Valencia College
MAC 1105 College Algebra Online
CRN 30338 Credit hours: 3
Course Syllabus – Summer Term 2019
This course uses MyMathLab (MML)

You will use the following MML Course ID: lawhon35698

This syllabus is an agreement 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 agreement. It is the responsibility of the student to carefully read this syllabus/agreement in its entirety and to adhere to all policies and procedures within the syllabus.

Instructor: Dr. Jennifer Lawhon
Office: East Campus, 1-337
Phone: (407) 582-2279
Email: Canvas Inbox (preferred) or jlawhon@mail.valenciacollege.edu

Student Engagement Hours (office hours):
On-campus hours (Bldg. 1-337):
Tuesday 10:00am-12:30pm
Thursday 10:00am-12:30pm

Online hours (Canvas Inbox):
MW 9:00-11:00 a.m.
F 9:00-10:00 a.m.
*Individual appointments are available upon request.

Course Description:
MAC 1105 College Algebra Credit Hours: 3
Prerequisite: Minimum grade of C in MAT 1033C or appropriate score on an approved assessment. 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.

Do not assume that this class is easier because it is an online course. This course is challenging and time consuming. Only highly motivated, disciplined, and organized students who can read the book effectively and can learn the material by themselves are successful in this online course. The lessons are clearly explained and you will have the learning resources to help you.

I will be here to lead and guide you, and be a facilitator of learning. Since I care about your academic success, I will be providing you a quality-learning environment throughout the academic term. In this course you will have the opportunity to learn skills that will be relevant to future courses and to your professional career.
Educational Materials:

**Required:** *Access to MyMathLab (red)* – Available at east campus bookstore or you can also purchase the code online at [http://pearsonmylabandmastering.com](http://pearsonmylabandmastering.com)

All students must have access to MyMathLab. To register at MyMathLab, you will need an access code and a Course ID.


*Please note* that you have access to the entire book through MyMathLab in its entirety in the multimedia section. This is included in the cost for MyMathLab software. **Your MML access code is good for one year for this textbook.**

![College Algebra](image)

**Calculator:** A graphing calculator is required for this course. TI-83, TI-83+, TI-84, or TI-84+ are recommended. Calculators that do symbolic manipulations like TI-89, TI-92, TI-Nspire CAS, and Voyage200, etc. will not be allowed on tests.

**Online Instruction Delivery System (Course Platform):**
This course is delivered via Canvas, and uses MyMathLab as a testing tool to do online homework and take your math tests. To be able to take this course, you must have a computer with Internet access and -of course- must know how to use it.

**Course Access: Canvas**  
Canvas course page: [http://online.valenciacollege.edu/](http://online.valenciacollege.edu/)  
Login for Canvas: Use your ATLAS Username and Password

**Course Outcomes:**
- Use processes, procedures, data, or evidence to solve problems and make effective decisions
- Use functions and function concepts to analyze and model realistic situations.
- Use appropriate technological tools to analyze and model realistic situations.
Registering for MyMathLab (MML) through Canvas:

Enter Your Canvas Course:
1. Sign in to Canvas and enter your Canvas course.
2. Then select the MyLab & Mastering in the Course Navigation, and then select any course link on the Pearson page.

Get Access to Your Pearson Course Content:
1. Enter your Pearson account username and password to Link Accounts. You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
   ➢ If you don’t have a Pearson account, select Create and follow the instructions.
2. Select an access option:
   ➢ Enter the access code that came with your textbook or was purchased separately from the bookstore. **Note that if you have previously purchased an access code for this textbook, it is good for one year.**
   ➢ Buy access using a credit card or PayPal account.
   ➢ If available, get temporary access by selecting the link near the bottom of the page.
3. From the You’re Done page, select Go to My Courses.
4. If you’re waiting for financial aid, click Get temporary access without payment for 14 days, which is near the bottom of the Payment Options page. Click Yes when a message appears asking if you are sure you want temporary access. You will receive an email with payment instructions. **NOTE:** To stay in your course, use an access code, credit card, or PayPal before the temporary access ends. If you don’t pay within 14 days, you will lose access to your instructor’s online course and may miss deadlines or important notices from your instructor. Once you pay for full access, you are reconnected to coursework already completed.

**NOTE**: You MUST purchase the MML code by the end of the second week of this course. Not receiving your financial aid on time will NOT be an excuse for not having your code. Assignments will NOT be re-opened after the due date has been passed.

To watch a short video on how to register, please go to:
https://www.youtube.com/watch?v=CgSDI92H02w

Note: It is recommended you always enter your MyLab & Modified Mastering course through Canvas.

Get Your Computer Ready
For the best experience, check the system requirements for your product at:

http://www.pearsonmylabandmastering.com/system-requirements/
Need help?
For help with MyLab & Modified Mastering with Canvas, go to:

Attendance Policy:

This is an online course, available 24/7, managed through Canvas. You must have access to the Internet (available on all Valencia campuses) to complete the course requirements. Your online attendance will be checked each week based on your participation in the course and submission of coursework. In the event of an extended absence, you should contact me via email or phone as soon as possible to indicate the reason.

Grading Policy (read this section carefully!):

All assessments/evaluation procedures are consistent with the educational activities and will appropriately measure the stated learning outcomes and unit learning objectives.

1) Videos/Homework: Using your MyMathLab materials, you will watch the assigned homework videos. The first video is an overview of the assigned section and the remaining videos work through exercises that will be similar to your assigned homework. Take notes while you watch each video. The videos DO count as a grade. Once you finish watching the videos, you will complete the online homework problems for each section to be covered. Completion of homework is crucial to student success in any math course! Each online homework section can be attempted unlimited times up to the deadline.

   The online homework will count equivalently as a test grade!

   Note: If you wait until the last minute to do your online homework, I am not responsible for last minute technical difficulties.

2) Quizzes: After all homework has been completed for a chapter, you will then take a chapter quiz in MML through Canvas. Each quiz can be taken 3 times up to the deadline. Quizzes will also inform you of what type of questions will be asked on your chapter test.

3) Discussion Board: In Canvas, there are four discussion board assignments. These are required and you will be expected to post in the Discussion area of Canvas. Your weekly schedule and course Modules in Canvas has all due dates for the discussion assignments.

4) Tests: You will take 4 chapter tests and a cumulative final exam (comprehensive).
   There are NO make-up tests
   All tests (except the final exam) can be taken from home.
   
   ***Please note: The final exam, must be taken at one of the testing centers at Valencia College or a proctored site (prearrangement is required for the latter).***

Here is a link to Valencia's testing centers. It provides information on their locations, contact information, and hours of operation: Testing Centers - Valencia College
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You are responsible for checking your chosen testing center hours of operation before you take any test. Some testing centers change their hours of operations without any previous notice. Failing to check this will not be accepted as excuse for missing the final.

If you have a special request for another testing site (i.e. not at Valencia) you need to let me know as well; should this be your case, please refer to the Test Proctoring Guidelines link found in Canvas, Week 1 Module. **You need to inform me about your preferred testing site during the first week of classes.**

**Students living in the vicinity of one of the Valencia Campuses must take the final at Valencia.**

You will take each test after completion of the assigned lessons and the online homework.

Tests must be taken according to the Weekly Schedule (found in Canvas). **You can take the tests at any time on or before the deadline date, but never after!**

**If you wait until the last minute to take a test, I am not responsible for last minute technical difficulties, including accessibility to a computer at your selected testing center, availability of Internet connection to Canvas, etc.**

I highly recommend that you never wait until the due date to take a test. Each test in this course will be available right after the previous test's deadline, so, plan accordingly.

**Taking Your MAC 1105 Final Exam:**

By the first Saturday of the term, you must send me an email with the campus/testing site where you will be taking your final exam. Without this email, I will not know where to send your exam, and you will not be able to take it.

If you are testing outside Valencia, you should make proctoring arrangements during the first week of classes. See the Testing Proctoring Guidelines link in Canvas, Week 1 Module. *(Students living in the vicinity of one of the Valencia Campuses must take their tests at Valencia.)*

The final will be submitted electronically via MML through Canvas at the testing center. The testing center personnel or proctor will type a password for your final. **You may bring in 1 page of formulas for the final exam.** You will be allowed to use paper and pencil for calculations, of course. The testing center will provide the scratch paper, which will be collected.

When taking the final exam, you are responsible of making sure that your test is submitted. Should you have any technical difficulties while submitting your test, you must alert a Testing Center staff member immediately! The Testing Center specialist must contact me and explain any technical problems encountered. Make sure that this procedure is strictly followed; if the
Testing Center specialist does not corroborate the problem, you will receive a score of zero if the test is not submitted properly.

It is your responsibility to inform me immediately of any issue you encounter when taking tests. Informing me afterwards is not an acceptable excuse.

All the tests have no time limit. I recommend that you allow at least two hours to take each test (two hours or more). Schedule your test-taking dates and times efficiently! I am not limiting you when taking tests, so please do not limit yourself!

Make-Up Policy:

Late work will be accepted only if students provide written documentation of a medical emergency or ongoing medical condition that is submitted on the first day of the student's return to the course. Typically, one week extension on assignments will be granted upon a student's return to the course. Otherwise, no extensions will be granted.

*The final exam can replace one missed/low test score (if higher)*

**Failure to take the MAC 1105 final exam will automatically result in an F grade**

Grades: The final grade for this course will be derived from the following sources:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of tests (4 tests)</td>
<td>40%</td>
</tr>
<tr>
<td>Discussions in Canvas</td>
<td>10%</td>
</tr>
<tr>
<td>Homework (including videos)</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

The grading scale is as follows:

A 89.5-100%  B 79.5-89.4%  C 69.5-79.4%  D 59.5-69.4%  F Below 59.5%

* Minimum grade to pass MAC 1105 (Gordon Rule/General Education Requirements)

**Your grades and class average can always be checked in your Canvas Gradebook. Please do not check MyMathLab for a current grade. It will NOT be the correct average!**

Extra Credit for MATH:
You can do the online homework unlimited times up to the deadline, take your quizzes up to 3 times, and take each test (excluding the final exam) from home. Consider this to be your extra credit. Please do not ask for any additional extra credit.
**Technical Problems**

Technical problems such as power outages and unavailability of internet connections can happen. **Do not wait until the last minute to complete your assignments and tests.** Technical problems are not an acceptable excuse for work that has not been completed by the due date. If your computer freezes, restarts, or loses its internet connection during a test, the test will be marked as “Incomplete”. When you resume the test, your answers and remaining time will be loaded from your previous session.

**For MyMathLab technical support:**
The telephone number is 1-800-677-6337. Staff is available to troubleshoot your technical problem almost seven days a week. Alternatively, you may fill out the Product Support form to communicate your issue or request.

**For MyMathLab Student Support:**
https://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/index.html

**Rules and Tips for Taking Tests at the Testing Center**

You will need at least 2 hours to complete each math test. Whether you are taking your tests at East Campus or another campus, you are responsible for finding out their hours of operation.

Here is a link to Valencia's Testing Centers. It provides information on their locations, contact information, and hours of operation: [Testing Centers - Valencia College](http://valenciacollege.edu/studentdev/centers.cfm)

* Bring your **Valencia issued Photo ID or a government issued ID** (driver’s license is accepted) otherwise, you will not be given the test! Not having an ID is not an excuse for missing a test! The Valencia ID can be obtained at the Security office of your campus. Call for details. Click on this link for their contact information: [http://valenciacollege.edu/studentdev/centers.cfm](http://valenciacollege.edu/studentdev/centers.cfm)

* The final is closed book/notebook. One page of formulas is allowed.

* Do not bring food or beverages to the testing center.

* Cell phones and other electronic devices must be turned off and stowed away during testing. If your phone rings you will be asked to stop testing and sign out; you will not be able to retake the test. Ouch! Do not let this happen to you!

* Do not bring a TI-89, TI-92, TI-Nspire-CAS, Voyage 200 or any other graphing calculators that do symbolic manipulations to the testing center. These will not be accepted!

* All memory and programs should be erased from your calculator before taking tests.

* Allow enough time to take a test. The Valencia Testing Centers will not give a test the last hour before closing (for example, if the Center closes at 9:00 p.m., the last test is given out at 8:00 p.m.); it will not give a Final Exam within two hours of closing.

* In addition to these rules, your instructor’s test policies will apply.
Course Completion:
Students enrolled in the same college-level course at Valencia more than two times shall pay the full cost (100%) of instruction fee (you will have to pay out-of-state tuition after your second attempt). Please see a counselor or advisor if you must repeat a course for the third time.

Communication Policy:

Expectations of Student

- Students are expected to check their Canvas email on a regular basis throughout the week.
- Students can expect to devote 5-6 hours each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through Our Practice of Respect and Community Building. Some highlights from these principles are:
  - Create a hospitable and accountable community
  - Suspend judgment
  - All voices have value

Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments within 7 days.
- The Instructor will address students following the guidelines as indicated in Our Practice of Respect and Community Building.
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some guidelines for behaviors.

All students are expected to:

- Show respect for the instructor and for other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities
Contact Your Instructor
You may contact me in various ways during this semester.

- Virtual office hours are held via email on designated dates/times as indicated in the syllabus.
- You may contact me through the Inbox Monday-Friday. I will respond to your message within 24 hours with the exception of days and times when the college is closed.
- You may email me at jlawhon@mail.valenciacollege.edu.
- In your messages, please indicate your course number (CRN) so that I may better assist you.
- If you prefer to speak to me directly, my Valencia phone number is 407-582-2279, and I will be happy to talk to you during my office hours.

**Not checking my emails and weekly announcements will not be accepted as an excuse for missing required tasks; missed announcements and/or emails may affect your grade and are the responsibility of the student.**

Work Requirement:
Instruction in this course does not involve classroom lectures. You will learn the course math contents by using your textbook and videos provided in MML. All instructional materials used throughout the course, as well as the scheduled activities, support and promote the achievement of the stated learning outcomes and unit learning objectives. (You can find the course learning outcomes and unit learning objectives on the Canvas course site.) I will act as facilitator and will guide you in your learning experience.

No-Show Policy!
**Important:** The U.S. Department of Education requires online students to show attendance by submitting homework during the first week of classes. **To comply with this Federal law, you must successfully complete assignments by the first Saturday of the term. Successfully completing assignments means to:**

1. Send me your first email homework by the first Saturday of the term. Your email must come from your official Valencia email address or Canvas Inbox, and include your chosen campus for taking the final exam. **If one of the above is missing, your email will be returned, and you will have not complied with this assignment.**
2. Complete the Student Introduction assignment, found in the "Discussions" section in Canvas.
3. Complete at least one Online Homework in MyMathLab (MML) through Canvas.
4. Complete the Syllabus Quiz located in your Week 1 Module in Canvas.

**Any student that does not comply with this Federal requirement will be dropped from the course as a No-Show.**
Important Dates:
Canvas and MyMathLab opens: Monday, May 6, 2019

First day of class: Monday, May 6, 2019

Department of Education Attendance Requirement deadline: Monday, May 13, 2019 (11:59 PM)

No Show deadline: Monday, May 13, 2019 (11:59 PM)

Drop/Refund Deadline: Monday, May 13, 2019 (11:59 PM)

Withdrawal deadline: Friday, July 5, 2019 (11:59 PM) ➔ No W grade will be given after the withdrawal deadline

Final Exam deadline: Tuesday, July 30, 2019 (Cumulative)
College Closed: May 27th, July 4th

Please check the Weekly Schedule in Canvas (Week 1 Module and Canvas Syllabus) for all tasks and deadlines!

Student Code of Conduct: All students are expected to be in compliance with Valencia College’s policy on student code of conduct.


Academic Honesty: All students are expected to be in compliance with Valencia College’s policy on academic honesty.


Withdrawal Policy: If you decide to withdraw from this course, you must follow the proper ATLAS procedure. Students should familiarize themselves with Valencia College’s withdrawal policy. The withdrawal deadline for this term is July 5, 2019. Per Valencia Withdrawal Policy, a student cannot withdraw and obtain a grade of W after this deadline. After this withdrawal deadline, students will only receive a letter grade of A, B, C, D or F.

East Campus Learning Assistant Resources: Tutoring services are provided on Valencia College’s East campus at the Learning Support Center in Building 4 – Room 101. The East Campus Learning Support 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. https://valenciacollege.edu/students/learning-support/east/

- Math Support at the Learning Support Center: The Math Center in Building 4 – Room 102 provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, group tutoring, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in entry level mathematics courses including study sheets for most mathematical concepts. Please check hours of availability at the following link: 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 an 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

- Collegewide Math Support information: http://valenciacollege.edu/learning-support/

Students with Disabilities: Valencia students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities. East: Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222. Here are the campus locations and contact numbers: http://valenciacollege.edu/osd/default.cfm

Note to International Students (F-1 OR J-1 VISA): Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s International Student Services office for more information. http://valenciacollege.edu/international/
Core Competencies of a Valencia Graduate:
Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:

1) THINK clearly, critically, and creatively;
2) COMMUNICATE with others verbally and in written form;
3) Make reasoned VALUE judgments and responsible commitments;
4) ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

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.

Student Assistance Program: 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.

FERPA (Family Educational Rights and Privacy Act): FERPA 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
**TITLE IX:** Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College’s Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkan8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College’s response, please visit valenciacollege.edu/eo.

**Disclaimer:** Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. In case you are absent, it is **your** responsibility to find out what, if any, announcements or changes have been made.