

**GROSSMONT COLLEGE
COURSE SYLLABUS**

Department of Mathematics

Math 103 Intermediate Algebra Section 9864 - Online , 4 credits Fall 2017	Instructor: Nirmala Kashyap http://grossmont.edu/people/nirmala-kashyap/default.aspx E-mail: Nirmala.Kashyap@gcccd.edu Course I.D. to enroll in MSL for Fall 2017: kashyap83262 Online office hours: By appointment
--	--

Abbreviations:

CC: CourseCompass website used for this course:

<http://pearsonmylabandmastering.com>

HW: Homework

GC: Grossmont College

MSC: Math Study Center

MML: MyMathLab (you purchase this to access course and do work online within CC).

This syllabus is detailed and I expect all students to read ALL of it by 10 pm on the first day of class. Ask questions promptly if there is any part you do not understand. If you stay enrolled, you are indicating to me that you have read and understood the full syllabus, know all due dates/exam dates/deadlines as stated in the Calendar, and accept all conditions, including grading and coming to the GC campus two times to take tests.

Student Learning Outcomes:

- A student will be able to categorize intermediate algebra problems and use appropriate theorems, formulas, and algorithms to simplify or solve them.
- A student will be able to formulate, analyze, and differentiate mathematical functions numerically, graphically, and symbolically at the intermediate algebra level and have the ability to transition between these representations.
- A student will be able to apply appropriate algebraic methods to solve applications.

Required Materials

1. **MyMathLab** (Student Access Kit): This kit contains the *MyMathLab* software as well as an electronic version of the text. You may purchase the kit online at www.mymathlab.com

using a credit card (for about \$103 which is cheaper), or purchase an access code from the College Bookstore (for about \$120, you don't need a credit card to purchase the kit at bookstore) and then log on using the access code.

Warning: Before opening your MML access kit from the bookstore, make sure that this course is the right course for you. Once the MyMathLab Student Access Kit is opened to where the access code is revealed, it is nonrefundable! Online you can choose the 14 day FREE trial period to try out the course without making payment. This will help you decide if this online course is right for you or if you are waiting for financial aid.

2. **Calculator:** You may use any calculator on the exams. You may NOT use your phone calculator. Even though you will be allowed to use calculator on exams, all work must be shown with organized steps.
3. **Online access and access to a computer.** Do not rely on your phone or mobile device to complete assignments in this class.

Optional Materials—a regular printed textbook is optional, not required

The Book we use for this class can be accessed online once you purchase MML and log in to my class on MyMathLab. Owning a hard copy of the book is optional. If you prefer to have a hard copy of the book for reference so you can study without going online, you may purchase the book as a bundle with MML, or in addition to MML. The book we use for this class is titled. You **do not need** to buy printed text. A MML account for this book is all that is required. Other options are to print pdfs of the pages once you are enrolled in MML as needed. Or you may purchase an **older edition** of the book that will be much cheaper and is not very different from current edition.

Required On-Campus Meetings

You must come to Grossmont College campus to take the midterm and the Final Exam. Room number will be notified through email later.

How to Study Math in this online course

Are you prepared to learn in an online environment? Learning in an online environment can be challenging. Plan to spend at least 18-20 hours per week. Discipline and dedication are required. It is easy to get carried away by other life events and postpone your online assignments, or to feel "disconnected" from the class and lose your motivation. Make it a priority to stay caught up in the course and to interact with me and with other students in the class through the Discussion Board in *MyMathLab*. This will help you to stay motivated and to complete the class successfully. Success in this class depends on your ability to read and follow the written directions in this syllabus, in the announcements posted on MML and in the emails I send you. You must have strong arithmetic skills (I strongly recommend reviewing these before semester starts).

1. **How will I learn the material in this online class?** In *MyMathLab* you will find eight Lessons. Work your way completely through all lessons, finishing each by the due date. **The careful completion of all lessons is important to your success in this class.** Of

course, you will need to devote several hours a week to reading the textbook; since there are no traditional lectures, most of the information you will acquire in this course will be derived from the textbook.

- 2. How often do I need to log on?** To succeed in this class, most students need to work daily. Because this online class does not meet in person on a regular basis, it is important for us to develop a sense of community in other ways. Therefore, I will expect you to participate several times each week through such activities as email and discussion forums. Ideally you will log into the course once a day even if it is just to read announcements and check the discussion board. There is a higher success rate when online students log in daily. Remember, you would spend two hours a day in class if you were taking an on-campus class (not to mention the time you'd spend driving, looking for a parking place, walking to class etc.)

You **MUST** log on at least two or three times a week to remain in the class. If more than three or four days elapse without you logging on, you may be dropped from the class. Most of the due dates for Lessons are on Thursday evenings at 11:55pm. On each due date, several homework assignments and a quiz are due. To learn the material properly, it is important to spread out the work during the week. I recommend that you complete the homework assignments throughout the week, and start the quiz two days before the due date so that you will have time to redo the quiz several times with review in between if needed. Your goal should be to make 100% on all homework assignments and all quizzes.

What does a typical week look like?

In a typical week you will begin by logging into the course website on MML

(<http://pearsonmylabandmastering.com>). After reading the Announcements, you will click on the "Calendar" button to see what activities you will be doing that week. Learning activities and assignments for each week are listed so you'll know exactly what you need to do to be successful in this class. Then click on "chapter content" button to read and learn the text from the relevant section and watch chapter videos. After you have learned the material, click on "Homework" button to do the homework or on "Quizzes and Tests" button to take a quiz. **Don't forget to 'submit' the answers to get credit for your answer. Check your gradebook right after to see if you got credit for your work.**

What should I do to prepare for exams?

To prepare for exams you should:

- Thoroughly cover each section. For each section, learn the material by working through the lecture notes, and complete the homework assignment with score of 100%. Redo the homework assignment as many times as needed to score 100%. Be able to do the problems without using references.
- Make 100% on every quiz. For each quiz, complete and redo it as many times as needed to obtain a 100% (maximum 3 attempts are permitted. You can only redo a quiz before the due date). In between attempts, review or get assistance, if needed.
- Study and review all sections. Complete the optional Chapter Review (these are paper-and-pencil reviews) that will not be graded. Review quizzes and homework.
- Complete ALL homework, quizzes and chapter reviews. Remember that quizzes are only "snapshots" of the material, homework assignments generally cover most of the important

aspects of the material, and reviews provide a necessary “holistic” view of the material. The successful completion of all three (100% on each homework assignment, quiz and review) is necessary to properly prepare for an exam.

- Complete other problems (odd numbered problems have answerers in the back of the book) from the textbook for additional practice, if needed.
- Prepare for exams under testing conditions by taking practice tests posted on MML by your instructor. Complete the practice tests without references and with a time limit. Use the answer keys to grade your work, go back and review anything that you missed, and then try again without references. Keep trying until you can get all the problems correct.

Are there any special tricks in preparing for the exams?

Yes! How you prepare absolutely matters! Practice for a test should be done in an environment that is as close as possible to actual testing conditions. That means completing work without references and with a time constraint. The first time that you work through a test review, use references when necessary. Then put away all references and work through the entire review again. After completing the work, check your answers. Continue working through the review without reference and then grading your work until you can complete all the problems without any errors.

How do I find out due dates, exam dates, where to take exams, and other crucial information about this online course?

You will find this information in this syllabus, calendar and in the announcements. **It is your responsibility to read the syllabus and calendar (posted in MML) often and check announcements daily to keep in touch with what is going on in the class.** I suggest printing the calendar and post it on your refrigerator or someplace where you will see it every day. The syllabus and announcements are the two methods I will use to keep you informed. **Don't hesitate to email me whenever you have any questions. I will respond within 1 business day. Any inquiries sent over the weekend (weekend starts with 6 pm Friday) will be resolved on the next business day.**

What resources are available to me to help me succeed in this online class?

Here are some of the resources available for you:

- **MyMathLab:** Use the software to access videos, example problems, step-by-step solutions, the electronic text, and your homework, quizzes.
- **Math Study Center Assistance:** Instructors and aides in the MSC (Math Study Center) at Grossmont campus are available to answer homework questions that you may have. Find the locations and hours at the MSC webpage on Grossmont website.
<http://www.grossmont.edu/academics/programs-departments/math/study-center/default.aspx>

The link is also posted on my website

<http://grossmont.edu/people/nirmala-kashyap/default.aspx>

- **Tutoring:** Free tutoring is available in the Math Study Center and at Tutoring Center. Find the hours and locations at the Tutoring Center webpage.
<http://www.grossmont.edu/student-services/tutoring/default.aspx>

The link is also posted on my website.

- **Office hours and Email Communication:** I have online office hours on Mondays from 6:00pm-6:30pm at Nirmala.Kashyap@gcccd.edu or at

<http://www.cccconfer.org/GoToMeeting?SeriesID=da4ad6d6-154a-464a-b016-eac43a1eb8d1>

I check and respond to emails at Nirmala.Kashyap@gcccd.edu at least once a day during the **weekdays**. **Place your full name and course name in the subject line.** *I do not open emails that have nothing in subject line and consider them spam. I do not check email over the weekends.* To get a response the same day, email me before 6:00pm. I only check Grossmont emails. Please don't use any emails other than this. If you do not get a response within 24 hours, email me again using my Grossmont email.

- **The Discussion Board on MyMathLab:** Use the discussion board to ask questions and to answer questions that other students have posted. Please remember in using the Board to be kind, generous, and patient with your classmates. All interactions must be appropriate, as they would be in an actual classroom. **Any questions addressed to me must be emailed to me and not posted on discussion board to get a timely response.** You may be awarded points for participation on discussion board as I am convinced that this will be an important ingredient in successful student learning. Most of your participation in this class will take place via the class discussion board where you will post your questions/ comments and reply to questions/ comments from other students. Quality and quantity of your posts matters. Most online students appreciate being able to collect their thoughts and make their comments without the anxiety of having the whole class staring at them.

To post to the discussion board, click on the title of the forum you want to enter (for example 'Introductions' to post your introduction as part of orientation). When you click on "Introductions"...you will see a "chevron" sign next to the name of the forum (Introductions in this case), scroll down until you see the name of the forum. Read the directions and then click on 'Respond' (this has a tiny arrow next to it). Type or paste your message. Make sure you check your answers for spelling and grammar. You may go back and edit your answer but not remove it. When you are ready to post your answer, click "Post response".

When you want to reply to a post by your classmates, click on the post of the person you want to reply to. (Do not click on the author's name or you will open an e-mail window). The message you want to respond to will appear. Click on the "Respond" button in the lower left hand corner under the message you want to respond to and type or paste your reply. Click "Post response" and you are done!

You will need to post your introduction first, before you can see/respond to other student's posts.

Grading Procedures:

Assignment type	Points
Homework	25%
Quiz	25%
Midterm	25%
Final exam	25%

The grading scale is:

98–100 % A ⁺	88–89.99% B ⁺	78–79.99% C ⁺	60 – 69.99 % D
90–97.99 % A	80–87.99% B	70 – 77.99% C	Below 60% F

All grades will be posted on MML. Please check your grades regularly to make sure you get full credit for all your work.

Information about Homework Assignments, Quizzes, Midterm and the Final Exam:

Homework assignments: All homework assignments are available only through **MyMathLab** (MML). You can access them by clicking on the “Homework” button on the MML menu. Homework assignments are made for each section. The careful completion of the homework problems is an important element in your success. Because the exams that you will be taking on campus are paper-and-pencil, you should write out your homework assignments, quizzes and reviews, showing all steps. I suggest that you get a binder to organize and collect your completed work. Start your homework early in the week and allow plenty of time before the due date to redo all homework assignments for the Lesson. You will need to score at least 80% on each homework to be able to access chapter quiz. However, I encourage you to try to score 100% on all homework assignments. Click on “Question Help” button to use the “Show me an example” or “Help Me Solve This” option to guide you through the problem if you are having difficulty. Email me, use the e-text, videos, or post a question on the discussion board if you still have questions. You may also get help at Math Study Center or at tutoring center. Although homework assignments are due on the due date (this is to keep you on schedule) for the Lesson in which you find them, all homework assignments are always open. You can go back at any time (before final due date) to work on a homework assignment and improve your grade.

Quizzes: Each Lesson contains one quiz that covers several sections.

- **Where do I find the quizzes?**
Quizzes are online and completed through MyMathLab. They are listed under the link “Quizzes & Tests”. All quizzes must be completed and submitted online.
- **What are the due dates for the quizzes?**
See the calendar listed in the MyMathLab menu bar for due dates.
- **What time on the due date is the quiz due?**
Quizzes are due at 11:55pm on the due date.
- **Are quizzes closed book?**

You may use the text, lecture notes and other references when you are taking quizzes. However, it is best to try to complete the quizzes without notes. If you need to look at your notes to complete a problem, then be sure to redo that problem without looking at your notes. You won't have your notes on an exam!!

- **How many times can I take a quiz?**

Before the due date for a quiz, you may take and retake a quiz three times. Each time you try the quiz again, you get a version with slightly different numbers, but the same types of problems. Your highest score for all your attempts is the one that counts. In between attempts, you can look at your results to see what you missed. **To see a quiz once the due date has passed, go to the Gradebook and open it from there.** You will be able to review the quiz but not make any changes. **Each quiz must be completed in one sitting.** If you have a quiz open for a long time, you run the risk of getting automatically out due to lack of activity. If that happens, it will be counted as one attempt. So, don't start a quiz until you are ready.

- **Can I turn in late quizzes?**

No. Quizzes must be turned in by the due date. Quizzes not taken by the due date will receive a zero. Plan ahead and manage your time. Please do not ask for extensions.

- **How should I complete these online quizzes?**

For each quiz, copy each problem in your homework/quiz/review binder, work the problem out completely, showing all steps, and then enter the correct answer in *MyMathLab*.

Remember: To best prepare for the paper-and-pencil exams that are given on campus, complete all your preparatory work in an environment as close as possible to the testing environment: write down your problems, solve them showing all steps, avoid using text or other references (if you need to use references for a problem, redo that problem later without reference), and time yourself.

Midterm and final exam:

- **Where are the exams given?** You will take exams on the campus on the scheduled date for that exam. Room # will be notified later by email/announcements.
- **Bring a valid photo I.D. (a government issued ID like driver's license, passport, college ID), a pencil with eraser, your note card, and a calculator to your exams. Books are not allowed on exams. Scratch paper will be provided if you need it. Scratch paper will not be graded. NO EXCEPTIONS.**
- **When are the testing dates?** Check calendar for test dates.
- The Final Exam is cumulative.
- **What if I don't take the midterm?** Students who don't take the midterm by the test date, will earn a zero on the exam and may be dropped from the class. If you cannot take the midterm on the scheduled date, email me ASAP so I can arrange for you to take it earlier. **YOU MAY NOT TAKE THE EXAM AFTER THE DUE DATE.**
- **How do I get my midterm back? How can I see what I did wrong on a test?** To get your midterm back after being graded, bring a self-addressed, stamped envelope with enough stamps on it when you take the midterm. I HIGHLY SUGGEST YOU DO THIS SO

YOU CAN REVIEW AND LEARN FROM ANY MISTAKES ON YOUR MIDTERM. **ENVELOPE WILL BE ACCEPTED ONLY AT THE TIME OF THE MIDTERM.**

- **Can I retake a test?** There are **NO** retakes of test in this class.
- **Are there any dropped tests in this class?** **No**
- **Final Exam:**

The Final Exam has a two-hour time limit. **I DO NOT RETURN FINAL EXAMS.**

Courtesies

Our online environment is based on mutual respect. All of our interactions with one another should be respectful, kind and helpful. Please gauge **all** of your actions in this class against this standard. Below are several guidelines that all are expected to follow.

- All exams are given on campus in a classroom or proctored environment. Academic dishonesty on an exam will result in a zero on that exam. **All cell phones and pagers must be turned off and put away during exams.**
- On the Discussion Board, focus on mathematics at hand and avoid personal comments, and please be encouraging, positive, and helpful. Be sensitive to the feelings of others. Please avoid criticism and teasing or joking that might be hurtful to others.

Attendance and Drop Policy:

To make sure you are not dropped on or before the first drop deadline, log in and submit HW in MML at least every three days the first two weeks of class. If you do not submit the first week's assignment on time you should drop the class and consider taking it when you can keep up from day one. **After the first drop deadline, it is your responsibility to officially drop the class by the 75% withdrawal deadline if you want to get a W (Withdrawal) on your transcript, and not earn a failing letter grade.**

"Attendance" in this online course is measured by your **completion** of online work. You may be dropped from class if you fail to meet any of the following attendance requirements:

- **First-day attendance requirement:** You must log onto MML and begin work by first day of semester. For instructions on how to log onto MML, log onto Blackboard and follow the instructions on the home page for this course.
- "Attend" by **completing** homework and quizzes online. If you fail to be present in at least one of those environments for more than three or four days in a row, you may be dropped from the class. It is best to log on and work daily, but you must log on and work at least two or three times per week.
- You may also be dropped from class if you do not take the midterm during the testing date.

Academic Honesty

I fully support Grossmont College's belief that academic honesty is a cornerstone of the educational community. To that end, I expect academic honesty of my students. Cheating and plagiarism (using as one's own ideas writings, materials, or images of someone else without acknowledgement or permission) can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, or assignment (all of which may lead to a failing grade in the course) to, under certain conditions, suspension or expulsion from a class, program or the college. For

further clarification and information on these issues, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

Accommodations for Students with Disabilities:

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Services & Programs (DSP&S) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in building 60, room 120 or by phone at (619) 644-7112 (voice) or (877) 561-8975 (Video Phone for the deaf).

How to Get Started on This Class

To begin working, log onto Blackboard using your Webadviser ID and password, click on this class, Math 103, and read the announcements, syllabus, and calendar and follow the directions for logging into MyMathLab. There you will find information about *MyMathLab* (MML), the program that contains all of your class materials.

Time Commitment and Student Responsibility:

Students who tend to do well in this online class are

- 1) devoted to spending 2-3 hours a day 4-7 days a week on this class; at least 20 hours a week total (some students might need more time);
- 2) prepared, organized, self-motivated, self-disciplined, and independent learners who do not need prompting to complete assignments or adhere to deadlines, and who carefully read, understand and follow all the required written materials and instructions;
- 3) committed to and take responsibility for their own learning;
- 4) ask for help as soon as they encounter difficulty that they are genuinely not able to resolve;
- 5) Good managers of time who can balance personal responsibilities with class requirements;
- 6) Computer literate and able to learn new software and technology quickly if necessary.

DO NOT take this class if you think it will be easier and take less time than a traditional, on-site class, or if you are already too busy. Each 4 unit college course requires at least 192 hours of work, which is about 12 hours a week during a full semester. 12 hours a week (spread out) is sufficient for MOST students to earn a C, but it depends on the student. Treat this class like a part-time job. There is no short cut—it takes time to learn.

Online classes give students greater freedom of scheduling, but require more time, self-discipline and self-reliance than traditional on-site classes. I am not online 24/7.

It's your responsibility to seek assistance promptly if you have a question. Waiting until the last day to seek assistance severely limits the kind of help I can provide. Waiting for my response does **not** excuse you from completing an assignment, quiz or test on time. **Online classes require that students have a basic computer skill level:** You need to be comfortable using a computer and the web.

Instructor Prerogative:

The instructor reserves the right to make any necessary changes to this course syllabus, tasks and schedule. Please keep this course syllabus handy for quick reference!!

Calendar: Fall 2017 Math 103 (#9864) online

Sections 1.2, 1.3 etc., indicate H.W. from these sections (in 'Homework' link on MML), Q1 etc, indicate Ch.Quiz (in 'Quizzes and Tests' link on MML) on homepage of this class.

Date	DueDate (by11:55 pm)	Assignments/H.W./Quizzes to be completed this week
Week 1 - 2 8/21 - 8/31	8/31	Orientation, Post Introduction in Discussion board (due on 8/22, 11:55pm), Assignment 1 (HW & Quiz) (due 8/31)
Week 3 - 4* 9/4 – 9/14	9/14	Assignment 2 (HW & Quiz),
Week 5 - 6 9/18 – 9/28	9/28	Assignment 3 (HW & Quiz)
Week 7 - 8 10/2 – 10/12	10/12	Assignment 4 (HW & Quiz), Study for midterm
Week 9 - 10 10/16 – 10/26	10/26	Take Midterm on campus Assignment 5 (HW & Quiz)
Week 11 – 12 10/30 – 11/9	11/9	Assignment 6 (HW & Quiz),
Week 13 – 14 11/13 – 11/23*	11/23	Assignment 7 (HW & Quiz)
Week 15 – 16 11/27 – 12/7	12/7	Assignment 8 (HW & Quiz), Study for Final
December 11		Take final exam on campus
Exam dates: Midterm (Ch.4, 6 - 9), Monday 4:00pm-5:30pm 10/16/17 Final Exam (Ch. 10 - 14), Monday 4:00pm-5:30pm 12/11/17 Calculator Information: You must bring your own calculator to use on exams. All work must be shown organized step by step with supporting work. Holidays* - Nov. 23, 24, 25 (Thanksgiving) Sept. 4 (Labor day) Last day to drop with no record – 9/1/17 Last day to apply for P/NP – 9/22/17 Last day to drop with 'W' – 11/9/17		Grading: H.W. 25% Quiz 25% Midterm 25% Final 25% Grade 98–100 % A ⁺ , 90–97.99 % A 88–89.99% B ⁺ , 80–87.99% B 78–79.99% C ⁺ , 70 – 77.99% C 60 – 69.99 % D Below 60% F