

# Syllabus

Please read the syllabus carefully. It is not only a contract between a teacher and student, but it is also a map to help you navigate through this course.

## Course Information

**Course: Math 120**

**Section: OLH**

**CRN: 87228**

**Fall 2018**

## Class Information

Term Dates: Wednesday, August 16 to Saturday, December 16.

## Instructor Information

Gary Church

churchg@smccd.edu

Bldg 15, Rm 128

(650) 574-6621

Office Hours: Daily from 9:00 to 10:00 and 12:00 to 1:30

## Important Dates:

- Last day to add or drop with possible class refund: Tuesday, August 28.
- Last day to drop with no mention of the course on your transcript: Monday, Sept 3.
- Last day to drop with a guaranteed "W" grade: Wednesday, Nov 14.

No "W" grades will be given after this date! Please bring me a drop slip if you decide to drop the class.

## Course Description

# General Description

A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences, and series.

## Student Learning Outcomes

Upon completion of the course, a student should be able to:

- Identify and apply basic algebraic concepts including domain, range, slope, absolute value, scientific notation, equivalent equations, laws of exponents, intercepts, parallel lines, perpendicular lines, horizontal lines, and vertical lines.
- Solve systems of linear equations in three unknowns using elimination and substitution.
- Solve equations and inequalities in one or two variables and involving absolute values.
- Solve quadratic equations by factoring, completing the square, and quadratic formula.
- Solve exponential and logarithmic equations.
- Solve equations involving radicals.
- Perform basic operations on complex numbers.
- Solve equations involving radicals.
- Find complex roots of a quadratic equation.
- Sketch the graphs of functions and relations:
  - algebraic, polynomial and rational functions
  - logarithmic functions
  - exponential functions
  - circles
- Find and sketch inverse functions.
- Problem solve by application of linear and quadratic functions.
- Apply the concepts of logarithmic and exponential functions.
- Apply the properties of and perform operations with radicals.
- Apply the properties of and perform operations with rational exponents.
- Graph linear and quadratic functions.
- Graph linear inequalities in two variables.
- Find the distance between two points.
- Find the midpoint of a line segment.

Textbook

[Tussy & Gustafson; Intermediate Algebra, 5th ed.](https://www.amazon.com/Cengage-Advantage-Books-Intermediate-Loose-leaf/dp/111198770X/ref=mt_looseleaf?_encoding=UTF8&me=) [\(https://www.amazon.com/Cengage-Advantage-Books-Intermediate-Loose-leaf/dp/111198770X/ref=mt\\_looseleaf?\\_encoding=UTF8&me=\)](https://www.amazon.com/Cengage-Advantage-Books-Intermediate-Loose-leaf/dp/111198770X/ref=mt_looseleaf?_encoding=UTF8&me=) Brooks Cole  
(March 2008) ISBN:978-1111987701.

You do not need to purchase a physical textbook since an electronic version is included in WebAssign (see below.) If you do purchase the textbook, get it from the CSM bookstore since [that one](http://bookstore.collegeofsanmateo.edu/TextBookDetail.aspx?BookPriceID=9268409&MBSNumber=0&SecID=5909921&trm=FALL%2017) <http://bookstore.collegeofsanmateo.edu/TextBookDetail.aspx?BookPriceID=9268409&MBSNumber=0&SecID=5909921&trm=FALL%2017> includes the necessary WebAssign access code.

If you would like a source of lots of worked examples, I suggest you get a copy of [Schaum's outline of intermediate algebra](http://www.amazon.com/Schaums-Outline-Intermediate-Algebra-Outlines/dp/007162998X/ref=sr_1_1?s=books&ie=UTF8&qid=1433355864&sr=1-1&keywords=schaum27s+outline+intermediate+algebra) [http://www.amazon.com/Schaums-Outline-Intermediate-Algebra-Outlines/dp/007162998X/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1433355864&sr=1-1&keywords=schaum27s+outline+intermediate+algebra](http://www.amazon.com/Schaums-Outline-Intermediate-Algebra-Outlines/dp/007162998X/ref=sr_1_1?s=books&ie=UTF8&qid=1433355864&sr=1-1&keywords=schaum27s+outline+intermediate+algebra).

Textbooks can be purchased through the bookstore at:

## College of San Mateo Bookstore

<http://bookstore.collegeofsanmateo.edu/home.aspx>

1700 West Hillsdale Blvd.

San Mateo, CA 94402

Phone: 650-574-6367

Email: [csmbookstore@smccd.edu](mailto:csmbookstore@smccd.edu)

## Math Resource Center (MRC)

If you need tutorial help and I'm not available, you can get help from the tutors in the Math Resource Center (MRC). More information about the MRC can be found at <http://collegeofsanmateo.edu/mrc/> <http://collegeofsanmateo.edu/mrc/>

## WebAssign

WebAssign is the online tool that will be used to learn the material in the course syllabus. In order to use WebAssign, you will need a computer (PC or Mac) with a reasonably fast internet connection and a recent version the Google Chrome web browser; Canvas and WebAssign seem to work best on Google Chrome.

If you buy the WebAssign license code online, be sure to get the code for the "Lifetime of edition access to ebook and homework" version. It costs \$82.00 and will include an electronic copy of the complete textbook. If you can't afford to buy the textbook or code or are unsure if you will remain in the course, you are given approximately two weeks of free time on WebAssign before having to purchase the license code.

## Homework

This course moves quickly and there is lots of material to cover. Consequently, you will need to devote a lot of time to study (reading the text, watching videos, working practice problems, etc...) and doing the assigned homework. You should expect to spend ten or more hours per week doing these activities. You can track when assignments (homework or chapter tests) are due by consulting the calendar available within WebAssign.

Since answers in WebAssign are scored on a right/wrong standard, you are given up to five attempts on each problem to get the correct answer. You are not penalized for the first two incorrect responses but attempts after the second are penalized by 25% of the value of the problem; It is important, therefore, to do your best to get the correct answer on the first or second attempt.

Also, should you fail to complete a homework assignment by the due date, you are allowed to request one automatic extension of the assignment. This request must be made within three days of the original due date of the assignment and must be completed within one day of the request. The request is made from within WebAssign; Select the overdue assignment within two days after its due date and a window will open allowing you to request an extension.

## Chapter Tests

After you've finished the sections assigned in each chapter, you will need to do the assigned WebAssign chapter test. To prepare for the test, you can work problems from the Personal Study Plan (PSP) available within WebAssign. These problems are considered self-study and aren't counted in your grade.

The test will be timed, giving you between 60 and 120 minutes to complete the test (the time based on the length of the test and the nature of the questions on the test.) Once you begin the test, you must complete it in the allotted time; you can't log off and resume the test later. Therefore, before sitting for the test, be sure you have sufficient quiet and uninterrupted time available to you.

You are expected to work the problems on the test without aid of text, notes, family or friends. You are allowed a standard scientific calculator.

You will be given three attempts at each problem, with no penalties for a wrong first or second attempt but a 30% penalty if you get the problem right on the third attempt and zero points if you are unable to answer the problem correctly in three attempts. The lowest test score (by percentage) will be dropped.

## Announcements

Announcements will be posted in CANVAS. They will appear on your CANVAS dashboard when you log in and/or will be sent to you directly through your [preferred method of notification](https://guides.instructure.com/m/4212//73162-how-do-i-set-my-notification-preferences) (<https://guides.instructure.com/m/4212//73162-how-do-i-set-my-notification-preferences>) from CANVAS. Please make certain to check them regularly, as they might contain useful information.

## Questions

In online courses it is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. Please post these in the [QUESTIONS FORUM](#) ([%24CANVAS\\_OBJECT\\_REFERENCE%24/discussion\\_topics/id2eeb9ff13623220907c8e42292674f0](#)) which you can access by clicking the DISCUSSIONS button in the course navigation links. This is an open forum, and you are encouraged to give answers and help each other.

## Netiquette

When posting on the discussion boards and chat rooms it is important to understand how to interact with one another online, netiquette. You can read more about the [core rules of netiquette](#) (<http://www.albion.com/netiquette/corerules.html>).

## Course Participation

Participation is essential to your success in this class. In distance education courses you are required to participate just as if you were in a face-to-face course. This means that you will have to complete your homework assignments and chapter tests by their due dates. Consistent failure to do this will result in being dropped from the course.

# Grading

Your grade will be based on homework and chapter tests. The homework and chapter tests will be done online within WebAssign. Your scores on these categories will contribute to your semester grade according to the following weights.

- Homework: 50%
- Chapter Tests: 50%

The final letter grade is calculated as a percentage of the weighted scores based on the ranges:

A: 100 — 90      B: 89 — 80      C: 79 — 70      D: 69 — 60      F: 59 — 0

A grade of "I" (incomplete) will be given only in case of an emergency situation.

## Course Policies

### Drop

All distance education courses currently follow the College of San Mateo's for [Attendance Regulations](http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp) [. \(http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp\)](http://collegeofsanmateo.edu/academicpolicies/attendanceregulations.asp). In order to avoid getting an F for the course, **it is your responsibility to officially withdraw from the class prior to the deadline.**

**If you do not complete the course CHECK-IN ACTIVITY (the "Introduction to WebAssign" assignment in WebAssign) by its due date, you will be dropped from class for non-attendance.**

Students who do not participate in class, that is, who consistently do not complete homework assignments and chapter tests will be dropped from the class for non-participation.

### Academic Honesty/Student Conduct

As a student at CSM, you are expected to follow the [San Mateo County Community College District Board Policy 7.69.1 for Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures](https://smccd-public.sharepoint.com/BoardProcedures/7_69.1.pdf) [. \(https://smccd-public.sharepoint.com/BoardProcedures/7\\_69.1.pdf\)](https://smccd-public.sharepoint.com/BoardProcedures/7_69.1.pdf) and College of San Mateo's [Guidelines Addressing Cheating and Plagiarism](http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp) [. \(http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp\)](http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp). This means that you should not:

- Cheat

- Plagiarize, that is, use another person's words or ideas as your own without proper
- Let another student login to your CANVAS account.

Failure to follow this policy will result in disciplinary action which can affect your academic standing in the College.

## **Disability Resource Center (DRC)**

**(<http://collegeofsanmateo.edu/dsps/index.asp>)**

If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the **Disability Resource Center (DRC)**

**(<http://collegeofsanmateo.edu/dsps/index.asp>)** for assistance. **The DRC**

**(<http://collegeofsanmateo.edu/dsps/index.asp>)** is located in the College Center (Bldg. 10) Room 120. (650) 574-6438; FAX (650) 574-6434

- Confidentiality. Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA). Please understand confidentiality and do not identify the person or their disability information to other students.
- Taping Lecture. Students who are unable to take or read notes have the right to tape record class lectures only for their personal study.
- Documentation. Students must provide documentation before they are entitled to accommodations. If you have any questions, please feel free to contact me or Audra Fernandez at (650) 574-6438; **[fernandeza@smccd.edu](mailto:fernandeza@smccd.edu)** (**<mailto:fernandeza@smccd.edu>**)

## **Sexual Misconduct, Harassment, Assault and Title IX**

We are concerned about our students and are committed to maintaining safe and caring college environment. Learn more at **[smccd.edu/titleix](http://smccd.edu/titleix)** (**<http://smccd.edu/titleix/>**).

### **Sexual Assault Policy**

It is the policy of the San Mateo County Community College District to educate all students, faculty, and staff on the prevention of sexual assault. The District and Colleges will provide information to all faculty, staff, and registered students on the definition of sexual assault, how to prevent it, and how to report it if assaulted.

"Sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or threat of sexual assault.

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by a student, faculty, staff, administrator, visitor, or invitee of College of San Mateo, occurring on College property, or an off-campus site or facility maintained by the College, or on grounds or facilities maintained by a student organization, is a violation of College policies and regulations, and is

subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Information and literature is available in the office of the Vice President, Student Services, the Health Center and the Security Office.

The SMCCCD Board of Trustees has established policies concerning sexual assault.

These policies are indicated below:

- **[Board Policy 2.29: Sexual Assault Education, Prevention and Reporting](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_29.pdf)** [\\_ \(https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2\\_29.pdf\)](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_29.pdf)
- **[Administrative Procedure 2.29.1: Sexual Assaults on Campus](https://smccd-public.sharepoint.com/BoardProcedures/2_29.1.pdf)** [\\_ \(https://smccd-public.sharepoint.com/BoardProcedures/2\\_29.1.pdf\)](https://smccd-public.sharepoint.com/BoardProcedures/2_29.1.pdf)

Any faculty, staff member, or student who has been sexually assaulted should immediately contact the Health Center, 574-6396, or the Security Office, 574-6415.

## **Sexual Harassment Policy**

It is the policy of the San Mateo County Community College District and the College of San Mateo to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. The District promotes zero tolerance for behaviors which constitute sexual harassment in its educational and workplace environment for both employees and non-employees.

This policy defines sexual harassment and sets forth a procedure for the investigation and resolution of complaints of sexual harassment by or against any faculty member, staff member, Board member or student within the District. Sexual harassment violates State and Federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation. Retaliation constitutes a violation of this policy.

It is the responsibility of each District employee and student to maintain a level of conduct that is in compliance with District policy. Employees who violate this policy may be subject to disciplinary action up to and including termination. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

The District provides both informal and formal complaint resolution procedures; considers as serious matters all complaints of sexual harassment; is committed to full investigation and resolution; and takes steps to ensure that persons complaining of sexual harassment will not be subjected to retaliation or reprisals of any kind.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice-Chancellor of Human Resources and Employee Relations, 358-6767.

## **Additional Redress**



In addition to and concurrently with the filing of a written grievance, a student has a right to file a complaint or charges with other appropriate governmental agencies such as Equal Employment Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or state or federal court.

The SMCCCD Board of Trustees has established policies concerning sexual harassment.

These policies are indicated below:

- **[Board Policy 2.25: Prohibition of Harassment](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_25.pdf)** [\\_\(https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2\\_25.pdf\)](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/2_25.pdf)
- **[Administrative Procedure 2.25.1 Prohibition of Harassment](https://smccd-public.sharepoint.com/BoardProcedures/2_25.1.pdf)** [\\_\(https://smccd-public.sharepoint.com/BoardProcedures/2\\_25.1.pdf\)](https://smccd-public.sharepoint.com/BoardProcedures/2_25.1.pdf)

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