

MAC 1105 College Algebra Online Syllabus (Spring 2023)

State College of Florida, Mathematics Department

Instructor Contact Information

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Office Hours: MW: 11am – 12:30pm and 2pm – 2:30pm

TR: 11am – 1:30pm

F: 9am – 10am virtually via Microsoft Teams (See Canvas)
(Other times by appointment)

STEM Assistant Dean: Stephanie Cook, cooks@scf.edu

Free SCF Virtual Tutoring: [Tutoring and Academic Success Website](#)

Course Description

This course meets Area II requirements for both the A.A. and the A.S. general education requirements. This is a rigorous introduction to the mathematical concepts necessary for successful study of MAC1114, MAC1140 or MAC2233. This course is primarily a conceptual study of functions and graphs, their applications and of systems of equations and inequalities. Linear, quadratic, rational, absolute value, radical, exponential, and logarithmic functions will be investigated. The use of a graphing calculator is integrated throughout the course. Additional special fees are required. Students already with credit from MAC1105 cannot subsequently get credit for MAT1033. Course performance standards are available at the [SCF Course Performance Webpage](#) and in the math labs.

Student Learning Outcomes

At the successful completion of this course, the student should be able to:

1. Solve quadratic equations by various methods including completing the square
2. Solve polynomial equations and other equations that are quadratic in form by factoring
3. Solve equations involving variables with rational exponents
4. Solve absolute value equations and inequalities
5. Determine important features of a function by analyzing the graph of the function
6. Analyze piecewise functions
7. Determine the difference quotient and the average rate of change of a function
8. Determine the graphs of functions using transformations
9. Determine combinations of functions using addition, subtraction, multiplication, and division
10. Determine the composition and the domain of the composition of two functions
11. Analyze the relationship between a one-to-one function and its inverse
12. Analyze the relationship between the equation and the graph of a circle
13. Analyze the relationship between the equation and the graph of a quadratic function
14. Solve optimization and other application problems modeled by quadratic functions
15. Analyze the relationship between the equation and the graph of a rational function
16. Solve polynomial and rational inequalities
17. Analyze the relationship between the equation and the graph of an exponential function
18. Analyze the relationship between the equation and the graph of a logarithmic function
19. Apply the properties of logarithms and exponents including those involving the natural base, e
20. Solve exponential equations and application problems modeled with exponential equations
21. Solve logarithmic equations and application problems modeled with logarithmic equations

Prerequisites

A grade of "C" or better in MAT1033 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.

Gordon Rule

This course meets the Florida State Board of Education Rule Number 6A-10.30. For the purpose of this rule, a grade of "C" or better shall be considered successful completion.

Online Course

Students registered for an online course should be aware that all the same course performance standards must be met as with a full semester course. This means that this course will move at the same pace as a regular course. This is not a self-paced course. There are strict due dates and participation guidelines that must be met. Students are advised not to get behind and to seek help as soon as questions arise. The Tutoring and Academic Success Center provides access to computers and free tutors. The website is above for locations and hours.

Required Text, Materials, and Technology

- A *MyLab Math* Access Code for *College Algebra Essentials*, 6th Ed., by Robert Blitzer. This comes with an online textbook.
- TI83 Series or TI84 Series graphing calculator. If a student uses another calculator, then this must be approved by the instructor at least one week in advance of an exam, or else the student may not be allowed to use the calculator on the exam. Phones may not be used on exams.
- All students must be able to produce pdf files of their handwritten work. This can be done using a scanner or a smart phone. Many of these smart phone pdf apps are free and convenient for student use.
- Webcam and microphone for tests
- Reliable internet access
- Access to Canvas

Attendance Policy

This section of Online MAC1105 has an online attendance requirement; Participation is required and is measured through the weekly completion of assignments referred to as "Participation Assignment" (PA) as follows:

- The PA requires that each student posts their work to a discussion board and responds to at least two students in their group. Since students may post their PA days before it is due and since the 2 lowest PAs get dropped at the end of the semester, no make-ups or extensions will be granted. Students are allowed to miss up to 2 PA assignments without consequence, no questions asked. These dropped grades are intended to be used for emergencies and unavoidable events.
- Any student who misses more than 2 PAs can be dropped from the class for participation/attendance violation. Students who miss more than 2 PAs are advised to contact their instructor within a week of the third missed PA to avoid withdrawal.
- Missed PAs do not need to be consecutive to be withdrawn.

No Show Policy

Students who do not drop a course that they have never attended will be reported as a No-Show and dropped from the course by the instructor during the No-Show period. In this online class, a student will be reported as a No-Show if any of the following four activities are not completed within 7 calendar days of the first day of class: (1) Complete the "Syllabus Quiz" in Canvas with a 100%, (2) Register for *MyLab Math*, (3) Complete the "Orientation" assignment in *MyLab Math*, and (4) complete the "Prerequisite Review" assignment with a 100% in *MyLab Math*. Students will need to complete much more than these 4 things during the first week of classes, but any student who does not complete any of these four will be reported as a No-Show and dropped from the class.

Plan Ahead

Due dates for weekly work are generally due on the same days each week. It is recommended that students complete assignments early and work ahead. A schedule of assignments is available on the last page of this syllabus, which can be used as an assignment checklist throughout the semester. It is normal to spend 3 hours of study time (at least) for every credit hour. Since this is a 3-credit hour class, students should plan on setting aside at least 9 hours each week for this class; 4 hours for acquiring knowledge (reading, videos, and power points) and 5 hours for practice (PAs, HW, and Quizzes).

Grade Calculation

Grades are kept in Canvas, not *MyLab Math*.

50% 4 Tests

25% Final Exam (60% or higher needed on the final in order to earn a grade of A, B or C in the class)

10% Quizzes

10% Homework

5% Participation Assignments (PA)

A: 90 – 100%, B: 80 – 89%, C: 70 – 79%, D: 60 – 69%, F: Below 60%

Both of the following two conditions must be satisfied to successfully pass this class with an A, B, or C:

1. 60% or higher on the final exam
2. 70% overall course grade after final exam is entered

The 2 lowest quiz grades, 3 lowest homework grades, and 2 lowest PA grades will be dropped at the end of the semester. These dropped grades are intended to be used for emergencies and unexpected circumstances that inevitably occur every semester. Thus, students should not use dropped grades for anything other than emergencies.

Late Work

Homework may be completed late in *MyLab Math* up until the evening of the corresponding test. Otherwise, no other late work is accepted.

Homework (HW)

Homework is completed in *MyLab Math*. Check Canvas and *MyLab Math* for the due dates. The 3 lowest HW grades will be dropped at the end of the semester; These should be used for emergencies. Homework may be completed late up until the evening of the corresponding test.

Participation Assignments (PA)

PA assignments require that the student scans their handwritten work and upload it to a Canvas Discussion Board and then respond to at least two group members' posts within 24 hours. The 2 lowest PA grades will be dropped at the end of the semester; These should be used for emergencies. Assignment directions, due dates, and grading rubrics are provided in Canvas. Assigned PA problems are similar to those in the HW and the corresponding test.

Quizzes

Quizzes are completed in *MyLab Math*. See Canvas for quiz due dates. Students get two attempts at each quiz and the best attempt will be recorded. The 2 lowest quiz grades will be dropped at the end of the semester; These should be used for emergencies.

Exams

All tests and the final exam will be completed online and proctored by Honorlock. Students are required to upload their handwritten work for every exam question to Canvas within 15 minutes of completing the exam. Each question must be labeled. Answers in *MyLab Math* that are not sufficiently justified with work shown will not receive credit and could lead

to an academic integrity or plagiarism issue. In cases where written work does not match answers submitted on an exam or Honorlock flags an exam as suspicious, faculty may ask students to re-work test questions in real time. In the event a student cannot satisfactorily reproduce the work submitted during the proctored test session, students may face sanctions for an academic integrity violation. Sanctions may include the loss of the privilege of using Honorlock online proctoring which could result in remaining tests being proctored in person.

Honorlock Online Proctoring:

Honorlock is an online proctoring service that uses a combination of artificial intelligence (AI) and humans to oversee students taking their online exams. Exams are "closed book". Students do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam and microphone, and a stable internet connection. Students will need Google Chrome and to download the Honorlock Chrome Extension. Students can download the extension at www.honorlock.com/extension/install. When you are ready to test, log into Canvas, go to your course in MLM, and click on your test/exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your test/exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. Students may not use notes, textbooks, or anything else on exams; Exams are "closed book".

In cases where written work does not match answers submitted on an exam or Honorlock flags an exam as suspicious, faculty may ask students to re-work test questions in real time. In the event a student cannot satisfactorily reproduce the work submitted during the proctored test session, students may face sanctions for an academic integrity violation. Sanctions may include the loss of the privilege of using Honorlock online proctoring which could result in remaining tests being proctored in person.

Statement of Plagiarism:

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

For students with documented testing conflicts

If you are not able to be available the day of a scheduled test as noted in Canvas and you are able to provide a documented reason, please contact the instructor within the first week of classes to discuss the nature of your conflict and whether accommodations can be made. If you do not contact your instructor within the first week of classes, then you will be expected to schedule life events around exams dates and take all exams as they are currently scheduled in Canvas.

Religious Observances

Students who expect to be absent due to religious observances must provide their instructor with advance notification, in writing, of the purpose and anticipated length of any absence by the end of the first week of classes.

Disability Resource Center:

State College of Florida, in accordance with the Americans with Disabilities Act, will provide classroom and academic accommodations to students with documented disabilities. Students must submit application and documentation to the Disability Resource Center (DRC). Once registered, the Memorandum of Accommodations containing all approved accommodations, important information, and links to forms and processes will be emailed to instructors. Students and instructors are encouraged to work collaboratively throughout the semester to facilitate appropriate use of accommodations. DRC Contact Information: Email: drc@scf.edu

Phone: 941-752-5295

DRC Website:

[Disability Resource Center website](#)

Copyright:

The unauthorized copying, sharing, or distribution of copyrighted material is prohibited. It is a violation of the Copyright Act, Academic Ethics, and the Code of Student Conduct. Students who violate copyright are subject to discipline.

Standards of Conduct:

Students are expected to abide by all [SCF Student Handbook](#) guidelines.

Technical Support

As part of being prepared for class, it is the student's responsibility to obtain and maintain access to Canvas and *MyLab Math*. Failure to do so will likely cause a student to miss assignments and receive zeros for those assignments. It is imperative that students plan ahead to complete their assignments before their due dates. If a student waits until the last minute to complete an assignment and a technical glitch occurs, the student may not have time to fix the glitch, assuming that the glitch is not the fault of Canvas or Pearson.

Canvas

- Visit the [Canvas Student Guide](#) to answer your "How do I ..." questions.
- Call the SCF Help Desk to report availability issues with Canvas at (941) 752 – 5357.

Pearson – MyLab/MyLab Math

- Use the directions provided in the "Start Here" Module in Canvas to register for *MyLab Math*.
- Most technical glitches can be fixed by
 - Trying again in ten minutes to an hour
 - Changing internet browsers (Google Chrome, Firefox, for example)
 - Enabling or allowing for pop-ups
- Check the [system status](#) to determine if *MyLab Math* is down nationwide. (Please send your instructor an email if this is the case)
- Contact [Pearson IT Support](#) to start a Chat or phone call. Obtain a call reference number. If the glitch is Pearson's fault, then notify your instructor immediately with the reference number.

Honorlock

- Honorlock support is available 24/7/365
- <https://honorlock.com/support/>

Department Chair/Assistant Dean Information

If a student encounters a problem in the course, they should work with the professor to resolve it. If the student needs help and the professor is unable to help or is unavailable, contact Stephanie Cook at cooks@scf.edu.

Netiquette

The online environment is an academic environment. Please use proper grammar and punctuation when communicating in emails, discussion boards, and in Microsoft Teams. Keep your comments and communications professional and academic at all times, using proper grammar.

COVID19

Like all institutions of higher education, SCF has been impacted by COVID-19. In response, SCF considers the current recommendations of the Centers for Disease Control (CDC), Department of Health (DOH), Florida Department of Education (FLDOE), Florida College System (FCS), local and state officials. The latest SCF plan and protocols can be found linked from the College's Coronavirus website listed below. The website includes useful information for students regarding precautions, operations, monitoring, and instruction.

<https://www.scf.edu/Administration/PublicSafety/Coronavirus.asp>

Recording

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the student code of conduct.

Assignment Feedback

- HW: Students will receive immediate feedback on every homework problem completed in *MyLab Math*. Students are encouraged to use the "Question Help" resource button in *MyLab Math* to obtain more detailed feedback. Specifically, students are encouraged to use the "Ask My Instructor" learning aid to communicate with their instructor on homework questions.
- QUIZZES: Students will receive immediate feedback on their quizzes once they are submitted. After submitting an attempt, students can "Review" their attempt through the *MyLab Math* Gradebook. While in Review mode, students may see which problems they got wrong and can use the "Question Help" resource button to help find their mistake.
- PA: Students will receive feedback from their group members on their work posted in the PA Canvas discussion board. This assignment is intended for students to work together towards a correct solution. The instructor will monitor this discussion board and will comment sparingly to discussion replies posted early. This assignment is intended to be student led. Students will receive an individual grade for each PA according to the grading rubric available in Canvas. If a student's work is incorrect, the instructor will provide individual feedback.
- TESTS and FINAL: Students will be able to view their score immediately after submitting the exam. Students will be able to review the exams in more detail once the deadline has passed and all students have completed the exam. Students will not be able to review their final exam automatically and should contact their instructor if this is required.

Communication

- The primary mode of communication with students by the instructor will be via Announcement in Canvas. Students are responsible for checking their SCF Canvas email and announcements daily during the week. Students may elect to receive notifications on their cell phones when an announcement and/or email by their instructor is received from within Canvas. See the "Start Here" Module in Canvas for details.
- The instructor will be available weekly via Virtual Office Hours and is also available by appointment. More information on this is provided in the Start Here Module in Canvas.
- In a face-to-face classroom, when one student asks the instructor a question and receives the answer, the entire class benefits. Student questions are valuable, so please ask them in the Q&A Discussion Boards so that the entire class can benefit.
- Email your instructor from within Canvas so that your SCF email is used. Canvas will automatically insert the course information in the email, which makes it easier for your instructor to respond. It is outside college policy to communicate with your instructor concerning a class matter using an email address other than your SCF email.
- I will respond to your emails and Q&A Discussion posts within 24 hours of receiving them Monday - Friday. I do not always check Canvas email Friday afternoon or over the weekend. Any emails sent to me or posts made Friday afternoon or over the weekend may not be returned until Monday. Please keep this in mind and plan ahead.

Statement of Nondiscrimination:

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

[Human Resources Equal Opportunity website](#)

Withdrawal Policy

Students should consult the College Catalog for a complete listing of withdrawal policies.

A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student's transcript as a "W" and are classified as attempts. No refunds are permitted for withdrawn courses.

Withdrawing from a course(s) - Course withdrawal is defined as withdrawal from one or more classes for a term but not complete withdrawal from the college. **Failure to completely process a drop form or drop a class online may result in the student being assigned a grade of "F".**

Financial Aid Impact:

Withdrawing from one or more courses during the semester, without complete withdrawal from the college, may have an impact on both the amount of aid received for the semester and a student's academic eligibility to continue receiving financial aid for future enrollment. Students should contact the Office of Financial Aid for further information regarding the impact of withdrawing from one or more courses.

Faculty Withdrawal:

Before the course withdrawal deadline and upon approval of the Department Chair, Assistant Dean, or other appropriate academic administrator, a faculty member may withdraw a student when the student has stopped attending or engaging in the class for an extended period of time as defined in the course syllabus, and has not formally withdrawn from the course, resulting in their inability to successfully pass the class.

If a student's absences, tardiness, or misconduct is causing disruption, the faculty member may file a code of conduct violation with the Dean of Students. The Dean of Students will work with the faculty member and the appropriate academic administrator before determining if a withdraw is appropriate.

In the event of an approved faculty withdrawal, a grade of W will be recorded. The grade is recorded on the student's permanent academic record. Fees are applied for all courses accordingly and are counted as attempted courses.

Academic Calendar and Checklist– MAC1105 (Online)

Some homework assignments have multiples parts. All assignments are due by midnight on the day indicated below. See Canvas for assignment due dates, details, instructions, and grading rubrics.

WEEK # Start Date	MONDAY	TUESDAY	WEDNESDAY
#1: 1/9			<ul style="list-style-type: none"> Start Here Module
#2: 1/16	<ul style="list-style-type: none"> 1.1 HW 1.2 HW 1.3 HW 	<ul style="list-style-type: none"> PA (1.1 - 1.3) Initial Post 	<ul style="list-style-type: none"> Quiz (1.1 – 1.3) PA (1.1-1.3) Replies
#3: 1/23	<ul style="list-style-type: none"> 1.4 HW 1.5 HW 	<ul style="list-style-type: none"> PA (1.4, 1.5) Initial Post 	<ul style="list-style-type: none"> Quiz (1.4, 1.5) PA (1.4, 1.5) Replies
#4: 1/30	<ul style="list-style-type: none"> 1.6 HW 1.7 HW 	<ul style="list-style-type: none"> PA (1.6, 1.7) Initial Post 	<ul style="list-style-type: none"> Quiz (1.6, 1.7) PA (1.6, 1.7) Replies
#5: 2/6	<ul style="list-style-type: none"> Test #1* 		<ul style="list-style-type: none"> 2.1 HW
#6: 2/13	<ul style="list-style-type: none"> 2.2 HW 2.3 HW 2.4 HW 	<ul style="list-style-type: none"> PA (2.1 – 2.4) Initial Post 	<ul style="list-style-type: none"> Quiz (2.1 – 2.4) PA (2.1 – 2.4) Replies
#7: 2/20	<ul style="list-style-type: none"> 2.5 HW 2.6 HW 	<ul style="list-style-type: none"> PA (2.5, 2.6) Initial Post 	<ul style="list-style-type: none"> Quiz (2.5, 2.6) PA (2.5, 2.6) Replies
#8: 2/27	<ul style="list-style-type: none"> Test #2* 		<ul style="list-style-type: none"> 2.7 HW
#9: 3/6	Spring Break	Spring Break	Spring Break
#10: 3/13	<ul style="list-style-type: none"> 2.8 HW 3.1 HW 	<ul style="list-style-type: none"> PA (2.7, 2.8, 3.1) Initial Post 	<ul style="list-style-type: none"> Quiz (2.7, 2.8, 3.1) PA (2.7, 2.8, 3.1) Replies
#11: 3/20	<ul style="list-style-type: none"> 3.2 HW 3.5 HW 	<ul style="list-style-type: none"> PA (3.2, 3.5) Initial Post 	<ul style="list-style-type: none"> Quiz (3.2, 3.5) PA (3.2, 3.5) Replies
#12: 3/27	<ul style="list-style-type: none"> 3.6 HW 	<ul style="list-style-type: none"> PA (3.6) Initial Post 	<ul style="list-style-type: none"> Quiz (3.6) PA (3.6) Replies
#13: 4/3	<ul style="list-style-type: none"> Test #3* 		<ul style="list-style-type: none"> 4.1 HW
#14: 4/10	<ul style="list-style-type: none"> 4.2 HW 4.3 HW 	<ul style="list-style-type: none"> PA (4.1 – 4.3) Initial Post 	<ul style="list-style-type: none"> Quiz (4.1 – 4.3) PA (4.1 – 4.3) Replies
#15: 4/17	<ul style="list-style-type: none"> 4.4 HW 4.5 HW 5.1 HW 	<ul style="list-style-type: none"> PA (4.4, 4.5, 5.1) Initial Post 	<ul style="list-style-type: none"> Quiz (4.4, 4.5, 5.1) PA (4.4, 4.5, 5.1) Replies
#16: 4/24	<ul style="list-style-type: none"> Test #4* 		<ul style="list-style-type: none"> 5.5 HW 5.6 HW
Finals Week: 5/1		<ul style="list-style-type: none"> Final Exam** 	

*Tests open Sundays at 12am and close Mondays at midnight

**Final exam opens Sunday 4/30/23 at 12am and closes Tuesday 5/2/23 at midnight