

Online Math 126 Pre-Calculus I

Syllabus Spring 2016 Class #2647 J. Apalatea

Student Learning Outcome

- For a given set of problems the student will demonstrate quantitative reasoning by developing a problem-solving strategy, performing appropriate analysis and computation, and critically assessing the meaning of the conclusion or outcome.

Welcome

Welcome to your online math class! I'm looking forward to getting to know each of you throughout the duration of your class. Please be sure the school is updated with your current information (current email address, current name, etc.). If the class materials are open and ready to go, please feel free to begin working in the class materials even before the 1st day of class.

There are a few things that I would like to make sure are clear to everyone.

- While your class materials are online and your instruction is delivered online, **you must take some proctored, in-person assessments**. You have four (4) paper-and-pencil tests (including a Final Exam) that must be taken in-person under proctored testing conditions during a specified window of dates. Since most students taking this class live locally, most of you will take your paper-and-pencil tests at the MiraCosta College Academic Proctoring Center (APC). If you don't live in the County, you *may* be able to arrange alternate proctoring accommodations in your local area. You will need to work with the APC to find yourself an approved alternate proctoring center/arrangement near you. See 'MCC Students Located Outside the County': <http://www.miracosta.edu/student-services/proctoring-center>. Be sure to start this process well in advance because the APC will need time to investigate your proposed proctor and either approve or deny your request.
- **IMPORTANT:** Students must be very self-motivated and self-disciplined to succeed in this class. Success in this class depends on your ability to read and follow the written directions in this syllabus, in the announcements posted in your online class materials (by me or by the publisher), and in the emails I send you. **You should NOT take this class if you do not have 4 hours a day, 6 days a week to dedicate to this class. Taking this class is like having a part-time job and needs to be treated as such.** This class covers a lot of material – so be ready with your hard work, effort and good Algebra skills (I highly suggest brushing up before the semester starts). If your Algebra skills are weak, you may have to put in 2-3 times the amount of weekly hours. **Please remember this class is to prepare you to be successful in calculus.**
- Be sure you log into the online class materials MyMathLab (MML) through Blackboard (<https://blackboard.miracosta.edu/>) by the end of the night on the 1st day of classes or you may be dropped as a no-show. MML integrates with Blackboard, so you enter MML through Blackboard – but you must purchase access to MML. This class also has a required online orientation which **MUST BE COMPLETED** by the end of the 2nd day of classes (or within 24 hours of adding the class if you enroll after the first day of instruction). **So, you will not be able to complete the orientation without purchasing your required online materials (MyMathLab).** If you are not able to purchase the required class materials right now, but you **will** be able to before the end of Week 1 or 2, please use the 14-day [Temporary Access](#) offered by the publisher.
- While I can help you with any content related questions or class procedure related questions, technical questions (related to your computer's ability with work with MML) need to be sent to MyMathLab Technical Support. You can contact Tech Support either via the 'Help & Support' link in your online class materials (top-right) or by phone at 1-800-677-6337. If you encounter technical difficulties with your computer/ISP/home electrical system / etc. which you can not solve immediately (or within 24-hours if there are no assignments due that day), you need to plan to come to campus and use the computers in the [MLC](#).

- Although the bulk of your learning can take place individually through your online materials, please be sure to post to the discussion board in Blackboard and ask me (or come by my office hours) if you have questions. You are also encouraged to work or study with other students in the class, Students generally do much better when they do not work alone. In addition to all of this help, you are encouraged to come in to the [MLC](#) to get in-person help if you think your question might be difficult to ask online or to understand the solution online. If you feel that you need even more help, you can schedule private 1 hour tutor appointments either in-person with the [Tutoring and Academic Support Center](#) (OCN: x6682 or SEC: x7748) or online through [Online Tutoring](#).

Instructor Information

Name: Janeen Apalatea (ah-paul-ah-tae-ah)

Contacting me:

- **Via Discussion Boards in Blackboard:** Please post content/procedural questions there. This is where almost all questions should go so everyone hears the question and the answer.
- **In My Office Hours:** My office hours are M & Tu 11:00 am - noon in room 104. Room 104 is the 2nd door on the left after you enter the San Elijo library by the fountain. The Math Learning Center is the 1st door on the left as you enter. Often my office gets full of students. If that happens, we all just move into the Math Learning Center. I'll be coming to my office hours from room 305. So, if I'm a bit late, please be patient. I am also available by appointment.
- **Via Email:** japalatea@miracosta.edu
Please only use email to send me personal information (e.g. you're sick, you were in a car accident, you missed a Quiz and want to use your one allowed late Quiz retake opportunity, etc.)

Please use the class **Discussion Boards** (in Blackboard) to ask content (e.g. How do you solve..?) or procedural questions (e.g. What do I do if I miss a deadline?). Please, please, please let me know if/when you find typos, broken links, etc.

Expectations of Me:

In this class I will not behave as the 'Sage on the Stage'. I am here to be a *learning facilitator* for you all. I will be more like the 'Guide on the Side'. We're all here to work together with each other and learn together from each other.

I expect all students in the class to read, use, and respond to Discussion Board postings. You and your classmates all have talents, opinions and experiences to bring to the class. I want you all to learn to work together and learn from each other. If I see that several of you are asking the same question, and no one else seems to know the answer, I may respond, give a hint or clarify.

I strive to make this course as interesting and interactive as I can.

Response Time:

I am committed to having regular and effective contact with you via announcements and the class discussion boards. I will be monitoring your attendance and progress submitting online assignments and taking quizzes by the due dates.

I am generally online in the class materials off and on throughout the day/evening M-Th. On Fridays, I am usually in meetings throughout the day. However, I do try to check into the materials if I can 'sneak in' during or between my meetings. On the weekends I try to leave work "at the office". Thus,

responses from me should be in about 24-48 (working) hours M-Th or about 48-72 hours over the weekend while class is in session. If you email me with a personal issue and I don't get back to you within 48 (working) hours M-Th, I didn't get the email (this happens often, especially with AOL). In that case, please email me again. CHECK YOUR EMAIL REGULARLY! Also, be sure you are reading the announcements (both the publisher's announcements in ML as well mine in BB) on a daily basis.

My Expectations of You in this Class

You will adhere to all of the requirements in the course.

You have read the orientation.

You have read the Syllabus and continue to refer to it on a regular basis (every day, or every other day at the least).

You will check the MyMathLab Discussion Boards and Announcements on a daily basis.

You have talents, thoughts, and ideas that you will share with the class.

You will 'play nicely' with others in the class.

You will not expect this class to work in the same way that a lecture class works.

You will not expect this class to work the same way another online math class you took may have worked.

You will work on this class a minimum of 4-5 hours per day 6 days a week.

You will seek help as soon as you get stuck or have a question.

General Expectations of Online Students

Online classes give students greater freedom of scheduling, but they can require more self-discipline and self-reliance than traditional on-site classes.

Please understand that it is impossible for me to be online 24/7. Anticipate waiting 24-48 hours for a response to your posting (longer over weekends and holidays). Please remember that I can't read minds, so if you have a question about the class it's your responsibility to seek assistance promptly. Keep in mind that I do not evaluate excuses; I only evaluate coursework that is submitted on time. Waiting until the last minute to seek assistance severely limits the kind of help I and others can provide. Waiting for my response does **not** excuse you from completing the assignments.

Online classes require that students have a basic computer skill level.

Students should be comfortable with using a computer, the web (at least 2 different browsers like Firefox, Google Chrome, and/or Safari) and Discussion Boards. Instructors **do not** provide remedial "How-To-Use-A-Computer" or "How to Get your Computer Set Up to Work with MML" directions in addition to the intended course content. If you have computer/browser problems related to MML, you need to call MML Technical Support immediately.

In terms of time requirements, they can be quite extensive with a 4-unit transfer level class.

Please do NOT take this class if you think it will be easier than a traditional, on-site class.

Math 126 is a four-unit intensive mathematics class. This class is designed to prepare you to take calculus. You must be proficient in your pre-transfer level algebra in order to succeed in this class. The class is very challenging and is intended to prepare you for succeed in calculus. You'll need to stay focused, take charge of your learning, and work extremely hard to do well.

Students who tend to do well in online courses are those who are:

Spending at least 4 hours each day 6 days per week working in the class

Experienced college students (i.e. this is not the first college class ever taken)

Self-motivated learners who do not need prompting in order to complete assignments

Committed to learning, and who always make a strong effort to do their absolute best

Actively involved in taking responsibility for their own education

Are able and willing to help other students in the class (via Discussion Boards)

Ask for help from peers (via Discussion Boards) as soon as they encounter difficulty that they are genuinely not able to resolve

Good managers of time and who are able to balance personal responsibilities with class requirements
Able to understand and follow **written** instructions
Good communicators who are able to express their thoughts and communicate their ideas as well as problems with other students in the class
Computer literate and able to learn new software and technology quickly if necessary.

Traditional student expectations apply as well (for example: no plagiarizing, respect for classmates and instructor, etc.). You may wish to review [MiraCosta College's Catalog](#), specifically the section on "Rights and Responsibilities of Students." You will be expected to know and follow those tenets as well.

Important Add/Drop Dates

1st day of Instruction	Late Add Deadline (I do not add students after this day)	Deadline to drop class with no record & receive refund	Deadline to file for Pass/No Pass grading option	Deadline to drop with a "W" grade (withdraw)
1/25	1/29	2/5	2/26	4/28

Required Materials

1. A current valid school or government issued ID Card

You must show current ID to take each of your on-site assessments

2. A TI-83 or 84 Graphing Calculator

A graphing Calculator is REQUIRED for this class. I will be using and doing demonstrations on a [Texas Instruments](#) TI-83 graphing calculator (GC). However, the TI-84 (any version) also works almost exactly the same and generally processes faster. Please purchase/borrow either a Ti-83 (any version) or TI-84 (any version). If you choose to use a different graphing calculator, you may not be able to get help with it. Also, you might not know how to use the GC you'll be given in the APC to take your paper Tests.

When you take your paper Tests in the APC, you may NOT use your own calculator. A TI-83, TI-84, or a scientific calculator similar to the [TI-30X IIS](#) is what you will use in the APC. For some questions on each of the Tests, **you will need a graphing calculator to solve the problem.**

3. The Required Bundle from the Online Bookstore

This required bundle includes two things:

- Access Code to the online MyMathLab class materials.**
Access is attained by redeeming the access code (found in the cardboard envelope) included in your bundle.
- The textbook** - This is a loose-leaf 3-hole punched book.

If you already own the textbook, you can purchase the MML access separate from the textbook **directly from the publisher** as you complete your orientation. You will need a credit card or PayPal to do this. *Please DO NOT purchase a used access code. Access codes can only be used once!*

Registration into the MyMathLab online materials (through Blackboard) is required by the end of the night on the 1st day of class. Also, MML access will be needed in order to complete your mandatory orientation which is due by the end of the day on the 2nd day of classes. Failure to purchase, register and complete work in the required online materials may result in being dropped from the class.

More information about the MyMathLab online materials can be found at <http://pearsonmylab.com/>.

If you can not afford to purchase the class materials today, but you will be able to pay within a week, please use the 14-day Temporary Access offered by the publisher. This Temporary Access allows you to get into the online class materials today (through Blackboard), but pay for them within 14 days. Also, if you MML purchase access from the bookstore and they are out of stock, you may need to take advantage of the Temporary Access to get into the class materials before your paid access from the bookstore arrives.

It is NOT required that you have your own computer at home for this class. All of the computers in the MLC at MiraCosta College are configured to work with MyMathLab.

Occasionally, the Blackboard website/server has problems. Once you have accessed MML via Blackboard during the orientation, you can always access MML by going directly to the MML webpage: <http://www.pearsonmylabandmastering.com/northamerica/?cc>.

Occasionally too, the MyMathLab website/server has problems. If that happens, you can generally still access portions of the class materials (homework, quizzes, study plan, calendar, assignment dashboard, and grade book) by logging in at the following 'backdoor login': http://www.mathxl.com/login_mml.htm (Please bookmark this page now in case of emergency.)

4. A notebook for note taking and working problems

You should treat this class as you would any other math class. Take notes in a notebook while watching lecture videos or while reading the eBook, work practice or homework problems in notebook before submitting answers, etc. I don't usually check your math notebook. However, I may ask to see it (via fax or .pdf) if you begin to fall behind or start consistently scoring low on graded assessments.

American Disability Act

If you have a disability, you are encouraged to contact Disabled Students Programs & Services at (760) 795-6658. Their office is located in Building 3000 on the Oceanside campus, adjacent to Parking lot 3C. They will help you determine what assistance is available for you.

Participation Requirements

1. **On-Site Attendance for Tests** - You must come in-person to take proctored paper Tests throughout the semester. There is a specified window of days to complete each of your four (4) paper-and-pencil tests (including a Final Exam). Since most students taking this class live locally, most of you will take your paper-and-pencil tests at the MiraCosta College Academic Proctoring Center (APC). Students living out of the county and not using the APC will need to make pre-arrangements with the APC to take your in-person Tests elsewhere (as discussed in the 1st page of the syllabus).

Your learning, practicing, homework, Quizzes, and DB Postings can be done from off-campus if you choose. Regardless of what computer you use to do homework, learning, practicing, Quizzes, and DB postings, you **should be working in this class a minimum of 24+ hours per week**. If you earned a B or a C in Intermediate Algebra, or if it's been a few semesters since you took the Intermediate Algebra, you need to plan to spend at least **twice the minimum** amount of time. If your algebra skills are rusty/weak you will have to work extra to catch up and to keep up.

1. **Orientation** - All students must complete an orientation. The mandatory orientation consists of two (2) parts and can be completed either on your home computer or in the MLC.

Please begin the orientation at: <http://www.miracosta.edu/home/japalatea/>

- **Part I** of the orientation requires no financial commitment to the class and can be read and followed by any interested party.
- **Part II** of the orientation is located in MyMathLab (accessed through Blackboard) and requires you to purchase and work in the required online materials (called MyMathLab). Once you complete the last item in your orientation, your first homework assignment will open up and you can begin the class work.

Your orientation due date is based on when you enrolled (with Admissions and Records) into the class.

If You Enrolled on or Before the First Day of Instruction for Your Class

Students enrolling on or before the first day of instruction must log in to MyMathLab (via Blackboard) by the end of the day on the 1st day of class. Also, students must complete the online orientation in MML no later than 11:59 pm on the 2nd day of Instruction.

If You Enrolled After the First Day of Instruction for Your Class

Students enrolling after the first day of instruction must complete the entire online orientation within 24 hours of adding the class with Admissions and Records.

If you are enrolled but do not log in to MML (via Blackboard: <https://blackboard.miracosta.edu/>) by the end of the 1st day of classes, or if you do not complete all portions of the orientation by the end of the 2nd day of classes, you will be dropped for non-attendance.

Instructor Drop Policy

Students are responsible for dropping themselves from this class. Do NOT rely on me to drop you if you no longer wish to be in the class.

Students may be dropped for not completing the mandatory online orientation by the above due date.

At the *instructor's discretion*, students *might* be dropped (up until the 75% drop deadline) for non-attendance as described below:

- **Missing two different Quizzes or Tests**
- **Doing no Homework/Quizzes in online materials for a week** (unless you are so far ahead that you have no Homework/Quizzes marked as past due)

Note: If you miss a Quiz, Test or the Final you will automatically receive a zero on it and that 0 will be averaged into your grade in the class.

If you no longer wish to be in the class, please drop yourself. Do not assume I will drop you.

Academic Integrity

Academic integrity will be expected from all. Any breach will be dealt with by a zero on the assignment (which can not be made up) or by failing the class. You may wish to review [MiraCosta College's Catalog](#), specifically the section on "Standards of Student Conduct." You will be expected to know and follow those tenets as well.

Online Discussion Board Procedure

Built into **Blackboard** are several Discussion Board forums. Some forums are required. Please be sure you know how to take a screen shot on your computer and create attachments. **The Discussion Boards are the easiest points in the class. Don't miss them!!!**

- 1. Required Forums (Required) 50 points each:** Posting to and responding to posts in these forums is part of your class grade. There will be several of these throughout the semester and they'll be clearly marked as 'Required'.

Each Required Discussion Board forum/topic posting in Blackboard will require **two (2) parts:**

- The **first** part requires you to post your writings (your thoughts, ideas, creations, etc.). This will be worth 25 of the 50 points. Please read the topic carefully and put thought and time into this initial posting. If you miss doing this post, you CAN still get points for doing the second part.
- The **second** part of each topic requires you to post responses (at the very least 3 responses - preferably 4 or more) to your classmates' initial postings. These responses will be worth the remaining 25 of the 50 points. Please read your classmates' postings carefully and put thought and time into your responses.

Please remember to follow proper [etiquette](#) in your postings and keep in mind the [rubric for grading](#) when you are preparing your postings. Your postings will be judged on clarity, content, and demonstration of thought on the topic. Students who fail to post by the deadline automatically earn 0% on that portion of the forum posting.

In general, your initial response to a prompt should be a 100-200 (or more) word response. Then, your responses to 3 or 4+ of your classmate's initial postings should be 50-100 (or more) word responses.

- 2. Questions About the Class (Optional – not graded):** There is one forum where you can ask class related-questions (e.g. How do you solve _____?, How do you reduce _____?, What do I do if I miss a Quiz? Where do I go for my Tests? When is the window for a specific Test?, What happens if...?). Please be sure to identify what chapter/practice Quiz/etc. your question comes from where applicable. Also, please only post questions from practice assessments (Practice Exercises NOT Homework, Practice Quizzes NOT actual Quizzes, Practice Tests, etc.). Other students or I can answer your questions AND you may be able to answer questions asked by other students. **If you have a complicated equation and don't wish to type it in, just take a screen shot of the question and attach that to your posting.**

Also, if you find any mistakes, typos, broken links, etc. PLEASE tell me. I'm always happy when students find my mistakes because then I can fix them.

If you have any personal issues (you had a death in the family, you were in a car accident, you missed a Quiz and want to exercise you one allowed late Quiz retake opportunity, etc.), please email those personal messages to me.

Online Homework Procedure

- 1.** All homework assignments count towards your overall class grade – none are dropped.
- 2.** Homework is in your MyMathLab online materials – under the link corresponding to the week in which it is due.

3. The homework assignment due dates are found next to each individual homework assignment inside of MyMathLab. In general, about every other day there is a homework assignment due (sometimes more frequently, sometimes less frequently).
4. There is one 'Practice Homework' set (optional) and one graded Homework assignment for each section that we cover in class.
5. At the end of each chapter and/or before each Quiz, there is a 'Review & Concept Check' homework assignment. These 'Review & Concept Check' homework assignments are mostly multiple choice questions which don't require much math. Each 'Review & Concept Check' homework is worth the same as a regular section homework (although they are generally longer).
6. You may choose to do your Homework assignments at home, at work, in the MLC, etc.
7. Watch any lecture videos available to you (take notes in your Math Notebook)
8. Read the eBook section - work the 'You Try It' and any Examples. Watch any Animations which might be available in that section of the eBook. Take notes in your Math Notebook.
9. When you feel as though you have a good grasp of the concepts in the section, go to the 'Practice Exercises'. The 'Practice Exercises' are where you practice and see if you know the material.
10. Do the 'Practice Exercises' (say every 2nd or 3rd question) until you work the problems well enough you think you'll earn at least 80% on the actual Homework assignment. Your scores on the 'Practice Exercises' are not part of your grade in the class. However, this is where you can practice, make mistakes, and learn - before moving on to the graded Homework. With the 'Practice Exercises', you get hints and help which are not available to you on the actual homework assignment.
11. Once you have practiced enough and are ready for the homework for that section, click on the link to the homework and complete the homework.
12. Homework assignments should be completed in the order assigned since, normally, the sections build upon each other. But, that is not absolutely required (with some constraints). If you see a green flag next to a homework you wish to open, the green flag indicates you need to do something before you can open that homework (e.g. complete the Syllabus Quiz with 80% or more, complete the Quiz on PreRequisite Material, etc.)
13. If you do not earn 80% on the Homework, you need to practice more and then open up that Homework again and rework it to improve your score. You get unlimited chances to earn that 80%.
14. Homework will not be re-graded. If you are not happy with your score, go back in and rework the missed questions.
15. **Once you have satisfactorily completed (80% or more) all Homework covered on a Quiz, the Quiz will become available for you to take.** Please be sure to follow the Quiz Procedure below.
16. Each Homework is to be completed no later than a specific day (see your MML calendar or look at the date next to the assignment). It is STRONGLY advised that you keep up with your Homework assignments and have them completed no later than the day assigned. These Homework deadlines will help you keep pace in the class and ensure that your Quiz is open and ready for you to take before the Quiz deadline.
17. If absolutely necessary, homework items can be completed up through the day of the Quiz/Test. So, if you see that a Homework item is indicated as 'Past Due', you ARE still able to complete it. *Note, this is different than if a Quiz shows up as past due. See the 'Quiz Procedure' section below for what happens when a Quiz is 'Past Due'.*
18. If you do not satisfactorily complete (80% or more) your Homework items for a particular Quiz that is due soon, you can send me an email (give me at least 48 hours notice) and ask me to fill in zeros for your remaining Homework assignments and to open up your Quiz. Then, you can complete that Quiz. Note, this is NOT recommended as it will mean zeros on assignments which count towards your grade and it will mean you haven't mastered the material before you take a Quiz on it.
19. **Please do the Homework assignments on your own as class assessments do not allow for use of books, notes, friends, etc.**

Online Quiz Procedure

1. Quizzes are online in your MyMathLab online materials and can be done from home.
2. No Quizzes are dropped – all count towards your ultimate grade in the class.
3. Once you have satisfactorily completed (80% or more) all homework assignments for a particular Quiz, the Quiz will become available.
4. Take the Practice Quiz **several times** to see what material you know well and what material you should work on more before you attempt the actual Quiz.
5. The Practice Quizzes and the actual Quizzes have questions pulled from giant question pools. So, please don't expect your actual Quiz to be an exact copy of the Practice Quiz.
6. The Practice Quizzes will also help you get accustomed to entering answers correctly.
7. If you do not satisfactorily complete your Homework items for a particular Quiz that is due soon, you can send me an email (give me at least 48 hours notice) and ask me to fill in zeros for your Homework assignments (that don't have the required 80%) and make your Quiz on that material appear. Then you can complete that Quiz. Note, this is NOT recommended as it will mean zeros on assignments which count towards your grade and it will mean you haven't mastered the material before you take a Quiz on it.
8. Each Quiz can be taken a maximum of two (2) times by the deadline.
9. Please pay attention to the **date and time** that each Quiz is due. If you choose to wait until the day that a Quiz is due, pay special attention to the **time** that it is due. The Quiz will automatically close at that time whether or not you are done.
10. **Once you have satisfactorily completed (80% or more) all Homework covered on a Quiz, the Quiz will become available for you to take.** Thus, you do not have access to a Quiz until you have satisfactorily (80% or more) completed all Homework items (for a particular Quiz).
11. Although there is no time limit on a Quiz, allow yourself at least **90-120 minutes** for each Quiz. *If you do not allow enough time to finish your Quiz before it is due, it will automatically close and will be graded on whatever work is completed.*
12. Each Quiz must be completed in one sitting. If you have a Quiz open for a long time, you run the risk of getting automatically kicked off due to lack of activity. If this happens, that Quiz counts as one of your attempts. So, please be sure you are ready for your Quiz before opening it.
13. When you are done with your Quiz, click on 'Submit Test' and your Quiz will be automatically graded. At this point, your Quiz is done and you can review it if you wish.
14. **Quizzes will NOT be re-graded and Quiz scores will not be changed unless there was an error on the part of the program** (for example, if you are not told how to write your answer and you type in 0.5, but are marked wrong and told the answer is 1/2). **If you are not happy with your Quiz score, you can attempt to improve your score by taking the Quiz a second time** (as long as the deadline has not passed). The higher of the two attempts is counted towards your grade in the class.
15. **To retake a Quiz, please use the Quiz link in the yellow "Week" folders and NOT the link from the Assignment Dashboard. If you attempt to retake a Quiz using the link in the Assignment Dashboard, it will take you to review your 1st attempt, NOT to take your 2nd attempt.** Please remember, if you miss the Quiz deadline, a 0% will be recorded.
16. If you want to go back and review a Quiz, you can do that by going in to your **Gradebook** and click on the 'Review' link next to the Quiz that you want to review. Alternately, you can review a Quiz by clicking on its link from the Assignment Dashboard.
17. Each Quiz can be attempted up to **two** times. All attempts must be completed by the Quiz deadline. Your higher score of the attempts will be counted towards your grade in the class. It is highly recommended that you do your **first attempt at a Quiz 2-4 days before the deadline.** Then, if you need to attempt the Quiz for a second time, you will have time to review your prior attempt, study what you don't understand, then take the second attempt by the deadline.
18. Quizzes are to help you prepare for the paper-and-pencil Tests.

19. If you see that a Quiz is indicated as 'Past Due', you will NOT be able to take it late. A late Quiz earns a 'zero'. *Note, this is different than if Homework is past due. See the 'Homework Procedure' section above for what happens when Homework is 'Past Due'.*
20. Failure to take a Quiz will result in a zero for that Quiz and for any unsatisfactory associated Homework assignments.
21. Students may request permission for a belated 2nd attempt opportunity at any ONE Quiz (excluding our last Quiz, Quiz Ch 11) which they missed taking (or which they didn't use their 2nd attempt). To take advantage of your ONE late Quiz retake opportunity, you must contact me no later than three days after the normal Quiz deadline has passed. You will be given a 3-day window in which you can take a 2nd attempt. If you originally failed to take the Quiz at all, the initial zero on the 1st attempt at that Quiz will still remain.
22. Your ONE allowed late retake opportunity is granted for ONE Quiz only. If you request and are granted a late retake, but you fail to take advantage of the opportunity within the 3-day window given, you will not receive another late retake opportunity
23. Once a Quiz deadline has passed, a 0% is recorded for all students who missed the deadline for any reason.
24. If you are deployed, have a death in your family, are extremely sick, or have a verifiable excusable absence (that was unforeseen and out of your control) for the week that your assessment is due, please send me an email to discuss a possible extension in your assessment deadline to allow you to take one belated attempt at the Quiz. Be prepared to email/fax me documentation of your absence (deployment papers, doctor's note, etc.)
25. The Syllabus Quiz and the Quiz on Prerequisite material are not part of your grade in the class.

In-Person Test (including Final Exam) Procedure

1. The class has four (4) in-person, on-site, proctored paper-and-pencil Tests, including one Cumulative Final Exam which counts as two tests.
2. These paper-and-pencil Tests are PROCTORED and MUST be completed in-person. They are paper-and-pencil tests, do NOT involve a computer, and can **ONLY be taken ONCE**.
3. All Tests count towards your overall class grade – none are dropped
4. Please be sure you have thoroughly studied for these assessments as they are worth a large chunk of your grade in the class. Any Practice Tests you might be offered will give you a *really good* indication of whether or not you are ready. At least 70% of actual Test questions will come from a Practice Tests. However, Practice Tests are NOT exact copies of the actual Tests.
5. Please be sure you have planned in advance for these scheduled paper-and-pencil tests.
6. When you are ready to take a Test, you will need to follow the procedures of the proctoring facility.
7. Show all work using the techniques learned in class. Not showing algebraic work or just guessing may result in no points given for that problem – even if you have the correct answer. The only exceptions are reading information off of graphs or questions whose directions tell you to use your GC.
8. **NO** notes, books, or other aides are allowed while taking a test.
9. Scratch paper is **not** needed; there is plenty of room on the Test to do the work. If you do ask the APC for scratch paper, they will give you some. But, only work on the actual Test will be seen when I grade your test. The scratch paper will be recycled or shredded before your completed is graded. So, please do ALL work in the space given on the Test.
10. Each Test must be completed in one sitting. Please be sure to use the restroom before you begin your Test.
11. If you must leave during a Test, your Test will be collected and will be graded on whatever work is completed.
12. Show all work. Be as neat as possible. Partial credit may be given for correct work – even if your answer is not correct.

13. If you do not show **algebraic** work, you may not receive full credit (or any credit at all) on problems where you get the right answer. The only exceptions are reading a graph or a question whose directions tell you to use a Graphing Calculator to solve.
14. There is a time limit of **2 hours** for each paper Test including the cumulative Final Exam. *If you do not finish and your time is up (or you must leave), there is nothing the proctor can do for you.* Your Test will be collected and will be graded on whatever work is completed.
15. Be sure to arrive a few minutes early to your appointment so you don't miss out on any of the appointment time. If you arrive late, you may have a reduced amount of time for your Test.
16. I collect the tests from the APC after the last day in the testing window. I grade each Test by hand. Once your Test has been graded by hand (it will take me as much as 1-1½ weeks from the last day in that testing window to get everyone's graded), your score will be entered into your MML gradebook.
17. Failure to take a Test will result in a zero for that assessment.
18. If you are deployed, have a death in your family, are extremely sick, or have a verifiable excusable absence (that was unforeseen and out of your control) for the ENTIRE Testing window for a Test, please send me an email to discuss what to do about the 0% you'll be receiving if you miss the Test. Be prepared to email/fax me documentation of your absence (deployment papers, doctor's note, etc.)

Assessment Results

- Please be sure to check the MML gradebook for your current scores in the class.
- Discussion Board postings are graded manually by me. Their results will appear in your MML gradebook within a week or two of the posting deadline. Generally, students who carefully follow the directions for the topics, the [etiquette](#) rules, the [rubric](#) and the posting deadlines will get full credit on each Discussion Board topic. If you miss the initial posting deadline, you can still receive credit for your responses to your classmates' postings.
- Homework results will be given as soon as you complete the assignment. Your grade on each Homework item will appear in the MML gradebook automatically. If you did not score the required minimum 80% on a homework assignment, you will need to go back in and rework that homework to improve your score so your Quiz on that material will open.
- Quiz results will be given as soon as you complete the assignment. Your grade on each Quiz will appear in the MML gradebook automatically. If you want to review your Quiz later, you can do that by going in to your gradebook and click on the 'review' link to the right of the Quiz that you want to review. You may also review your Quiz immediately after it is taken.
- Paper-and-Pencil Tests are graded manually by me. The result will appear in your MML gradebook within a week or two of taking it. I try to email each student a scanned copy of his/her graded Tests (excluding the Final Exam). If you do not receive your graded paper test (excluding the Final Exam) within TWO WEEKS of the last do to take it, please email me immediately. Once tests are scanned and returned, you are responsible for keeping them.

Assessment Review

- Homework and Quizzes can be reviewed in your MML gradebook any time after you take it.
- I try to scan and email Tests (except for the Final) back to students within a week or two of completing the grading.
- If you would like to see your graded Final Exam, I am happy to meet with you and show you your Final Exam sometime during the next full semester. However, you will not be allowed to keep a copy of your Final Exam.

Guide to Success of Your Online Class

Get to know MyMathLab! Everything you need to be successful is contained in this program. Consult the Announcements (Publishers' Announcements and Class Announcements) every day. Know your daily deadlines in the 'Class Main' for the current week and for the upcoming week.

1. Know your assignment deadlines. Keep a daily calendar of what is due each day. Generally, you'll have an assignment due about every other day.
2. Watch the video lectures/presentations for the sections you are working on. TAKE NOTES IN YOUR MATH NOTEBOOK! You should be treating this class like you would any other math class and putting in a minimum of 4-5 hours per day 6 days a week.
3. Read the Book, take notes and work any examples in your math notebook. Watch any animations for that section.
4. Listen to any audio available to you and read any new announcements (from me or from the publisher).
5. Do the 'Practice Homework' (and if you need more, work the exercises at the end of the section in the textbook) until you feel you could earn an 80% on the Homework assignment.
6. Post content questions to the Discussion Board (in Blackboard) if you have any (optional). Answer other students' questions if you are able to (email personal questions to japalatea@miracosta.edu - things like you had a family member pass away, you just went into labor, you're being deployed, etc.).
7. Do the assigned Homework.
8. Come my office hours, visit the MLC, or make a tutoring appointment to get help with questions/concepts that you still don't understand or don't think are easily answered online. Use the free online tutoring provided through the school.
9. If you are having problems with the math from earlier classes (e.g. factoring, signed numbers, graphing, etc.), go back and re-learn the pre-requisite material.
10. Practice until you earn the required 80% on the Homework assignment. If you don't earn 80%, you will need to back into the homework and rework it to improve your score so your Quiz will open.
11. Different students need a different amount of time. You may need more or less time/practice than other students.
12. All homework can be reworked until a 100% is earned (if you so desire).
13. Repeat steps (1-12) for all homework covered on the Quiz/Tests.
14. Do all Required Discussion Board Postings (both initial postings and replies, if possible) early. These are the 'gimmie' points in the class and can make the difference between an A and a B, or a C and a D.
15. Review for the Quiz. Take the Practice Quiz. Be sure to take it several times (all the way through) before attempting the actual Quiz. The more times you take the Practice Quiz, the wider variety of problems you will experience and the better you will probably do on the actual Quiz.
16. Take the assigned Quiz. If you are not happy with your score, you can attempt it again (by the deadline). Quizzes will not be re-graded.
17. Repeat the above steps (1-16) for all chapters that prepare you for a paper-and-pencil Test.
18. Review for the Test. Go over the 'List of Important Topics' to know what you are responsible for on each Test.
19. Take the Practice Test under the same conditions you'll have for the actual Test (i.e. no books, no notes, no friends, etc.)
20. Once take the Practice Test, look at the questions you missed. See what kinds of errors you made (Procedural errors? Errors on pre-requisite material? Etc.) Study/practice more from those sections in which you didn't do well.
21. Take the actual paper-and-pencil Test (only one attempt).

22. Once you get your scanned Test emailed to you, take a look at it and the solutions (usually posted in the 'Student Resources'. See what kinds of errors you made (Procedural errors? Errors on pre-requisite material? Etc.). Review your study skills/habits if needed.
23. Repeat steps (1-23) for all Tests leading up to the Final Test.
24. Study for the cumulative Final Exam using any of the past Practice Tests
25. Take the Cumulative Final Exam (only one attempt).

Grade Breakdown

Discussion Boards in Blackboard	3%
Homework	7%
Quizzes	15%
Tests (Final Exam Counts as 2 Tests)	75%

Grading Scale

The grades will be calculated as the percentage of the total possible:

A = 90.0% or higher, B = 80.0% - 89.0%, C = 70.0% - 79.0%, D = 60.0% - 69.0%, F = 60.0% or below

Academic Proctoring Center (APC) Information

APC Homepage: <http://www.miracosta.edu/StudentServices/ProctoringCenter>

This is where you'll be going to take your on-site, proctored, paper-and-pencil Tests.

Math Learning Center (MLC) Information

MLC Homepage: <http://www.miracosta.edu/mlc/>

This is a great place to study, meet up with classmates, get free help with your math, etc. Take advantage of it! The MLC is a free service, why not use them?!?

Tutoring & Academic Support Center (TASC) Information

Tutoring Homepage: <http://www.miracosta.edu/student-services/tutoring>

This is where you can make private one-on-one appointments or do online tutoring to get help with your math. Take advantage of it! Tutoring is a free service, why not use them?!?

Online Tutoring

Online Tutoring Homepage: <https://www.etutoring.org/login.cfm?institutionid=363&returnPage=>

MiraCosta participates in the Western eTutoring Consortium of colleges and universities to provide live and email-based tutoring support for a variety of subjects. Take advantage of it!

Other Resources

Disabled Student Program and Services (DSPS) http://www.miracosta.edu/Studentservices/dsps/index.html	x6658
Counseling https://www.miracosta.edu/student-services/counseling/index.html	x6670
Student Rights & Grievances	AP5530
Transfer Center http://www.miracosta.edu/student-services/transfercenter/index.html	x6880/6580

Quiz, Paper Test, & DB Posting Deadlines

These dates represent the last day that you may take a particular assessment. Do NOT wait until the last minute to take any assessment. Quizzes should be initially attempted several days before the deadline, leaving time to review, study and complete further attempts before the deadline (maximum 2 attempts per Quiz).

After these Quiz/Test deadlines have passed, a zero will be recorded for that assessment and averaged into your class grade.

Each Quiz may be attempted twice. See Quiz Procedure section above for the possibility of retaking ONE Quiz late. You can always take a Quiz early.

The four (4) on-campus paper-and pencil Tests (including Final) may only be attempted once. No late Tests allowed. If you want to take a paper Test early, please let me know at least 2 weeks in advance of when you want to take it.

All assessments in this class count towards your grade. No scores will be dropped.

Quiz & Test Deadlines

If you would like to take a paper Test prior to that Test's window, I can usually accommodate that. **Please contact me at least 2 weeks in advance.** You can always complete Homework or a Quiz early.

	Material Covered	Due Date
Quiz Ch 1	Ch 1	Before end of day 2/4
Test 1	Ch 1	In-Person Mon 2/8, Tues 2/9, or Wed 2/10
Quiz Ch 2	Ch 2	Before end of day 2/26
Quiz Ch 3	Ch 3 (omit 3.2)	Before end of day 3/9
Test 2	Ch 2 & 3 (omit 3.2)	In-Person Mon 3/14, Tu 3/15, Wed 3/16, or Th 3/17
Quiz Ch 4	Ch 4	Before end of day 4/6
Quiz Ch 5.1-5.5	5.1–5.5	Before end of day 4/21
Test 3	Ch 4 & 5.1–5.5	In-Person Fri 4/22, Mon 4/25, Tu 4/26, or Wed 4/27
Quiz Ch 5.6-5.8	5.6–5.8	Before end of day 5/9
Quiz Ch 11	11.1 & 11.5	Before end of day 5/19
Cumulative Final Test	Cumulative	In-Person Sat 5/21, Mon 5/23, Tues 5/24, or Wed 5/25

Required Blackboard Discussion Board Deadlines

	Initial Posting Due by	Response Postings Due by
Forum A	2/1	2/15
Forum B	2/29	3/14
Forum C	4/4	4/18
Forum D (Extra Credit)	5/2	5/16

Assessments Week-by-Week View

Week 1	Orientation, 1.1, 1.2, 1.3, 1.4
Week 2	Forum A(init), 1.5, R&CC, Practice Q Ch1, Q Ch1, 2.1, Practice T1
Week 3	Practice T1, T1, 2.2
Week 4	Forum A(response), 2.3, 2.4
Week 5	2.5, 2.6, R&CC, Practice Q Ch2, Q Ch2
Week 6	Forum B(init), 3.1, 3.3, 3.4 (note: we exclude 3.2)
Week 7	3.5, R&CC, Practice Q Ch3, Q Ch3, 4.1, Practice T2
Week 8	Forum B(response), Practice T2, T2, 4.2
Week 9	4.3, 4.4, 4.5
Week 10	Forum C(init), 4.6, R&CC, Practice Q Ch4, Q Ch4, 5.1
Week 11	5.2, 5.3, 5.4
Week 12	Forum C (response), 5.5, R&CC, Practice Q Ch5.1-5.5, Q Ch5.1-5.5, Practice T3, T3
Week 13	Practice T3, T3, 5.6
Week 14	Forum D(init), 5.7, 5.8
Week 15	R&CC, Practice Q Ch5.6-5.8, Q Ch5.6-5.8, 11.1
Week 16	Forum D(response), 11.5, R&CC, Practice Q Ch11, Q Ch11, Review for Final, Final
Finals	Review for Final, Final