MAT1033C – INTERMEDIATE ALGEBRA
COURSE SYLLABUS
ONLINE COURSE (Spring 2014)

Instructor Information:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Joel M. Berman</th>
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</thead>
<tbody>
<tr>
<td>Office:</td>
<td>East Campus 4-240</td>
</tr>
<tr>
<td>Phone:</td>
<td>407-299-5000 x-2130</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:jberman@valenciacollege.edu">jberman@valenciacollege.edu</a></td>
</tr>
<tr>
<td>Math Dept.</td>
<td>Office: East 7-142 Phone:407-299-5000 x-2366</td>
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<tr>
<td>Engagement/Office Hours</td>
<td>M,W 10:00am-11:30am (in office and email)</td>
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<td>T,R 10:00am-12:30pm (email only)</td>
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<td>F 10:30am-11:30pm (in office and email)</td>
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<td>1:30pm-2:30pm (in office and email)</td>
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COURSE DESCRIPTION:
MAT1033C – Intermediate Algebra – 3 credit hours, 4 contact hours
Prerequisite: MAT0022C (formerly MAT0020C) with a grade of “C” or better or MAT0028C (formerly MAT0024C) with a grade of “C” or better or an appropriate score on entry placement test. Intermediate Algebra presents algebraic skills which are prerequisite 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 equation, radicals and rational exponents, complex numbers, quadratic equations, scientific notation, applications of the above topics and the communication of mathematics. Applications emphasizing connections with other disciplines and the real world will be included. This course does not satisfy the Gordon Rule in mathematics but can be used to fulfill the general education requirement of the A.S. degree. A minimum grade of “C” is required to use this course as a prerequisite for later mathematics courses. (Special Fee)

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.

REQUIRED MATERIALS:
ACCESS to Enhanced WebAssign – Note that this allows you to access an electronic copy of the text. ISBN#9780538738101
CALCULATOR: A graphing calculator is required for this course. The TI-84 will be used for all demonstrations. If you choose a different brand or model, you are responsible for learning the appropriate calculator syntax. Calculators with algebraic systems, including, but not limited to, the TI-89/92/Voyage/Inspire series, may not be used for any assessments in this course.

OPTIONAL MATERIALS:
TIME COMMITMENT:
Note that an online course may need more time commitment than an onsite course. Since this is an online course, the four contact hours a week that you would normally use to attend lectures should be spent online reading the textbook, watching lecture videos, working through practice exercises and taking tests. The general recommendation for college courses is that the student should spend two to three hours of study time for every lecture hour. Thus, you should allocate at least ten hour per week just for this course. **This course may take more time than you expect.**

COMMUNICATION:
This is an online course; therefore, we will communicate mainly electronically, via email and Facebook. You must check your ATLAS email regularly as to not miss any important messages from the instructor. All communications should follow appropriate etiquette. Email should be used in a professional way. Always put identifying information in the subject line and include your name and course (MAT1033C) so that I know who you are. When sending an email regarding a homework exercise, please include the section number and exercise number.

All emails will receive my response in a timely fashion. You should expect my reply within a 24-hr period, excluding Saturdays and Sundays. On the other hand, when you receive any email from me that requires your response, I expect you to reply in a timely fashion as well. I will be communicating with you on a weekly basis; therefore, it is crucial that you check your emails frequently. Not checking email is not accepted as an excuse for missing assignments.

COURSE WEBSITES:
BlackBoard (on Valencia’s servers) will only be used for one assignment. **[I am required to have at least one assignment through BlackBoard]** The site is [http://learn.valenciacollege.edu](http://learn.valenciacollege.edu). The course in BlackBoard will be available beginning on the first official day of class. You should already be registered in BlackBoard. Login name and password are the same as for your ATLAS account.

Within BlackBoard, you will find the syllabus and an assessment related to the syllabus. It will count as your first “Lab” assignment and must be completed during the first week of class. **(Please note that I do not use BlackBoard for communication. You should use the email address or telephone number listed on page 1 of this syllabus or the Facebook group to communicate with me electronically.)**

Homework, Quizzes and all of the other Lab activities will be done through Enhanced WebAssign. **The course in WebAssign will be available for you on January 1, 2014.** A gradebook for the course is also available through WebAssign.

To log-in and register in WebAssign, use the following procedure:

1. Go to [www.webassign.net](http://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 Valencia ID number [If you do not know it, log in to ATLAS and click on the Show VID link in the Atlas Tools box.]. After log in, you can change your password by clicking on “My Options.”
3. Click 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, 2.1-2.4, 2.6, 3.1-3.2, 3.4-3.5, 4.1-4.7, 7.1-7.5, 8.1-8.5

MEDIA ASSIGNMENTS:
There is a media assignment associated with each of the homework assignments. Each media assignment contains a link to a file with examples of problems similar to those in the textbook sections and YouTube videos showing how to approach and solve the problems. **You should take some time to either watch and work through these examples or read through the appropriate sections of the textbook before you start the homework assignments.** Each media assignment will have a single survey exercise for you to complete for credit. Media Assignments will count as 2% of your grade for the course. Students that actually take the time to watch these videos and take notes from them report that they have an easier time with the homework problems.
HOMEWORK:
Homework is assigned online through WebAssign and you will receive a homework grade for these assignments. The online homework will count as 18% of the final grade for the course. There is no time limit for the online homework assignments. 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 the program has not correctly graded your homework, email the instructor with the specific assignment and problem number for review. If you are having difficulty, please contact your instructor.

- You will earn an additional 5% on the homework exercises completed more than 24 hours before the due date.

LAB COMPONENT (Enrichment assignments):
During the semester, there will be several “lab” assignments. The first of these assignments is the syllabus quiz that will be completed in BlackBoard. (Please note that, due to changes in college policy, if you do not complete this activity on time, I will be required to withdraw you from the course as a no-show.) The other activities are available through WebAssign (after you log in). These activities reinforce the skills and concepts that you are being introduced to in the course work. You should complete these activities on paper, keeping a copy for reference, and submit the requested specific answers in WebAssign through the appropriate assignment. The labs will count for 15% of your final grade. Each exercise in a lab assignment may be attempted 10 times.

- You will earn an additional 5% on the lab exercises completed more than 24 hours before the due date.

QUIZZES:
Quizzes related to each chapter’s homework assignments will be taken through WebAssign. The quizzes will count as 15% of your final grade. Each quiz will have a three-hour time limit. Each exercise in the quiz may be attempted three (3) times. The quizzes may be taken earlier than the published due dates.

- You will earn an additional 5% on the quiz exercises completed more than 24 hours before the due date.

EXTENSIONS:
Extensions are automatically available for the Homework, Lab, and Quiz assignments. After the due date, you will have a three-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 an additional 24 hours to complete the assignment. For the extension, you will incur a 10% penalty on all exercises completed after the original due date.

TESTS:
There will be two unit tests that must be taken in a proctored setting. These tests will be paper-and-pencil, free-response (not multiple-choice) tests. The tests will count as 30% of your final grade. Each test will have a three-hour time limit. There will be no extensions granted for Tests. If you do not take a test by the deadline, a grade of zero (0) will be assigned for the test. Tests may be taken in any of the Valencia College Testing Centers free of charge. For Valencia Testing Center hours, please visit:

East Campus:  http://valenciacollege.edu/east/academicsuccess/testing/hours.cfm
Lake Nona Campus:  http://valenciacollege.edu/lakenona/testingcenter.cfm
Osceola Campus:  http://valenciacollege.edu/osceola/testing/
West Campus:  http://valenciacollege.edu/west/lss/testing/hours.cfm
Winter Park Campus:  http://valenciacollege.edu/library/wp/testing.cfm

If you cannot take the tests at Valencia, you will be responsible for arranging for testing at a College or University Testing Center. Any additional costs for testing will be your responsibility. Please see the last page for details.

FINAL EXAM:
There will be a comprehensive Final exam that must be taken in a proctored setting. The Final exam will be a paper-and-pencil, free-response (not multiple-choice) test. The Final exam will count as 20% of your final grade. The exam will have a three-hour time limit. There will be no extensions granted for the Final exam. If you do not take the Final exam by the deadline, you will receive a grade of zero (0) for the Final exam. Eighty-five percent (85%) of your grade on the final exam will replace your lowest test grade, if beneficial to your grade. The Final exam may be taken in any of the Valencia College Testing Centers free of charge. For Valencia Testing Center hours, please visit the appropriate site mentioned in the Tests section. If you cannot take the Final exam at Valencia, you will be responsible for arranging for testing at a College or University Testing Center. Any additional costs for testing will be your responsibility. Please see the last page for details.
GRADES:
Your final grade in MAT1033C will be determined from the weighted average of all media assignment grades, homework grades, activity grades, test grades, and the final exam score.

The grading scale is as follows: A: 90-100%, B: 80-89.9%, C: 70-79.9%, D: 60-69.9%, F: below 60%

EXTRA CREDIT:
Other than the additional credit that is available for completing the homework, lab, and quiz assignments before the due date, there will not be any extra credit. Please do not ask for special treatment.

ACADEMIC HONESTY:
You are expected to do your own work on tests and exams. 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.

WITHDRAWAL DEADLINE:
The withdraw deadline for a grade of W is March 21, 2013. If you decide to withdraw, you must do so through ATLAS. If you do not withdraw from the class by this date, you will receive a letter grade of A, B, C, D or F for the course. For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75

I will only withdraw students that have not completed the syllabus quiz (in Blackboard) by the deadline. I will not withdraw you from the course after the “No-Show” withdraw period. If you stop working toward the course, and do not withdraw yourself through ATLAS, you will likely earn a grade of “F” for the course.

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 week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. There is an Office for Students with Disabilities on each Valencia Campus.

GENERAL IDEAS TO HELP YOU SUCCEED WITH THE COURSE
• Be proactive. Try to work ahead of the required schedule. This will allow you more time to work on sections that you find more difficult.
• Take the time to read the sections of material each week. When you read the sections, you should have paper and pencil with you. After every problem the authors complete in the text, there is a similar Practice Problem. You should try to complete these Practice Problems before moving on to the homework assignment. The answers to the Practice Problems can be found in Appendix D of the text. If you do not want to read the text, please spend a reasonable amount of time working through the practice problems and watching the videos available in the Media Assignments.
• If you do not do any “Prep” work (reading the text, practice problems, videos) before attempting the homework assignments, you are going to have a bad time. Take the time to prep for the assignments!
• When you take the quizzes. For the first attempt, try it without any notes. This will help you assess what you actually learned (and remembered) from the chapter. Then, go back and fix the errors on the remaining attempts.

WHAT TO DO IF YOU NEED HELP!
• Don’t wait, Don’t wait, Don’t wait!!!
• Contact the instructor. Joel is available to help you via email, by telephone or in person during the engagement hours. If you are having a specific problem with a math exercise, send a picture of your work to Joel via email. He will reply within a reasonable amount of time.
• Use the resources that are available to you! Talk to other students in the course. Maybe they had the same problem. Use the Facebook Group! Take pictures of exercise and your work and post them in the group. Other students can then comment on where you may have made an error. Of course, if you wait until the last minute, there may not be time for others to reply.
FACEBOOK GROUP

I have created a Facebook group for this class. This is a place for students to communicate to one another about the course, work on difficult problems together, coordinate study groups, chat with me for office hours, etc. Joining this group is entirely optional and is not a course requirement. Students from previous semesters commented that they found the group useful. You do not have to join if you do not want to.

If you are interested in joining the group, go to https://www.facebook.com/groups/663432763696774/ or search for “Spring 2014 MAT1033C online” in Facebook. Then select the "request to join the group" button on the upper right hand side. You do not have to "friend" me to join the group.

Facebook is a free social network in which users can create a profile, chat with one another, add each other as friends, send messages, etc. Since the information you provide on the site is public, it is important that you review the site’s privacy options: http://www.facebook.com/help/?faq=186298511419952&ref_query=privacy Please be sure to use appropriate netiquette: http://valenciacollege.edu/oit/ltad/StudentResources/integrity/netiquette.cfm when communicating with one another as well as with me.
**Schedule of Assignments:** All assignments are due near 11:59 pm on the date listed (Media assignments will be due at 11:58pm, Homework assignments at 11:59pm, Lab Assignments at 11:59pm and Quiz assignments at 11:59pm. I had to do this to make the assignments line-up correctly in WebAssign). This means the assignment must be submitted by that time. As mentioned earlier in the syllabus, I would recommend that you try to work ahead of the required schedule, so that you will have more time to work on sections that you find more difficult.

M ➔ Media Assignment  
H ➔ Homework  
Q ➔ Quiz  
A ➔ Activity / Lab Assignment

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<th>Week</th>
<th>Su</th>
<th>M</th>
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<th>W</th>
<th>R</th>
<th>F</th>
<th>Sa</th>
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<tbody>
<tr>
<td>Jan 5-11</td>
<td></td>
<td>1.1 M &amp; H</td>
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<td>1.6 M &amp; H</td>
<td>1.7 M &amp; H</td>
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<td>Jan 19-25</td>
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<td>Special Pattern A</td>
<td>Ch. 1 Q</td>
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<td>2.2 M &amp; H</td>
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<td>2.3 M &amp; H</td>
<td>Car Rental A</td>
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<td>Feb 2-8</td>
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<td>2.6 M &amp; H</td>
<td>Linear Modeling A</td>
<td>Ch. 2 Q</td>
<td>Test</td>
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<td>Be</td>
<td>Taken</td>
<td>Now</td>
<td>3.1 M &amp; H</td>
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<td>Feb 16-22</td>
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<td>3.4 M &amp; H</td>
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<td>3.5 M &amp; H</td>
<td>Ch. 3 Q</td>
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<td>4.5 M &amp; H</td>
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<td>How High/ Far A</td>
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<td>From Distance A</td>
<td>Ch. 7 Q</td>
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Off-Campus Testing Site Request Form

This form is only to be used by those taking the exams outside of Valencia’s East, Lake Nona, Osceola, West or Winter Park campuses.

Students who live outside of commuting distance to Valencia College should use this form to arrange off-campus testing. This form must be completed and submitted to your instructor via email by January 13, 2014 so that an appropriate site can be approved and arrangements made.

Student Information:

Name: _____________________________________________

VID number: ________________________________________

Course name: ______________________________________

CRN: ______________________________________________

Valencia email: _____________________________________

Off-Campus Site Criteria:

1. The requested site must be a college, university or military facility. No other locations will be approved.
2. The site must be able to receive exams via email that are in PDF format and be able to scan and return the exam to me via email.
3. The proctor must be an employee affiliated with the school’s assessment/testing office and authorized to administer exams on behalf of the appropriate institution. Proctors at military bases must be appointed to or assigned to the Educational Services Office (ESO).
4. Student is responsible for any fees charged by the remote testing site.

To find possible testing sites, visit http://www.ncta-testing.org/cctc/find.php or search for local college/university testing centers.

Requested Testing Site:

College/Site name: __________________________________

Testing Center Website: ________________________________

Testing Center Phone Number: __________________________

Proctor and/or Testing Center Administrator Name: ________________

Proctor’s email: ____________________________
(Must be a college, university, or military email. Personal emails will not be approved.)