

# Chattahoochee Valley Community College

## Syllabus Checklist

### Course Information

- Course name, number, semester, and year
- Prerequisites and co-requisites
- Course meeting dates/times

### Instructor Information

- Faculty member's name
- Office location
- Phone number and extension
- Email address and time factor for response to email**
- Course lecture and lab times
- Class location and lab location
- Office hours**
- Tutoring hours
- Person to contact in case of emergency

### Course description (as listed in the college catalog)

- Course description listed

### Letter to the student ( Optional but very helpful)

- Purpose of the course
- Instructor expectations
- Student responsibilities
- Goals of the course

### Course outcomes/objectives

- Outcomes listed on syllabus
- Essential functions

### Textbook(s) and supplies

- Required texts and lab manuals
- Required materials and supplies
- Recommended texts and supplies

### Evaluation method(s)

- Grading criteria and grading scale listed
- Exams and assignments
- Missed exam and assignment policy

### Course Policies ( see attached)

- Student conduct
- Cell Phones
- Plagiarism/Academic Dishonesty
- Computer resources
- STARS
- Classroom and online etiquette
- Attendance and Absence policy for class and clinical
- Blackboard and trouble-shooting (regarding Blackboard and student email accounts)
- ADA policy and referral process
- Topical Outline and semester calendars
- Outline listing topics to be covered (daily or weekly)
- Course calendar, lecture schedule and/or lab schedules

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Faculty Signature

Division Chair

Dean



**MTH098: Elementary Algebra**  
**Fall Semester/2012**  
**BRS – 211**  
**8:00 – 9:15; MTWTH**

## **Instructor's Information**

**Instructor: Earl Cook**

**Email Address: [earl.cook@cv.edu](mailto:earl.cook@cv.edu)**

**Email Response Time: 24 hours (usually 2 hours)**

**Division Chair: Mr. Earl Cook,  
Brassell Hall – 204, 334-291-4966**

**Office Hours:**

M \_\_\_\_\_ T \_\_\_\_\_

W \_\_\_\_\_ TH \_\_\_\_\_

F \_\_\_\_\_

### **1. Course Description**

**Course Description:** This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. **NCA**

**Prerequisite / Co-requisite: MTH 090 or an appropriate mathematics placement score.**

**College Credit Hours: 0**

### **2. Required textbook, materials & supplies**

*Beginning and Intermediate Algebra* (5<sup>th</sup> Ed.) Lial, Hornsby, and McGinnis, Addison-Wesley Publishing Co.

Students need to bring a notebook and pencil/pen to class daily. Pencils only are allowed on exams.

**A good scientific calculator is recommended for this course.**

### **3. Essential Course Functions**

Students enrolled in MTH 098 **must** be able to receive and assimilate presentations of course content, directions, and procedures in written verbal, tactile, and/or visual demonstration format as presented by the instructor. In addition, students **must** be able to respond in written, verbal, tactile, and/or demonstration format to evaluation procedures as presented by the instructor with regard to course content and requirements. Upon satisfactory completion of this course, students must have, in the instructor's judgment, a reasonable mastery and a demonstrated knowledge and computational skills of the following competencies:

- 1) Properties of positive integral exponents.
- 2) Principles of factoring.
- 3) Arithmetical principles associated with equations (i.e., linear and fractions).

### **4. Instructor Expectations**

Students are expected to attend all classes and complete the required coursework. Regular classroom attendance allows the student to interact with the instructor during lessons, to ask questions and get direct feedback when learning new concepts. (See assessment methods in Section 7 below.)

### **5. Instructional Methods**

The instructor will discuss and model the methods for solving problems related to the objectives. Students are expected to attempt similar examples during class, permitting them to ask questions and correct errors.

### **6. Student Responsibilities**

- 1) Abide by the institutional attendance policy.
- 2) Participate in various classroom activities.
- 3) Complete all class work and homework assignments.
- 4) Take the examinations as stipulated by the examination policy.

## 7. Assessment Method(s)

### Grading Scale

The Grading Scale in this course is:

A – (90 – 100)    B – (80 – 89)    C – (70 – 79)    D – (60 – 69)    F – Below 60    AU – Audit Course

The student's average must be **75% or higher** to be awarded a grade of "S" (satisfactory) for the course. Otherwise, a grade of "U" (unsatisfactory) will be assigned and the student will be required to register again in MTH 098 in the next term of attendance. A grade of "AU" (audit) will be assigned to the student who registers to audit the course.

### Grading Criteria

- 1) Methods of evaluation to be used: Weekly exams will be given, every Thursday, based on the Course Objectives outlined in Section 21 below. Weekly extra credit quizzes may be given base on material covered, prior to the exam. Reviews will take place prior to each exams.
- 2) A comprehensive final exam will be given at the end of the semester. No one is allowed to exempt the final. All final exams are kept by the instructor.

### Points or percentages of assignments and exams

The final will represent 20% of your overall average. Extra credit points are added to that week's exam. The average of your weekly exams will represent 80% of your overall average. Note: All extra credit quizzes/assignments will be graded and returned in class. **No extra credit quiz/assignment will be accepted after I begin the process of returning them. No exceptions.**

### Make-up work policies for classwork, assignments, and exams. (Math Dept. Examination Policy)

**No make-up exams will be given during the term without having the *instructor excuse the absence and providing proper documentation* PRIOR TO THE EXAM.** All makeup exams must be completed **prior** to the next class session following the class session in which the scheduled exam was given. If a student misses one exam, the comprehensive final will count twice. The comprehensive final can only replace one exam. If a student misses more than one exam without clearing the absence with the instructor **PRIOR TO THE EXAM**, the recorded grade for those exams will be zeros. A student who completes all scheduled exams during the term will have the option to drop the lowest exam grade and count the final exam twice. The final exam must be used in computing the final course grade, i.e. the final exam **CANNOT** be dropped as the lowest grade. **The final exam for this course is on Thursday, Oct. 11.**

## CVCC AND COURSE POLICIES

### 8. Attendance Policy

(See *CVCC Catalog & Student Handbook '12-'13 on page 56 – 57*)

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the sixty percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course and a "W" indicating a withdrawal is posted for the course grade.

Each instructor's attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC's official Class Schedule for the term. Online students who fail to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the sixty percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show

activity through logins and postings prior to the sixty percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance.

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the College Catalog.

## **9. Attendance Appeals Process for Administrative Withdrawals**

- A student who has been administratively withdrawn from a class for failure to attend the first class meeting or for excessive absences may submit an appeal to the course instructor. This appeal must be in writing and include the appropriate documentation, in accordance with conditions stipulated in the instructor's syllabus.
- The course instructor will evaluate the appeal according to the course syllabus and will notify the student of the appeals outcome within three working days.
- If a student is to be allowed to return to class, the instructor **must** submit to the Admissions Office a written request for the student's reinstatement, and the student **must** verify his/her reinstatement in the Admissions Office, be cleared by the Business Office, and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.
- If a student is not allowed to return to class, the student may file a written appeal, with all relevant documentation, to the appropriate division chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the division chair level, the student may make a final documented written appeal to the chief academic officer. The decision of the chief academic officer is final and will be communicated to the student within three working days from the date the written appeal is received.

## **10. Withdrawal Policy (Dates for W, WP/WF, etc.)**

*(See CVCC Catalog & Student Handbook '12-'13 page 55 and 57)*

- To officially withdraw from a course or the College, a student must obtain the appropriate form from the Office of Admissions, secure signatures from specific College Offices or personnel, and return the completed form to the Office of Admissions for processing. Withdrawal is not official until **all** steps are completed.
- Students who withdraw from a course or from the College before the end of the course will receive a grade of "W", "WP", or "WF". A student, who withdraws after the last date to receive a "W" as stated in the College Calendar, will receive a grade of "WP" if passing at the time of withdrawal or "WF" if failing at the time of withdrawal. A grade of "WF" is calculated the same as an "F" in the grade point average (GPA). For the specific dates that apply to this course, please see the College Calendar. The Calendar may be found in the current College *Catalog, Class Schedule*, and on the College web site.
- **Note: A withdrawal will not be processed if the student has an outstanding financial obligation to the College.**
- *Last Day to receive a "W" is Sept. 18.*
- *Last Day to receive a "WP" or "WF" is Oct. 10.*

## **11. Non-discrimination Policies and the Americans with Disabilities Act (ADA)**

- It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary education institutions under control of the State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, natural origin, age, marital status, or parental status, be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program, activity, or employment.
- Chattahoochee Valley Community College is committed to this policy of nondiscrimination and complies with the nondiscrimination regulations under *Title VI* and *Title VII* of the *Civil Rights Act of 1964*; *Title IX, Education Amendments of 1972*; *Section 503 and 504, Rehabilitation Act of 1973*; and *Americans with Disabilities Act of 1990*. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.
- Inquiries concerning this policy may be directed to the **Affirmative Action Officer** (*Titles VI and Title VII*), **Mr. Earl Cook**, Wallace Hall, 334-291-4945; to the **Title IX Coordinator**, **Dr. Ellen Gunter**, Instructional and Performing Arts Center, 334-291-4918; or to the **ADA Coordinator** (requests for reasonable accommodations for persons with disabilities), **Ms. Vickie Williams**, Wilson Hall, 334-214-4803. Additional inquiries can be made directly to the Dean of Student and Administrative Services, Dr. David Hodge, Wallace Hall, 334-291-4928.

## **12. Student Code of Conduct**

(See *CVCC Catalog & Student Handbook '12-'13* pages 234 – 252)

- Students should review the College's policies concerning **Substance Abuse** (p. 237), **Harassment** (p. 235), **Dress and Appearance** (p. 235), and **Children on Campus** (p.236) in *CVCC's Catalog and Student Handbook, 2012-2013*, pages 227-228.
- Students should also review the College's policies concerning **Student Misconduct**, which includes **Academic Misconduct, Disciplinary Procedures and Actions** on pages 238-241 of *CVCC's Catalog and Student Handbook, 2012-2013*.
- **No eating, drinking, or use of tobacco in classrooms and labs**  
It is College policy that there will be no eating, drinking, or use of tobacco in its classrooms or labs.

## **13. Plagiarism/Academic Dishonesty**

Academic dishonesty is one form of academic misconduct. Students are expected to practice academic honesty in all classes including **online classes**. Students are expected to do their own work. According to *CVCC's '12-'13 Catalog & Student Handbook* (239), "Plagiarism is defined as incorporating into one's work the work of another without indicating the source from which the work was obtained." Plagiarism also includes the copying of files, programs, disks or working together to complete an assignment, project, case file or any other work intended for individual completion.

**In an instance of academic misconduct determined by the instructor to have occurred, a student may:**

1. **Be required to retake an examination on campus with the instructor;**
2. **Receive an "F" for the assignment or exam; or**
3. **Receive an "F" for the course.**

Whether or not academic misconduct occurred, and what classroom sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed may appeal the matter to the Dean of Instruction through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive a sanction for academic misconduct may also be subject to disciplinary action by the Dean of Student Services if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor.

## **14. Use of CVCC's computer resources and Acceptable Use Policies for Internet and Email**

Students should review and abide by the policies related to acceptable and unacceptable uses of College-provided computers and computer services as stated in *CVCC's Catalog and Student Handbook, 2012-2013*.

## **15. Blackboard (Bb) access and troubleshooting**

To log-on to Bb, go to the CVCC web site at <http://www.cv.edu/>, and click on Blackboard at the top of the page. This displays a page with specific directions for logging-on to Bb, including determining your User ID and Password. Once you know your User ID and Password, you may log-on to Bb directly at <http://bb.cv.edu>. See the following to determine your User Id and Password.

- **User Id** = (First Initial + Last Name + Last 4 digits of your Student Id number)
- **Password** = (Entire Student Id Number)
- **Example:** (John Doe, 1234567) would translate to: **Bb Log-in = jdoe4567** and **Password =1234567**

[**Note: All letters are lower case!** If your name, as provided to the College, includes a suffix of Jr., III, etc., the system may "read" the suffix as your first name. So, if you have difficulty logging-in, you might try using the first letter of the suffix in place of your first initial.]

To troubleshoot Bb problems or to contact Blackboard Support, click on the links at the bottom of the Blackboard log-in page.

## **16. CVCC Student Email Accounts**

CVCC is excited to share that a new student email system is forthcoming. Pirate Mail (provided through Windows Live) will replace the current student mail system in use, beginning this Fall Semester.

### **What's Changing:**

CVCC students will have a new student email address (user@piratemail.cv.edu).

Students will be able to check their email at <http://piratemail.cv.edu> or continue accessing email from the cv.edu homepage under Connect.

The old <http://studentmail.cv.edu> will operate for 4 additional months and then it will shut down completely on December 15.

**When it's Changing:**

The official start date is August 20, the first day of the Fall 2012 semester.

Features:

- 10 GB inbox
- Multi-Browser Support
- 7GB online storage

For additional information on using Pirate Mail, check out the support page.

**17. Instructor's in-class cell phone policy**

Cell phones are not to be used during class. Cell phones are distractions when answering calls, texting or just searching for information. You may *not* use a cell phone as a calculator.

**Cell phones are to be turned off while in class.** Please give your family, friends, and employers the college switchboard number (334-291-4900) for emergencies

**18. Classroom and online etiquette**

CVCC is committed to open, frank, and insightful dialogue in all of its courses. Note that the online interface hides cues such as inflection, facial gestures, intonation and body language. Diversity has many manifestations, including diversity of thought, opinion, and values. Students are encouraged to be respectful of that diversity and to refrain from inappropriate comments. Should such inappropriate comments occur, the instructor will intervene as needed. Disciplinary action may be recommended if deemed appropriate. Students as well as faculty should be guided by common sense and basic etiquette. The following are good guidelines to follow:

- Never post, transmit, promote, or distribute content that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments.
- If you disagree with someone, respond to the subject, not to the person.
- Never post content that is harmful or abusive; racially, ethnically or religiously offensive; vulgar, sexually explicit or otherwise potentially offensive to readers.

**19. Articulation Agreements**

**STARS Website:**

Students who are planning to transfer to an Alabama public senior institution may access transfer information relative to courses offered in AA and AS degree programs, including Transfer Guides approved by the Alabama Articulation and General Studies Committee (AGSC) from <http://stars.troy.edu>.

**Articulation Agreements with Columbus State University**

CVCC and Columbus State University have developed an articulation agreement for general transfer, and three additional, more specific articulation agreements in the areas of Business, Computer Information Systems, and Nursing.

**20. Student Learning Outcomes**

**Mathematics Student Learning Outcomes:**

- 1) The student will be able to demonstrate the ability to articulate and communicate in written form mathematical knowledge using the appropriate definitions, vocabulary and mathematical notation.
- 2) The student will be able to collect, process, interpret and use quantitative and qualitative information to solve problems and make decisions.
- 3) The student will be able to demonstrate all computational and algebraic skills necessary to solve problems.
- 4) The student will demonstrate critical thinking skills when needed in mathematical applications through processing, analyzing and evaluating.

## 21. Course Objectives

During the course, students will be able to perform the following objectives:

### UNIT 1: SOLVING EQUATIONS AND INEQUALITIES AND EQUATIONS INVOLVING ABSOLUTE VALUE (CHAPTER 2 AND SECTION 9.1 & 9.2)

- A. *Solving Equations:* (Solve an equation using addition and multiplication principles) (2.1 – 2.3, 2.6)
- B. *Formulas:* (Identify and solve a formula for a specific variable) (2.5)
- C. *Applications:* (Solve application problems requiring first degree equations) (2.4)
- D. *Inequalities:* (Solve a first degree inequality and illustrate the graph of the solution on the number line) (2.8)
- E. *Inequalities and Absolute Value Equations:* (Solve equations involving inequalities and absolute values and illustrate the graph of the solution on the number line) (9.1 & 9.2)

### UNIT 2: EXPONENTS AND POLYNOMIALS (CHAPTER 4)

- A. *Integers as Exponents:* (Simplify expressions that contain positive and negative exponents) (4.1 – 4.2)
- B. *Scientific Notation:* (Write a number in scientific notation) (4.3)
- C. *Polynomial Functions:* (Identify a monomial, its numerical coefficient, literal coefficient, and degree, Identify a term, like terms, binomials, trinomials, polynomials, and multinomials; Find the prime factors of a monomial) (4.4)
- D. *Operations of Polynomials:* (Perform the operations of addition, subtraction, multiplication, and division with two or more algebraic expressions) (4.4 – 4.7)

### UNIT 3: FACTORING AND APPLICATIONS (CHAPTER 5)

- A. *Factoring Polynomials:* (Perform the following factorings completely: common monomial, grouping, perfect square trinomial, difference of two squares, difference of two cubes, sum of two cubes, and a trinomial of the form:  $ax^2 + bx + c = 0$ ; a, b, c are constants and  $a \neq 0$ ) (5.1 – 5.4)
- B. *Solving Quadratic Equations by Factoring:* (Solve polynomial equations by factoring) (5.5)

### UNIT 4: RATIONAL EXPRESSIONS AND APPLICATIONS (CHAPTER 6)

- A. *Simplification of Rational Expressions:* (Reduce an algebraic fraction to lowest terms) (6.1)
- B. *Operations with Fractions:* (Find the product and quotient and the least common denominator of two or more algebraic fractions; Express a fraction as an equivalent fraction with a different denominator; Add and subtract algebraic fractions; Determine if a fraction is undefined) (6.2 – 6.4)
- C. *Solving Rational Equations:* (Solve equations involving rational expressions) (6.6)
- D. *Complex Fractions:* (Simplify complex fractions) (6.5)

### UNIT 5: GRAPHS OF LINEAR EQUATIONS (CHAPTER 3)\*\*\* If time permits

- A. *Graphs:* (Solve applied problems involving circles, bars, and line graphs, Plot points; Determine quadrants; Find the coordinates of a point; Graph linear equations of the type  $y = mx + b$ ) (3.1 – 3.2)
- B. *Graphing Intercepts and Slopes:* (Find the intercept and slope of a graph, Graph equations to those of the type  $x = a$  and  $y = b$ ) (3.3 – 3.4)

## 22. Assignments and Due Dates

Dates for Unit Exams are announced at least one week prior to the exam. The class meeting prior to an exam will be used to review the objectives for the exam.