Grayson College Mathematics Department
Spring 2021 Faculty Instructor's Syllabus

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Professor's Name: Dr. Billye Cheek	**Office Location:** SSC-202E	**Phone:** 903-415-2543
Email: cheekb@grayson.edu	**Office Hours:** Refer to Canvas; COVID19 Phase II restrictions apply; by appointment only	

Your instructor may be reached through the Canvas Inbox, email, or by phone; however, the easiest way to contact your instructor will be through the Inbox link in Canvas. You should receive a reply within 24 – 48 hours. Please resend your message should you not receive a reply within that timeframe. If you choose to contact me through cheekb @grayson.edu, please tell me your name and the class you are enrolled in the subject line of your email message. Please know that I will only respond to messages sent via **Canvas** or your **Viking email** account.

Course Title: College Algebra	**Course Number:** MATH - 1314

Course Description:
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Students apply their instruction in a lab environment.

Textbook and Required Material:

This course uses the Open Education Resource (OER) textbook materials listed below. There is no additional textbook to purchase, but **you are required to purchase access to the Lumen Online Homework Manager (OHM)**. This code can be purchased from the Grayson College Bookstore or directly through the Lumen site. Everyone will receive a free two-week trial when first opening Lumen. After the trial period is over, you must purchase an access code to continue using Lumen.

- *College Algebra*, Lumen Learning (adapted from *College Algebra* by OpenStax)
- *A First Course in Linear Algebra*, by Lyryx Learning (based on the original text by Ken Kuttler) – Creative Commons License CC-BY)

Remote or Online learners need basic technical skills to succeed.
Applications/tools you'll need:
- Access to a computer or laptop (equipped with a webcam and microphone is preferred)
- Grayson email address
- Internet access (high-speed internet connections are best for accessing streamed lecture videos). If access to high-speed internet is a barrier, alternatives to view video content include; viewing in low definition setting, downloading video file to computer for later viewing, or reading lecture transcripts
- Access to word processing software such as Microsoft's Word
- Ability to convert a document to a PDF file format
- Access and ability to navigate Canvas

Skills you'll need:
- Ability navigation of web browsers
- Ability to check and disable popup blockers
- Ability to download and upload documents
- Ability to post discussions in Canvas
- Ability to attend Canvas Conferences at scheduled times

Time Management:
Take charge of your learning from the beginning of the course; allow no time for procrastination
to set in. It is recommended that you:
- Log on to your course at least three or four times per week to stay on top of announcements, assignment due dates, and discussion forums
- Read the syllabus on the first day of the course; print off a hard copy or keep a digital copy on your mobile device to refer to throughout the course
- Record all dates for assignments, exams for the entire course in your calendar and add reminders

Prerequisite(s): This course is designed for students who have successfully completed Math 0340, MATH 0330, or whose TSI score has placed them in Math 1314.

Corequisite(s): NONE

Credit Hours: 3   **Lecture Hours:** 3   **Lab Hours:** 0

Methods of Instruction: Textbook reading assignments, online/examples of problems, instructional videos.

Other Course Materials:
You must have a scientific calculator for this course. Graphing calculators are **NOT** allowed. I recommend the TI-30X IIS. You will **NOT** be allowed to use your cell phone or any other electronic device that can be used for any purpose other than as a calculator. A scientific calculator is embedded in LumenOHM assignments for your convenience.

Student Learning Outcomes: *(Upon completion of this course, students should be able to do the following.)*
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Method of Evaluation: *(Grade will be determined by averaging the individual components using the scale shown below.)*

Prerequisite Checks	10%
Quizzes	10%
Homework	10%
Exams	70%

Grading Scale: **A =**   89.5 – 100   **B =**   79.5 – 89.4   **C =**   69.5 – 79.4   **D =**   59.5 – 69.4   **F =**   0 – 59.4

Grade Posting: Grades for each assignment will be posted in Canvas under the course Grades tab. LumenOHM will automatically update your grade in the Canvas grade book as soon as you exit the assignment.

Grading Rubric for Math Problems:
The following table illustrates the way in which points will be deducted for errors made on assignments and exams.

Percentage of total point value to be deducted	Description of error(s)
0% - 30%	Minor Error • Correct mathematical notation was not used. • The sequence of steps was not written in a logical and organized manner. • Variables were not identified. • Units were not designated. • The method of solution is correct, but there is a sign, arithmetic, copying, or similar minor error in the work. • Correct grammar was not used when a verbal response was required.
30% - 70%	Significant Error • The method could have worked; a correct start was made, but a substantial error or errors led to the wrong conclusion. • Poor notation, organization, or handwriting made it difficult to follow and understand for the reader. • A correct method was started, but not completed.
70% - 100%	Major Error • Instructions were not followed. • Method of solution was incorrect. • Problem was left blank.

Prerequisite Checks:

Prerequisite check assignments will cover prerequisite topics students still need to master prior to covering certain material in the course. There will be no make-ups for missed assignments. Any missed assignments will receive a grade of zero. The lowest homework score will be dropped. The homework assignments will be kept open for ungraded practice after the due date.

Please be aware that technical problems do sometimes occur. If ALEKS's website is unavailable, this does not excuse you from completing the assignment by the deadline. Neither your instructor nor Grayson College may be held responsible for technical difficulties you may experience during the course. Complete your assignments in a timely manner to avoid last minute complications

Homework Policy:

After reading the textbook assignment and viewing suggested videos, you will be ready to complete your homework assignment. Click on the homework assignment link in Canvas to open the assignment in Lumen OHM.

You will have required homework assignments in Lumen OHM that are accessible in Canvas. Each homework may be attempted five (5) times. The assignments will be graded automatically in Lumen OHM and the scores will be recorded in Canvas. There will be no make-ups for missed homeworks. Any missed homeworks will receive a grade of zero. The lowest homework score will be dropped. The homework assignments will be kept open for ungraded practice after the due date.

Please be aware that technical problems do sometimes occur. If Lumen's website is unavailable, this does not excuse you from completing the assignment by the deadline. Neither your instructor nor Grayson College may be held responsible for technical difficulties you may experience during the course. Complete your assignments in a timely manner to avoid last minute complications.

Students may receive BONUS points toward their homework grade for constructive participation in the discussion boards for each exam. You must contribute to the discussion, not just read what other students have written. The number of points that you earn for participation in discussions will depend on both the quality and quantity of your posts.

Homework is an essential part of this course. Math is a cumulative subject that requires frequent practice in order to develop your skills. If one topic is confusing, then the next topic is likely to be more confusing. The general rule of thumb is to spend two hours studying for every hour spent in class. This translates to six hours per week. Your proficiency with math and your success in this class will depend on active practice.

Homework problems are embedded in the textbook for additional practice (these are labeled "Try It"). You are encouraged to work through these problems for practice and to develop your problem solving skills. "Try It" assignments are for additional practice and do not receive a grade.

Syllabus Acknowledgment Assignment
This is an assignment in which you need to read through the syllabus first. You may print out a copy of the pdf form of your syllabus under the "Syllabus" link on the left side of your screen. Please ask any questions you have about the syllabus. This assignment will count as a homework grade and will not be dropped.

Quiz Policy:

Each module will have quizzes that will test your proficiency of the material as you move through the unit. Click on the quiz assignment link in Canvas to open the assignment in Lumen OHM.

These quizzes will be graded automatically by Lumen OHM and the grades will be recorded in Canvas. Each quiz may be taken three (3) times. There will be no make-ups for missed quizzes. Any missed quizzes will receive a grade of zero. The lowest quiz score will be dropped. The quizzes will be kept open for ungraded practice after the due date.

Please be aware that technical problems do sometimes occur. If Lumen's website is unavailable, this does not excuse you from completing the assignment by the deadline. Neither your instructor nor Grayson College may be held responsible for technical difficulties you may experience during the course. Complete your assignments in a timely manner to avoid last minute complications.

Exam Policy:

You will complete four (4) Unit Exams and one (1) comprehensive final exam; the final exam will be recorded twice in Canvas gradebook. At the end of the semester, **one (1) lowest exam grade will be dropped** from Canvas grade book automatically. This policy ensures that the comprehensive final exam is a component of your final course grade.

Exams will be given in Lumen OHM – observe the weekly schedule on the last page of this syllabus. Online exams will be proctored through Canvas Conferences. You will be required to sign up for a proctoring appointment through the Math Hub. See your Canvas course for details on setting up proctoring appointments.

You will **NOT** be allowed to use graphing calculators on exams. You will also **NOT** be allowed to use your cell phone or any other electronic device that can be used for any purpose other than as a calculator on a test.

Late Work Policy:

All online work is due by the listed due dates in Canvas at 11:59PM. There are no makeups for missed assignments.

Make-up Policy:

Because each exam will be available for several days, makeup exams are generally not granted. Extension of exam availability may be considered for extreme emergencies only (instructor decides what constitutes an extreme emergency).

If you do not complete an exam before it closes in Lumen OHM, the missing grade will be the "lowest" exam grade. You may take any of the exams, including the final, at any time during the testing window, but no later than the due date.

Attendance Policy:

Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their faculty's instructions. Students taking courses during compressed semester timeframes such as mini-mester, summer sessions, and 8-week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used:
- • Physical attendance in class with an opportunity for instructor and student interaction
- • Submission of an academic assignment
- • Completion of an exam, interactive tutorial, or computer-assisted instruction
- • Attendance at a study group assigned by the faculty
- • Participation in an online discussion in the class
- • Contact with a faculty member to ask a question

Attendance in this course will be taken at least twice per week based on the guidelines mentioned above. Attendance will be recorded in Canvas.

Monitoring Online Activities:

Student activity will be monitored several times per week using Canvas activity reports, Canvas discussion board activity, and analysis tools in Lumen OHM.

Professionalism, Etiquette, and Netiquette:

Professionalism is a set of behavioral skills that are directly transferable to the workplace and that gives a graduate distinctive value. Professional skills enable a more seamless transition from college life to professional life, and include:
- • Respect for all individuals, groups, and people.
- • Ability to handle stressful situations with professionalism.
- • Punctuality and organizational skills.
- • Ability to network and establish new relationships.
- • Ability to contribute positively to a diverse team.

When communicating with your instructor or classmates online (e.g. through email, discussion forums, or other applications), be as civil and professional as you would in face-to-face interactions:
- • Be respectful to those with whom you may disagree and avoid any language that may be construed as angry, hateful, or inappropriate. Please understand that the use of all capital letters in a message indicates aggressive language.
- • Respect the privacy of anything that is communicated to you in confidence (i.e. never forward private emails to others without the sender's consent or understanding).

Always review your messages for clarity and tone before sending an email or posting in a discussion forum.

Resource Material:

Any student enrolled in this class has access to the Math Hub located in the Success Center, room SC-114, and can be reached at (903) 463 – 8663. The lab is staffed with faculty and tutors; in addition, it offers free tutorial help, calculators, and a computer area to watch math videos or work on your online math homework. For more information on the Math Hub (including an orientation video, a video showing how to get to the Math Hub on the Denison campus and hours of operation) go to the following web site: https://www.grayson.edu/current-students/Academic%20Resources/student-labs/math-hub.html

Due to COVID-19 precautions, the Math Hub will restrict face-to-face tutoring to occur by appointment only. Virtual tutoring will be available through the Math Hub and UPSWING. Please see the announcement in Canvas for instructions on how to access these resources.

Disabilities Services:

The College is committed to meeting the special needs of disabled students and coordinates with agencies such as Texas Department of Assistive and Rehabilitative Services and Texas Department of Human Resources to provide appropriate accommodations.

Students with documented disabilities should contact the Disabilities Services Coordinator in the Success Center preferably before classes start or as early in the semester as possible. Once appropriate documentation for the disability is received, the Disability Services Coordinator will coordinate delivery of approved accommodations with students and their instructors. The College makes the following services available to students with documented disabilities: tutoring, note taking, sign language interpreting, special testing conditions, taped textbooks, scribes, special/modified equipment, and other appropriate services.

Drop/Withdrawal Regulation:

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Please consult your instructor before you drop a course, and check the current Grayson Registration Guide for the last official day to drop/withdraw from a course.

Drop/Withdrawal Procedure:

To drop this course, you will need to do send me an email in Canvas with the following information:
1. Full name
2. Student ID number
3. Detailed reason for dropping
4. Best way to contact you outside of Canvas (for Registrar's use only)

You may receive an F if you do not finish this class and do not drop prior to the drop deadline.

Religious Holy Days:

Grayson College will allow students who are absent from class for the observance of a religious holiday to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The form for requesting absence for holy days may be obtained from the Vice President for Student Services. "Religious holy day" denotes a holy day observed by a religion whose places of worship are exempt from property taxation under section 11:20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Evaluation of Instruction:

Grayson College seeks to improve the learning experience of all students. To assist in evaluating courses, students will be requested to complete an online evaluation-of-instruction near the end of the semester.

Student Responsibility:

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and readings, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Student Code of Conduct:

Students are expected and required to maintain classroom decorum that includes respect for other students and the instructor. Any student not following this rule will be warned in private and if there is no change in the behavior, the student will be asked to leave the class or receive disciplinary actions according to the Student Handbook - https://grayson.edu/current-students/Docs/Student-Handbook-20-21.pdf

Students are expected to have prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Any behavior that disrupts the learning environment will not be tolerated. Disruptive behavior includes but is not limited to talking while another student or the professor is speaking. Cell phones should be turned off during class, this includes texting. If you truly have an emergency situation, put the phone in silent or vibrate mode and leave the room to answer if you must.

Academic Integrity Policy:

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed

to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable, and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Academic honesty will be ensured by the fact that 70% of your course grade will be earned while in a proctored and secured environment. If caught cheating (looking at another student's test, using notes within the test, or using an unauthorized software program) while taking a test in a proctored testing center you will be disciplined as follows:

- 1st offense will result in a grade of 0 for the exam in which the offense was committed along with a written letter to be added to his/her academic file.
- 2nd offense will result in a grade of F for the course along with a written letter to be added to his/her academic file and given to the dean of academics for further review.

Plagiarism Policy:

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include *minor* instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:
- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper),
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else,
- Quoting or copy/pasting phrases of three words or more from someone else without citation,
- Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original,
- Submitting an assignment with a majority of quoted or paraphrased material from other sources, even if correctly cited, when original work from the student is expected,
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation,
- Giving incorrect or nonexistent source information or inventing source information,
- Performing a copyrighted piece of music in a public setting without permission,
- Composing music based heavily on someone else's musical composition.

GC Title IX Policy:

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.
Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:
- Dr. Molly M. Harris, Title IX Coordinator (903) 463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator – South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator – Main Campus (903) 463-8753
- Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
- GC Policy Department: (903) 463-8777 – Main Campus   (903) 415-2501 – South Campus
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: http://grayson.edu/current-students/index.html

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

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http://grayson.edu/current-students/index.html

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Course Calendar for MATH – 1314 (Subject to Change)

Week	Topics
Week 1	Introduction The Rectangular Coordinate System & Equations of Lines
Week 2	Domain & Range of Functions Rates of Change and Behavior of Graphs Inverse Functions
Week 3	Characteristics of Functions & Their Graphs Transformations of Functions Algebraic Operations on Functions & Compositions of Functions
Week 4	Review for Exam 1 **Exam 1**
Week 5	Equation Solving Techniques Linear Inequalities Systems of Linear Equations in Two & Three Variables Determinants and Cramer's Rule
Week 6	Quadratic Equations Graphs of Quadratic Equations
Week 7	Analysis of Quadratic Functions Systems of Nonlinear Equations and Inequalities
Week 8	Review for Exam 2 **Exam 2**
Week 9	Characteristics of Power and Polynomial Functions Graphs of Polynomial Functions Dividing Polynomials
Week 10	Methods for Finding Zeros of Polynomials Rational and Radical Functions
Week 11	Review for Exam 3 **Exam 3**
Week 12	Exponential Functions Graphs of Exponential Functions Logarithmic Functions
Week 13	Properties of Logarithms Graphs of Logarithmic Functions
Week 14	Exponential & Logarithmic Equations & Applications Exponential & Logarithmic Models Review for Exam 4
Week 15	**Exam 4** Review for Final Exam
Week 16	**Comprehensive Final Exam**