Spring 2010: Online Intermediate Algebra

Hi! My name is Carol Congleton, and I am the instructor for two online sections of Intermediate Algebra: Sections 2039 and 2047. Best wishes to you for a wonderful and fun semester learning math in this online environment! You will find lots of support and resource material available to you to help you succeed. Class materials such as the syllabus, lectures, homework and quiz due dates, and test reviews are posted on my MyMathLab (MML), the software program that we will be using this semester. There you will find twelve sequenced lessons for you to work through to complete the material for the semester. Homework and quizzes are also accessed in MML.

Please read the syllabus for the course on my webpage for complete details about the course.

Once you enroll in the course, go to the homepage for this course in Blackboard and find the posted announcement that contains directions about how to purchase and log onto MyMathLab (MML), the required course software. All students must purchase, log into and begin working on the course by Wednesday, January 27th. The first homework is due at 11:59 PM on January 27th. Lesson 1 is due on Sunday, January 31st, 2010. Lesson 1 contains an orientation, assignments on sections 6.8, 7.1 and 7.2 and Quiz 1. It is quite a long lesson, so you must begin early to be able to complete it by the deadline. You must complete each activity in Lesson 1 by the due date or be dropped from the class.

Taking an online class can be quite a challenge. Avoid postponing assignments and getting behind. Plan to spend at least 12 – 16 hours per week learning the course material and completing assignments. To avoid feeling “disconnected” from the class and losing motivation, stay in contact with me and your classmates through email and the Discussion Board on MML.

Some folks really enjoy the independent learning style that is required in online classes, and they have the discipline to keep up, seek help when needed, and to stay motivated and work hard. Hopefully, you are one of those people!

If you decide to sign up for this class, do be aware that you are required to come on-campus to take the three tests and the final exam. The three tests and the final exam are given on both the
Oceanside and San Elijo campuses at the Academic Proctoring Center during the following testing windows:

Test 1 (6.8, 7.1-7.7) Tues. 2/16 – Thurs. 2/18
Test 2 (8.2, 8.4, App. E, 10.1-10.7) Tues. 3/16 – Thurs. 3/18
Test 3 (12.1-12.7) Tues. 4/20 – Thurs. 4/22
Final Exam (Cumulative, including Ch. 11) Fri. 5/21 – Mon. 5/24

All finals must be completed before the APC closes on Monday, May 24th. Students who have not completed the Final Exam by that day and time will receive a zero on the Final Exam. Unfortunately, there is no flexibility on this deadline.

On the following pages, you will find frequently asked questions about online classes in general and about this specific online class along with the answers that I have provided. Please read these carefully.

I am looking forward to our semester in Intermediate Algebra! Please don’t hesitate to email me at ccongleton@miracosta.edu if you have any questions about the course.
Online Intermediate Algebra (Math 101) Q&A
For Prospective Students

1. What is an online course? An online course is a course that is taught over the Internet. The student enrolled in an online course does not attend class and thus does not have the advantage of hearing the instructor explain the material or of participating in classroom discussions of the material. Instead, the student learns the material by using the resources provided by the teacher, and in general, questions are answered via email and discussions take place on electronic discussion boards. Tests and the Final Exam are given on campus in a proctored environment.

2. Is an online mathematics course a wise choice for you? Online mathematics courses require self-discipline and a solid background in the prerequisite course. The prerequisite course for Intermediate Algebra is Math 100, Elementary Algebra. If you feel that your preparation is not adequate, you should consider taking a traditional classroom version of Intermediate Algebra. This course begins in chapter 7 of the combined text that is used for Elementary Algebra and Intermediate Algebra.

3. Is this online course a self-paced course? No. This online course, like its traditional classroom counterpart, has schedules, deadlines, assignment due dates, and scheduled tests. The class begins on the first day of the fall semester Monday, January 25th, and ends on Monday, May 24th, 2010.

4. How do I learn the material? All course material will be available in MyMathLab (MML). There you will find an e-text, lectures, videos, guided tutorials, homework assignments, quizzes, test reviews and paper-and-pencil chapter reviews to download and work out. To complete the course, you will work your way through twelve sequenced lessons that will guide you through the course.

5. How can I learn how to use the MyMathLab software? Use the guided orientation in Lesson 1 in MML to learn how to use the software. If you have questions or would like an in-person orientation, please email me.

6. If I take the online Intermediate Algebra course, will I be required to come to the MiraCosta College campus? Yes, you must come to MiraCosta for each of the three tests and the Final Exam. The testing windows for the spring semester are:

   Test 1 (6.8, 7.1-7.7)       Tues. 2/16 – Thurs. 2/18
   Test 2 (8.2, 8.4, App. E, 10.1-10.7)   Tues. 3/16 – Thurs. 3/18
   Test 3 (12.1-12.7)       Tues. 4/20 – Thurs. 4/22
   Final Exam (Cumulative, including Ch. 11) Fri. 5/21 – Mon. 5/24
Students who have not completed the Final Exam by that day and time will receive a zero on the Final Exam. Unfortunately, there is no flexibility on this deadline.

7. Are there any circumstances under which I can take my tests at another community college, college or university? Under certain circumstances, I will approve your request to take a test at another community college, college or university. See the syllabus for requirements for at-a-distance testing.

8. What are the required materials for this class? The required material for this class is the MyMathLab Student Access Kit. This kit contains the MyMathLab software as well as an electronic version of the text. Students who took online Math 100 last semester at MiraCosta College do not need to repurchase the kit. See the instructions on Blackboard about how to use your current username and password to log onto this course. Others may purchase the kit online at www.coursecompass.com using a credit card, or may purchase an access code from the College Bookstore and then log on using the access code. Detailed instructions about logging in to MyMathLab are posted on Blackboard and are available for those who are registered for the class.

9. What resources are available to assist me in learning the material? 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 blanks for you to complete example problems. Answers are given at the end of each lecture.

   • **MathLearningCenter Assistance**: Instructors and aides in the MLC (Math Learning Center) are available to answer homework questions that you may have. To see the locations and hours of go to the Math Learning Center website.

   • **Tutoring**: Free tutoring is available in the Tutoring Center located in the Library and Information Hub. To find hours and locations go to the Tutoring Center website.
• **Office hours and Email Communication**: I have online office hours on Thursdays from 7:00-8:00pm at ccongleton@miracosta.edu. I also check and respond to emails on MyMathLab and at ccongleton@miracosta.edu 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. 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 if you would like.

• **The Discussion Board on MyMathLab**: Use the discussion board to ask questions and to answer questions of other students in the class. 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 in content and language, as they would be in an actual classroom.

10. How do I get started on the class, and how do I meet the first week “attendance” requirement?

To get started in the class, register with Admissions and Records and then log on to Blackboard using your SURF ID and password. Click on the class (Math 101 Section 2039 or Math 101 Section 2047), and then follow the given directions to log into CourseCompass. There you will find MyMathLab and the materials for this class.

“Attendance” in this online course is measured by your completion of online work. To meet the first-week attendance requirement, you must purchase and log into MML by Wednesday, January 27th and complete the first homework assignment due at 11:59 PM on Wednesday, **AND** you must complete all assignments in Lesson 1 by the due date of Sunday, January 31st. Please note that the first lesson is longer than usual since it consists of completing an orientation 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 the week in order to be able to complete the Lesson on time. In order to remain in the class, you must “attend” by working regularly online. I recommend that you work daily, but you must work online at least two or three times during each week and complete work every three or four days.

11. How do I crash this class?

This online class is very likely to be full before the semester begins. If any seats open up, I will give permission numbers in the order in which I
received emails requesting permission numbers. The last day that I will add any student is Tuesday, January 26th.