

Syllabus for Math 120 Intermediate Algebra - Online		
Semester & Year	Fall 2019	
Course ID & Section #	Math 120 V7623	
Instructor's Name	Michelle Moreno	
Number of Credits/Units	4	
Contact Info	Email Address	Michelle-moreno@redwoods.edu
Required Materials	Computer and Reliable Internet	
	TI-84 Calculator	
Textbook Info	Title & Edition	Intermediate Algebra Student Workbook 4 <sup>th</sup> Ed
	Author	Donna Gaudet, et al.
	ISBN	9781607829256 <a href="https://www.lulu.com">Lulu.com</a> (hardcopy)
	PDF	<a href="#">Free PDF</a>

## Course Description

A course in which functions are investigated graphically, numerically, symbolically and verbally in real-world settings. Linear, quadratic, polynomial, rational, radical, exponential, and logarithmic equations and functions are explored. Technology is integrated into all aspects of the course.

## Student Learning Outcomes

1. Evaluate and interpret general functions symbolically, numerically, and graphically.
2. Produce an accurate graph of each function type introduced in the course, identifying and plotting all salient features.
3. Demonstrate appropriate use of technology in analyzing the behavior of functions presented in the course.
4. Use mathematical models to analyze and interpret real-world situations.
5. Use sound mathematical writing and appropriate use of symbolism in presenting solutions of mathematical exercises and applications.

## Necessary Computer Skills

Need to be able to use a browser and must have easy access to a newer model Mac or PC. This class cannot be done using only a mobile device. Must be able to use a scanner and submit written work to Canvas assignments. A mobile device with the correct apps will work well for this.

## Technology Requirements (computer, other hardware, and software)

Need to be able to use a browser and must have easy access to a newer model Mac or PC. This class cannot be done using only a mobile device

## Technology Support

Before contacting Technical Support please visit the [Online Support Page \(Links to an external site.\)](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact [Technical Support](#) or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

If you are having trouble with the mobile apps (scanner) or MyOpenMath, direct those questions to your faculty member.

## Student Access

Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, and audio files will include transcripts. Text will be formatted for use with screen readers. All course materials will be understandable without the use of color. Hyperlinks will use descriptive and meaningful phrases instead of URLs.

Students who discover access issues with this class should contact the instructor and [Director of Distance Education \(Links to an external site.\)](#).

## 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 [Disability Services and Programs for \(Links to an external site.\) Students](#). Students may make requests for alternative media by contacting DSPS at 707-476-4280.

## Regular Effective Contact and Substantive Interaction

Contacting your teacher to ask questions, clarify assignment requirements, or inform why an assignment is going to be late are all-important to a successful experience in the online environment (just as they are in a face-to-face class). The methods available to contact me in this class include:

- Canvas Discussion forum
- Email
- Canvas Message tool

I respond to questions posted in the Discussion forum or sent to me via email usually within 24 hours. The exception to this would be on the weekends or when I give prior notice that I will be out of the range of Internet service for more than 24 hours.

The Canvas Discussion forum is a great place to post questions about content from the material we are covering. If you are having trouble with an exercise or don't understand a concept in the reading, this is a great first stop to ask for help. Often your peers will answer the question before I do. I encourage this and offer one point extra credit on an assignment for every question you answer (correctly) in the Discussion forum. Be sure and subscribe to the *Questions About Content* Discussion forum.

The Canvas Message tool (the Inbox link) is an excellent way to contact me with information that you need to communicate just to me. If you ask me content questions via email or through Message, I will post the response to the Canvas Discussion forum. If you use the Canvas Messaging system to email me, the course and section are automatically included in the message which really helps me with timely responses. Again, any content questions sent to me via email/Canvas-Message will be replied to in the *Questions About Content* Discussion forum

## Academic Support and Resources

Academic support is available at [Counseling and Advising \(Links to an external site.\)](#) and includes academic advising and educational planning, [Academic Support Center \(Links to an external site.\)](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services \(Links to an external site.\)](#), for eligible students, with advising, assistance, tutoring, and more. The following resources are available to support your success as a student:

- o [CR-Online \(Links to an external site.\)](#) (Resources for online students)
- o [Library \(Links to an external site.\)](#) (including online databases)
- o [Canvas help and tutorials \(Links to an external site.\)](#)
- o [Online Student Handbook](#)

## Contact Information

The best way to contact me is through the Canvas Messaging system. I usually respond within 24 hours unless it is a weekend. If you ask a content question through the Message system, I will respond with a post to the Q&A forum.

## Proctoring

The *Final* is to be taken in a proctored environment as follows:

- You can either take the exam at a CR testing center (*see Option 1. below*) **OR** from a proctor you've personally retained (*see Option 2. below*);
- You must take the exam on one of the days specified for the exam and at times provided by the testing center or proctor you'll use;

### While you are taking the exam:

- You may not use any printed or hand-written material (such as books, notes/notebook, etc.).
- You may not use your personal computer UNLESS authorized by instructor in writing to proctor / testing center;
- On the proctor's or testing center's computer used for the exam:
  - o You may only open and use the testing system (e.g. a web browser tab/window opened to Canvas or other exam delivery program);
  - o You may only use the online testing system (e.g. Canvas) to **take** the exam: you may not use it for any other purpose (such as viewing lecture documents, old quizzes, discussion forums, lecture videos, etc.); and
  - o You may not use the computer during an exam to search the web in any way or to access any other program, website, device or document during testing.
  - o A browser program may be used by the testing center that blocks access to everything on the computer and the web except the exam in progress.

Any variance from these requirements may be considered academic dishonesty, which is a violation of the Student Conduct Code. 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 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 <http://www.redwoods.edu/Portals/50/BoardPolicies/Chapter5/AP%205500.pdf>

### There are two ways to obtain proctoring for the exam:

1. Take the exam at an established College of the Redwoods testing center (there is no cost to you for this service) - *Review Option 1 below to learn about the locations at which you can take the exam.*
- OR -
2. If you are distant from a College of the Redwoods testing center, then you will need to arrange for your own exam proctoring by filling out [Form B: "Student/Proctor Agreement](#)

[Form"](#) and returning it to your instructor. Fees (if any) charged by your proctor are your own responsibility; CR will not reimburse you for such fees. - *Review Option 2 below*

Option 1. Taking the exam at an established College of the Redwoods testing center:

**You must make an appointment in order to receive testing services (you may be turned away otherwise).**

**You must bring a picture ID with you when taking the exam.**

**Testing hours and contact persons shown below can change without notice; call ahead!!**

- **CR's main campus at 7351 Tompkins Hill Rd. south of Eureka:** (707-476-4106 or 707-476-4154)  
Academic Support Center (ASC) which is inside the Learning Resources Center. Contact: ([Tina-Vaughan@redwoods.edu](mailto:Tina-Vaughan@redwoods.edu)) (707-476-4168) or ([Su-Harrington@redwoods.edu](mailto:Su-Harrington@redwoods.edu)) (707-476-4309) **Testing hours:** See <http://www.redwoods.edu/asc/>
- **Klamath-Trinity Instructional Site at Hoopa:** (530 625-4821)  
Please contact Mr. Sidney Am ([sidney.am@hoopa-nsn.gov](mailto:sidney.am@hoopa-nsn.gov)) to make an appointment (530-625-4413). **Testing hours:** <http://www.redwoods.edu/klamathtrinity>
- **Del Norte Education Center at 883 W. Washington Blvd., Crescent City:**  
Please contact Ms. Lynn Durkee ([lynn-durkee@redwoods.edu](mailto:lynn-durkee@redwoods.edu)) to make an appointment (707-465-2330). **Testing hours:** <http://www.redwoods.edu/delnorte/Library>

If none of the options above will work for you, then you must retain your own exam proctor; see below.

Option 2. How to Arrange for Your Own Exam Proctoring

Students distant from a College of the Redwoods location may use a proctor not affiliated with the College who meets any of the following criteria:

- Librarian, testing coordinator, administrator, or teacher at an elementary or secondary school, community college, or university. In addition, military chaplains, testing administrators, education services officers, or prison officials are acceptable.
- These or other alternatives must be approved by the instructor and supervising administrator. It is the student's responsibility to make arrangements with the proctor using Form B: "Student/Proctor Agreement Form" and to pay all costs for proctoring.

**Please note the following:**

- **The following may NOT proctor this exam for you: An immediate work supervisor, relative, significant other, CR student, or anyone living in your home.**
- You will need to use a computer at your proctor's place of business and under your proctor's supervision. ***You may not use your own computer or a computer in your own home for this proctored exam unless you have made prior arrangements for verifiable reasons why you need to use your computer.***

- Fees, if any, charged by your proctor are your own responsibility; CR will not reimburse you for such fees.
- Once you've identified a person who agrees to be your proctor, you must complete and return to your instructor the [Form B: "Student/Proctor Agreement Form"](#) **NO LATER THAN November 10, 2019.**

I will send an email confirming receipt of the proctor information followed by detailed proctoring instructions to your proctor via email **if approved.**

Once your proctor receives those instructions, you will be able to take the exam at the day/time agreed upon between you and your proctor and as per the Schedule showing which days the exam will be available for testing.



### Preferred name in Canvas

Students have the ability to have an alternate first name appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#)

### 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 (See: [The Student Code of Conduct](#)). 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 (See: [The Student Code of Conduct](#)).

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 College of the Redwoods:

**RAVE** - College of the Redwoods has implemented an emergency alert system. In the event of an emergency at the college 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](mailto:security@redwoods.edu) if you have any questions.

*College of the Redwoods is committed to equal opportunity in employment, admission to the College, and in the conduct of all of its programs and activities.*

### Required Resources:

1. Text: Intermediate Algebra Student Workbook 4ed. You can get the [text for free as a pdf](#) or a [printed copy from Lulu](#). It is recommended that you buy a printed copy of the textbook. You will need it to write up your homework.
2. You will need a TI-84 graphing calculator or emulator. The physical calculator can be found at many retail stores or online. It cost around \$100. There are inexpensive or free emulators that will run on your iOS or Android phone or tablet. If you chose to use one of the inexpensive emulators, you will need to show that your phone is in Airplane mode during the proctored assessment.
3. A positive attitude is also essential in this course. There will be times when you are tempted to give up or procrastinate about doing your lessons. A positive attitude and knowing that you can succeed in math will go a long way in helping you through those tough times. For more on how attitude helps with math acquisition go to [YouCubed.org](#) and click on the student link.

### Student Commitment:

This course requires at least 15 hours per week for ten weeks of your time. You will need to carefully read the text, watch videos, participate in online discussions, complete weekly quizzes, and complete exercises from the text. Conscientiousness, attention to details, and skills in reading and writing are critical for success.

### Instructor Commitment:

I access the class website regularly and respond to posted questions and messages usually within 24 hours and no later than 48 hours. Additionally, I participate in the discussions where appropriate. There are also regular instructor-based communications with weekly announcements, lectures, and evaluative feedback to your discussion posts.

### Homework:

The Modules link in Canvas are where you will find the homework assignments. Homework is an essential part of this course and if you want to succeed, you need to make a commitment now to staying up with the homework. You may turn in written work by scanning and uploading your paper. Tiny Scanner is a great app for using your phone to scan. Before doing your written assignment, you will need to go through the Media Problems and check them complete (more info in Canvas).

### Quizzes:

There will be two short quizzes in each module taken via Canvas. The quizzes will generally be between 5 and 10 questions and come from the current weeks reading, homework, and videos. The first quiz assigned is a Practice Quiz that you are allowed to take as many times as you want but must earn at least 80% on. The content on these quizzes will come from the problem sets assigned in homework and also cover key concepts from that module. The second quiz, the "Module Quiz", is a one shot affair. It is summative and gives you feedback on how well you did comprehending the material covered in that module. Many of the questions on this quiz (in fact all) will be modifications of the questions from the Practice Quiz. No makeup Module Quizzes are allowed without prior arrangements. The Module quizzes are timed at between 20 to 40 minutes. If you try to use the text or other resources for help, you will run out of time prior to completing the quiz. Keep in mind it is your education we are working on here and that you are expected to adhere to the Student Code of Conduct when taking quizzes and exams.

### Exams:

There will be two exams in this course, a midterm and a final. Both will be administered in Canvas. Again, you are expected to adhere to the student code of conduct when taking these exams. You are **not** allowed to use your text or other websites during these exams. Since the exams are timed (2 hours), you will not be able to complete them if you are using your text and other resources. The final exam will be proctored.

### Class Environment:

It is expected that everyone involved in this class, teachers and students alike, will act in a manner conducive to providing a comfortable environment for learning, a place where students feel free to ask and answer questions without fear of embarrassment or ridicule. It is important to stay on task. Hence, posts to Canvas that do not pertain to the subject at hand will be removed. If you have an issue with another student's posts, please direct those concerns to me. It is essential for student success to maintain a good environment in our virtual classroom. If you have any difficulties with the learning environment, please send me an email with your phone number with a time to contact you. Please review the [Principles of Netiquette](#) for how to get the most out of an online course.

## Communication Policy:

Contacting your teacher to ask questions, clarify assignment requirements, or inform why an assignment is going to be late are all-important to a successful experience in the online environment (just as they are in a face-to-face class). The methods available to contact me in this class include:

- Canvas Discussion forum
- Email
- Canvas Message tool,

I respond to questions posted in the Discussion forum or sent to me via email usually within 24 hours. The exception to this would be on the weekends or when I give prior notice that I will be out of the range of Internet service for more than 24 hours. The phone is for leaving messages only and I will respond to voice mail with a Canvas Message.

The Canvas Discussion forum is a great place to post questions about content from the material we are covering. If you are having trouble with an exercise or don't understand a concept in the reading, this is a great first stop to ask for help. Many times your peers will answer the question before I do. I encourage this and offer one point extra credit on an assignment for every question you answer (correctly) in the Discussion forum. Be sure and subscribe to the *Q&A* Discussion forum.

The Canvas Message tool (the Inbox link) is an excellent way to contact me with information that you need to communicate just to me. If you ask me content questions via email or through Message, I will post the response to the Canvas Discussion forum. If you need an extension on an assignment, sending a Canvas Message is the way to ask for that. If you use the Canvas Messaging system to email me, the course and section are automatically included in the message which really helps me with timely responses. If you need to use your personal email utility, please include the course name and section (Math 120 V7623) in the subject. Again, any content questions sent to me via email/Canvas-Message will be replied to in the *Questions About Content* Discussion forum.

## Drop Policy:

Please confirm your presence in our online classroom. Log in to the website and post to the "Introduce Yourself" discussion forum no later than 11:59pm on Wednesday of the first week of class to confirm your presence in the online classroom. Doing so will confirm your enrollment in the course and avoid being dropped as a "no show." You will be dropped from the class if you do not log in and post to the "Introduce Yourself" Discussion Forum in Canvas by Wednesday. A student from the waiting list may then be added in your place.

If you are struggling to keep up in the participation level required to succeed in this class, I will contact you and ask if you plan on continuing in the course. Please respond to that contact! I will take a "no response" as "you do not wish to continue" and initiate a Faculty Withdrawal from the class. Again, if you are having troubles with any of the course materials or the course format, contact me and let's see what we can do to get you back on track.

Attendance in an online class means participation. Logging into our course on a regular basis (at least three times per week) is akin to coming to class in a face-to-face class. But just as in a face-to-face class, participation in the class is part of the requirements for success. This means that you need to actively participate in the weekly Discussions. You need to read the textbook pages assigned and then take the Practice Quiz early in the week. You need to ask for help in a timely fashion when a concept or assigned exercise is causing you trouble. In addition to the regular feedback and grading that I do each week, I also check to see if you have been spending time on all of these tasks. If you are struggling to keep up in the participation level required to succeed in this class, I will contact you and ask if you plan on continuing in the course. Please respond to that contact! I will take a "no response" as "you do not wish to continue" and initiate a Faculty Withdrawal from the class. Again, if you are having troubles with any of the course materials or the course format, contact me and let's see what we can do to get you back on track.

## Late Work Policy:

There are a variety of items that have to be turned in each week of the course. With few exceptions you will need to submit:

- a Practice Quiz (due Wednesday but open until Sunday),
- a Media Problem (due Sunday)
- an Assignment from Textbook Exercises (due Sunday),
- and a Module Quiz (due Sunday).

It is my hope that you see that turning things in on time or early is important to your progress in the course. If you are late in doing an assignment, then the following late policy will be applied:

- Practice Quiz: Must take and pass to move on in module (can be taken late with no penalty until end of weeks module).
- Media Problem: Must check off as complete before beginning assignment from text.
- Assignment from Text: Late assignments will receive at most half credit. However, no late Assignment will be accepted more than a week late. You will be allowed one free late (no more than one week) assignment during the semester.
- Module Quiz: You will be allowed one free late (no more than one week) quiz during the semester. After that, **NO late quizzes will be accepted.** Use your free pass wisely.

In addition, there will be a Midterm Quiz and a Final Quiz in the course. **You will not be allowed to take either of these after the due date.** There will be a week's window to take each these assessments in. If you need to take either of these assessments outside of the week assigned, you must contact me in advance or have a valid medical/family emergency that is verifiable.

## Grading:

Practice Quiz	10%	93-100%	A
Media Problem	5%	90-92.9	A-
Written Assignment	15%	87-89.9	B+
Module Quiz	15%	83-86.9	B
Midterm	25%	80-82.9	B-
Final	30%	77-79.9	C+
		70-76.9	C
		60-69.9	D
		<60	F

Please do not contact me at the end of the term begging me to bump your grade up. I automatically take participation and effort into consideration when assigning final grades. I may bump grades up when effort and participation are high. **I will never bump grades down.**

### Tutoring and Additional Help:

There is a Discussion area for asking questions about assigned problems from the text. Please make this your first stop for asking questions. If you email me a question, I will reply to you in Discussions so others can also benefit from your query. Please help each other! Sometimes a peer's explanation will make more sense to you than the one I post.

There is free tutoring in the Math Lab on the CR Eureka campus. If you live in the Eureka area, then you should consider signing up for the non-credit Math 252. It is a free course that allows you access to the tutors in Math Lab.

Any questions or concerns, please send me a message through Canvas.

Disclaimer: I make every attempt to provide accurate information in this syllabus. If there are errors or the need for a change in policy, I will inform you of the changes prior to implementation.