Math 125-Intermediate Algebra
Fall 2019 Online – Class# 18300

LOS ANGELES MISSION COLLEGE
MATHEMATICS | COMPUTER SCIENCE | ENGINEERING

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Textbook: *Beginning & Intermediate Algebra*, Custom Edition for LAMC, by Elayn Martin-Gay 2nd edition (ISBN 9781323450550), bundled with a MyMathLab access code
Office Hours: Thursday 10:00-11:00 AM or by appointment.
Office Location: CMS 124, Office #139
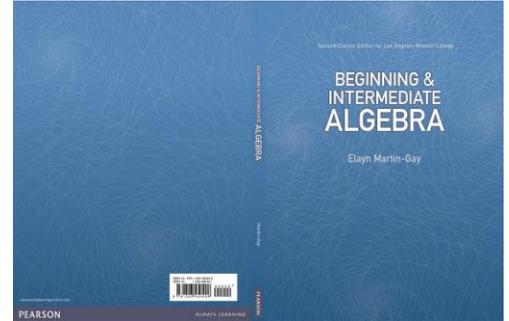
In this online class, you will be reading the eBook, watching videos, working on homework, taking quizzes and practice exams, as well as interacting with me and the other students in the class using MyLab and Mastering embedded within Canvas. Students are expected to spend about 15-20 hours per week to study the online learning materials and to complete all assignments. Some students may need more time to do well in the course.
Exams are proctored and can be taken either at LAMC on scheduled test dates listed in blue box below, or at an approved testing facility as arranged with the instructor. Some facilities may charge a fee. Arranging for off-campus exams at approved facilities is the student's responsibility and no exceptions are made. You can find a list of approved sites here: http://ccconlineed.org/proctoring-network/. Permission for use of other locations is at the discretion of the instructor.

The following are the on-campus meeting dates as specified on the schedule of classes:
1. Exam 1: Saturday September 21, 10:30 am – 12:00 pm, CMS 030
2. Exam 2: Saturday October 26, 10:30 am – 12:00 pm, CMS 030
3. Exam 3: Saturday November 23, 10:30 am – 12:00 pm, CMS 030
4. Final Exam: Saturday December 14, 10:30 am – 12:30 pm, CMS 030

You are required to bring a photo ID for verification for all exams and final, otherwise you may not be allowed to take the exam.

REQUIRED MATERIALS:
The only required material for this course is a MyLab and Mastering (MyMathLab) access code. If you have taken Math 115 or 125 recently at LAMC, you may have bought the textbook and the access code. In that case, you won't need to buy a new access code for this class. If you didn't buy the textbook mentioned above, nor the access code that came with it, then you may purchase the access code online, with a credit card, after you get into Canvas and try to register in MyLab and Mastering. There is an option to use a two-week grace period prior to purchasing the access code. Please be sure to purchase access prior to the expiration of the trial period, otherwise you will not be able to access course materials to complete the assignments required. The access code will give you access to the e-book and all the online assignments needed to be successful in this course. The textbook in the bookstore comes packaged with the access code, if you choose to purchase the physical textbook. **I will be emailing you (at your LACCD student email account) instructions with how to logon to Canvas right before the start of the semester.** You must have access to the internet to take this course and you will be working online to submit the assignments required. All your time on tasks and all your results will be monitored and I will access this data regularly to monitor your progress and to compute your grade. Internet issues cannot be used as an excuse in this class. Do not wait until the last minute of assignment due dates to start working on them. In case you encounter computer issues, you can use the campus computers or find computers elsewhere. Work ahead so that if you encounter difficulties they can be resolved on time. A scientific calculator is required as well.

PREREQUISITES:
Math 115 or Math 123B with a grade of "C" or better or placement.

DESCRIPTION:
This course will prepare you for the next college-level math class such as Statistics, College Algebra, and Calculus for Business and Social Science. There will be a brief review of concepts learned in Elementary Algebra using more challenging illustrations and examples. New topics include quadratic equations and functions, nonlinear and absolute value equations and inequalities, functions and their graphs including using transformations, introduction to exponential and logarithmic functions, and an introduction to the conic sections.

STUDENT LEARNING OUTCOMES:
By the end of the course, the successful student will be able to:
1. Solve, graph, and analyze various equations or systems of equations and inequalities.
2. Interpret, graph and analyze various functions.

IMPORTANT DATES:

Last day to add this class:	Sunday September 08, 2019
Last day to drop *without* receiving a "W":	Sunday September 08, 2019*
Last day to drop *with* a "W":	Sunday November 17, 2019
Final Exam:	Saturday December 14, 2019

*PLEASE NOTE: A letter grade will appear on your transcript record after this date, including a "W". <u>REMINDER:</u> Course repetition is regulated by state guidelines, limiting students to a maximum of three (3) enrollments in a course, to include both substandard grades and withdrawals, unless otherwise specified in the course description.

EXCLUSIONS & WITHDRAWALS:
If you fail to login to Canvas and do **ALL** the required assignments during the first couple of weeks of the semester, you will be excluded from the course. After that, I may still drop you for lack of activity (**not logging into Canvas and not submitting assignments**). You are expected to log into Canvas several times a week to study and do the required work. It is your responsibility to drop the class if you decide not to continue. **Please check your Canvas inbox for emails from me.** I do communicate regularly with the class, and I send out notifications to individual students about their lack of activity and warn them about being dropped because of it. Failure to drop by November 17 may result in a grade of "F" in the class. I encourage you to download the Canvas Student Smart Phone app to check announcements and emails, as well as use the Calendar to help you keep track of review and exam dates. In addition, I suggest you set your notifications to suit your needs and desires. Here's the link with instructions:
https://community.canvaslms.com/docs/DOC-10624

HOW TO DO THE ASSIGNMENTS IN CANVAS?
The recommended method for doing your assignments in Canvas is to click on Modules and do the work as indicated under the appropriate weekly module. All the assignments are conveniently linked thru the module so that you don't forget anything that is due.

GRADE COMPOSITION:
1) Online Homework (15%)
Homework will be due Tuesdays and Fridays by midnight. Each homework has a section lecture video embedded in it. These videos are very helpful in learning the materials before jumping into doing the homework. Additional learning resources include PowerPoint lessons, and a clickable eText with many helpful features will be available in each module. You will be granted the opportunity to work on homework assignments past the due date up to 2 days later, without a penalty. You should aim to score at least 80% on each homework.

2) Online Quizzes (10%)
Quizzes will prepare you for the exams, so be sure to spend an adequate amount of time on the quizzes. Quizzes are not timed, and you can take them as many times as you like, as long as you submit by the due date. The system will always keep the best score of your attempts. Unlike the homework, there is no help and you cannot review the correct answers until after you submit the entire quiz. After the first try, I recommend you review your results. You will see the correct answers filled in and if you put the computer cursor over the answer field it will show you what answer you had input. NO LATE quizzes will be accepted.

3) Online Discussions (10%)
You will be submitting discussions in Canvas throughout the course. Check the last page of the syllabus for due dates. The purpose of the discussions is to build a community and have a forum to communicate with each other. Discussions I post have a due date, and you must post by the due date to get full credit. Late submissions will earn half credit. If you have questions to pose, I will have a discussion thread for that. Please post within it. If you have specific questions addressed to me, I highly encourage you to send them to me through email rather than post them in the discussion.

4) Exams (40%)
We will have three exams. You must show all your work IN A LOGICAL MANNER for full credit. The only materials needed for the exam days are: pencils, eraser, a scientific calculator and your ID (Student ID or any form of ID). **You cannot take the exam without a form of identification**. Exams must be taken on or before the scheduled dates which appear on the last page of this syllabus, and NO MAKE UP exams will be given. The lowest exam score will be replaced with the final exam score, if the final score is higher. Students are not allowed to use notes during the tests and final.

5) Final Exam (25%)
The final is cumulative covering all material we will learn chapters 5, 9, 10, 11, 12 & 13, in addition to Chapter 4 (factoring) and section 6.7 (functions). It accounts for the biggest individual chunk of your grade. Keeping your notes organized and going over your exams after they are returned to you is important to do throughout the semester. Preparing good review sheets as you study for every exam will prove very useful at the end when you are getting ready for the final. No make-up final will be allowed. **You cannot take the final without a form of identification.**

PRACTICE EXAMS:
Practice exams are available as part of the homework in MyLab and Mastering. You are highly recommended to work on these in preparation for the exams, however there is no penalty for not doing them. Students who take the practice exams always perform better on exams than the ones who don't as they are familiar with the types of questions they will see on the exams. I advise you to print the practice exam and work on it on paper, similar to how you will take a test. You will feel much more ready taking an exam after you work on the practice exam on paper.

GRADE CALCULATION:		GRADE CUTOFF:		
Online Homework	15%	90% to 100%	A
Online Quizzes	10%	80% to 89%	B
Online Discussions	10%	70% to 79%	C
On Campus Exams	40%	60% to 69%	D
On Campus Final Exam	25%	Below 60%	F

GRADE:
To view your grade in the course at any time during the semester, click on the Grades button in Canvas. For more info about accessing your grade and the different features offered in Canvas, visit:
https://community.canvaslms.com/docs/DOC-9540

TUTORIAL SERVICES:
- **LRC Tutoring:** Free Math tutoring is available on the main campus (13356 Eldridge Avenue, Sylmar, 91342) in the Learning Resource Center (LRC) located on the first floor of the library. The hours of Math tutoring in LRC are Monday-Thursday 9am-6pm and Friday 10am-4pm. Their phone number is (818) 364 -7754.
- **CMS Tutoring:** Free Math tutoring is also available in the STEM Math Center located on the East Campus (12890 Harding Street, Sylmar, CA. 91342) in CMS 121. The hours of the center are Monday-Thursday 11am-7pm. Their phone number is (818) 364-7811.
- **NetTutor:** An online tutoring service which can be found as a navigation button in Canvas or directly thru this link: https://mymission.lamission.edu/nettutor.aspx . There is tutoring available 24 hrs a day, every day!

CALCULATORS:
A scientific calculator is required and will be allowed on the exams and final. Any kind will do the job. Graphing calculators, cell phones, and other electronic devices are not allowed during tests.

MESSAGES FROM YOU TO ME AND ME TO YOU:
You can send me email while you are working on a problem by clicking on the Ask My Instructor button. Or you can send me an email at aklce@lamission.edu. Please be sure to put in the course you are taking in the subject of your email and be clear and specific with your questions when you use this email. I will respond within 24 to 48 hours. Alternatively, you may send your email thru the Canvas inbox. Regularly, there will be important announcements from me. You can read these under the "Announcements" button in Canvas. In addition, I will also send various information about the course to your LACCD email address. **Please check the announcements and your student email regularly**.

STANDARDS FOR STUDENT CONDUCT:
Dishonesty, such as cheating or knowingly furnishing false information to instructors and college personnel, turning in work that is not one's own will be grounds for disciplinary action at LAMC according to the Standards of Student Conduct as described on the LAMC Catalog. The penalty may range from no credit for the assignment up to an "F" grade and disciplinary action.

ACCOMMODATIONS FOR DSPS STUDENTS:
LAMC students with verified disabilities who are requesting academic accommodations should use the following procedure:
Step 1: Obtain documentation of your disability from a licensed professional. You may contact DSPS to request a
  Disability Verification Form.
Step 2: Make an appointment to meet with a DSPS Specialist to review your documentation and discuss reasonable accommodations. To schedule a meeting, please call DSPS at (818)364-7732.
Step 3**:** Bring your disability documentation to your DSPS appointment. The DSPS office is located in room 1018 of the Instructional Building.
Step 4: Each semester, reach written accommodation agreement with the DSPS Specialist and your instructor.
To be most effective, students should complete this process by the end of the 1st week of the winter session. Tests with required accommodations must be taken at the DSPS office.

MANAGEMENT OF STRESS AND MENTAL HEALTH:
If you, or someone you know is in distress due the pressure of succeeding in school and contending with work, financial issues, relationships, managing time effectively, getting enough sleep, etc., please visit the Student Health Center (SHC), which offers a broad range of confidential student services including counseling and mental health services. The SHC is located between the President's Office and Administrative Services. The SHC webpage is www.lamission.edu/healthcenter and the phone number is 818-362-6182. The National Suicide Prevention Lifeline number is 800-273-8255.

ADDITIONAL RESOURCES:
Please visit my website @ http://www.lamission.edu/~aklce for additional student resources.

IS THIS CLASS FOR ME?
Distance learning may not suit every student's needs, expectations, or learning style. To determine if this course might work for you, answer the following questions to yourself:
1. Do you like to work independently?
2. Are you comfortable working at a computer?
3. Are you motivated to keep yourself up to date on assignments?
4. Do you need the convenience of an adjustable schedule?
5. Are you comfortable asking for clarification/seeking help when needed and continuing to get help when you need more information?
6. Are you comfortable working primarily with a text-based medium?
7. Would you be comfortable emailing your instructor or even an online tutor if you had problems with anything in the course?

If you answered "yes" to most of those questions, then you should be Ok in the distance learning environment. If you hesitated, be certain to keep in touch with your progress. Many students find that they are not cut out for distance learning. They do not work well independently, they may constantly find themselves falling behind, or they just feel lost without the traditional experience of a classroom. Just because distance learning is not for you, does not mean that you are a bad student! It may be that your individual learning style is not conducive to distance learning.

Tentative Timeline for Math 125 Online Fall 2019

Week	Due Date	What you need to do this week
Week 1 Aug 26- Sep 01	Tuesday Aug 27	Click on this Canvas Registration Handout and follow the instructions to login to Canvas and sync your MyMathLab account with your Canvas account. Once you're done with the setup, familiarize yourself with the setup of the class. Contact me with any questions that come up. Post an introduction about yourself and your math background under the Introductions Discussion Topic + Take the Syllabus Quiz (both due at midnight)
	Friday Aug 30	Study and complete homework Chapter 4 + 6.7 Review
Week 2 Sep 02-Sep 08	Tuesday Sep 03	Study and complete homework 5.1 + 5.2
	Friday Sep 06	Study and complete homework 5.3 + 5.4
Week 3 Sep 09-Sep 15	Tuesday Sep 10	Study and complete homework 5.5 + 5.6
	Friday Sep 13	Study and complete homework 5.7 + Post under discussion topic
Week 4 Sep 16-Sep 22	Tuesday Sep 17	Complete Chapter 5 Quiz
	Friday Sep 20	Work on Practice Test Ch 4 & 5 + Post under discussion topic
	Saturday Sep 21	**Test#1 (Ch. 4 & 5 + 6.7) from 10:30-12:00 in CMS 030**
Week 5 Sep 23-Sep 29	Tuesday Sep 24	Study and complete homework 9.1 + 9.2
	Friday Sep 27	Study and complete homework 9.3
Week 6 Sep 30-Oct 06	Tuesday Oct 01	Study and complete homework 9.4 + 9.5
	Friday Oct 04	Study and complete homework 9.6
Week 7 Oct 07-Oct 13	Tuesday Oct 08	Complete Chapter 9 Quiz + Post under discussion topic
	Friday Oct 11	Study and complete homework 10.1
Week 8 Oct 14-Oct 20	Tuesday Oct 15	Study and complete homework 10.2 + 10.3
	Saturday Oct 18	Study and complete homework 10.4
Week 9 Oct 21-Oct 27	Tuesday Oct 22	Complete Chapter 10 Quiz + Post under discussion topic
	Friday Oct 25	Work on Practice Test Ch 9 & 10
	Saturday Oct 26	**Test#2 (Ch. 9 & 10) from 10:30-12:00 in CMS 030**
Week 10 Oct 28-Nov 03	Tuesday Oct 29	Study and complete homework 12.1 + 12.2
	Friday Nov 01	Study and complete homework 12.3 + 12.4
Week 11 Nov 04-Nov 10	Tuesday Nov 05	Study and complete homework 12.5 + 12.6
	Friday Nov 08	Study and complete homework 12.7 + Post under discussion topic
Week 12 Nov 11-Nov 17	Tuesday Nov 12	Study and complete homework 12.8
	Friday Nov 15	Complete Chapter 12 Quiz + Study and complete homework 11.1
Week 13 Nov 18-Nov 24	Tuesday Nov 19	Study and complete homework 11.2 + 11.3
	Friday Nov 22	Work on Practice Test Ch 11 & 12 + Post under discussion topic
	Saturday Nov 23	**Test#3 (Ch. 11 & 12) from 10:30-12:00 in CMS 030**
Week 14 Nov 25-Dec 01	Tuesday Nov 26	Study and complete homework 11.4
	Friday Nov 29	**Thanksgiving Holiday (No Homework Due)**
Week 15 Dec 02- Dec 08	Tuesday Dec 03	Study and complete homework 13.1 + 13.2
	Friday Dec 06	Study and complete homework 13.3 + 13.4
Week 16 Dec 09-Dec 15	Tuesday Dec 10	Complete Chapter 13 Quiz + Post under discussion topic
	Friday Dec 13	Post under Final Reflections discussion + Work on Final Exam Review
	Saturday Dec 14	**Final Exam (Ch. 4, 5, 6.7, 9, 10, 11, 12 & 13) from 10:30-12:30 in CMS 030**