Instructor: Janet Samuels                          Phone: 941-752-5565
Office: 27-111/ Bradenton Campus                           e-mail: samuelj@scf.edu
Office Hours: ________________________
Math Office Phone: 941-752-5224

Academic Resource Center Information: http://scf.edu/StudentServices/pages/144.asp

On-Campus Meetings: Orientation Friday 1/11 7:00 - 8:00pm, Room 105
Midterm Friday 3/8 7:00 - 9:00pm, Room 105
Final Exam 7:00 - 8:00pm, Room 105

COURSE DESCRIPTION
This course meets Area II for A.A.S. general education requirement. This course includes the study of real numbers, linear and quadratic equations, linear inequalities, systems of linear equations, exponents, polynomials, factoring, rational expressions and related equations, radicals, quadratic formula, completing the square, complex numbers, absolute value, graphing and applications. Students already with credit for MAC 1102 or 1105 cannot subsequently get credit for MAT 1033. Course Performance Standards are available at www.scf.edu/pages/1160.asp and in the math lab.

PREREQUISITES
A grade of “C” or better in MAT 0024 or MAT 0028 (or equivalent). Student enrollment in any mathematics course is contingent upon approval of the Mathematics Department. This means that students who have been misplaced may have their schedule changed.

REQUIRED COURSE MATERIALS
Workbook Intermediate Algebra Course Notes by Francavilla et al.
Software WebAssign Student Access Code Card
Instructional software with access to homework problems, solutions to homework problems, and video lectures will be used in this course. Your online section requires all students to use the instructional software called WebAssign. The software must be purchased by the end of the first week of classes. The WebAssign access code is available for purchase either at the college bookstore or online at www.webassign.net. The class key for this course is _____________.

The textbook, course notes and access code are available for purchase at the SCF bookstore as a bundled package of all three. Do not open any packages unless you are certain you have the correct materials. Open packages will not receive full refund at the bookstore.

Calculator A scientific calculator is required. Calculators can be used during exams with the exception of those calculators with symbolic manipulation capabilities (e.g., TI-89, TI-92). Cell phones cannot be used as calculators during exams.

COURSE FORMAT
This is an online course requiring submission of online assignments and projects. It is NOT self-paced. You will be learning through the use of a textbook, course notes, and WebAssign software. You will work outside of a classroom to complete the course material as outlined in the attached schedule and come to the campus (or a pre-approved testing center) to take a Midterm and a Final Exam. An instructor will interact with the students throughout the course and assess all assignments.
**TECHNICAL SUPPORT**

Help for WebAssign is available at [https://www.webassign.net/user_support/student/](https://www.webassign.net/user_support/student/).

For fast assistance, choose chat to “talk” to a technical support person. Students can also call 1-800-955-8275 for assistance from WebAssign or ask their instructor or inquire at the Academic resource center.

**ANGEL ACCESS**

You are already enrolled in the ANGEL account for this course. You can access ANGEL through SCF Connect using your regular User ID and Password. This syllabus will be posted in ANGEL, and detailed instructions for enrolling in WebAssign will be posted in ANGEL under the “Lessons” tab. Students should not contact the instructor through ANGEL, instead send e-mails to samuelj@scf.edu.

**E-MAIL**

You must use your SCF e-mail account and check your e-mail regularly. Your instructor may send you e-mails with pertinent course information. It is your responsibility to make sure you receive these e-mails. If you do not appear to be receiving e-mails, contact your instructor immediately. All e-mail replies must be sent from your SCF e-mail address. They must be written using correct English structure, grammar and punctuation and be signed with your first and last name. Additionally, the course name, MAT 1033-Online, should be included on the subject line of the e-mail. Please do not e-mail your instructor through ANGEL. Students can typically expect to receive a reply within 48 hours, M-F.

For questions on homework or general course concerns, please post in the General Class Discussion forum.

**REQUIRED INITIAL ASSIGNMENT**

To be a student in this course, you must complete all parts of the assignment by Thursday, January 17th, 11:59pm. To complete this assignment, students must:

1. **Enroll in WebAssign and complete the “Orientation Assignment”**.
   - Follow the “Enrolling in WebAssign” instructions, posted in Angel under Lessons.
   - Download any required plug-ins for WebAssign.
   - Click on Notifications in the top right, and check all options under “Notify me immediately when...”
   - Complete the Orientation Assignment under either “My Assignments”.

2. **Complete the Syllabus Quiz in WebAssign**.
   - You will find the Syllabus Quiz on the left-hand side under My Assignments.
   - You are allowed two submissions with no time limit to complete the quiz.

3. **Write an “Introduction Post” in WebAssign**.
   - On the left-hand side, click on “Class Introductions” under Class Forums.
   - Read the Example Post, then create your own post in the “Class Introductions” Forum.

**Students who fail to complete all parts of the Required Initial Assignment by the due date will be marked as a no-show and dropped from the course.**

In accordance with US Department of Education guidance regarding class participation, The State College of Florida requires that all students complete an orientation and submit their required Week 1 assignments within each course(s) during the first 8 calendar days of class. The first calendar day of class is the official start date of the course as posted on the course syllabus. Assignments submitted prior to the official start date will not count toward your participation. **Financial Aid cannot be released without class participation as defined above.** Students who have already taken, and successfully completed, at least one or more class(es) with The State College of Florida will be dropped **ONLY** from any class(es) in which they are **not participating**. If you have any questions about your assignments, or you are...
ATTENDANCE
Since this is an online course, attendance will be measured by completion of WebAssign assignments as well as sitting for tests.

- During the first week of class, student attendance will be measured by completion of all parts of the Required Initial Assignment (described above).
- After the first week, students must display weekly activity in WebAssign (i.e. Complete homework problems every week) and sit for all tests. Students who are inactive for two weeks are subject to withdrawal from the course.

LESSON PROCEDURE
Weekly assignments will typically be due each Friday at 5:00 am, unless otherwise specified. Every week, sections are assigned according to the Syllabus calendar. For each assigned section:

1. Read the section in the Textbook.
2. Watch the Lecture Videos for the section in WebAssign (under Resources in bottom left hand corner).
3. Go through the section exercises in the handouts under Resources.
4. Complete the Homework in WebAssign (under My Assignments). Homework assignments will count toward your course grade. Remember to utilize any Help buttons when you run into a difficult homework problem.

HOMEWORK
Doing homework is a critical part of learning mathematics. Assignments are provided through the WebAssign software. The online homework will have an impact on your course grade. Assignments will typically be due each Friday at 5:00 am, unless otherwise noted. Assignments with due dates that are past can still be submitted up to 5 days past the due date with a 25% penalty on late problems. Online homework is required and counts as 50 points toward your course grade.

There will be a WebAssign homework assignment due for every textbook section covered.

- Students often find it helpful to print the homework assignments, work out the problems using pencil and paper, and then enter the answers in WebAssign. This gets students into the habit of showing work on paper to prepare them for proctored tests.
- The Optional Textbook Exercises listed below on the calendar also provide you with the opportunity to work problems away from the computer, which helps you to prepare for paper and pencil exams. These will not be handed in for a grade, and it is up to you to decide how much extra practice you need.
- You are allowed 10 submissions for each homework problem. Click on the yellow Help buttons if you are struggling with a problem. Click on “Practice Another Version” to submit answers to a similar problem without counting against your 10 submissions. If you are still stuck, write a post in the General Class Discussion forum or email your instructor at samuelj@scf.edu (include the problem, a specific question and the work you have done so far).

ONLINE QUIZZES AND TESTS
Two online timed 1-hour quizzes, each worth 25 points toward your course grade, and four online 2-hour tests, each worth 50 points toward your course grade, will be assigned through the WebAssign software. You will be allowed two submissions on each quiz and test to correct for any technical issues. To prepare for these, students can (1) complete the Reviews in the Course Notes, at the end of each section, and/or (2) redo previously completed Homework assignments for practice in WebAssign without penalty to their grades.

- From the time that you click on the Quiz or Test, you will have only the specified amount of time to submit your completed answers. Do not click on the quiz or test unless you are prepared to take it at that time.
• Unlike your homework you should answer all questions and then click “Submit”. After that you will be given the chance to submit a second time to allow for any correction that might need to be made because of WebAssign formatting issues.

ON CAMPUS EXAMS

There will be a required Midterm exam and a required comprehensive Final exam. The Midterm exam will be on March 8th, 7:00 to 9:00 pm, and the Final exam will be on April 26th, 7:00 to 9:00 pm. All exams will be in Building 27 room 105 on the Bradenton campus.

What you must bring: a scientific calculator, pencil, and your student ID card or driver’s license. Students cannot share calculators or use a cell phone as a calculator during exams!

For students with time/location conflicts: If you are not able to attend an on-site test session, you must make an appointment with the SCF Testing Center or find a proctored testing center in your area. Contact your instructor with the necessary information for sending the test to the testing center at least one week prior to the exam. Please be aware that most independent testing centers will charge for proctoring services. Regardless of location, you must still take the exam on the same date as the rest of the class.

NO MAKE-UP EXAMS WILL BE GIVEN for any reason. Any missed online or on campus exam will result in a zero. A student who does not sit for the Midterm exam will be withdrawn from the course.

GRADING

Your grade in the course is determined by the total number of points earned during the semester. Homework and quizzes will be submitted through WebAssign, and traditional paper-and-pencil exams will be taken in person at the Bradenton Campus.

You must earn a 60% or higher on the final exam to pass the course.

<table>
<thead>
<tr>
<th>Points</th>
<th>Grading Scale</th>
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</thead>
<tbody>
<tr>
<td>200</td>
<td>90-100% = A</td>
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<tr>
<td>50</td>
<td>80-89% = B</td>
</tr>
<tr>
<td>60</td>
<td>70-79% = C</td>
</tr>
<tr>
<td>90</td>
<td>60-69% = D</td>
</tr>
<tr>
<td>0</td>
<td>0-59% = F</td>
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Total: 900 points

WITHDRAWAL

In accordance with the State College of Florida policy, as stated in the college catalog, students may withdraw from any course, or all courses, without academic penalty, by the withdrawal deadline listed in the State College of Florida academic calendar. This semester, the withdrawal date is March 21, 2013. Students should take responsibility to initiate the withdrawal procedure but are strongly encouraged to talk with their instructors before withdrawing from the course. In addition, students should note that faculty may also withdraw students for violating policies, procedures or conditions of the class as outlined in individual class syllabi or if they have been inactive in the course for two weeks. Such action could affect financial aid status.

MISCONDUCT

Students are required to adhere to the Student Code of Conduct as outlined in official State College of Florida publications including the Catalog and the Student Handbook and Planner. Violations of any Student Codes of Conduct may result in a disciplinary sanction. These sanctions can be found on pages 110-111 in the Student Handbook and Planner.

ACCOMODATION SERVICES

State College of Florida, Manatee-Sarasota, in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Disability Resource Center (DRC).
The DRC is located in 300-326 on the Venice campus and in the Student Services Center (01-219) on the Bradenton campus. The phone number is 941-408-1448 Ext # 61448 (TTY 941-480-3420) on the Venice campus and 941-752-5295 Ext # 65295 (TTY 941-751-8179) on the Bradenton campus.

<table>
<thead>
<tr>
<th>Week</th>
<th>Sections</th>
<th>Topics Covered</th>
<th>WebAssign Due Dates</th>
<th>Optional Textbook Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 M 1/7 – F 1/11</td>
<td>ORIENTATION WebAssign Intro</td>
<td>On-Campus Orientation Meeting Orientation Assignment &amp; Syllabus Quiz</td>
<td>F 1/11</td>
<td>BC 27-105, 7:00-8:00 PM</td>
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<tr>
<td>2 M 1/14 – F 1/18</td>
<td></td>
<td>Linear Equations Formulas Applications of Linear Equations</td>
<td>F 1/18</td>
<td>P 77 # 1-97 eoo, 99, 101, 119-135 odds</td>
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<td></td>
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<td></td>
<td>F 1/18</td>
<td>P 86 # 1-97 eoo, 99-123 odds</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>F 1/18</td>
<td>P 99 # 1-37 odds, 43-65 odds</td>
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<tr>
<td>3 M 1/21 – F 1/25</td>
<td>M 1/21 MLK Holiday</td>
<td>Linear Inequalities Paired Data, Intercepts of a Line Course Notes p. 22 Quiz: Sections 2.1 – 2.4</td>
<td>F 1/18</td>
<td>P 110 # 1-45 eoo, 65, 69-72 all, 75, 77</td>
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<tr>
<td>4 M 1/28 – F 2/1</td>
<td>50-Point Quiz</td>
<td>Linear Inequalities in Two Variables</td>
<td>F 1/18</td>
<td>P 141 # 1-37 odds, 41, 45, 47, 49, 51</td>
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<tr>
<td>6 M 2/11 – F 2/15</td>
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<td>Linear Inequalities in Two Variables</td>
<td>F 1/25</td>
<td>Available on WebAssign Friday only.</td>
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<tr>
<td>7 M 2/18 – F 2/22</td>
<td>50-Point Quiz</td>
<td>Introduction to Functions Function Notation Course Notes p. 53-61 Test 1: Sections 3.1 – 3.6</td>
<td>F 2/1</td>
<td>P 153 # 1-43 odds, 47-65 odds</td>
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<td>F 2/1</td>
<td>P 164 # 1-67 odds, 71-79 odds</td>
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<td>8 M 2/25 - F 3/1</td>
<td><strong>F 3/1 Faculty Dev Day</strong></td>
<td>Systems of Linear Equations Course Notes p. 76 Quiz: Sections 3.8, 4.1, 4.3, 4.5 Properties of Exponents</td>
<td>F 2/15</td>
<td>P 176 # 1-31 odds, 37-47 odds, 51-59 odds</td>
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<td>Midterm Exam</td>
<td>F 2/15</td>
<td>P 252 # 1-11 odds, 17-29 odds, 39-49 odds</td>
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<td>10 M 3/11 - F 3/15</td>
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<td>Add and Subtract Polynomials Multiply Polynomials GCF Factoring and Grouping Factoring Trinomials</td>
<td>F 2/22</td>
<td>P 294 # 1-57 eoo, 61-87 odds, 89 (a-f)</td>
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<td>13 M 4/1 – F 4/5</td>
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<td>Complex Numbers The Quadratic Formula Course Notes p. 185-188 Test 4: Sections 7.1 – 7.8, 8.2</td>
<td>F 4/19</td>
<td>P 476 # 1-77 eoo, 79, 81-86 all</td>
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<td>14 M 4/8 – F 4/12</td>
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<td>Simplifying Radicals Adding and Subtracting Radicals Multiplying and Dividing Radicals Equations with Radicals</td>
<td>F 4/12</td>
<td>P 507 # 1-89 odds</td>
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<td>15 M 4/15 – F 4/19</td>
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<td>F 4/12</td>
<td>P 507 # 1-89 odds</td>
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<td>17 M 5/6 – F 5/10</td>
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<td>18 M 5/13 – F 5/17</td>
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<td>Simplifying Radicals Adding and Subtracting Radicals Multiplying and Dividing Radicals Equations with Radicals</td>
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<td>19 M 5/20 – F 5/24</td>
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<td>Simplifying Radicals Adding and Subtracting Radicals Multiplying and Dividing Radicals Equations with Radicals</td>
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<td>P 507 # 1-89 odds</td>
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<td>20 M 5/27 – F 6/1</td>
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<td>21 F 6/4</td>
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Frequently Asked Questions

1. Will there be an orientation during the first week?
   There will be a mandatory orientation session on Friday, January 11th, on the Bradenton Campus, Bldg. 27 Room 105, from 7:00 pm to 8:00 pm.

2. How do I get started in the class?
   Read the syllabus and e-mail your instructor at samuelj@scf.edu with any questions. Use the “Enrolling in Enhanced WebAssign” instructions posted in ANGEL under Lessons on the first day of class to sign up for Enhanced WebAssign (or EWA). Complete the Syllabus Quiz and the “Class Introductions” forum on WebAssign. These activities must be completed by January 17th. From then on, follow the Lesson Procedures (outlined above) each week and see the Syllabus calendar for due dates.

3. How is an online class different from a face-to-face class?
   Successful online students must be much more organized and self-disciplined than traditional students. Students should expect to spend a minimum of 3 hours per week reading the textbook lesson and viewing lecture videos, and a minimum of another 3 hours per week completing practice problems in the Handouts under Resources as well as Homework and Quizzes in WebAssign.

4. What is the purpose of the Course Notes?
   The Course Notes give you the opportunity to practice pencil-and-paper problems more similar to the tests. Answer Keys for each section in the Course Notes will be posted in WebAssign under Resources (bottom left-hand corner). In addition, answer keys will be posted for all Test Reviews in the same location.

5. How can I prepare for quizzes and tests?
   (1) Complete the Test Reviews, and check the solutions posted in WebAssign. (2) You can redo past homework assignments in EWA for extra practice without affecting your grade.

6. This was supposed to be an online class and I can’t take the exams on campus! What should I do?
   You can take the exams at a proctored testing center with a more convenient location for you. It is your responsibility to find the testing center, pay any applicable fees, and contact your instructor immediately (no less than one week prior to the exam) with information on sending test materials to the test center. Students must take the exam on the same day as the rest of the class but can take the exam earlier in the day due to a time conflict. If students have just a time conflict but live near campus, it may be possible to schedule a test free of charge at an SCF Testing Center.

7. How can I get help with a tricky Homework problem?
   You can post the problem on the General Class Discussion forum or send an e-mail to samuelj@scf.edu with your question. For extra tricky problems that many students have questions on, a detailed solution can be e-mailed to the class, so remember to check your SCF e-mail regularly.

8. I couldn’t submit my Homework assignment by the due date because [insert reason here]. Can I turn it in late?
   Yes – for up to five days past the due date, you can click “Extension Requests” in an assignment to turn it in late. For problems completed after the due date, a 25% penalty will be applied. Five days past the due date, homework assignments can no longer be submitted late.

9. Can I submit online Quizzes or Tests late?
   Nope! Unless you have a documented and valid excuse, quizzes must be submitted on the due date. Unlike homework, quizzes and tests are timed (1 hour for quizzes, 2 hours for tests) and students must submit all answers at once, rather than question by question. Students are allowed 2 submissions per quiz and test to account for the unlikely possibility of technical glitches. It’s a good idea to work out all quiz/test questions with their answers on paper in case of a technical issue occurring.

10. Since this is an online class and we won’t interact much… who are you?
Glad you asked! My name is Janet Samuels, and I have lived in the Tampa Bay area for 14 years. I have a Masters degree in Mathematics from USF and have worked at SCF the past 5 years. I live in Palmetto with my husband, three children, one cat, three dogs and six chickens. I’d love to get to know my students better, so feel free to send me a “hello” e-mail at samuelj@scf.edu to tell me a little about yourself. Better yet, if you get a chance stop by my office in Bradenton, 27-111. My office hours are printed at the top of the syllabus. Best of luck this semester!