Math 0314 Syllabus

Course Information

# Instructor contact information

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| --- | --- | --- | --- |
| **Instructor:** |  | **Office Phone:** |  |
|  | | | |
| **Office Location:** |  | **Student Learning Hours:** |  |
| (or hours of availability) | |
| **E-mail:** |  |  |  |

# Welcome to

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title: NCBO for College Algebra** |  | **Term and Year: FA 19** |  |
| **Course Subject: Math** |  |  |  |
| **Course Number and Section: 0314** |  | **Class Days and Times:** |  |
| **Credit Hours: 3** |  |  |  |
| **Lecture Hours: 3** |  | **Class Room Location:** |  |
| **Lab Hours:** |  |  |  |
| **External Hours:** |  |  |  |
| **Total Contact Hours: 48**  **(All hrs. x 16)** |  |  |  |

|  |  |
| --- | --- |
| **CEU’s (if linked w/ credit course):**  **NOTE: divide the credit contact hours by 10 to get the Continuing Education Units.** |  |

# Course overview

**Catalog Description:**

3 Credits (3 hrs. lab.) Math 0314 is a non-course based option covering objectives students will need to be successful in College Algebra, [MATH 1314](http://catalog.lonestar.edu/content.php?filter%5B27%5D=MATH&filter%5B29%5D=0314&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=27&expand=&navoid=11560&search_database=Filter#tt851)   (3201045419) Prerequisite: [MATH 0308](http://catalog.lonestar.edu/content.php?filter%5B27%5D=MATH&filter%5B29%5D=0314&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=27&expand=&navoid=11560&search_database=Filter#tt5803)  or Placement by Testing Corequisite: [MATH 1314](http://catalog.lonestar.edu/content.php?filter%5B27%5D=MATH&filter%5B29%5D=0314&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=27&expand=&navoid=11560&search_database=Filter#tt6203)

<http://www.LoneStar.edu/lscs-catalog.htm>

**Student Learning Outcomes:**

Upon completion of this course the student will

1. Recognize, understand, and analyze features of a function.

2. Perform operations using integer and rational exponents.

3. Factor and perform operations with polynomials.

4. Simplify and perform operations with rational and radical expressions to include complex numbers.

5. Solve linear, polynomial, radical, and rational equations.

6. Solve linear and absolute value inequalities of a single variable and express solutions sets in set builder and interval notation.

7. Solve quadratic equations by factoring, completing the square, and the quadratic formula.

8. Graph linear and quadratic functions.

9. Write linear equations in standard form.

10. Solve systems of linear equations and related applications

<http://www.LoneStar.edu/refresh_learning_outcomes.html>

**In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within LSC.**

**The specific requirements are listed below:**

**(Examples only - please delete and list your specific requirements here):**

***Online quizzes, online assignment submissions, Microsoft Word document submissions, discussion boards, etc.***

# Getting ready

**Prerequisites:** A grade of C or better in Math 0308 (Introductory Algebra), departmental approval, or test scores in the following ranges:

* TSI ASSESSMENT: 343 – 349

**Required Material: (In order to help the students save on textbook costs, we are now only requiring the purchase and use of MyMathLab)** MyMathLab Access Code only, ISBN: MyLab Math with Pearson eText -- Standalone Access Card -- for Beginning & Intermediate Algebra and College Algebra: A Corequisite Solution, 18-Week Access ISBN: **9780134896038**

Or

MyLab Math with Pearson eText -- Standalone Access Card -- for Beginning & Intermediate Algebra and College Algebra: A Corequisite Solution, 1/e 24 Month **ISBN: 9780135268599**

**\*Please let students know that MyMathLab (MML) access must be purchased either online at** [**www.mymathlab.com**](http://www.mymathlab.com)**, or at the bookstore on**   
Allowed calculators:  TI-83, TI- 83 Plus, TI-83 Silver Edition, TI-84, TI-84 Plus or TI-84 Silver Edition.

**Optional Materials   
or Reference Texts:** Lial, Hornsby, & McGinnis; *Essentials of College Algebra,12th Edition* (publisher: Pearson); Package: Textbook + MML Access Code, **ISBN 9780135263419**

Instructor guidelines and policies   
*Students are responsible for knowing and following the policies related to all of the links below.*

**This section is really where you get to design your course. Here are some examples of what might be included. Please read through and then delete anything written in red or blue.**

**Attendance: (Do not change the first two sentences, as it is our departmental attendance policy that all transitional math faculty must follow.)** The instructor will NOT drop students from this course for non-attendance.  It is your responsibility to fill out a “schedule change form” at the registration desk to officially drop this class.  Failure to do so may result in the grade of “F”". Your attendance will be recorded from a class roster that you must sign each class period. If you are extremely tardy, and you miss signing the roster, you will be counted as absent. If you leave before the end of the class period, you will also be counted as absent.

**Assignments: (Please state something here about the types of assignments that you give, and whether or not you allow assignments to be made up. Feel free to keep what is in blue or please change it.) Here are some examples:**

**In-Class Assignments:** For some class days, except possibly on test days, there will be an in-class assignment. Some of these assignments will be collected and graded. They must be done NEATLY, IN PENCIL, and turned in ON TIME. You will be required to SHOW YOUR WORK on these assignments. Late assignments will NOT be accepted. These assignments cannot be made up.

**MyMathLab (MML) Homework Assignments:** You will be given some homework assignments in MML. These homework assignments must be completed using a computer outside of class time, and they must be completed before their due dates/times. It is possible to get a score of 100% on each of these homework assignments. If you get a problem wrong you can select “Similar Exercise” to get a new problem. Note: when working homework problems in MyMathLab, if you have to View An Example when working a problem, work another problem afterwards by selecting “Similar Exercise”. It is important that you can work the homework problems without the help features in order for you to gain mastery of the concepts and do well on the exams. It is to YOUR BENEFIT to work extra problems for any material that you need more practice with. If you want more practice, you can work problems in the Study Plan section of MyMathLab. The Quiz Me feature in the Study Plan of MyMathLab is also great for testing your knowledge on any concepts you want more practice on and without help features. You should come to class each day with your homework completed and checked, as the MyMathLab questions are graded as soon as you enter the answers online and select ‘Check Answer’. Please remember to work neatly while working the online assignments, numbering each question as you work them. If there is something you can’t figure out, place a mark by it so you can easily ask a question about it later. If you need help with any homework, please go the Math Center (in LRNC 205) or to the Academic Success Center (on the 2nd floor of the LRNC Building). Late homework assignments will not be accepted. To do well in this class, you must do your homework.

**Make-up Exams: (Feel free to keep what is in blue or please change it.)** You will be able to make - up missed exams PROVIDED you contact me regarding the make-up within two days of the missed exam. Also, I do not drop any grades! You are expected to complete all of your assignments.

**Electronic devices: (Feel free to keep what is in blue or please change it. You can also look at the optional syllabus content document for more options.)** In order to create an environment that promotes the success of all students, cell phones and beepers are to be turned to the off mode or placed on silent. Please turn your electronic devices off before entering the classroom.

**Recommendations:** **(Feel free to keep what is in blue or please change it or delete it.)** Read the sections in the textbook, or watch the videos for the textbook sections in MyMathLab, before they are covered in class. Keep up with all homework assignments and turn in assignments on time. If you miss class, you are responsible for getting the assignments that you missed. Please remember that ‘math is not a spectator sport’. Stay focused and participate. Seek help from your instructor as soon as possible, if you are unsure about anything at all. Be prepared for all in-class quizzes and tests. Be on time for all classes. If you must leave class early for any reason, please let your instructor know at the beginning of class. You are expected to act professionally at all times and with courtesy to both others in the class and to your instructor. PLEASE remember that your instructor is here to help you.

**Exit Assessment: There is not a departmental final for the 0314 course. If you wish to give your students a final it is an option. Please note the minimum percentage for the final in the grade determination section should you decide to give one in your course. This information can be deleted from your syllabi.**

**Department/Division Contact:**

Division V

Division Operation Manager: Martha Diaz

phone 832-482-1068, or email [martha.diaz@lonestar.edu](mailto:martha.diaz@lonestar.edu)

Department Chair Transitional Math:

Jayne Martin, phone (281) 290-3585,or e-mail [Jayne.H.Martin@lonestar.edu](mailto:Jayne.H.Martin@lonestar.edu);

Division II

Division Operation Specialist: Angela Bars

Phone (281) 290 -3232, or e-mail [angela.b.bars@lonestar.edu](mailto:angela.b.bars@lonestar.edu)

Department Chair Credit Math:

John Burghduff, phone (281) 290-3915, or email [john.b.burghduff@lonestar.edu](mailto:john.b.burghduff@lonestar.edu)

**Grade Determination:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your grade will be determined by the following** | **Details** | **Points**  (if applicable) | **Percent of Final Average** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| FINAL EXAM | COMPREHENSIVE |  | 20 |
|  |  |  |  |
| Total: | |  | 100% |

**Final Examinations**

A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule. <http://www.lonestar.edu/examschedule.htm>

**Letter Grade Assignment:**

|  |  |
| --- | --- |
| **Letter Grade** | **Final Average in Percent** |
| A | 89.5 – 100 |
| B | 79.5 – 89.4 |
| C | 69.5 - 79.4 |
| IP  *This grade does not impact your LSCS GPA.* | 59.5 – 69.4 |
| F  (Based on attendance, participation, etc.) | 59.4 & below |
| IP | Student has completed the majority of the course and is passing but will not be able to finish due to extenuating circumstances. |

# Tentative Instructional Outline:

**SEE ATTACHMENT**

## Withdrawal Policy

Withdrawal from the course after the official day of record and prior to the [“W” Day](http://www.lonestar.edu/academic-calendar.htm) will result in a final grade of “W” on your transcript. You are strongly encouraged to meet with your professor prior to withdrawing from a course to consider all options. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw at the registration office prior to “W” day. If you stop attending class and do not officially withdraw, you will receive whatever grade is calculated based on your completion rate, which could result in an “F” for the course.

## Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their [six drop limit](http://www.lonestar.edu/course-drops.htm).  Students should fully understand this drop limit before they drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. **Dropping a transitional and/or ESOL course does not count against the six drop limit.**

## Evaluation of Instruction

Lone Star College-CyFair is committed to acting intentionally about student success. As part of our institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, you are encouraged to provide input for each course you take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLoneStar account. This occurs approximately half way through your course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire can be found by logging into your [myLoneStar Account](https://my.lonestar.edu/lsclogin.jsp) and clicking on the Quicklinks – “How To” Documents. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor’s class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

# Student Support Services **Lone Star College-CyFair is committed to your success! One of our cultural beliefs is** [**Students Matter**](http://www.lonestar.edu/OrgDev-2020.htm)**!**

If you are experiencing challenges achieving your goals academically or personally, please contact your advisor, instructor, or another individual on campus you trust. Advisors can provide assistance with questions related to academics, while the Counseling office can assist with ADA accommodations and personal barriers. All concerns related to classroom instruction must first be addressed with the instructor. Please know that we have resources and are here to support you.

## **Academic Success Center** (Barker Cypress Campus - Learning Commons - 2nd Floor)

The Academic Success Center (ASC) offers [tutoring](mailto:http://www.lonestar.edu/tutoring-cyfair.htm) for most disciplines and specific assistance in The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 208).  Student success seminars are also offered throughout the semester. For more information, please visit the [Academic Success website](mailto:http://www.lonestar.edu/learning-cyfair.htm) or call 281.290.3279.

## **Academic Success Center open labs** (TECH 104, CASE 104 and CASA 223)

The Academic Success Center Open Labs are quiet work and study areas available to you. You access the labs with your LSC ID card. The ASC Open Labs are available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with courseware, printing, copying, and scanning are available in TECH 104, CASE 104 and CASA 223. For more information, please visit the [Academic Success website](http://www.lonestar.edu/learning-cyfair.htm), contact 281.290.5980, or [cfasclabs@LoneStar.edu](mailto:cfasclabs@LoneStar.edu).

**Americans with Disabilities Act Statement (Disability Services)**

Lone Star College- CyFair is dedicated to providing the least restrictive environment for all students.   We promote equity in academic access through the implementation of reasonable accommodations as required by the Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA).  These laws enable students with disabilities to participate in and benefit from all post-secondary educational courses and activities.

A student requesting accommodations for a disability must contact the Counseling/Disability Services Office and register for services. The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. after their accommodations have been determined by the Counseling office. If possible, the student requesting services should make an initial contact with the office at least 4 weeks prior to the start of the first class.  Any disability related documentation and requests for assistive technology should be submitted to the Disability Services office, which is located on the LSC-CyFair campus in CASA 109. You may contact Stephanie Dillon, Disability Services Counselor, at 281-290-3260 or 281-290-3533 or [Stephanie.G.Dillon@LoneStar.edu](mailto:Stephanie.G.Dillon@LoneStar.edu) for additional information and/or to schedule an appointment.   Additional information may be accessed online at <http://www.LoneStar.edu/disability-services.htm>

## Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. You may contact [Counseling, Career, and Disability Services](http://www.lonestar.edu/counseling-services.htm) at 281.290.3260, [CyFair.Counseling@LoneStar.edu](mailto:CyFair.Counseling@LoneStar.edu) or stop by CASA 109 to make an appointment.

Students may contact counseling services at the Fairbanks Center or Cypress Center. The Fairbanks Center contact is 832.782.5110, [Fairbanks.counselor@LoneStar.edu](mailto:Fairbanks.counselor@LoneStar.edu), or FBC 120. The Cypress Center contact is 832.920.5029, [Lolita.B.Page@LoneStar.edu](mailto:Lolita.B.Page@LoneStar.edu), or CYC, or 100B.

## Library

The Lone Star College-CyFair Library is located in the Learning Commons (LRNC) building and contains informational resources for both college students and community members. Not only is the library an academic library, but it is also a branch of the Harris County Public Library. Librarians are professionally trained to assist you with any aspect of research during operating hours including using the library, locating and evaluating information sources, and citing information sources. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

## Library Resources

You may access library services via:

* Phone: Circulation Desk 281-290-3210 and Reference Librarians 281-290-3214 or 281-290-3219
* Email: [CyFairLibrary@LoneStar.edu](mailto:CyFairLibrary@LoneStar.edu)
* Text: 832-463-0478
* Chat: LoneStar.edu/library
* Online: LoneStar.edu/library/cyfair
* myLoneStar: Log in to my.LoneStar.edu with your LSC Student ID number and password to access library services from the high school campus location, home, or any location with Internet services to search catalog, view library account, research databases, and more.

For more information on how to find locations, check library hours, borrow library materials, research a topic, discover other library services, and/or find research apps and tools, please visit, “How Do I…?” at <http://www.LoneStar.edu/library/how-to.htm>. This page provides additional information to learn how to get a library card, find and request books, videos, CDs, articles and more, check your library account, access e-books and digital downloads, search databases for articles, periodicals (magazines, newspapers, and journals), cite sources, locate research guides, and various other topics.  

## Veteran Affairs Center Services

The Lone Star College Veterans Affairs Center located in CASE 110 provides services to all veteran students and their family members from our five colleges including LSC-CyFair, LSC-Kingwood, LSC-Montgomery, LSC-North Harris, and LSC-Tomball, five centers, LSC-University Park, LSC-University Center at Montgomery, LSC-University Center at University Park, Lone Star Corporate College, and LSC-Online. Information is available at <http://www.LoneStar.edu/veterans-affairs.htm>.

## The Empowerment Center

The Empowerment Center is a resource center for every student. We welcome all students to our home in CASA 121 where faculty and staff volunteers provide guidance in accessing campus resources, including the [Food for Thought Food Pantry](mailto:http://www.lonestar.edu/cyfair-food-pantry.htm) and the Career Closet.

# Lone Star College-CyFair Campus Policies

We encourage students to read the [Student Handbook](http://www.lonestar.edu/departments/advising/LSCS_Student_Handbook_Web.pdf) and [LSC Catalog](http://www.lonestar.edu/lscs-catalog.htm) for a comprehensive list of policies and procedures.

## Student Behavior Expectations

You are expected to conduct yourself appropriately while on College property or in an online environment. You may receive disciplinary actionup to and including suspension, if you violate College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom,campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the [Student Code of Conduct](http://www.lonestar.edu/student-responsibilities.htm) for additional information.

## Academic Integrity

Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, you are responsible for honesty and independent effort. Please read the [Academic Integrity Policy](mailto:http://www.lonestar.edu/instructional-resources.htm) online and read the [Academic Integrity Brochure](http://www.lonestar.edu/departments/libraries/academic_integrity_brochure.pdf) for more information.

**Academic Appeals**

An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposed for violations of standards of academic integrity such as plagiarism or cheating. Before a student brings an academic appeal, he or she should first meet with the instructor to request that a change be made. For additional information, please read the [Academic Complaint and Appeal Process](http://www.lonestar.edu/academic-appeal.htm).

## Campus Safety and Security

Lone Star College is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. To help ensure your safety during an emergency (safety, fire, severe weather, etc.), please follow the instructions of college officials.  Safety information and resources may be found on the

[Office of Emergency Management](http://www.lonestar.edu/oem.htm) website and are also posted in each classroom. In the event you wish to report an emergency, please contact the police at 281.290.5911 or utilize the red handled emergency phones located in classrooms.

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. For more information about Campus Carry, visit the LSC [Campus Carry](http://www.lonestar.edu/campuscarry) website.

**REQUIRED STATEMENT FOR FACULTY WHOSE OFFICES ARE DESIGNATED AS EXCLUSION ZONES (DELETE THIS STATEMENT IF IT DOES NOT APPLY TO YOU):**

As permitted by LSC regulations, I have designated my assigned faculty office in Room (number) as an exclusion zone where concealed carry is prohibited. In addition to the office hours listed elsewhere in this syllabus, I will hold office hours at (specific place) on (days) from (start time) to (end time). Students are invited to attend whichever office hour location works best for them. I may also be able to meet with students at other places and times if we can agree in advance, but I cannot guarantee that I will be able to accommodate your schedule.

## FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds. For more information and the release form, please visit <http://www.lonestar.edu/ferpa.htm>.

## Equal Opportunity Statement

Lone Star College is committed to the principle of equal opportunity in education and employment. Lone Star College does not discriminate on the basis of race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality or ethnicity in its programs and activities.

## Student Absence on Religious Holy Days

The student must notify the faculty member in writing within the first 12 days of the semester of the intent

to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is

absent from classes for the observance of a religious holy day shall be allowed to take an examination

or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

## Guidelines for Children of College Students

Children of students may not enter the classroom, even for brief visits, without the instructor’s prior express written permission and may never enter lab areas. See [Board Policy Section II.D.2.04 and Section II.D.2.06](http://www.lonestar.edu/student-community-facilities.htm) for more information.

## Syllabus Disclaimer

It is the instructor’s right to modify the class schedule when necessary and cover course topics as he/she feels is necessary to meet the learning outcomes, therefore this syllabus is subject to change.