Instructor: Jennifer Martinez  Phone: (818) 610–6532  E-mail: martinje@piercecollege.edu

Office Hours: TBA

This is a purely distance online course. You will not be attending class each week, instead you will be watching videos, working on homework, taking quizzes/exams, and interacting with the discussion board within an online program called MyMathLab (see below). However, you are required to take the Final Exam on-campus called the MET on Saturday afternoon, 3:30- 5:45 p.m., December 7, 2013 (room location TBA).

Materials:  
Access Code: MyMathLab access code must be purchased for this class. MyMathLab is a program via the internet that we will be using in class which contains the materials needed for this course including an electronic version of your text book. When buying the book in the bookstore your access code comes packaged with the textbook or you can also purchase it separately, on-line, with a credit card. You need the course ID to get started with the materials in the course. I will be emailing you your course ID (using your LACCD student email address) right before the start of the semester once you are registered. You must have access online to take this course. You will be working on any computer that is connected to the Internet. All your time on task and all your results will be monitored and logged via the internet on a server maintained by MyMathLab. I will access this data regularly to monitor your progress and to compute your grade. Also, you must have a scientific or graphing calculator.

Textbook:  
Text: Intermediate Algebra with Applications & Visualization 4th edition, by Gary K. Rockswold. If you buy the book in Pierce’s bookstore then it comes in a package that includes the MyMathLabCourseCompass access code. You can also purchase just the access code at our bookstore.

Your Grade will be Determined by the Following Items

IMPORTANT: To know what is due each week you need to look under the Course Map button in MyMathLab under Week 1, Week 2, etc.

On Campus Final Exam (MET): 40% of your grade. You need to come to campus to take this final, you cannot take the final online. No make-ups are allowed. All sections of Math 125 will take the Math 125 MET. You will need a student ID with photo to take the final. A scientific calculator or a graphing is allowed on the final. Cell phones/computers cannot be used during the final exam. The rooms for the final will be announced a few weeks prior to the date. Sample final problems are available by clicking on the MET Sample link below or by link inside MyMathLab.

Date of Final Exam (MET)

<table>
<thead>
<tr>
<th>Saturday, 3:30- 5:45 p.m.</th>
<th>Take Final Exam(MET) on campus</th>
<th>Chapters 1 – 10, Room to be announced</th>
</tr>
</thead>
<tbody>
<tr>
<td>on date TBA</td>
<td></td>
<td>Look at MET Sample (click on link to view)</td>
</tr>
</tbody>
</table>

Online Computer Homework: 20% of your grade. You will do all your homework on the computer in MyMathLab. The computer will grade your homework and I will be able to access your homework grades to compute your grade in this class. The computer homework is due on the day of each computer chapter quiz. The actual due dates are listed on the Computer Homework screen, the All HW & Tests button and in the appropriate Week button under Course Map. You must submit all of the sections from the chapter that is due from the Computer Homework list. No late computer homework will be accepted but the three lowest sections will be dropped.

How to do the Homework:

1) To get to the first Homework link you need to click on the Week 1 button under Course Map. You can also do your homework from the All HW & Test button.

2) Click on any section. Before you can start doing the exercises you will first need to watch the video(s) listed. Once you have watched the video(s) you then can click on any exercise. A problem appears for you to answer. Work out the problem on paper and type the answer in the appropriate space. Click the CHECK ANSWER button to see if you are correct. If you are correct you may go on to the next problem by clicking on the right arrow at the top of the page. If you are wrong, you may try to answer it again. For many exercises you have
three tries to get the correct answer. After 3 tries you may ask the computer for a new problem by clicking the SIMILAR EXERCISE button at the bottom of the page. You can repeat this process as many times as needed. You can also logout and come back to the homework as many times as needed. If you are having difficulty typing in answers you can watch the How to Enter in Answers video located on the Course Home and Course Map page. If you have trouble answering the math question you have a lot of support. You can use the Help me Solve It button, View an Example button, re-watch a video, put the question on the discussion board, come in and see me during one of my office hours, or get help from another student or tutor.

3) After answering some homework problems, the exercise list will have a check mark or an X next to the exercises you answered, depending on whether your answer is correct or not. The homework problems that you have not attempted to answer will have neither a check mark nor an X next to it. You may stop doing the homework at any time and go back to it later by following the instructions above.

4) You may submit your homework by clicking the Save button on the bottom right side of the screen. You can make any changes up until 12 midnight on the due date. The program will not let you work on any homework past the due date.

5) When you are done working on the computer homework, you can close the homework screen by clicking on OK located on the lower right of the screen.

Online Computer Quizzes: 15% of your grade. There will be an online quiz on each chapter. Each quiz will be taken online and must be submitted before 12 midnight on the due date. The actual due dates are listed on the Quiz & Test screen, the All HW & Tests button and in the appropriate Week button under Course Map. Unlike the homework, there is no help (you need to do this on your own but you can use your own open written notes), you must take the quiz in one sitting, and once you start you have only one hour to finish the quiz. You can retake the quiz twice if you do not like your score. The highest of the three tries will only be used. You must be finished taking a quiz on or before 12 midnight on the due date. No LATE quizzes will be accepted.

1) To take a quiz you must click on the Quiz link from the appropriate week button under Course Map or the All HW & Tests button listed on the left. A list of quizzes will appear showing the due dates.

2) Click on the quiz you want to take, then click on I am ready to start. You need to take the quiz in one sitting and you have 1 hour (per each try) to finish once started.

3) When you are completely finished with the quiz you must end by clicking on Submit. Do NOT hit Submit until you are finished. You cannot review the correct answers until after you submit the entire quiz.

Online Exams: 15% of your grade. There will be three online exams. Exam 1 will cover chapters 1 thru 3, Exam 2 will cover chapters 4 thru 6 and Exam 3 will cover chapters 7 thru 10. Each Exam will be taken online and must be submitted before 12 midnight on the due date. The actual due dates are listed on the Quiz & Test screen, the All HW & Tests button and in the appropriate Week button (when due) under Course Map. Like the quizzes, there is no help (you need to do this on your own but you can use your own open written notes). Unlike the quizzes, you can only take the exams once, but you have two hours to finish the exam once you start. There will be no make-ups on the exams. The directions to take an exam are the same as the Online Quizzes.

Discussion Board: 10% of your grade. This enables all students to communicate math to each other. We will be using the discussion board to answer student homework questions, to do math activities, and to get to know each other. The guidelines for each discussion are posted when you click on the Discussion Board button.

Grading System: Your grade will be determined on a weighted average, as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Total Percentage</th>
<th>Your letter grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Exams</td>
<td>15%</td>
<td>90% – 100%</td>
<td>A</td>
</tr>
<tr>
<td>Final Exam (MET)</td>
<td>40%</td>
<td>90% – 100%</td>
<td>A</td>
</tr>
<tr>
<td>Computer Homework</td>
<td>20%</td>
<td>80% – 89%</td>
<td>B</td>
</tr>
<tr>
<td>Computer Quizzes</td>
<td>15%</td>
<td>70% – 79%</td>
<td>C</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>10%</td>
<td>0% – 54%</td>
<td>F</td>
</tr>
</tbody>
</table>

Gradebook: To view your grade click on the “Gradebook” button. If you click on Show Overall Score it will show you the percent you have in the class up to date. I will only add zeros to the items that are past due. The homework score is the average computer homework the test score is the average all in-class exam scores and the other is the average of the attendance, discussion board and book exercises scores.
Warning!! You really must be self-motivated to succeed in this class. You must regulate your time, and be responsible for achieving the goals of the course. Do not procrastinate, or you will fall so far behind you can never catch up!

Multimedia Library: By clicking on the Multimedia Library button you can view the Multimedia Textbook (an exact copy of the text), the Section Video Lectures (A video lecture on each section), Animations (interactive videos) and more.

Messages from You to Me: You can send me email at martinje@piercecollege.edu or through the system by clicking on the Email button on the left side of the screen. On the next screen, click on Send Email and then on All Instructors Users. A screen will appear where you can type your message to me. After typing your message, click Submit. I will send my reply to the email address you set up when you registered for MyMathLab. Please check your email regularly.

Messages from Me to You: Regularly, there will be important announcements from me. You can read these under “Announcements” on the Course Home Page. I may also send information about the course to the email address that you set up when you registered for MyMathLab. As stated above I use this email address to reply to your email. Please check your email regularly. If you change your email address during the term, be sure to update your email address on the Account summary page

Drop Policy: Any student who has stopped doing the assignments has class has the responsibility to officially drop the class either on-line, by phone, or in the Admissions and Records office. Failure to officially drop may result in the student receiving a grade of “F” for both courses. The policy is that an instructor has the prerogative to drop any student with one weeks absences at any time throughout the semester up to the drop deadline (the student must never assume that the instructor will do so). In this distance online course I will drop any student who has not completed two weeks of assignments which are listed under Course Map (Week 1, 2, 3, etc.) The deadlines to drop are listed in Schedule of Classes. IMPORTANT: Effective summer 2012, students will only have 3 attempts to pass a class. If a student gets a "W" or grade of "D", "F", or "NP", in a class, that will count as an attempt. If a student drops a class by the "Drop Classes without a W" date early in the semester, it is not counted against the three (3) attempts that a student has to pass the class.

Cheating Policy: If you cheat in this class (i.e. knowingly or unknowingly participate in the submission of unoriginal work for any quiz or test) the instructor is required to fill out an Academic Dishonesty Report form. This report will be forwarded to the Math Dept. Chairman, who will send it to the VP of Student Services for disciplinary action, which may result in suspension or exclusion. In addition to sending this report, I will assign a grade of zero for the quiz or exam even if doing so results in the impossibility of the student to pass the class.

The Student Learning Outcome (SLO) Upon successful completion of this course the student will be able to

1) Represent and analyze basic functions and their applications using tables, graphs, and equations. Use and interpret function notation in both algebraic and graphical contexts.
2) Write and analyze linear models for functions with constant rate of change. Graph linear equations and interpret slope as a rate of change in real world situations. Model problems involving two or more unknowns by writing and solving systems of equations or inequalities.
3) Formulate and analyze quadratic models, such as projectile motion, revenue functions, problems involving area or the Pythagorean theorem, and applications of conic sections.
4) Apply and interpret exponential models such as population growth and compound interest, and logarithmic scales.
5) Use exponents and radicals to analyze power function models in applications such as direct and inverse variation.

You can also go to the math department web page http://www.piercecollege.edu/departments/mathematics/ for information about the SLOs and the course outline of record (which list all topics that are covered in Math 115 and Math 125) as well as other important info about the math department.

Tutoring: The Center for Academic Success, which is room 8402, is open for students to get extra math tutoring or just a place for students to sit and do their homework on their own. If you create a study group, you can use this space as a place to meet.

Special Services: Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Special Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization, based on verification of disability, is required
before any accommodation can be made. The phone number for Special Services is (818) 719-6430 and they are located in the new Student Services Building, #4800.