

## MATH 30-03 (1134)

### ELEMENTARY ALGEBRA

**Meets:** ONLINE

**Time:** ONLINE

**Room:** ONLINE

#### INSTRUCTOR CONTACT INFORMATION AND OFFICE HOURS

**Instructor:** Shannon Gracey

**Phone:** 760-757-2121 ext. 6306

**e-mail:** [sgracey@miracosta.edu](mailto:sgracey@miracosta.edu)      **website:** [www.mathchick.net](http://www.mathchick.net)

**Office Hours:** By appointment only in room OC3622. You may make an appointment by e-mailing me, using the contact info written above.

#### REQUIRED COURSE MATERIALS

- $\pi$  **MyMathLab access code** (see last page of syllabus)
- $\pi$  **Elementary Algebra Guided Notebook** by Shannon Gracey (available for purchase in the bookstore, or if you prefer to print out 190+ pages you may access the file at [http://mathchick.net/SWC/MATH%20830/m30\\_guidednotebook\\_su\\_14.PDF](http://mathchick.net/SWC/MATH%20830/m30_guidednotebook_su_14.PDF) patient...it is a large file.
- $\pi$  **One 3-ring binder** which will hold 200 pages (at least 1½ inches).
- $\pi$  **Calculator:** A scientific calculator is REQUIRED. Not all exams permit calculators. Cell phone calculators, iPADS, and IPOD Touch **may not be used** on exams.

#### STUDENT LEARNING OUTCOMES

Upon successful completion of Math 30, the student should be able to:

1. Students will be able to make use of factoring techniques, solve quadratic equations by factoring, and make use of factoring to simplify rational expressions.
2. Students will be able to translate English phrases into algebraic expressions and equations, and solve applied problems.
3. Students will be able to perform operations related to linear equations in two variables, solve systems of linear equations, and solve applications which can be modeled using systems of linear equations.

#### PREREQUISITES

The prerequisite for Math 30 is completion of Math 20 with a grade of "C" or better, or a qualifying score on the Math Competency Exam (MCE).

#### COURSE DESCRIPTION

Designed to prepare students for Intermediate Algebra. Elementary Algebra teaches simplifying algebraic expressions involving polynomials and rational terms; factoring; solving linear equations; solving quadratic equations using factoring; analyzing graphs of linear equations; and solving applied problems. This course will also include an introduction to algebraic operations with rational expressions.

## QUESTIONS

Questions are an important part of the learning process. If you have a question, please feel free to email me at any time. I generally return emails which are sent to [sgracey@miracosta.edu](mailto:sgracey@miracosta.edu) within 48 hours on business days (Monday through Thursday) and within 72 hours on Friday-Sunday.

## ATTENDANCE

Each student is responsible for his/her registration in classes. Each student must attend the first class meeting and enroll in MyMathLab by 6/16/14 at 11:59 PM in order to avoid being dropped from the course. MML offers a 17 day free trial period, if you do not have the funds to purchase the access code immediately available. If you use the free trial, you must purchase the MML code by 6/30/14 to avoid being dropped from the course. The last page of the syllabus provides instructions for enrollment. Failure to complete homework assignments, in-class assignments, quizzes, and/or exams may result in a student being dropped from this class.

## EXAMS & QUIZZES

Quiz I (online):	Chapter 2.3-2.7	Sunday 6/22/14 by 11:59 PM
Quiz II (online):	Chapter 4	Sunday 7/6/14 by 11:59 PM
Quiz III (online):	Chapter 6	Sunday 7/20/14 by 11:59 PM

**\*Quizzes are online via MyMathLab. Technology issues are not an excuse for incomplete quizzes as you have access to computers on campus.**

**\*\*No make-ups will be granted.**

Exam I (on campus):	Chapters 2.3-3	Wednesday-Friday 6/25/14-6/27/14
Exam II (on campus):	Chapters 4 and 5	Wednesday-Friday 7/9/14-7/11/14
Final Exam (on campus):	Chapters 6-7	Tuesday-Thursday 7/22/14-7/24/14

**\*Exams are proctored on campus at the Academic Proctoring Center (APC).** The APC hours are on the last page of the syllabus. The link for the APC to schedule exams is:

<http://www.miracosta.edu/student-services/proctoringcenter/index.html>

**\*\*No make-ups will be granted.**

## LECTURE (GUIDED NOTEBOOK)

You are required to print or purchase the Elementary Algebra Guided Notebook. This is intended to represent the "lecture" portion of the course. The notebook is due at my office (room OC3622) each time you take an exam, and will be returned when the exams are returned. **Only turn in the chapters from the guided notebook that you are being tested on.**

Due Dates:

Chapters 2 and 3: Wednesday-Friday 6/25/14-6/27/14

Chapters 4 and 5: Wednesday-Friday 7/9/14-7/11/14

Chapters 6 and 7: Tuesday-Thursday 7/22/14-7/24/14

## **HOMEWORK**

- Homework will be online via MyMathLab
- Due dates will be available through MyMathLab. **The due dates for homework are a guideline for you, so that you stay on track. There is no penalty for late homework.**

Technology issues are not an excuse for incomplete homework as you have access to computers on campus.

## **BEHAVIOR**

- **CHEATING ON ANY TEST OR QUIZ WILL EARN A GRADE OF F!!!**
- **PLAGIARISM (COPYING) OF OTHER PEOPLE'S WORK IS NOT ACCEPTABLE.** Any person caught doing this will get an F on the assignment or test in question and can also potentially be given a grade of F for the course and/or be referred to the college discipline process.
- You may not use your cell phone as a calculator during class at any time.
- **RESPECT YOUR FELLOW STUDENTS AT ALL TIMES!!!**

## **DISABLED STUDENTS PROGRAM AND SERVICES**

MiraCosta College provides programs and services for students with disabilities. MiraCosta College recommends that students with disabilities discuss academic accommodations with their professors during the first two weeks of class. This syllabus and course handouts are available in alternate media upon request.

## **TUTORING**

The Tutoring & Academic Support Center (TASC) and the Math Learning Center (MLC) are committed to enhancing student retention and success by providing assistance to students through innovative academic support services. TASC offers a comprehensive, free peer tutoring program for any student enrolled in credit courses at MiraCosta college. The MLC offers drop-in tutoring services. Tutoring is available in the Library and Information HUB on the 1st Floor. Hours this summer are in Oceanside only as follows:

Monday-Thursday from 9:00AM-7:00PM and Friday from 9:00AM-3:00PM

## **GRADING**

<b>Exams (2)</b> .....	<b>50%</b>
<b>Quizzes (3 online)</b> .....	<b>10%</b>
<b>HOMEWORK (AVAILABLE ON Pearson MyLab)</b> .....	<b>10%</b>
<b>Lecture Notebook (due when you take each exam)</b> .....	<b>5%</b>
<b>Final (CHAPTER 6-7)</b> .....	<b>25%</b>

A: 90%—100% B: 80%— 89% C: 70%— 79% D: 60%— 69% F: 59% and below

*Final grades are left to the discretion of the instructor.*

**To register for MATH 30 ONLINE/SUMMER 2014:**

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Under Register, click **Student**.
3. Enter your instructor's course ID: [gracey97211](#), and click **Continue**.
4. Sign in with an existing Pearson account or create an account:
  - If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click **Sign in**.
  - If you do not have a Pearson account, click **Create**. Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor's online course:
  - Use the access code that came with your textbook or that you purchased separately from the bookstore.
  - Buy access using a credit card or PayPal.
  - If available, get 14 days of temporary access. (Look for a link near the bottom of the page.)
6. Click **Go To Your Course** on the Confirmation page. Under MyLab & Mastering New Design on the left, click **MATH 30 ONLINE/SUMMER 2014** to start your work.

**Retaking or continuing a course?**

If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

**To sign in later:**

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Click **Sign in**.
3. Enter your Pearson account username and password. Click **Sign in**.
4. Under MyLab & Mastering New Design on the left, click **MATH 30 ONLINE/SUMMER 2014** to start your work.

**Additional Information**

See **Students > Get Started** on the website for detailed instructions on registering with an access code, credit card, PayPal, or temporary access.

## Policies for Students Taking an Exam at the APC

When using the services provided by the Academic Proctoring Center, students will be responsible for reading and abiding by the following policies as well as abiding by the Standards of Student Conduct Policy (AP 5500).

<http://catalog.miracosta.edu/academicpolicies/standardsofstudentconduct/>

MiraCosta College supports a harmonious, safe and productive learning environment. Being respectful towards fellow students, staff and property is expected. Any violation of the Student Code of Conduct including but not limited to; disruptive behavior, cheating and dishonesty, will result in an incident report being filed followed by student disciplinary action.

### **Appointment Policies:**

Students are required to schedule an appointment to take an exam. All students must adhere to the following Appointment Policies:

- Only students who make an appointment are guaranteed a space or time to take an exam.
- If a student is late for an appointment, the seat becomes available to another student after 15 minutes.
- If a student is late for an appointment and the seat is still available, the test will be timed using the original appointment time as the start time for the test.
- The instructor will be notified whenever a student does not show up for a scheduled appointment.
- A student who misses an appointment is not guaranteed another appointment for the same test. This will depend on appointment availability and the policy of the instructor regarding a missed exam time.

### **APC Use Policies:**

1. Make an appointment to use the Center and arrive on time. An appointment time should be chosen that allows for the exam's full time limit. (All outstanding test materials are collected at the Center's posted closing time.)
2. Provide acceptable photo identification (MiraCosta College Student ID card, California Driver's License or California State ID card, High school ID card from a San Diego county high school, High school yearbook with an individual photo of student and student's full name, ID card from another community college or post-secondary institution, Military ID card, Passport).
3. Turn off cell phones and other electronic devices, and place all personal belongings in a designated area.
4. Arrange childcare off-campus when using the APC.
5. Be courteous and respectful to other students and staff.
6. Abide by test instructions on the test transmittal form submitted by instructor.
7. Use Only APC provided and instructor approved materials (e.g., calculators, pencils, erasers, scratch paper, ruler). All materials, including student notes allowed on open note exams will be collected and returned to the instructor.
8. When taking an exam on blackboard; if you are accessing any websites, documents or other resources outside the exam window, you will be dismissed and a written incident report will be sent to the instructor. Please note that your activity on the computer is being monitored and can be recorded by APC staff.
9. The APC is to be used for test purposes only. No preparation or studying in the APC is allowed.

# Policies for Students Taking an Exam at the APC – Summer 2014

HOURS STARTING Monday, June 16<sup>th</sup> \*\*

Oceanside Campus located in Room 3333 (next to Admissions)	
Mondays	9:00 am – 4:00 pm
Tuesdays	9:00 am – 4:00 pm
Wednesdays	1:00 pm – 8:00 pm
Thursdays	1:00 pm – 8:00 pm
Fridays	9:00 am – 4:00 pm

San Elijo Campus located in Room 101 (next to Library)	
Mondays	9:00 am – 4:00 pm
Tuesdays	Closed
Wednesdays	9:00 am – 4:00 pm
Thursdays	9:00 am – 4:00 pm
Fridays	Closed

The Academic Proctoring Center will be closed:

Friday, July 4<sup>th</sup> in Observance of Independence Day

## **\*\*PLEASE NOTE:**

Extended hours are available during peak exam periods.

Please check the APC website for detailed hours.

**Make up exams are not guaranteed, but a courtesy service provided to faculty if space and time allow.**

*All testing materials are collected at the closing time of the Academic Proctoring Center, regardless of whether the student has completed the exam.*

### **Students are required to schedule an appointment for their exam:**

Phone: 760-757-2121 ext. 6471 or ext. 7752

Online:

<http://www.miracosta.edu/student-services/proctoring-center/index.html>

► **Students will be required to provide an acceptable form of identification in order to take an exam in the Academic Proctoring Center. The APC staff will hold on to ID while student is testing.**