COLLEGE OF THE REDWOODS

Syllabus for Math 301/302/303 ~ Algebra Review

Course Information

Semester & Year:	Fall 2020
Course ID & Section #:	Concurrent Sections **Math 301** – E9941 – Prealgebra Review **Math 302** – E9942 – Elementary Algebra Review **Math 303** – E9943 – Intermediate Algebra Review
Instructor's name:	Amber Buntin
Day/Time of **required** meetings:	None
Number of proctored exams:	None
Course units:	1 unit

Instructor Contact Information

Office location or *Online:	Online
Office hours:	Thurs, Noon-1pm or **Canvas message to meet up!**
Phone number:	707-476-4207
Email address:	Amber-Buntin@redwoods.edu

Required Materials

Textbook title: None

Other requirements: Course math review will be through the site *https://www.myopenmath.com/* Reliable access to the internet and a computer/laptop is essential to your success in this course since all course material will be delivered and all assignments will be submitted online. Graphing calculator required; TI 83/84 graphing calculator (or comparable app) recommended. Composition notebook or lined paper, a binder, a basic calculator, and pencil and eraser.

Catalog Description

Math 301 ~ Prealgebra Review

A review course covering material from Math 276/376 (Prealgebra). This review course is designed for students preparing to place into Math 380 (Elementary Algebra). Content includes: review of arithmetic operations involving fractions, decimals, and signed numbers; review of problem-solving strategies for problems involving ratios, percents, and geometry; review of basic algebra concepts; review of techniques for simplifying algebraic expressions and solving linear equations.

Math 302 ~ Elementary Algebra Review

A review course covering material from Math 380 (Elementary Algebra). This review course is designed for students preparing to place into Math 120 or Math 194 (Intermediate Algebra). Content includes: review of linear equations and linear inequalities in one variable; review of linear equations in two variables; review of systems of linear equations; review of integer exponents and polynomials; review of factoring; review of radical expressions and equations.

Math 303~Intermediate Algebra Review

A review course covering material from Math 120 (Intermediate Algebra). This review course is designed for students preparing to place into a transfer-level mathematics course. Content includes: review of linear equations and inequalities in one variable; review of logic; review of linear functions; review of quadratic and polynomial functions; review of rational functions; review of exponential and logarithmic functions; review of radical functions.

Course Student Learning Outcomes

Math 301

1. Demonstrate the skills required to pass the placement exam for entry into Elementary Algebra. Skills to be assessed include: operations with rational numbers, solving algebraic equations, and basic

Math 302

1. Demonstrate the skills required to pass the placement exam for entry into Intermediate Algebra. Skills to be assessed include: solving linear equations, graphing linear equations, polynomials and factoring, and simplifying radical expressions.

Math 303

1. Demonstrate the skills required to pass the placement exam for entry into a transfer-level mathematics course. Skills to be assessed include: linear equations and inequalities in one variable; logic; functions; quadratic and polynomial functions; review of rational functions; exponential and logarithmic functions; radical functions.

Evaluation & Grading Policy

This is a Pass/No Pass course and grade is based on attendance and participation for all classes.

Proctored Exams

There are no exams in this course.

Prerequisites/Co-requisites/Recommended Preparation

None.

Canvas Information

Our course canvas page will be updated regularly and will contain a variety of items such as: course announcements, class documents, review resources and much more. Be sure to turn on your notifications if you'd like to be notified about things like new announcements, changes. If you find you are getting too many (or too few) announcements, remember this is an individual setting that you must modify in Canvas. I can help to adjust your settings…just ask! **You will be expected to check canvas daily and be aware of announcements made.**

Log into Canvas at https://redwoods.instructure.com
Password is your 8-digit birth date
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas Help for students: https://www.redwoods.edu/online/Help-Student
Canvas online orientation workshop: https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. 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.

Student Feedback Policy

- The instructor will maintain frequent contact with the class and will respond to questions within 48 hours, unless announced absence to due illness, etc.
- Lecture videos, written examples, and practice problems will be provided for learning course material. These materials will be created by me as well as off of respectable you tube channels and are included in the MyOpenMath site.
- Students will receive feedback on online math review instantly.

Academic Dishonesty

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. 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.

Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.
College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

Emergency Procedures and Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor https://webadvisor.redwoods.edu and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.
For more information see the Redwoods Public Safety Page.

In an emergency that requires an evacuation of a building anywhere in the District:

- 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 campus authorities.

Math 301/302/303 ~ Algebra Review

Online Course

Instructor Contact Info

Amber Buntin, Professor of Mathematics

Email: *amber-buntin@redwoods.edu* **Canvas message** is the preferred way to contact me!

Phone: 707-476-4207

Office hours (SC 216K): Thurs Noon-1pm OR Canvas message me to meet up!

My Math Lab Hours: Tuesday Noon-1pm, Tuesday 8-10pm

Virtual Math Lab: Access the Math Lab Canvas Page by registering for the credit bearing course, **Math 52 (0.5-1 unit)** OR the **FREE non-credit Math Lab, Math 252** (0 units). Link to check open hours during any given semester: https://www.redwoods.edu/math/Lab

Course Delivery

This course is delivered and taught 100% online; there are no required classroom meetings. Students are required to watch video lectures, participate in online discussions and submit coursework through Canvas and MyOpenMath. Office hours, math lab and many other supports are offered and described in more detail in canvas! There will be weekly zoom sessions/office hours (Thurs Noon-1pm) that students are **encouraged** to attend for math help.

Virtual Presence and Participation

Virtual presence and participation are essential to the learning process as material builds daily in the canvas shell. Communication among you, your classmates and myself will occur in discussion forums as questions arise. It is also essential to our class that both the students and teacher behave in the virtual world (Canvas/MyOpenMath) in a manner that will provide a comfortable learning atmosphere. **You are expected to be courteous to each other and to the instructor. You should not hesitate to ask questions nor feel embarrassed to ask for help.**

Confirm Presence in Online Classroom

Log in to Canvas and post to the "Introduce yourself!" discussion forum no later than 11:59pm on Wednesday Sept 2nd, 2020 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 can and will be dropped from the class if you do not log in and post to the "Introduce yourself!" discussions forum inside the online classroom by September 2nd, 2020 by 11:59pm.** No exceptions will be made. A student from the waiting list may then be added in your place.

Faculty Withdrawal of Students

It is the policy of the College of the Redwoods Department of Mathematics to exercise a "Faculty Withdrawal" for any student who has missed more than 15% of the class meeting time due to the severely diminished likelihood of a successful course outcome. This can happen several weeks into the semester! Missing 1 or more assignments/classes in the first two weeks of school may result in withdrawal as well.

For an online course, this can be difficult to gauge, but I base this off of your participation in the course. If I notice you have stopped engaging in our course (no discussion posts, and no assignments being worked on, then I will reach out to ask if you intend to remain enrolled in the course and *may* drop you from the course if I do not hear back. It is important to note that, if it is your intention to withdraw from the course, you are responsible to ensure the proper paperwork has been filed – that is, you **should NOT assume the teacher will file the "Withdrawal" automatically.**

Course Work

Online Assignments: *https://www.myopenmath.com/*

The course will proceed as follows:

- You will need to **choose a level of review** to enroll in:
  - Prealgebra Review, Elementary Algebra Review, OR Intermediate Algebra Review
- Each review course on these pages is broken up into 6 modules.
- Each module has 2 or 3 skills (labeled A, B, ...) to be reviewed.
- Each skill has a PDF text file, with examples, explaining that particular skill.
- Each skill has some exercise sets for practice available on MyOpenMath, our online testing system and some have corresponding videos as well.
- After reviewing and practicing each skill within a module, complete the Module Completion Quiz available in MyOpenMath.

Tips for Math Success

- ✓ Read your text. It is best if you read the section of the text ahead of the scheduled lecture date on that topic.
- ✓ Be in class on time every day.
- ✓ Do your homework! Plan to spend at least 1-2 hours outside of class for every hour inside of class. That is the minimum investment of time for success in this course.
- ✓ Work with classmates. Mathematics is a social subject (but not a spectator sport). Working with fellow students helps in your own understanding of the ideas of the course.
- ✓ READ and KEEP your returned work. When you get work back, look for any remarks that I have made. Keep your work in a binder to keep a record of your scores. This is to make sure I correctly enter your grades.

Student Commitment

Your commitment will require at least as much time as you dedicate to a traditional class. College of the Redwoods instructors are required to provide at least 54 hours of "work" during the semester for each unit of credit. **This works out to about 9 hours of effort on average each week since our course is 6 weeks long.** Additionally, while I try to keep the workload evenly distributed during the semester, there may be some weeks which require more time than others depending on which assignments or activities are assigned that particular week.

Types of effort required for success:

- participate in online assignments and watch online videos
- complete online and *possibly* written homework
- participate in online discussions,

Conscientiousness, attention to details, and skills in reading and writing are critical for success.

Computer Skills:

Online courses require adequate computer skills. You must be able to:

- navigate the course Learning Management System (Canvas)
- receive and respond to your CR email
- download and upload files to the Canvas
- convert written work to a .pdf file
- use an online homework system MyOpenMath (MOM)

It is your responsibility to meet the technological demands of the course.

Technology Requirements

You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are videos that require this speed. You need to have reliable access to the internet for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

Portable Devices vs. Computers:

Although you can use up-to-date portable devices (such as Android or iOS phones & tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably up-to-date notebook or desktop computer (Mac or PC). ***Do NOT plan to participate in this class solely from a portable device.*** If you do decide to use your portable device for ***some*** of your class work, use the free Canvas app (called "Canvas by Instructure") available in iTunes (for iOS) and the Google Play Store (for Android). You may also connect to Canvas using a web browser on a portable device, but it can be a bit finicky. Your experience with Canvas will be a lot better using the app.

Tutoring Options – Improve Course Success!

The Virtual Math Tutoring Lab:

The math lab is held virtually through Canvas.

Sign up in WebAdvisor for one of the courses below:

- **MATH 252** Open Mathematics Lab. This is a FREE, no credit option to get drop into the virtual math tutoring lab. **If you do not need units** or you want math help but cannot fulfill hour requirements for math lab, then this is the option for you!
- **MATH 52** Math Lab for Transfer Level Math. Register in WebAdvisor for this for-credit drop-in tutoring course. Available for:
  - **0.5 unit** with 22.5 hours required per semester or about 1.5 hours a week, OR
  - **1 unit** with 45 hours required per semester or about 3 hours a week

Other Tutoring Options:

- **NetTutor** is available in our Canvas shell on the menu on the left once you enter our course.
- **FREE ASC tutoring** by appointment. Call **707-476-4106 or 707-476-4154.**
- **LIGHT Center Tutoring.** Please contact the LIGHT center if you are interested in their tutoring services. There is a GUID course you must enroll in to receive services. **Phone:** 707-476-4290 **Webpage**: https://www.redwoods.edu/dsps/Light-Center
- **OPTIMATH** practice assignments give immediate feedback and written out solutions: http://msenux2.redwoods.edu/cgi-bin/online/s18/OTportal.cgi
- The **CR Math Jam** webpage is a great way to prepare for exams and contains lessons as well as OPTIMATH assignments: http://msenux2.redwoods.edu/mathjam/?s=public
- **Private tutoring** is always an option but is of course more costly. If you are interested in hiring a private tutor, let me know and I will ask around to see if I can find anyone!

Final Words

A few words about my expectations for you and myself in this course: My responsibilities include providing course content and assigning carefully chosen homework problems that are relevant to our course. Additionally, I am responsible to be available to you for consultation in office hours (by appointment…just email me ☺).

Likewise, I believe that you are ultimately responsible for your college education and I expect you to participate regularly, ask questions when needed and do your best to devote time to learning the course material. This involves keeping up with homework assignments, seeking additional help, either from me or from the many resources available to you, before it is too late.

Review Resources & Links

(Open syllabus thru canvas to click links directly)

FREE College of the Redwoods Textbooks

Prealgebra Textbook (Math 376): http://msenux2.redwoods.edu/PreAlgText/

Elementary Algebra (Math 380): http://msenux2.redwoods.edu/ElemAlgText/

Intermediate Algebra (Math 120): http://msenux2.redwoods.edu/IntAlgText/

***Some of the more advanced classes have books on reserve in the library and some of them can be checked out for use for the entire semester. Ask your instructor and/or the library depending on what course you are enrolled in. ***

Online Studying Resources

College of the Redwoods Math Review Page (for Self-Paced Review):

http://msenux2.redwoods.edu/mathjam/?s=public

KUTA worksheets with solution keys (Prealgebra to Algebra II, & Geometry):

http://www.kutasoftware.com/

More Math Worksheets with Solution Keys (Mainly Arithmetic and Prealgebra):

http://www.superteacherworksheets.com/

Videos on MANY math topics (Prealgebra to Calculus):

http://www.onlinemathlearning.com/calculus.html

Tutorials created by students for students (Elementary Algebra):

http://www.mathpower.codm/tutorial.htm

Many of the above pages have topic lists down the left-hand side and you must search for worksheets/videos by topic.

********** **Syllabus Subject to Change** **********

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Announcements will be made in Canvas.

Students are expected to check email, Canvas, and/or with fellow classmates concerning missed work!