

## Course Information

Semester & Year:	Spring 2022
Course ID & Section #:	Math-30-V2894
Instructor's name:	Mr. Jon Pace
Day/Time of required meetings:	Online
Location:	Online
Number of proctored exams:	Exams will use Proctorio
Course units:	4 units

## Instructor Contact Information (Always via Canvas First)

Office location:	SC 216-J
Email address:	<a href="mailto:jonathan-pace@redwoods.edu">jonathan-pace@redwoods.edu</a>
Office phone:	(707) 476-4222
Preferred Contact Modality:	<b>Please contact me through Canvas First</b>

## Office Hours

Tuesday & Thursday 3:30 – 5:00pm      SC 216-J or via TechConnect Zoom in Canvas

## Spring 2022 COVID-19 Protocols

Please read the Spring 2022 COVID-19 Protocols found in our Canvas course site in the Orientation Module, under the Syllabus link, and under the Files link in the folder “Course Documents.” You are expected to know and follow the mandatory protocols for when on campus.

## Catalog Description

A course for students studying in science, technology, engineering, and mathematics (STEM) fields and some areas of business. Both Math 30 and Math 25 (Trigonometry), are prerequisites for Math 50A (Differential Calculus). Topics include polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; analytic geometry; arithmetic and geometric sequences and series. Note: Students without experience in Algebra II or Intermediate Algebra are strongly recommended to take Math 30S College Algebra support course concurrently.

## Course Student Learning Outcomes

1. Analyze and investigate functions and equations graphically, algebraically, and verbally.
2. Solve equations, systems of equations, and inequalities.
3. Apply functions and other algebraic techniques to model real-world applications.

## 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 location:

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

If you are taking online classes, 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.

## Evaluation & Grading Policy

Your final grade will be determined as follows:

Online Homework	30 %
Written Homework	20 %
Quizzes	10 %
Group Collaboration	10 %
Exams	30 %

The grade breakdown is as follows:

A	93 – 100%	C+	77 – 79.99%
A-	90 – 92.99%	C	70 – 76.99%
B+	87 – 89.99%	D	60 – 69.99%
B	83 – 86.99%	F	0 – 59.99%
B-	80 – 82.99%		

## Materials

**Required Text** Algebra & Trigonometry, Openstax (link to website below)

- Available for free PDF download
- free access online
- Available for purchase if you want a personal copy

<https://openstax.org/details/books/algebra-and-trigonometry>

**Time** It is critical to your success in this course that you spend **AT LEAST 12 HOURS PER WEEK** working on this course. You should budget this time requirement into your weekly student schedule.

## Recommended

1. Library's tutoring services: <https://redwoods.libguides.com/Tutoring>
2. I strongly recommend forming study groups to work on homework & prepare for exams.

## Computer 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 an up-to-date portable device (such as Android or iOS phones & tablets) for some things, you should plan on doing most of your work reasonably up-to-date notebook or desktop computer (Mac or PC). **You will not be able 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).

## Scanner

You are required to convert written work into a PDF file that will be uploaded into Canvas assignments. You may use a Printer/Copier/Scanner or, if you do not have access to one, a phone app like the one below will work fine. Below is a link to some free Android and iPhone iOS pdf phone scanner apps: <https://pdf.wondershare.com/mobile-app/free-pdf-scanner-app.html>

## Collaboration / Discussion Etiquette

Students are expected to always treat each other with respect during this class. This applies whether interactions are taking place in a discussion forum, during a Zoom meeting, or during any other form of communication. Please read the information on proper etiquette in the online world presented in the website linked below:

<https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/>

<https://potomac.edu/netiquette-rules-online-students/>

## **Exams (30% of the Course Grade)**

There will be 4 semester exams & a cumulative final exam. **Each exam will be available for 24 hours during which time you will have 4 hours to complete and submit the exam into Canvas.** Each exam will be proctored using Proctorio. You can only make up an exam if you notify me PRIOR to the exam being given and have a compelling reason why you could not get the exam completed within the 24-hour window. The final exam will be cumulative and available for 3 days to accommodate your final exam schedule.

**Final Exam – Available on Canvas: May 10<sup>th</sup> – May 12<sup>th</sup>**

## **Written Homework (20% of the course grade)**

There will be 8 written homework assignments throughout the semester. These assignments will be available on Canvas. You can access these assignments many ways:

1. Click on the assignment from the weekly course schedule that is our Canvas homepage.
2. Navigate to the weekly module for that week.
3. Click the “Assignments” link on the left-hand side of the course home page, click on “Sort by Type”, and search for the assignment.
4. Click on the “Syllabus” link and search for the assignment.
5. Click on the Calendar and search for the assignment.
6. Look on the “Weekly Course Schedule” available for download from the “Syllabus” link.

Written homework assignments must be uploaded into the Canvas assignment by the due date and time. I will drop the single lowest written homework score when calculating final grades.

## **Online Homework (30% of the course grade)**

Each section will have an online homework assignment. The assignments will be post on the website MyOpenMath: <https://www.myopenmath.com/index.php>

All MyOpenMath (MOM) assignments will open on Sunday morning and close on either the following Friday or Sunday nights. You can attempt each question as many times as you like while the assignment is open. Once you get a question correct, it will be locked in as correct. Due dates are clearly marked on the MOM calendar, in Canvas, and on the “Weekly Due Dates” document.

If you already have an existing MOM account:

- Sign into your account.
- Select “Enroll in a New Class” & enter in the Course ID: **132114**
- Enrollment Key: **(Leave this blank!)**

If you are new to MOM:

- Click “Register as New Student” below the login button.
- Follow the directions to create your account.
- **Enter your name as it appears in Canvas.**
- On the bottom, enter in the Course ID: **132114**
- Enrollment Key: **(Leave this blank!)**

## **Quizzes (10% of the course grade)**

There will be 7 quizzes in MOM throughout the semester. You will have 1 hour to complete each quiz from the time you begin, and you will have 3 attempts at each question. I will drop your lowest quiz score when computing the final course grade.

## **Group Collaborations (10% of course grade)**

Students will be placed into groups of four by the instructor at the beginning of the semester. You will be required to meet via Zoom for at least 1 hour during the week a written homework assignment is due. During this meeting, you will help each other with the homework. Each group will decide on a meeting time at the beginning of the semester, and I will create Zoom meetings for you in Canvas through the TechConnect Zoom link. These meetings will automatically be recorded so I can grade participation.

## **Admissions deadlines & enrollment policies**

Important Spring 2022 Dates

- |   |                   |
|---|-------------------|
| • Classes begin   | 1/18/22           |
| • Last day to add a class                                   | 1/21/22           |
| • Last day to drop without a W and receive a refund         | 1/28/22           |
| • Census date   | 1/31/22           |
| • Lincoln’s Birthday (No class)                             | 2/18/22           |
| • President’s Day (No class)                                | 2/21/22           |
| • Last day to petition to graduate or apply for certificate | 3/03/22           |
| • Spring Break  | 3/14/22 – 3/19/22 |
| • Last day for student-initiated W (no refund):             | 4/01/22           |
| • Last day for faculty-initiated W (no refund):             | 4/01/22           |
| • Final examinations:                                       | 5/09/22 – 5/13/22 |
| • Grades available for transcript release:                  | 5/30/22           |

## **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](#).

## **Disruptive 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, the student 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](#).

## **Inclusive Language in the Classroom**

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

## **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. This does not change your legal name in our records. See the [Student Information Update form](#) (very bottom of the linked page.)

## Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/NewHome/Canvas-Resources-Home>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

## Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#). [Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace. Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## Emergency procedures / 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](mailto: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 the 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.



## Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

## Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

## **CR Students get Microsoft Office365 FREE**

All CR Students can get OFFICE 365 for \*free\* -- for PC, Mac, Smartphone, Tablet – using your [@mycr.redwoods.edu](mailto:@mycr.redwoods.edu) email address.

- 1) Go to: <https://products.office.com/en-US/student/office-in-education#FAQS>
- 2) Enter your student email account (e.g., [jdoe555@mycr.redwoods.edu](mailto:jdoe555@mycr.redwoods.edu))
- 3) Go into student email account & click on the verification link in the Microsoft email.
- 4) The link will take you back to the website. Download the software. **Make sure it physically downloads the files onto your computer.** You should be able to open Word, Excel, and Power Point without being online.

**Note: This syllabus is subject to change. I will notify you both in class and through Canvas should this become necessary.**