

**MAC 1105 COLLEGE ALGEBRA  
SPRING 2013**

**COURSE SYLLABUS**

**INSTRUCTOR:** Ms. Sonya Lenhof

**E-MAIL:** [slenhof@valenciacollege.edu](mailto:slenhof@valenciacollege.edu) Please write the course and time your class meets in the subject line to expedite your response. This also avoids the possibility of your email being filtered.

**OFFICE:** Building 1, room 358.

**STUDENT ENGAGEMENT HOURS:** Monday from 7:30am – 8:15am, 11:30am – 1:00pm  
Tuesday from 7:25am – 8:25am, 12:30pm – 1:00pm  
Wednesday from 7:30am – 8:15am, 11:30am – 12:00pm  
and Online 8:00pm – 9:30pm [slenhof@valenciacollege.edu](mailto:slenhof@valenciacollege.edu)  
Thursday from 7:25am – 8:25am and 12:30pm – 1:00pm  
Friday from 8:45am – 9:45am in the Math Support Center (Bldg 4, first floor)

College meetings may interfere with the times posted, therefore it is wise to call/e-mail before making a special trip to my office. E-mail is the best way to get in contact with me. Do not feel restricted by the above times: e-mail me at any time and I'll try to get back with you as soon as I can. Include in your emails the days/times that we meet for class. Also include your Valencia Identification Number (VID) when discussing your grades.

**PHONE:** 407-582-2240 (If you leave a voice mail message I also receive notification via email)

**WEBSITE:** <http://faculty.valenciacollege.edu/slenhof>

**PREREQUISITE & COURSE DESCRIPTION:**

College Algebra – MAC 1105

Credit Hours: 3

Prerequisite: Minimum grade of C in either MAT 0025C or MAT 1033C or satisfactory score on approved assessment.

Course Description: Course based on the study of functions and their role in problem solving. Topics include graphing, the linear, quadratic, and exponential families of functions, and inverse functions. Students will be required to solve applied problems and communicate their findings effectively. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1105 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1105 and MAC 1102 nor for MAC 1105 and MAC 1104 nor for MAC 1105 and MAC 1132.

**REQUIRED MATERIALS:**

- Text: College Algebra with Current Interesting Applications and Facts, by Acosta and Karwowski



ISBN: 978-1-4652-0012-9

- Graphing Calculator: I will be using a TI 84 for classroom demonstration. Only the TI 83 or 84 can be used on tests.

**SUPPORT MATERIALS:**

There is tutoring available in Building 4, first floor (IMC). The Math Support Center (Building 4-108) is a great help! Videotapes for each chapter are available for home use to accompany this text, check the tapes out at the Materials Desk (IMC).

**ATTENDANCE:**

Attendance is required at your assigned class time. You are expected to attend every class, be punctual, and complete all assignments. **You are responsible for all work presented when you are absent. I do not withdraw students due to non-attendance; it is your responsibility to handle such matters.** Regular attendance and participation are significant factors to promote success in the course.

## **CLASS PARTICIPATION:**

Students are encouraged to participate actively and ask pertinent questions during class. Courtesy will always be observed. You should expect to spend 5-6 hours outside of class time each week preparing (reading, taking notes, completing homework, etc) for this course.

## **CELL PHONES, BEEPERS, WATCH ALARMS, MUSIC, & ELECTRONIC DEVICES:**

Please turn off all these devices before you come to class. They are a huge distraction and will not be allowed during class time. If a phone rings and is answered, that student will be asked to leave class and will be considered absent for the day.

## **CLASSROOM COURTESY**

It is courteous to arrive to class on time, pay attention, participate in class discussions, and respect others' opinions and learning styles. If you are disruptive, you will be asked to leave the class and will be responsible for all material covered in your absence. ***Please place your cell phones on silent or turn them off, place them in your backpack or under your chair, and refrain from using them or sending/reading text messages during class.*** All other electronic devices are to be turned off and placed in your backpack or under your chair for the duration of the class.

## **ELECTRONIC COMMUNICATION**

Outside of class our communications will take place through your Atlas e-mail. Please note that any notifications of excessive absence, course progress, along with communications from me, are through Atlas. I regularly send updates on class assignments/schedule through e-mail. You are expected to check your ATLAS e-mail **at least once before each class** to ensure that you have the most current information. When you send an e-mail message, please check your spelling and grammar. Also refrain from using abbreviations or acronyms, in other words, please do not send text messaging style e-mails. Computers are available for your use on the first floor of building 4.

## **EMERGENCY CONDITIONS:**

To verify that the college is open and classes are being held, please call 407-582-1692 or sign up for Valencia Alert: Emergency Messaging System found on the Atlas homepage. You can also check the Valencia website or the local TV and radio news. If the college is open, I will hold class!

## **EXTRA CREDIT:**

Students asking for extra credit will not receive any. On VERY RARE occasions, the instructor may decide to provide extra credit for attendance on certain days of class (one or two points) or for other reasons. This decision is solely up to the instructor, and it is a distinct possibility that extra credit will not be provided at all during the semester. Basically, students should not expect extra credit for the course.

## **HOMEWORK/QUIZZES:**

The homework for the course is located online. The assignments are located in Maple TA. (Log-in instructions, username, and password are located in the front cover of your textbook.) You will earn points based on the average on the homework assignments for each test. You will have multiple chances to complete the assignments and improve your score *prior* to the due date. It is advisable and beneficial to your grade that you work on assignments on a continuous basis (i.e. work on the assignments within 2 days of the class discussion). On-line homework that corresponds to each test is due at 11:59pm the day before the scheduled test and will count as a quiz score. Your temporary username and password is on the inside front cover of the book. The website is listed as well. Make sure when you register to choose the correct course, time, and instructor as I have multiple sections of College Algebra. There is no online access code that can be purchased separately nor can you use an access code from a book that was already used.

I suggest you work the problems in a notebook in an organized fashion to optimize the help your notebook can provide while answering the questions online and during any quizzes. Show all your work, that is, include worked-out solutions for each problem, not just the final answer! Your lowest homework assignment will be dropped. In addition to the online homework, quizzes will be given periodically over the homework. Some will be taken in class while others will be done at home. The classroom quizzes will be approximately 10-15 minutes in length. The **ONLY** aid permitted during these quizzes is your **OWN** notebook. You will **NOT** be able to make up a quiz under any circumstance!! You are either present at the time a quiz is given and receive a grade, or, you are not present and will receive a **"0"** (zero). Your lowest quiz grade will be dropped. It is your responsibility to bring your

notebook to class each day. Using the textbook, another person's notebook, or other unauthorized sources during a homework quiz is considered cheating. I encourage you to work with other classmates.

## EXAMS:

The instructor reserves the right to reassign seating without explanation for any student(s) at any time during a testing situation (including the Final Exam). Storing notes, formulas, problems, etc. in the calculator is considered academic dishonesty. The instructor reserves the right to inspect any item on a student's desk (including calculator memory) during any testing situation (including the Final Exam).

*Tests:* You will have 4 tests during the semester. Each test will emphasize new material, but may also include questions on any topics discussed earlier. Tests will be given during class time on the date specified in the course calendar. Tests may be divided into two portions; one without the use of calculators and the other with the use of calculators; no notes will be allowed. Each test will be worth 100 points. **There will be no makeup tests (except for jury duty and military service excuses *only*, with proper documentation required).** If you know ahead of time that you have to miss a test, arrangements may be made to take the test early (with the instructor's permission).

*Final Exam:* There will be a comprehensive Final Exam in this course. ***If one test score is lower than your final exam score, then your final exam score will be used in place of the lower test score. This is designed for emergencies but the replacement still occurs even if the student has taken all the tests (and provided that the Final Exam score is higher). This replacement will not occur for more than one test.*** The exam will be given in our classroom. The final exam will be worth 100 points and will be on the appropriate day listed on the schedule/calendar. **Following Valencia policy, failure to take the final exam automatically results in a recorded grade of F.** If a student misses two or more tests then the student may request that the instructor withdraw him/her (also, see the Withdrawal Policy section of this syllabus). The student's request is mandatory as the withdrawal by the instructor will not automatically occur. This request must be submitted in an email, that includes the student's Valencia Identification Number (VID) and is received by the instructor no later than the Friday of the last week of regular class (NOT Final Exam week).

## 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.

## ACADEMIC HONESTY:

I take academic honesty very seriously. You are allowed to work together on homework and class activities. You are **not** allowed to work together on quizzes/tests/exams. All work on quizzes/tests/exams should be your own without any outside assistance, except for assistance furnished by me. If you are caught cheating, you will, at a minimum, receive a zero on that assignment. *Receiving information from as well as giving information to another student is considered cheating!* **Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at <http://valenciacollege.edu/pdf/studenthandbook.pdf>.**

## EXPECTED STUDENT CONDUCT IN THE VALENCIA STUDENT HANDBOOK:

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

## 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.

**COMPETENCIES OF A VALENCIA GRADUATE:**

1. Think clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating knowledge.
2. Communicate by reading, listening, writing, and speaking effectively.
3. Make reasoned value judgments and responsible commitments.
4. Act purposefully, reflectively, and responsibly by implementing effective problem solving and decision making.

**STUDENTS WITH DISABILITIES:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor as soon as possible, preferably during the first week of class, so that accommodations can be made in a timely fashion. The OSD letter cannot be retroactively applied. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Contact information for OSD East Campus:

<http://valenciacollege.edu/osd/default.cfm>

Building 5, Room 216

Phone: 407-582-2229

Fax: 407-582-8908

TTY: 407-582-1222

Mon-Thurs 8:00am – 5:00pm

Tues 8:00am – 6:00pm EAST campus only

Fri 9:00am – 5:00pm

**WITHDRAWAL: Don't just stop coming to class! If you decide to withdraw, you must follow the proper procedure (see "Atlas" for details).** Students should familiarize themselves with Valencia College's withdrawal policy. Students may withdraw at any time until the withdrawal deadline, **March 22, 2013**, and receive a "W". After the deadline, students will receive the grade they earn.

**COURSE GRADE CALCULATION:**

Homework/Quizzes (lowest score of each will be dropped)	100 Points
Tests (4 @ 100 points each)	400 Points
<u>Final Examination</u>	<u>100 Points</u>
<b>Total Points Possible</b>	<b>600 Points</b>

The course grade in MAC 1105 will be determined by taking the total points earned divided by the total points possible to calculate a percent average. The following scale will determine your letter grade:

- A: 90 – 100%** (≥540 Total Points)
- B: 80 – 89%** (480-539 Total Points)
- C: 70 – 79%** (420-479 Total Points, Minimum Grade to Pass this Course)
- D: 60 – 69%** (360-419 Total Points, This Grade will Require You to Repeat this Course)
- F: below 60%** (<359 Total Points, This Grade will Require You to Repeat this Course)

**DISCLAIMER:**

Changes in the syllabus, course calendar, evaluation procedure, homework assignments, and/or any other document provided by the instructor may be made at discretion of Ms. Lenhof. In case you are absent, **it is your responsibility** to find out what, if any, announcements or changes are made.