

Syllabus for Math 194, Elementary Algebra	
Semester & Year	Fall 2015
Course ID and Section #	MATH-194-E9124 (039124) Intermediate Algebra for Social Science and Business
Number of Credits/Units	4
Day/Time Location	Mon, Weds, Fri 10:05-11:20 HU 217
Instructor's Name	Levi Gill
Contact Information	<p>Office location and hours: <i>By Appointment</i></p> <p>Academic Support Center (ASC)</p> <p><i>ASC is one-on-one tutoring for 1/2 and 1 hour appointments. Appointments can be booked up to one week in advance (first come, first serve).</i></p> <p><i>Call 707-476-4106 to make an appointment.</i></p> <p>Mon 12:00-1:00</p> <p>Tue 11:00-1:00</p> <p>Wed 12:00-1:00</p> <p>Thur 11:00-1:00</p> <p>Fri 12:00-1:00</p> <p>Email: levi-gill@redwoods.edu</p>
Course Description	
<p>A course in which functions are investigated graphically, numerically, symbolically, and verbally in real-world settings with an emphasis on applications to social sciences and business. Linear, quadratic, polynomial, rational, exponential, and logarithmic equations and functions are explored as models of real-life applications. Data analysis and technology are integrated into all aspects of the course. Note: Computer use with spreadsheet software (Excel) is a necessary part of the course.</p> <p><i>A graphing calculator is required; TI-83 or TI-84 recommended. This course meets the prerequisite for MATH-5 and MATH 15, and does not meet the prerequisite for MATH-25 or MATH-30.</i></p>	
Student Learning Outcomes (as described in course outline) :	
<ol style="list-style-type: none"> 1. Apply mathematics to real-world problems and applications, with an emphasis on social sciences and business. 2. Use graphing calculators to explore mathematical concepts and to verify work. 3. Demonstrate competency in required prerequisite skills for transfer-level math courses 	

in statistics and business calculus.

4. Explain the concept of function, identify the characteristics of different classes of functions, and use functions to solve problems related to social sciences and business.

5. Use problem-solving skills, including a multi-step problem-solving process.

Special Accommodations

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact [Disabled Students Programs and Services](#). Students may make requests for alternative media by contacting DSPS at 707-476-4280.

Academic Support

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College

of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

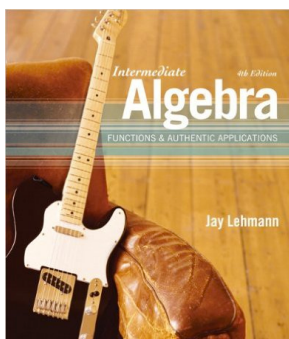
RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

Tools You Need for This Course

Textbook

Intermediate Algebra: Functions & Authentic Applications, Fourth Edition

By Jay Lehmann



Calculator

You are required to have a graphing calculator for this course. I recommend a TI-83 or TI-84. I will be using a TI-83 in class. The Math Department at College of the Redwoods has **rental calculators** for \$15, but there are only a limited number available. You must come on campus to rent them.

Graph Paper (and other supplies)

You will need graphing paper by the third or fourth week of the class. You will need it both for in-class work and for your homework. Many people find it helpful to get graph paper with heavier lines on every fifth line to make counting easier. Additionally, you will need some type of straight edge (e.g. ruler).

Computer and Computer Skills

You will need access to a reasonably current computer for the course. Although you can use a mobile phone or tablet to do most of the work on Canvas, there will be some elements that most of those devices cannot do.

Online Access via Canvas

This class will use Canvas extensively. You will want to familiarize yourself with that web environment. You are responsible for having access to a reliable high-speed broadband connection. If your internet connection dies and you are unable to submit an assignment, your work will be considered late (but see the late work forgiveness policy below).

Technical Support

Before contacting Technical Support please visit the [Online Support Page](#). For access issues with Canvas, Web Advisor or your mycr.redwoods.edu Email, contact Technical Support at its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

STUDENT COMMUNICATION

Because online communication is crucial in this classes, it is important that you consider doing the following:

- 1) Set up the Canvas webmail to forward all emails to your personal email. This works best if the email account you use is the your primary email in your Canvas account.
- 2) Set up important class Notifications to be sent to your email.
(see here: <https://community.canvaslms.com/docs/DOC-1286>)
- 3) Download the mobile Canvas app from your mobile app provider (iTunes, Google Play, etc).

What to Expect to do in this Course

Grade	Exams/Quizzes	Reference Book	Homework	In-Class Work
For A	At least 85% average.	Excellent Reference Book, with all or most topics covered, with corresponding table of contents.	At least 95% of homework completed satisfactorily; 90% average on graded problems.	At least 90% completed satisfactorily.
For B	At least 75% average.	Good Ref. Book, covering majority of course content with corresponding table of contents.	At least 85% of homework completed satisfactorily; 80% average on graded problems.	At least 80% completed satisfactorily.
For C	At least 65% average.	Basic Reference Book has basic topics covered.	At least 75% of homework completed satisfactorily; 70% average on graded problems.	At least 70% completed satisfactorily.
For D	At least 60% average.	Reference must have at least one page of content.	At least 65% of homework completed satisfactorily; 60% average on graded problems.	At least 60% completed satisfactorily.

Important!!

- If you do not maintain at least a 60% on the exams, you will not pass the course.
- If you miss two weeks of work without instructor approval, you will be dropped from the course.

Homework

A homework will be assigned for each section covered. Homework assigned on a Monday or Tuesday will be due on Thursday. Homework assigned on a Wednesday or Thursday will be due the following Monday.

There are two categories for each homework: practice and graded. The graded problems are marked by **bold** in the assignment. I will not grade the homework unless both categories are completed.

The practice problems need not be written out carefully; the idea is to get used to doing the problems. The graded problems should be written up neatly and clearly. For both categories you must show work – do not just turn in a list of answers.

Quizzes

There will be weekly quizzes that will address the **conceptual ideas** from the reading and lectures. These quizzes will be posted through Canvas each Friday and are due the following Thursday.

Late Work and Late Passes

Because math is always building concept upon concept, you do not want to fall behind. However, due to the unpredictability of life, you are granted **5 late passes** that you can use at any time during the semester. I will not automatically assume that if something is late that you want to use a pass on it, so you need to email me to activate a pass.

If the late pass is used for a homework, you will be allowed to extend the submission to the next submission day (Monday or Thursday).

If the late pass is used for a quiz, you will be allowed an additional 48 hours to submit the quiz.

You may not use the pass for an exam.

Exams

There will be approximately three exams and one final exam. There will be at least one week notice for each exam.

Attendance

Your active and engaged participation is required for all assignments and discussion. There will be in class assignments that you can only complete if you attend the class.

Time expectations for the course

You should expect to spend a significant amount of time doing your homework. Getting “stuck” is part of the learning process, so you need to plan on that happening. I recommend making study groups and working together in the Math Lab.

Class Rules

Be respectful to your classmates and help provide a healthy environment for learning. Be polite in your interactions, timely in your responses. I expressly prohibit online aggression, harassment, bullying, etc., and treat such as a violation of the Student Code of Conduct. This includes correspondence through private email.

Class Resources

Math Lab

The mathematics department has a lab in the Library. There is both a for-credit and non-credit option. There will always be a math instructor and tutors available during the hours of operations. This is one of the best resources available to you!

ASC (Academic Support Center) Tutoring

Free one-on-one tutoring is available through the ASC (located in the same room as the Math Lab in the Library). It is by appointment, and it get's booked up fast. You can sign up one week in advance. If you are falling behind, or are having a particular hard time with a concept, you should consider this option.

Student Resources (student services links)

- Academic Support and testing center <http://www.redwoods.edu/Eureka/ASC/index.asp>
- Counseling Services: <http://www.redwoods.edu/eureka/counseling/services.asp>
- Distance Education: <http://www.redwoods.edu/departments/distance/>
- DSPS (Disabled Students Programs and Services): <http://www.redwoods.edu/district/dsps/>
- Library (including online databases): <http://www.redwoods.edu/eureka/library/>
- Orientation for online students: <http://www.redwoods.edu/orientation/>
- Student help and tutorials for using Canvas: <http://guides.instructure.com/m/8470>
- Support for online students
<http://www.redwoods.edu/departments/distance/StudentResources.asp>
- Veterans' Resource Center: <http://www.redwoods.edu/vets/>
- Math Lab: <http://www.redwoods.edu/departments/Mathematics/mathlab.asp>

Emergency Services (RAVE)

College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message through their CR email address. In the event of an emergency on campus, you can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system will be available to all students, staff, and other interested parties.

Registration is necessary in order to receive emergency alerts.

Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.”

We will test the system each semester to be sure that you are getting alerts at all of your destinations. Please contact Public Safety, 707-476-4112, security@redwoods.edu, if you have any questions.

Accessibility

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodations document to me as promptly as possible so that necessary arrangements can be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please contact [Disabled Students Programs and Services](#).

Feedback from the Instructor

What	Response Time
Email (on Canvas)	I will respond within 24 hours to emails Monday through Friday. I will respond within 48 hours on weekends. Emails sent after 7pm will be answered the next day at the earliest
Homework/Quizzes	Assignments are graded within 48 hours of the close of the week.
Exams	Exams will be graded within 14 days from the <u>moment I receive the last exam</u> from the proctors.

Important Dates

Census Week

Student who have not actively participated in class by the second week will be dropped on Week 3 (Census Week). Non-participation includes doing 3 (or less) of the weekly assignments or doing none of the work on Week 2.

Student-initiated withdrawal

The last date to remove yourself from the course and not receive a letter grade is **4/1**. Students may withdraw from a course after census and up to this date and receive a W (withdraw) from the class.

If you are considering withdrawing from the class, please contact me first! I want to see you be successful, and this may or may not include dropping the course.

Instructor-initiated withdrawal

Administrative procedure (AP) 5075 allows **instructors to withdraw students** from class for non-participation through the **10th** (March 28) week of class. Non-participation for two weeks of assignments may result in involuntary withdrawal. No course withdrawal is allowed after the 10th week of class.

Contesting a Grade

Students have one week from the time an assignment has been graded to contest the grade with the instructor; after that time the grade will stand. If for any reason you are not sure why you earned the grade you received, or if you unclear on the grading policies, please do not hesitate to contact me immediately. **Keep a copy of everything I return.**

Incomplete Grade– The professor makes the decision on whether to grant an incomplete opportunity based on individual student information. Incompletes will be considered only in *extenuating* circumstances and with the approval of the Dean. Incompletes are not an option to repair a low grade earned throughout the semester. A student must have already demonstrated significant and successful course progression to be considered for an incomplete.

Due to the unpredictability of life, course flexibility may be required. I reserve the right to make appropriate changes at any moment. These changes will be announced in class. If you are absent, it is your responsibility to check with other students in the class for the updates.