

MAC 1140: Precalculus Algebra

Summer 2016

INSTRUCTOR: Sidra Van De Car
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**STUDENT
ENGAGEMENT
HOURS:** MTWR 11:30A – 1:00P in 6-227
TR 5:00P – 6:30P in 6-227
Su 8:00P – 9:00P via e-mail

This syllabus is a contract between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract in its entirety and to adhere to all policies and procedures within the syllabus.

COURSE INFO: This course (CRN: 30954) meets on TR from 6:30P – 9:50P in 6-202.

DESCRIPTION: Algebra preparation for the calculus sequence. Topics include a symbolical, graphical, and numerical analysis of polynomials, exponential, logarithmic, power, and rational functions; matrices, sequences, induction, binomial theorem and conic sections. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1140 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1140 and MAC 1132 nor for MAC 1140 and MAC 1142 nor for MAC 1140 and MAC 1147.

PREREQUISITES: Minimum grade of C in MAC 1105 or appropriate score on an approved assessment.

TEXT: [ALEKS 360](#) access is required to complete homework and online quizzes.

REQUIRED

MATERIALS: Graphing Calculator ([TI-83](#), [TI-83 Plus](#), or [TI-83 Silver](#) recommended). Students are NOT permitted to use a calculator that performs symbolic manipulations (such as the TI-89 or TI-92) in this course.

CALCULATOR: The TI-83 will be the modeled demonstrated in class. If a student chooses to use a calculator other than the TI-83, he will be responsible for learning how to use his calculator. The student is not permitted to store information or unapproved programs in his calculator. The instructor reserves the right to inspect and/or reset the memory of each student's calculator. Any student found with inappropriate information stored in the calculator will be dealt with in keeping with the instructor's policy on academic honesty (see below).

ALEKS ACCESS: Your **Course Code** is: **MDPQ6-KWMNC**
Your **Financial Aid Access Code** is: **49E50-D0CEA-6305E-200CD**
The Financial Aid Access Code does not add an additional two weeks to your account.
NOTE: This code gives you temporary access to ALEKS for a two-week period. Once the code expires, you will be locked out of your ALEKS account until you purchase a regular Student Access Code. **It is highly recommended that you purchase the Student Access Code BEFORE the two weeks expire** to prevent interruptions with your ALEKS account.
1. To log into ALEKS using the Financial Aid Access Code, go to: <http://www.aleks.com>.
2. Click on the "**SIGN UP NOW!**" link located under the login box on the left of the page.

3. Enter your **Course Code** in the box labeled "**Using ALEKS with a Class?**" and click on "**Continue.**"
4. Verify that you are registering for the correct course and click on "**Continue.**" Enter the 20-character Financial Aid Access Code.
5. Continue with the registration process until your account has been set up successfully.
6. After you complete your account set up you will be logged into ALEKS and can immediately begin working in the course.
7. You can extend your ALEKS account at any time by clicking on "extend your account" and entering a purchased Student Access Code. If your temporary access expires before you purchase a Student Access Code, simply log in to ALEKS and you will be directed on how to extend your current account. You will then be able to continue your course where you left off before the temporary access expired. **You do NOT need to create a new ALEKS account to continue your course.**

ATTENDANCE:

Attendance will be taken at every class meeting. If a student should need to miss class, he should contact the instructor as soon as possible. It is the student's responsibility to find out what material and assignments were missed due to an absence. However, I do not withdraw students for lack of attendance; if you wish to withdraw from the course, please do so through ATLAS before the withdrawal deadline.

EXAMS:

There will be 4 exams. Each exam is worth 15% of the final course grade. There will be no make-up exams during the semester unless the absence is excused by college policy (e.g., religious holidays or college sponsored events requiring a student's attendance). The instructor has the right to ask for documentation to determine whether an absence is excused. If an exam is missed for another legitimate reason (to be determined by the instructor) then the final will be counted twice, as the missed test and the final exam. If no exam is missed, the final exam will be used to replace the lowest test score if the final exam score is higher than the lowest test score.

Most exams will consist of 2 parts. For this format, calculators will not be permitted on the first part of the exam and will be permitted on the second part.

ATLAS:

Students should familiarize themselves with their individual [ATLAS](#) accounts. Throughout the semester, the instructor may send e-mail pertaining to the course through the ATLAS system. The student is responsible for checking his ATLAS e-mail account regularly.

HOMEWORK:

There are 8 objectives covered in this course with a total of 350 topics. All homework topics are to be completed and submitted online. You may submit the homework as many times as you would like until the posted deadline. Please refer to the ALEKS course syllabus for deadlines, topics, and objectives list. **Note that the average passing student last semester spent 2.43 hours per topic on average in a sixteen week course (so double that for 8 weeks!).**

QUIZZES:

There will be quiz assignments regularly which will be completed and submitted online. You may submit the quizzes as many times as you would like until the posted deadline. There will be NO make-up quizzes.

FINAL EXAM:

The final exam is comprehensive and mandatory. A grade of F will be assigned to any student who fails to take the final exam.

FINAL EXAM DATE: Thursday, June 16, 2016 6:30P – 9:50P in 6-202.

**WITHDRAWAL
POLICY:**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **June 10, 2016** will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F."

For a complete policy and procedure overview on Valencia Policy 4-07 please go to:
<http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>.

GRADING:	4 Exams	60%
	Quizzes	10%
	Homework	10%
	Final Examination	20%

<u>Percentage</u>	<u>Grade Earned</u>
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

EXTRA HELP: Besides visiting your instructor’s office to ask questions, *free* tutoring services are provided on Valencia College’s East campus at the Academic Success Center in Building 4-Room 101. The East Campus Academic Success Center strives to provide a *safe, inclusive learning environment* that motivates students to *maximize learning opportunities, grow toward independence, and discover the lifelong learner within*.
<http://valenciacollege.edu/east/academicsuccess/>

Math support at the academic success center

The Math Center in Building 4-Room 102-B provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, workshops, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in developmental mathematics courses. The SPA has information and study sheets for most mathematical concepts. Normal hours for the Math Center are Monday – Thursday from 8am-10pm, Friday from 8am-5pm, and on Saturday from 8am-4pm. Please check hours around holidays and special events and during the summer terms.

<http://valenciacollege.edu/east/academicsuccess/math/>

Valencia's Math Help 24/7: Valencia Math professors have created pen-casts and videos of common lessons to help you learn the concepts being presented in class. This resource is located at: www.valenciacollege.edu/math/liveScribe.cfm Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!

Smart Thinking (Online Tutoring): Smarthinking is a FREE online tutoring tool available to all of Valencia’s students, and math tutors are available 24/7. Students can access Smarthinking through the Courses tab in Atlas. Students have an eight hour limit of usage per semester, and therefore Smarthinking is best used as a back up to on-campus services and support, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices.
<http://valenciacollege.edu/east/academicsuccess/onlineTutoring.cfm>

Student Assistance Programs: Valencia College has contracted with a private and confidential counseling service (**Bay Care Behavioral Health Student Assistance Program (SAP)**) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

CELL PHONES: Students are required to turn off all cell phones and pagers before the beginning of class. If a cell phone or pager vibrates or is audible, the student may be asked to turn it off or leave for the remainder of the class. If there is an emergency situation warranting the use of a cell phone or

pager during class time, the student must notify the professor in writing prior to the beginning of class. **During a testing situation, if a cell phone or pager vibrates or is audible, the student's quiz, test, or examination may be collected and the student may be asked to leave without an option for completion.**

**ACADEMIC
HONESTY:**

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. **Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at <http://valencia.cc.fl.us/policies/PDF/10-16.pdf>.**

**STUDENT CODE
OF CLASSROOM
CONDUCT:**

Valencia is dedicated not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the professor. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the professor to leave the class. Violation of any Valencia policies/procedures or classroom rules may lead to disciplinary action up to and including expulsion from the College. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. **Valencia's Student Code of Classroom Conduct (Policy 10-18) can be found in the current Student handbook, or online at <http://valencia.cc.fl.us/policies/PDF/10-18.pdf>.** Additional information is available in the College Catalog (<http://valenciacc.edu/catalog/04-05/default.htm> on page 65 - 66).

**VALENCIA CORE
COMPETENCIES:**

Valencia faculty have defined four interrelating competencies (**Think, Value, Communicate, Act**) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further your mastery of those core competencies. Additional information is available in the College Catalog (<http://valenciacc.edu/catalog/04-05/default.htm> on page 14).

**STUDENTS WITH
DISABILITIES:**

Students with disabilities who qualify for academic accommodations must provide a notification from the [Office for Students with Disabilities](#) (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216.

**VALENCIA I.D.
CARDS:**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

**COMPUTER/EQUIPMENT
USE POLICY:**

Use of computers in the Business, IT, and Public Service classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.

- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

**STUDENT FEEDBACK
ON INSTRUCTION:**

Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only *after* grades are submitted and students' names are *not* included in the results - all responses will be anonymous.

FERPA:

FERPA (*Family Educational Rights and Privacy Act*) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA see:
<http://valenciacollege.edu/ferpa/default.cfm#whatis>

ADDENDA:

This syllabus is subject to change and any changes will be submitted to the student in writing. Material generated by the instructor (including lectures and printed material) is protected under the intellectual copyright laws of the United States. No reproduction of such materials may be made without the explicit permission of the instructor (including audio or video taping of the lectures).