Syllabus Topics in Alphabetical Order: (Click on a link to go to that topic in the syllabus)

Academic Honesty
Academic Proctoring Center
Attendance Policy/Being Dropped or Dropping the Course
Calculators
Course Description
Course Objectives
Courtesies
Disabled Students Information
Due Dates & Testing Windows
Final Exam
Grading Procedures
How to Study Math in This Online Course
Homework Assignments
Information for Students who Reside At-a-Distance/Testing on Another Community College Campus
Math Learning Center
Office Hours and Email
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Reviews for Tests
Student Learning Outcomes
Tests
Tutoring
Video Assignments
Math 101  
Intermediate Algebra  
Sections 2039 and 2047  
Spring 2010  
Mrs. Congleton  
Online

Course Description
This course is comprised of the study of radicals, rational expressions, relations and functions, exponential and logarithmic functions, and equations.

Required Materials
MyMathLab (Student Access Kit). This kit contains the MyMathLab software as well as an electronic version of the text. You may purchase the kit online at http://www.coursecompass.com/ using a credit card, or purchase an access code from the College Bookstore and then log on using the access code. Detailed instructions about logging in to MyMathLab are available on Blackboard.

Optional Materials

You may use a scientific calculator in this course; however, supporting work must be shown using algebra and exact answers given. For tests, you must use the scientific calculators available for check out at the Academic Proctoring Center, where you will be taking your tests. Those calculators are Texas Instruments TI 30XII-S calculators. I recommend that you purchase this model to use for your homework, quizzes and reviews. You will find information and a guidebook for this calculator in the MyMathLab (MML) menu under the “Calculator” button.

Required On-Campus Meetings
You must come to campus to take each of the three tests and the Final Exam. Tests and the Final Exam are given at the Academic Proctoring Center. An appointment is required. Students who live at-a-distance may be allowed to take their tests locally. Click the link “Information for Students Who Live At-a-Distance” to find out about this option. The testing windows for the three tests and the Final Exam are:

- Test 1 (6.8, 7.1-7.7)  
  Tuesday, 2/16 – Thursday, 2/18
- Test 2 (8.2, 8.4, App. E, 10.1-10.7)  
  Tuesday, 3/16 – Thursday, 3/18
- Test 3 (12.1-12.7)  
  Tuesday, 4/20 – Thursday, 4/22
- Final Exam (Cumulative, Ch. 11 included)  
  Friday, 5/19- Monday 5/24

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How to Study Math in This Online Course

Are you up-to-date on the prerequisite material? This course is the second half of the two-semester sequence that consists of Elementary Algebra and Intermediate Algebra. Elementary Algebra covers the first six chapters of our text, and Intermediate Algebra begins at chapter 7. Review the material in the first six chapters of our text, and if you feel unsure about your preparation, email me so that we can discuss your preparation and possible options.

Are you prepared to learn in an online environment? Learning in an online environment can be challenging. Most students must spend at least 12-16 hours per week in order to succeed. Discipline and dedication are required. It is easy to get carried away by other life events and postpone your online assignments, or to feel “disconnected” from the class and lose your motivation. Make it a priority to stay caught up in the course and to interact with me and with the other students in the class through the Discussion Board in MyMathLab. This will help you to stay motivated and to complete the class successfully.

How will I learn the material in this online class? In MyMathLab you will find twelve Lessons. Work your way completely through all lessons, finishing each by the due date. The careful completion of all lessons is important to your success in this class.

How often do I need to log on? In order to succeed in this class, most students need to work daily. You MUST log on at least two or three times a week in order to remain in the class. If more than three or four days elapse without you logging on, you may be dropped from the class.

What should I do to prepare for tests? To prepare for each test you should:

• Thoroughly learn each section. Before starting the homework, view the videos, read the e-text and work through the lecture notes.
• Complete all homework assignments. All homework assignments should be completed with a score of 100%. Redo each homework assignment as many times as needed to score 100%. If you needed to use references to complete a problem, redo that problem without references to make sure you know how to do it correctly. Homework is always open and you may redo homework and improve your score at any time during the course.
• Make 100% on every quiz. Complete all quizzes without using references. If you don’t make 100%, study the problems that you missed and then redo the quiz. Repeat this process as many times as needed to obtain a 100%. You can only redo quizzes before the due date for that quiz. After the due date, you may view but not change your quiz by going to your grade book and clicking on the “Review” link beside the quiz name.
• Review. Go back and review all homework and quiz problems. Complete the online Test Review (that counts as a quiz grade) and the optional Chapter Review (these are paper-and-pencil reviews) that cover the material on the test.
• Complete ALL homework, quizzes and reviews for the material on the test. Remember that quizzes are only “snapshots” of the material, homework assignments generally cover most of the important aspects of the material, and reviews provide a necessary “holistic” view of the material. The successful completion of all three (100% on each homework assignment, quiz and review) is necessary to properly prepare for a test.
• Complete additional review if needed. Complete other problems from the textbook for additional practice, if needed.
• Prepare for tests under testing conditions. Complete the reviews without references and with a time limit. Use the keys to grade your work, go back and review anything that you missed, and then try again without references. Keep trying until you can get all of the problems correct without reference.

Are there any special tricks in preparing for the tests? Yes!, How you prepare absolutely matters! Practice for a test should be done in an environment that is as close as possible to actual testing conditions. That means completing work without references and with a time constraint. After reviewing your homework and quizzes without using references, complete the test review and check your answers. Study the problems that you missed and then rework the review without references. Continue working through the review without references and then grading your work until you can complete the all of the problems without any errors.

How do I find out due dates, testing windows, where to take tests, and other crucial information about this online course? You will find this information in this syllabus and in the announcements. It is your responsibility to read the syllabus and check announcements and your email daily to keep in touch with what is going on in the class. The syllabus, announcements, and email are the methods I will use to keep you informed. Email me whenever you have any questions.

What resources are available to me to help me succeed in this online class? Here are some of the resources available for you:
• **MyMathLab**: Use the software to access videos, example problems, step-by-step solutions, the electronic text, and your homework, quizzes and online test reviews.
• **Lecture Notes**: Lecture notes are posted in MyMathLab. These notes contain explanations, hints, important information about probable test problems, and example problems. Answers for all example problems are given at the end of each lecture.
• **Math Learning Center Assistance**: Instructors and aides in the MLC (Math Learning Center) are available to answer homework questions that you may have. Find the locations and hours at the MLC webpage.
• **Tutoring**: Free tutoring is available in the Tutoring Center located in the Library and Information Hub. Find the hours and locations at the Tutoring Center webpage.

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• **Office hours and Email Communication:** I have online office hours on Thursdays from 7:00-8:00pm at ccongleton@miracosta.edu. In addition, I have on-campus office hours on Tuesdays (SAN 307) from 12:45 to 1:15 on the San Elijo campus. You are welcome to attend these office hours. I check and respond to emails at ccongleton@miracosta.edu and on MyMathLab at least once a day during the weekdays. I usually check email on the weekend, however on occasional weekends I do not check email. I check only MiraCosta and MyMathLab emails. Please don’t use any emails other than these two. Please place your full name and section number (either 2039 or 2047) in the subject line.

• **The Discussion Board on MyMathLab:** Use the discussion board to ask questions and to answer questions that other students have posted. I do monitor these discussions and post responses to unanswered questions. Please remember in using the Board to be kind, generous, and patient with your classmates. All interactions must be appropriate, as they would be in an actual classroom.

### Grading Procedures
There will be approximately 35 homework assignments, sixteen quizzes (twelve quizzes, three test reviews that each count as a quiz, and Chapter 11 Review that counts as a quiz), three tests, and one cumulative Final Exam. Video assignments do not count at all towards your grade even though they are labeled as “homework” by MML. The percentage that each category counts toward your course grade is given in the chart below.

<table>
<thead>
<tr>
<th>Grade Category</th>
<th>Percentage per Assignment</th>
<th>Total Percentage per Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>0.2% (35 assignments)</td>
<td>7%</td>
</tr>
<tr>
<td>Quiz</td>
<td>0.5% (16 quizzes)</td>
<td>8%</td>
</tr>
<tr>
<td>Test</td>
<td>20% (3 tests)</td>
<td>60%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25% (1 Final Exam)</td>
<td>25%</td>
</tr>
</tbody>
</table>

It is important to make a “C” or better on tests and the Final Exam. In general, homework and quiz scores do not count enough towards your final average to result in a passing score if you are not passing the tests/Final Exam. It is best to go into the Final Exam with at least an upper “C” average since many students score lower on the Final Exam than on their tests.

The grading procedure is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course Average in Percent Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Drop Date: Thursday, April 29, 2010
Information about Video Assignments, Homework Assignments, Quizzes, Reviews, Tests and the Final Exam

**Video Assignments:** All video assignments are available only through *MyMathLab* (MML). Video assignments do not count for points. Even though MML labels them as “homework”, they are not included in the homework grade.

- You can access video assignments by clicking on the “Homework/Videos” button on the MML menu.
- Video assignments are made for most sections. If a video assignment is made for a section, then that video is generally a prerequisite for the homework in that section.

**Homework assignments:** All homework assignments are available only through *MyMathLab* (MML). Note that the homework grade does not include Video Assignments. Video Assignments do not count for any points.

- You can access homework assignments by clicking on the “Homework/Videos” button on the MML menu.
- Homework assignments are made for each section.
- The careful completion of each homework assignment is an important element in your success.
- Keep a homework/quiz binder in which you write out all homework/quiz problems and solve them showing all steps and using an algebraic format. Because the tests that you will be taking on campus are paper-and-pencil, it is important to practice writing out your homework/quiz problems showing all steps and using algebraic format.
- Start your homework early and allow plenty of time to redo the homework assignments before the due date. Homework is typically due on Wednesdays and Sundays at 11:59 pm.
- You should score 100% on all homework assignments. Use the “Help Me Solve This” button to guide you through the problem if you are having difficulty. Email me, use the e-text, videos, or post a question on the discussion board if you still have questions. If you used a reference when solving a homework problem, be sure to go back and redo that problem without using any references. You won’t have notes on a test!!
- All homework assignments are always open. You can go back at any time to work on a homework assignment and improve your grade.

**Quizzes:** Each Lesson contains one quiz that covers several sections. Quizzes are online only and must be completed and submitted through *MyMathLab*.

- You can access quizzes by clicking on the “Quizzes/Test Rev.” button on the MML menu.
- Quizzes are generally due on Sundays at 11:59 pm. Test Reviews (which count as quizzes) are due on Thursdays of each testing window at 11:59 pm. See the due-date chart or “Quick Reference” link in the MML menu bar for due dates.
• Are quizzes closed book? Yes. Complete all quizzes without using any reference. After you complete the quiz, use your notes and other references to help you to correct the problems that you missed. Then redo the quiz until you can get 100% without using references. You must be able to do all quiz problems without using reference. You won’t have your notes on a test!!

• How many times can I take a quiz? Before the due date for a quiz, you may take and retake a quiz as many times as you would like. Each time you try the quiz again, you get a version with slightly different numbers, but the same types of problems. Your highest score for all of your attempts is the one that counts. In between attempts, you can look at your results to see what you missed. You should redo each quiz as many times as needed before the due date to score a 100% on the quiz. To see a quiz once the due date has passed, go to the Gradebook and click on the “Review” link next to the name of the quiz. You will be able to review the quiz but not make any changes.

• Can I turn in late quizzes? Twice during the semester, you may request a one-week extension to the due date for a quiz. I recommend that you save these extension requests for an emergency. To request an extension, send me an email with the name of the quiz. Put your name and section number in the subject line.

• How should I complete these online quizzes? For each quiz, copy each problem in your homework/quiz/review binder, work the problem out completely, showing all steps, and then enter the correct answer in MyMathLab. Remember: To best prepare for the paper-and-pencil tests that are given on campus, complete all of your preparatory work in an environment as close as possible to the testing environment: write down your problems, solve them showing all steps, do not use a text or other references, and time yourself.

Reviews for Tests: There are two reviews available for each test.

• The first is an online test review found in MyMathLab. All of the online reviews found in MML count as quizzes. Each Test Review is due by 11:59pm on the Thursday of the corresponding test window. Chapter 11 Review is due on 5/16.

• The second review is a paper-and-pencil review that corresponds to the chapter covered for that test. You will find these reviews in the MyMathLab menu bar under “Optional Chapter Reviews”. These reviews are optional, but I believe that you will find them very helpful in studying for the tests.

• Remember: To best prepare for the paper-and-pencil tests that are given on campus, complete all of your preparatory work in an environment as close as possible to the testing environment: write down your problems, solve them showing all steps, do not use the text or other references, and time yourself.
Tests:

- Where are the tests given? You will take each of the three tests at the Academic Proctoring Center (APC) on either the Oceanside or San Elijo campus during the testing window for that test. You must make an appointment for each test. The tests all have a ninety-minute time limit. It is your responsibility to schedule your test so that you have time to complete the test before the APC closes. Go to the APC website and read all APC rules and policies. It is your responsibility to read, understand and follow all APC rules and policies.
- When are the testing windows? For each test, a testing window will extend for four days from a Monday to the following Thursday. Here is the schedule:
  - Test 1 (6.8, 7.1-7.7) Tuesday, 2/16 – Thursday, 2/18
  - Test 2 (8.2, 8.4, App. E, 10.1-10.7) Tuesday, 3/16 – Thursday, 3/18
  - Test 3 (12.1-12.7) Tuesday, 4/20 – Thursday, 4/22
- What hours are available for me to take a test? The APC is open selected hours—some daytime and some evenings. You must complete your test before the APC’s scheduled closing time. Ninety-minutes are allowed for each test, so plan to arrive at the APC ninety minutes before closing time. Visit the APC webpage to see hours, location and appointment information.
- Do I need to make an appointment to take a test? Yes, you must make an appointment to take each test. If you are late for your appointment, you may lose your seat or, if you are allowed to take the test, you will still be required to complete the test in the original ninety-minute window that you scheduled. If you miss an appointment, it is possible that no other appointments will be available during the testing window.
- What if I fail to take the test during the testing window? There is a 3-day grace period that extends from the Friday following the close of a testing window through Tuesday of the next week. Each student may use the grace period only once during the semester. Tests taken during the grace period will earn a maximum score of 75%. To schedule an appointment during the grace period, call the APC and schedule a make-up test (online scheduling may not work for grace-period tests.)
- What if I don’t take a test at all? Students who don’t take a test during the testing window or the grace period will earn a zero on the test and may be dropped from the class.
- May I use a calculator? You will be allowed to use a scientific calculator on all tests. You must use the scientific calculators that are provided by the APC. Test problems require that all steps and supporting work be shown using algebra and that exact answers be given.
- How do I get my tests back? If you would like your graded tests to be returned to you, please bring a 6” by 9” no-clasp, stamped, self-addressed envelope to the test and leave it with the proctor. The postage fee will be $0.78. Clasp envelopes or other sizes may cost more and may be returned for insufficient postage. Do not use regular sized business envelopes because the folded test may be too thick, and the postal service may refuse to process the item.
Final Exam:
  - For the Final Exam, the testing window extends from Friday, May 21 through Monday, May 24 at the Academic Proctoring Center. The Final Exam has a two-hour time limit. Be sure to schedule your start time at least two hours earlier than the APC closing time. No finals will be given after Monday, May 24. Unfortunately there is no grace period for the Final Exam. Students who have not completed the Final Exam before the APC closes on Monday, May 24 will receive a zero on the Final Exam.
  - Correct all previous tests in preparation for the Final Exam. You must learn how to do all of the problems that you missed on those tests. Some of those problems may also be on the Final Exam. What if all of the problems that you missed on previous tests are on the Final! Your score could be disastrous! Correct each test as you do along during the semester.
  - Most students find the Final Exam harder than the tests (it is cumulative), and they often are not properly prepared for the Final. I suggest that you plan to go into the Final with at least a mid- to high-C current average to give yourself a little breathing space. Also, prepare properly for the Final by correcting previous tests, reviewing previous homework and quizzes, completing the four-part Final Exam Review, and further studying any material that you feel unsure about. Start reviewing for the Final at least three weeks before the Final.

Information for Students Who Reside At-a-Distance
Follow the procedure below to obtain my approval to take your tests at some other community college, college or university.
  - **At least three weeks before the scheduled testing window opens**, notify me that you would like to take your test at another community college, college or university;
  - Find a Testing Center at a community college, college or university near you. Find and speak with a staff member in the Testing Center who is willing to be the contact person for me and who will receive from me your test via email, proctor the test for you, and return the test to me through the mail/fax;
• **At least two weeks before the scheduled testing window begins,** you must send me via email the name, email address and phone number of the contact person in the Testing Center you have chosen. I will contact the person, make the arrangements, and let you know if there are any issues.
• **At least one week before the beginning of each testing window** you must email me your testing appointment information so that I can get the test to your proctor in a timely fashion.

Please be aware that Testing Centers at some community colleges, colleges and universities will charge you a fee to proctor your tests.

**Calculators**
For tests you may use a scientific calculator, but you must use the scientific calculator provided by the APC, the Texas Instruments 30XIIS. If you plan to buy a calculator, I recommend that you buy this model. If your calculator is a different model, use the “Calculator” menu item in MML to find out how to use the Texas Instruments 30XIIS calculator. Note that for all test problems, you will be required to use algebra, show all steps and supporting work and obtain exact answers.

**Course Objectives**
At the end of the course, the student should be able to:
1. Classify equations by type (linear, quadratic, rational, radical, exponential, or logarithmic) and solve by applying the appropriate technique.
2. Simplify expressions involving radicals, algebraic fractions, exponents, logarithms and complex numbers.
3. Graph linear and quadratic functions, identify intercepts and find the vertex of a parabola.
4. Analyze verbal problems, model with appropriate functions, substitute the known values, and solve the resulting equations.
5. Identify relations which are functions and determine the domain of a given relation or function.

**Courtesies**
Our online environment is based on mutual respect. All of our interactions with one another should be respectful, kind and helpful. Please gauge all of your actions in this class against this standard. Below are several guidelines that all are expected to follow.

• All tests are given on campus in a classroom or proctored environment. Academic dishonesty on a test will result in a zero on that test. **All cell phones and pagers must be turned off and put away during tests.**
• On the Discussion Board, focus on mathematics at hand and avoid personal comments, and please be encouraging, positive, and helpful. Be sensitive to the feelings of others. Please avoid criticism and teasing or joking that might be hurtful to others.
### Due Dates and Testing Windows:

<table>
<thead>
<tr>
<th>Lesson Due</th>
<th>Hmw/Quiz/Test Rev</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Time due: 11:59 pm</td>
</tr>
<tr>
<td>Lesson 1 (Orientation, 6.8, 7.1, 7.2 and Quiz 1))</td>
<td>Orientation, 6.8</td>
<td>Wednesday 1/27</td>
</tr>
<tr>
<td></td>
<td>7.1, 7.2 and Quiz 1</td>
<td>Sunday 1/31</td>
</tr>
<tr>
<td>Lesson 2 (7.3, 7.4, 7.5 and Quiz 2)</td>
<td>7.3, 7.4</td>
<td>Wednesday 2/3</td>
</tr>
<tr>
<td></td>
<td>7.5 and Quiz 2</td>
<td>Sunday 2/7</td>
</tr>
<tr>
<td>Lesson 3 (7.6, 7.7, Quiz 3, and Test 1 Review*)</td>
<td>7.6</td>
<td>Wednesday 2/10</td>
</tr>
<tr>
<td></td>
<td>7.7 and Quiz 3</td>
<td>Sunday 2/14</td>
</tr>
<tr>
<td></td>
<td>Quiz 4: Test 1 Review</td>
<td>Friday 2/18</td>
</tr>
<tr>
<td>Test 1</td>
<td>Tuesday, 2/16--Thursday, 2/18</td>
<td></td>
</tr>
<tr>
<td>Lesson 4 (8.2, 8.4, App. E, 10.1, and Quiz 4)</td>
<td>8.2, 8.4</td>
<td>Wednesday 2/24</td>
</tr>
<tr>
<td></td>
<td>App. E, 10.1 and Quiz 5</td>
<td>Sunday 2/28</td>
</tr>
<tr>
<td>Lesson 5 (10.2, 10.3, 10.4, and Quiz 5)</td>
<td>10.2, 10.3</td>
<td>Wednesday 3/3</td>
</tr>
<tr>
<td></td>
<td>10.4 and Quiz 6</td>
<td>Sunday 3/7</td>
</tr>
<tr>
<td>Lesson 6 (10.5, 10.6, 10.7, Quiz 6 and Test 2 Review*)</td>
<td>10.5, 10.6</td>
<td>Wednesday 3/10</td>
</tr>
<tr>
<td></td>
<td>10.7 and Quiz 7</td>
<td>Sunday 3/14</td>
</tr>
<tr>
<td></td>
<td>Quiz 8: Test 2 Review</td>
<td>Thursday, 3/18</td>
</tr>
<tr>
<td>Test 2</td>
<td>Tuesday, 3/16 --Thursday, 3/18</td>
<td></td>
</tr>
</tbody>
</table>

Due Dates are continued on the next page.
*Note: Test Reviews count as quizzes!! Video Assignments do not count for points even though MML labels them as “homework”.

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### Due Dates and Testing Windows Continued

<table>
<thead>
<tr>
<th>Lesson Due</th>
<th>Hmw/Quiz/Test Rev</th>
<th>Due Dates Time due: 11:59 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 7 (12.1, 12.2, 12.3, and Quiz 7)</td>
<td>12.1, 12.2</td>
<td>Wednesday 3/24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sunday 3/28</td>
</tr>
<tr>
<td>Lesson 8 (12.4, 12.5, 12.6, and Quiz 8)</td>
<td>12.4, 12.5</td>
<td>Wednesday 4/7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sunday 4/11</td>
</tr>
<tr>
<td>Lesson 9 (12.7, Quiz 9, and Test 3 Review*)</td>
<td>12.7</td>
<td>Wednesday 4/14</td>
</tr>
<tr>
<td></td>
<td>Quiz 11</td>
<td>Sunday 4/18</td>
</tr>
<tr>
<td></td>
<td>Quiz 12: Test 3 Review</td>
<td>Thursday 4/22</td>
</tr>
<tr>
<td>Test 3</td>
<td>Tuesday, 4/20–Thursday, 4/22</td>
<td></td>
</tr>
<tr>
<td>Lesson 10 (11.1, 11.2, and Quiz 10)</td>
<td>11.1</td>
<td>Wednesday 4/28</td>
</tr>
<tr>
<td></td>
<td>11.2 and Quiz 13</td>
<td>Sunday 5/2</td>
</tr>
<tr>
<td>Lesson 11 (11.3, 11.5, and Quiz 11)</td>
<td>11.3</td>
<td>Wednesday 5/5</td>
</tr>
<tr>
<td></td>
<td>11.5 and Quiz 14</td>
<td>Sunday 5/9</td>
</tr>
<tr>
<td>Lesson 12 (11.6, Quiz 12, and Chapter 11 Review*)</td>
<td>11.6</td>
<td>Wednesday 5/12</td>
</tr>
<tr>
<td></td>
<td>Quiz 15, Quiz 16: Ch. 11 Rev.</td>
<td>Sunday 5/16</td>
</tr>
<tr>
<td></td>
<td>Final Exam Review, Parts 1 – 2</td>
<td>Wednesday, 5/19</td>
</tr>
<tr>
<td></td>
<td>Final Exam Review, Parts 3 – 4</td>
<td>Monday, 5/24</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Friday, 5/21—Monday, 5/24</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Test Reviews and Chapter 11 Review count as quizzes! Video Assignments do not count for points even though MML labels them as “homework”.

1/30/10
Office Hours and Email
Regular Office Hours are:
  Tuesdays, 12:45-1:15pm, San 307 (San Elijo)
  Thursdays, 7:00-8:00pm, Online at ccongleton@miracosta.edu

Please take advantage of these regular office hours if you need help. During the online office hours I will be at my computer and can respond to your email quickly. You are also most welcome to attend my in-person office hours. If you have questions, you may also email me. In the subject line, place your full name and section number (2039 or 2047). Don’t use a nickname since I will not open the email if I don’t recognize the sender. I check and respond to emails on MyMathLab and at ccongleton@miracosta.edu at least once a day during the weekdays. I usually check these two emails on the weekend, however on occasional weekends I do not check email. Please don’t use any email addresses other than these two, as I do not check other emails.

Attendance Policy/Being Dropped or Dropping The Course
“Attendance” in this online course is measured by your completion of online work. You may be dropped from class if you fail to meet any of the following attendance requirements:

• First-day attendance requirement: You must log onto MML and begin work by Wednesday, January 27 and complete the first homework by the due date of Wednesday at 11:59 pm. In addition, you must complete all activities in Lesson 1 by the due date of Sunday, January 31. Please note that the lesson is a bit long since it consists of completing orientation material as well as learning the material in sections 6.8, 7.1, and 7.2, completing homework for those three sections, and completing Quiz 1. You need to start early in order to be able to complete the Lesson by the due date.

• “Attend” regularly by completing homework and quizzes online. If you fail to be present in at least one of those environments for more than three or four days in a row, you may be dropped from the class. It is best to log on and work daily, but you must log on and work at least two or three times per week.

• You may also be dropped from class if you do not take a test during the testing window or the grace period following the window.

The deadline to drop this course and receive a "W" is Thursday, April 29. After this date, students are not allowed to drop and must receive an evaluative grade for the class (A, B, C, D, F, or Credit/No Credit). It is the responsibility of each student to drop the class before this deadline if he/she does not choose to receive an evaluative grade.
Academic Honesty
I fully support MiraCosta College's belief that academic honesty is a cornerstone of the educational community. To that end, I expect academic honesty of my students. Students who bring unauthorized material to a test or copy from another's test will receive a zero on that test. You may use your textbook and notes on homework and may ask questions on the Discussion Forum, but you must complete your work on your own and not share answers with others.

Disabled Students
If you have a disability that may require accommodations in this online delivery format or require test accommodations, please notify me as soon as possible by email at ccongleton@miracosta.edu. If you have not already done so, please register with Disabled Students Programs & Services at 795-6658. Their office is located in Building 3000, adjacent to parking lot 3C.

Academic Proctoring Center
The three tests and the Final Exam (cumulative) are given on both the Oceanside and San Elijo campus at the Academic Proctoring Center (APC). The hours, location and procedures to make a testing appointment are given on the APC website. Appointments are required. If you are late for your appointment, you may lose your seat or, if you are allowed to take the test, you will be required to complete the test in the original window that you scheduled. If you miss an appointment, it is possible that no other appointments will be available during the testing window. You must schedule your appointment so that you have enough time to complete your test before the APC closes.

Following are a few of the important APC rules. Please remember that you must read and abide by ALL of the rules and policies. It is your responsibility to read, understand, and follow ALL rules and policies of the APC. You will find the rules and policies on the APC website.
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.
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 to staff and other students.
6. Abide by test instructions on the Test Transmittal Form submitted by your instructor.
7. If permitted to use a calculator, use one that is APC-provided.
Math 101 Student Learning Outcomes:
The Student Learning Outcomes for Math 101 are:
1. Students will be able to solve a variety of equations and determine the validity of solutions.
2. Students will be able to utilize function notation, determine the domain and range, perform the algebra of functions and compose functions.
3. Students will be able to analyze and graph linear and quadratic functions

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