or to your fellow classmates. I will endeavor to respond in a respectful manner at all times, and I ask that you do the same.

In addition, there are certain expectations that college communications will be carried out with attention to proper use of grammar and punctuation. While this is not an English course, it is expected that all communications will be in the form of complete sentences, proper punctuation, and correct spelling. In other words, text-message abbreviations are not appropriate.

Plagiarism:
Plagiarism is presenting as one's own, intentionally or not, someone else's words, ideas, conclusions, images, or data, without specific acknowledgment. This includes, but is not limited to presenting the source's language without quotation marks (with or without citation); paraphrased language that is not cited; and/or language that is cited, but insufficiently paraphrased.
If you have questions about citation, acknowledgment, paraphrasing, or specific course standards related to plagiarism, you should consult with me *before* submitting assignments that may contain plagiarized material.

Consequences:
If it is determined that you plagiarized any portion of an assignment, you will receive a failing grade for that assignment. You may also fail the course if the offence is repeated or egregious. Since plagiarism is a violation of the Code of Student Conduct, all incidents of plagiarism are also reported to the office responsible for student discipline. Students responsible for repeated or egregious plagiarism offenses may be suspended or expelled from the College.

Other Places to get help:
This is a distance education course so our primary means of communication is on-line but if you happen to be on campus and need help, feel free to stop in. Also feel free to call me anytime. I am located on the Whidbey Island Campus in Oak Harbor.

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If you need a more immediate answer to your question, there are other resources that you can try. MyMathLab provides a Tutor Center, Sunday through Thursday 2PM – 9PM Pacific Standard time. See Course Contents on MyMathLab for telephone and email instructions.

There are also Drop-in Tutorial Hours on Whidbey Island and Mt. Vernon campuses of SVC. See the announcements on MyMathLab for Hours. This is usually available by the second week of classes.

Disabilities: If you are a student with a disability and need academic accommodations, please contact Disability Support Services at 360- 416 -7654 (Mount Vernon Campus) or 360 - 679 - 5393 (Whidbey Island Campus).

In addition, there are a lot of resources on the MyMathLab site. Let's take a little tour…
(**Do not try this until you have used the Install Wizard to download the necessary plug-ins for viewing these features.)**

Where to begin your studies on MyMathLab:

- From your MyCourse Compass screen, Click on "How to Enter Answers" on the WELCOME TO MYMATHLAB! Announcement. A video tour will explain how to enter your answers using symbols, for your homework and tests. **It would be a good idea to watch this for future reference.**

- You can also get to this information by clicking on the Chapter Contents button on the left side of the screen. Then click on How do I enter answers?.

- Open Chapter 1. You can get to the homework, tests, study plan (more practice problems), etc. from here. You can also view the chapter content from here.

- Open Section 1.1- Tips for Success.   Note that you can read the textbook, look at exercises, and watch a video. This would be a good place to start your studies.

- Click on the video lecture. You can watch the author of your textbook explain the concepts in the section! I highly recommend that you watch the Tips for Success Video. Some of it refers to in place classes, but most applies to online coursework as well.

- Ok, now go back to the main screen and press the Study Plan button. This will show you what you have worked on, and what you need to work on, and you can practice there. Work you complete here will not affect your grade. It does allow you to continue to study even after due dates have passed.

- Click on ASSIGNMENTS. Look, there is your first assignment! You can also find your homework assignments with the DO HOMEWORK button, and tests under Take a Test.

- Press the Do Homework button. Open Chapter 1, Section 2. This brings up problems to work. If you click on a question number, it will bring up the homework screen. Note the symbols on the left hand side for entering answers. Note the buttons on the right hand side. You have a number of buttons to help you work the problems: HELP ME SOLVE THIS, VIEW AN EXAMPLE, VIDEO, etc. You can even email the instructor from here. Make sure you try out all of these buttons, to see what your resources are while doing homework.

- Click back to the MyCourseCompass screen and click on GRADEBOOK. This is where you can see what assignments you have completed, and what the grades were. Be aware that overall grade averages reflect the

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current percent of the course that you have completed successfully to date. As you complete more assignments, the overall grade average will increase.

Tips for Success:
1. Plan to spend just as much time (or more) on your online class as you would if you were in the classroom. Schedule it into your day. Just as mastering a musical instrument, becoming fluent in a foreign language or excelling in a sport take determination and lots of practice, so does the study of mathematics.

    Start by making a weekly schedule of all of your courses, work time and other obligations. Set aside 2 to 3 hours daily to work on math and write it down on your schedule. Make sure that you choose times when you can concentrate the best.

2. Prepare for your assignments by reading pertinent sections in the text ahead of time. Work out the examples. Watch the videos. Work some problems in the text, study plan or homework until you understand it.

3. Attempt all homework. If you get stuck, make note of the problem and ask about it. You can also email with a question right from an online homework assignment, and I can view the question you worked on.

4. Read the instructions to online homework and tests carefully! They often tell you in what form they expect the answers.

5. Please ask questions! Curiosity and honest inquiry are essential to learning.
     If you have access to campus, use the Math tutoring center! Tutors are friendly and helpful.

6.   If you live near the college, find other students, whose study habits are compatible with yours, to work with regularly.

Ok, are you ready to begin? I am looking forward to working with you and hope that this class will be an interesting, challenging, useful, and productive experience. If you have any questions please send electronic mail to:

Amy Edwards, **aedwards@skagit.edu**