CR COLLEGE OF THE REDWOODS

Syllabus for Math 301/302/303 ~ Algebra Review

Course Information

Semester & Year:	Spring 2021
Course Dates:	**1.25.2021-4.30.2021 (note this is a late-start, short term course)**
Course ID & Section #:	**Concurrent Courses: Same instructor for all 3 sections!** **Math 301** – V0338 – Prealgebra Review, **OR** **Math 302** – V0343 – Elementary Algebra Review, **OR** **Math 303** – V0344 – 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:	Mon/Wed 2-3pm via Zoom or **Canvas message to meet up!**
Phone number:	707-476-4207
Email address:	Amber-Buntin@redwoods.edu

Required Materials

Textbook title:	None
Other requirements:	**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. 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 302 ~ Elementary 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 *(from course outline of record)*

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.

Prerequisites/Co-requisites/Recommended Preparation

Although there are no official academic prerequisites for these review courses, students enrolled in:

- Math 301 should have taken Prealgebra at some point
- Math 302 should have taken Elementary Algebra at some point
- Math 303 should have taken Intermediate Algebra at some point

in order the material they are reviewing in our class to be considered review!

Evaluation & Grading Policy

This is a Pass/No Pass course. In order to receive a grade of "PASS," students must receive at least a 70% average on the class assignments. **If you do not think you will be able to make this commitment, please talk to me about dropping the course and still having access to the review material BEFORE Friday Jan 29th 2021.**

Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Check out the following webpage for details about student support services at CR:
https://www.redwoods.edu/services

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/NewHome/Canvas-Resources-Home

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 and are included in the MyOpenMath online homework system.
- Students will receive feedback on online assignments 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

College of the Redwoods is 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:

- 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—DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot 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 or Math 302 or Math 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 (Zoom): Mondays/Wednesdays 2-3pm OR canvas message me to meet up!

Course Delivery

This course is delivered and taught 100% online; there are **no** required meetings. **Review material is delivered in a self-paced format through online practice problems with video and/or written tutorials for each question. There will not be individualized lectures/instruction.** There will be weekly office hours via zoom that students are **strongly encouraged** to attend for help with online assignments. Many other supports are offered and described in more detail in canvas!

Course Work

Online assignments through MyOpenMath will be embedded directly into Canvas for students to complete! NO COURSE CODE IS REQUIRED!

The course will proceed as follows:

- Each review course on 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 (with video/written tutorials) for practice available.
- After reviewing and practicing each skill within a module, complete the Module Completion Quiz!

Virtual Presence and Participation

Virtual presence and participation are essential to the learning process as material builds weekly in the canvas shell. Communication among you, your classmates and myself will occur in discussion forums and virtual zoom meetings. It is important that you communicate, participate, ask questions (lots of 'em), dialog with classmates in discussions and meetings! It is also essential to our class that both the students and teacher behave in the virtual world (Canvas) 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 in the canvas course or in live zoom sessions.**

Confirm Presence in Online Classroom

Log into Canvas and post to the "Introduce yourself!" discussion forum no later than 11:59pm on Wednesday January 27th, 2021 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."

Grades

Math 301, 302, 303 ~ Students are enrolled in either Math 301, or Math 302, or Math 303. These courses are Pass/No Pass courses. In order to receive a grade of "PASS," students must receive at least a 70% average on the class assignments for their particular course. **If you do not think you will be able to make this commitment, and would still like access to the review material, please drop this course and email me about gaining access to the review material without the work obligation BEFORE Friday Jan 29th, 2021.**

Online Homework

Online homework, and discussions will be assigned throughout the semester in Canvas.
The online assignments will provide for the following incentives:

- Integrated into Canvas for instant feedback/grading.
- Ability to submit answers multiple times to improve score.
- Infinite set of practice problems/solutions for studying after due date.
- I will set up individual/small group tutorials **if needed** to make sure students have ample support for MOM.

****Late work policy:** 10 Late Passes will be allowed for online assignments. Late passes can be used at any point in the semester and extend the due date for an additional 7 days. **If you need more time on review assignments and have used up your late passes, just shoot me an email and I'll open them back up!**

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. **Since this is a 1-unit course, you should put in about 18 hours of effort "in-class" and up to 36 hours of "homework" during the length of our class. This amounts to about 4 hours of work per week, or about 1 review module every 2 weeks for the 13 weeks that our class runs (1.25.2021-4.30.2021).**

Types of effort required for success may include:

- participating in online assignments and watch online videos
- completing online and written homework
- participating in online discussions

Conscientiousness, attention to details, and skills in reading/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.

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 (~8 days) due to the severely diminished likelihood of a successful course outcome. Missing 1 or more assignments/classes in the first two weeks of school may result in withdrawal as well. For an online course, I base this off of your participation in the course. If I notice you have stopped engaging in our course (no discussion posts, and/or no assignments being worked on), I will 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.**

Tutoring Options – Improve Course Success!

- **NetTutor** is available in our Canvas shell on the menu on the left once you enter our course.
- **FREE ASC tutoring** by appointment. Call **707-476-4154.** Check out their webpage for more details: https://www.redwoods.edu/asc/Academic-Support-Center-Home/Tutoring-Services
- **EOPS Program Tutoring.** You must be a EOPS student to receive these tutoring services. Visit their webpage and see if you qualify for this program today: https://www.redwoods.edu/student-services/Home/EOPS
- **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
- **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)
https://www.redwoods.edu/Portals/121/PreAlgText/Prealgebra.pdf?ver=2016-02-09-153714-077

Elementary Algebra (Math 380)
https://www.redwoods.edu/Portals/121/ElemAlgText/ElementaryAlgebra.pdf?ver=2016-02-09-153310-413

Intermediate Algebra (Math 120)
https://www.redwoods.edu/Portals/121/IntAlgText/IntAlgText.pdf

***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

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.com/tutorial.htm

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

More review material is posted in our course Canvas shell!

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

Announcements will be made in Canvas.

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