

**Summer 2014 Course Syllabus
MAT1033C – Intermediate Algebra
Hybrid Mode**

Instructor:	Sonya Lenhof
Phone:	407-582-2240
Office:	East Campus Bldg. 1, Room 358
E-mail:	slenhof@valenciacollege.edu
Website:	http://faculty.valenciacollege.edu/slenhof
Valencia Math 24/7 videos	http://valenciacollege.edu/math/livescribe.cfm

Student Engagement/Office hours – These are the times I have set aside for you class. In addition you may email me any questions or concerns.	
Tuesday	5:25pm - 6:25pm in 1-377
Thursday	5:25pm - 6:25pm in 1-377

Course Description

MAT1033C (Formerly MS 141) INTERMEDIATE ALGEBRA 3 credit hours, 4 contact hours

Prerequisite: Minimum grade of C in MAT 0022C or MAT 0028C or appropriate score on an approved assessment.

This course presents algebraic skills for MAC1105. Topics include linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, factoring, algebraic fractions, rational equations, radicals and rational exponents, complex numbers, quadratic equations, scientific notation, applications of the above topics and the communication of mathematics. Applications emphasizing connections with disciplines and the real world will be included. For the A. A. degree, this course carries general elective credit but does not satisfy either Gordon Rule or general education requirements. For the A. S. degree, this course can fulfill general education mathematics requirements if a minimum grade of C is earned. (Special Fee)

Required Materials



Access to Enhanced WebAssign – NOTE: this allows you to access an electronic copy of the text (see recommended materials)

Calculator: TI-84 graphing calculator. If you choose a different brand or model, you are responsible for learning the appropriate calculator syntax. Calculators with symbolic manipulations such as the TI-89, TI-92, Voyage, Inspire series may not be used on exams. The math department (7-142) has a limited number of calculators available for loan.

Notebook: 3-ring binder with four dividers (Notes, Homework, Activities, Quizzes/Exams) or some similar way to organize your coursework

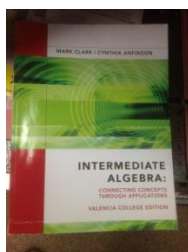
Recommended Materials (Not Required)

Text: *Intermediate Algebra: Connecting Concepts through Applications* by Clark and Anfinson, 2012

Headphones: For use if you choose to watch instructional videos during lab times

Instructional Method

This section will replace traditional lectures with interactive computer software (WebAssign). Students will be required to spend 1 hour and 35 minutes on campus in the assigned classroom, an additional 1 hour and 25 minutes in the hybrid computer lab room, and about three hours per week outside of the scheduled meeting times watching math videos and working on required assignments. Homework, quizzes, activities, and exams will be completed in Enhanced WebAssign. Your grades will be kept in the WebAssign gradebook.



Procedure to log-in and register in WebAssign:

1. Go to www.webassign.net
2. Under Account log in use the following information:
Username: Use your ATLAS username (the part before the @ in your Valencia email address)
Institution: **valenciacollege (one word, no spaces)**
Password: Use your ATLAS username. NOTE: After log-in, please change your password by choosing "My Options".
3. Choose "Log In"

If this does not work, email or call me immediately.

Textbook Material

This course will cover material from sections 1.1 – 1.7, 2.1 – 2.6, 3.1 – 3.2, 3.4 – 3.5, 4.1 – 4.2, 4.4 – 4.7, 7.1 – 7.5, 8.1 – 8.3, 8.5

Assessment of overall grade

Participation (notes, class & lab)	9%	Activities	10%
Useful Media	1%	Unit Exams	45%
Homework	10%	Final Exam	15%
Quizzes	10%		

Attendance/Participation

Students earn attendance points through three categories – notes from the useful media, class attendance with notebook and lab attendance with notebook. Students may earn up to three points each week. The instructor will be responsible for awarding students' attendance points each week. You may be withdrawn from this course if you are absent more than three times from class and/or the 1 hour and thirty-five minute weekly lab.

Class Attendance

Students will attend the scheduled weekly class session in 2-305A with their notebook. Attendance will be taken by your instructor. Students not attending will not receive the attendance point. During the class session, your instructor will provide a short question and answer session on the current section highlights. Late students or students who leave early will not receive full attendance points.

Open Lab Attendance

Students will spend at least 1 hour and 25 minutes in the hybrid computer lab room (1-377) per week. The Hybrid Computer Lab is open Mon and Wed 9:00am-5:00pm, Tue and Thurs 9:00am-8:00pm, Fri to Sun Closed. To receive the attendance points, you must bring your math notebook and you must sign in and sign out on the designated computer in the room. While you are in the lab, you may watch instructional videos, work on homework, quiz, activity assignment, or receive assistance from your instructor or an instructional assistant.

Useful Media

Short content videos will accompany each week's lesson. Viewing will be required and 1% of your grade will be earned for doing so. Viewing the media assignment is due before each week's class period. Other arrangements will be made when necessary for students with documented OSD paperwork.

Homework

Homework is completed online through WebAssign. There will be a weekly homework assignment with an initial deadline and a final deadline. 10% of each weekly homework assignment will need to be completed by the initial deadline (by the class meeting day) and the remainder of homework will need to be completed by the final deadline (after the class meeting day). In other words, if you have not completed at least 10% of that week's homework by the time you come to class, you will not receive 100% on your homework, even if it is completed by the deadline. The homework will count as 10% of the overall final grade. Each question on a homework assignment may be attempted 10 times. You may start the assignment and then resume it at a later time. If you believe that the program has not correctly graded your homework, email me with the specific details. If you are having difficulties contact your instructor or WebAssign support. Keep a written record of your work with the chapter, section and problem numbers in your notebook. You must achieve a grade of at least 80% on the homework assignment to open the weekly quiz assignment. You will earn an additional 10% bonus on the homework problems that are completed more than 48 hours before the due date.

Weekly Quizzes

There will be a weekly quiz assignment that will not unlock unless you have completed 80% of the homework. The quizzes will count as 10% of your overall final grade. Each quiz will have a two-hour time limit. Each exercise in the quiz may be attempted three times. The quizzes may be taken earlier than the due dates. You will earn an additional 5% bonus on the quizzes that are completed more than 24 hours before the due date. You should keep a record of each quiz in your notebook.

Activities (Enrichment assignments)

Each week during class time, you will work in groups with your classmates to complete math activities. These activities reinforce the skills and concepts that you are being introduced to you in the coursework. You should complete these activities on paper, keeping a copy in your notebook, and submit the requested specific answers in WebAssign. You must bring your lab manual with you to each class. The assignment will open in WebAssign just after class time and be available until the due date. In most cases, attendance in class that week will allow you the opportunity to complete or nearly complete the activity so you will need only to submit your answers after class in WebAssign. The activities will count as 10% of your overall final grade. Each exercise in the activity may be attempted 3 times.

Extensions

Extensions are automatically available for the Homework, Activity, and Quiz assignments. After the due date, you will have a two-day window during which you may request an extension through WebAssign (do not email me for an extension). By requesting the extension, you will receive 24 hours to complete the assignment but not to exceed the two-day window. For example, if you wait until 47 hours to request the extension, you only have 1 hour left to complete it. And if you request the extension 1 hour after the due date, you have 24 hours to complete it. For the extension, you will incur a 10% penalty on all exercises completed after the original due date.

Exams

After several quizzes, there will be an exam. The exams will have a **strict deadline**. Exams will be taken in the Testing Center in Building 4. You must have a Valencia ID card to take an exam. When you are ready to take an exam, go to the Testing Center, sign in and tell the proctor that you are taking exam (#) for Mrs. Lenhof and that the course is MAT1033C Hybrid. The Testing Center Proctors will assign you a seat. Login to webassign.net and access the test. The proctor will input a password to allow you to continue with the exam. Exams are untimed but you must complete them before the Testing Center closes that day. You will have 2 attempts at each exam, with only the best attempt counting toward your final grade for the course. All exams must be taken on or before the due dates assigned. No makeup exams are available without the explicit consent of instructor which will only be granted in case of a documented extreme emergency.

- **You are allowed to use a TI-84 calculator.**
- **You are not allowed to bring in notes.**
- **You may not access other areas of WebAssign during the exam. Viewing any other areas of WebAssign during the exam is considered cheating.**
- **The only computer window that is allowed to be open during testing is the actual test window. Having any other computer windows open during testing is considered cheating.**
- **If you are found to be cheating by the proctors in the testing center, you will receive a grade of "F" for the course.**

Final Exam

There is a comprehensive Final Exam for this course. It is similar to the unit exams **except you will only have one attempt at the final exam. The final exam must be taken on or before the due date. See the schedule for this date.**

Conditions	Grade
Overall grade of 90% or better	A
Overall grade of 80-89%	B
Overall grade of 70-79%	C
Overall grade of 60-69%	D
Overall grade less than 60%	F

Withdraw Policy

The withdraw deadline for a grade of W is June 27, 2014. If you decide to withdraw, you must do so through ATLAS. You may be withdrawn from this course if you are absent more than three times from class and/or the seventy-five minute weekly lab.

<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>

Academic Honesty

You are expected to do your own work. Providing information to another student or receiving information concerning exam content is considered cheating. The professor reserves the right to determine the appropriate penalties within Valencia College's academic honesty policies.

<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=180>

Office for 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; phone: 407-582-2229; fax: 407-582-8908; TTY: 407-582-1222. <http://valenciacollege.edu/osd/>

Valencia I.D. Cards

Valencia ID cards are required for the Library (upstairs building 4) and Academic Success Center (downstairs building 4). The ASC has many computers for use and printer access and also includes the Testing Center and the SPA. All of these services require Valencia ID.

Valencia Core Competencies:

Valencia desires their graduates to possess and demonstrate a set of global competencies including the ability to think, communicate, value and act. In an effort to help you acquire and improve upon your ability to demonstrate these competencies this course will include activities that require you to:

1. Think clearly, critically and creatively.
2. Communicate with others in written and verbal form.
3. Make reasoned value judgments and responsible commitments.
4. Act purposefully, reflectively and responsibly.

Due to the nature of these global competencies many problems and activities will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively how to arrive at an appropriate solution for the problem.

Disclaimer Statement

Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. Remember, if you are absent it is your responsibility to find out what, if any, announcements or changes have been made before next class and make any adjustments needed.

Suggestions to help you succeed

- Read the section of material each week in the textbook. When you read the sections, work out the textbook practice problems with pencil and paper. You should try to complete these practice problems before moving on to the homework. The answers to the practice problems can be found in Appendix D of the text.
- Watch the Useful Media and take notes before coming to class.
- Work through the Weekly homework and bring questions/concerns with you to class.
- Come to class on-time and ready to learn. Don't miss lab time.
- If you do not do any prep work (reading the text, practice problems, watching the useful media) before attempting the homework assignments, then you may have a rough time.
- Don't wait until the deadline to start working. Spread out the work over several days. This will help you learn the material better. Don't rely on the "watch it" help buttons, make sure that you are trying to learn how to do the work yourself or you may have a rough time on the exams.
- Always pass (not just take) a practice exam before you take your real exam in the testing center.
- Work ahead in the course. You may finish this course early. If you are more than a week ahead of the class schedule, then you are allowed to work on your course during class time. If you have achieved this particular status, you must sit in the back of the room if you are working during class time.

Assistance

Assistance with your course is available. You should ask questions and get help while you are in the hybrid computer lab each week. Also, please visit your instructor during scheduled office hours or visit the Specialized Preparatory Area (SPA) in building 4 downstairs for help from a tutor. The SPA is open **Monday – Thursday** 8:00 AM - 10:00 PM; **Friday** 8:00 AM - 12:00 PM; **Saturday** 8:00 AM - 2:00 PM; **Sunday** CLOSED

What to do if you do not understand or need help: Review your notes. Rework the examples provided in class. See if it still makes sense! Read the textbook (really). The text is well written and has many examples for you to follow. Contact your instructor! I am available to work with you. I want you to succeed!

Computer/Equipment Use Policy

Use of computers in the classrooms and departmental open labs at Valencia 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 email or access internet sites not assigned in class,
- Use of computer for job, internship, or homework not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct.

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.

Testing Center (4-123) Hours

Arrive with enough time before closing!

Mon – Thurs	7am – 10pm
Friday	7am – 12pm
Saturday	8am – 2pm
Sunday	CLOSED

SPA (4-102) Hours

Mon – Thurs	8am – 10pm
Friday	8am – 12pm
Saturday	8am – 2 pm
Sunday	CLOSED

Hybrid Math Lab (1-377) Hours

Mon and Wed	9am – 5pm
Tues and Thurs	9am – 8pm
Friday-Sunday	CLOSED