Instructor Information

Instructor: Alison Passmore
Office: NLRHS A223
Mailbox: N/A
Hours: By appointment
Phone: 501-771-8100 (but email is the best way to reach me)
Email: apassmore@uaptc.edu and passmorea@nlrsd.org

*All emails and telephone calls will receive a response within two business days.

Chair: Denise Hammett (501)812-2874 denisehammett@uaptc.edu
Dean: Dr. Marico Bryant Howe (501)812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

Catalog Description

3 Credit Hours (3 hours lecture per week)

This course is a study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic and exponential; systems of equations; and matrices. This course satisfies the state-mandated requirement for the baccalaureate degree and is appropriate for STEM majors, such as Science, Technology, Engineering, and Mathematics or for those courses requiring College Algebra as a prerequisite.

A TI-83 or TI-84 graphing calculator is required and course requires an online learning component.

PREREQUISITE: Students enrolled in MATH 1302 must meet one of the following requirements:

- A minimum score of 22 on the mathematics section of the ACT
- A minimum score of 97 on the Accuplacer Elementary Algebra Placement Test
- A minimum score of 50 on the COMPASS Algebra Placement Test
- A grade of C or better in MATH 0402 Transitional Algebra
- A grade of C or better in MATH 0302 Foundations of Algebra and enrolled in corequisite MATH 0102 College Algebra Support course
- Permission by the department chair or division dean
Course Materials

Pencils, notebook, regular and graph loose leaf paper, TI-84 calculator.

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at http://www.uaptc.edu/footer-navigation/tutoring-center

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Mathematics department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and mathematical thought
2. Academic Integrity
3. Independent thinking and learning
4. Quantitative and technological literacy on a collegiate level.

Student Learning / Course Outcomes

ACTS

The student will demonstrate:

- The ability to perform and solve basic function operations and algebraic problems using appropriate vocabulary
• Critical thinking to formulate decisions and problem solving based on reasoning and analysis
• The appropriate use of technology to supplement and enhance conceptual understanding, visualization, and inquiry
• The ability to synthesize information from a variety of sources to solve problems and interpret results

The student will demonstrate a basic understanding of functions including:

• Absolute values
• Quadratic
• Polynomial
• Rational
• Logarithmic
• Exponential
• Graphing of inequalities and quadratic inequalities

The student will demonstrate an understanding of the application of the following topics:

• Systems of equations
• Matrices

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class.

Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.
Attendance is taken starting the first day of the semester and throughout the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student's grade based on excessive absences. Instructors set the attendance policy for courses and students’ must follow those policies to remain in the course.

Any student who does not attend class before the roster certification date will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Students who were dropped because they had not attended class, will not be allowed back into the course during that specific term; refunds are automatically added to the student’s account for being reported as Never Attending a class. Instructors set the policies for counting students at “no shows” in the online environment and it is the students’ responsibility to follow those policies to remain in the course.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive tardiness and/or absences are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. More importantly, students who are absent miss important information from lectures, class discussions, handouts and assessments, and can easily fall behind on the material. As mastery is a basis for progression, students will need to be present each day. Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor. Instructors in the online environment establish the attendance policies and the requirements for success and it is the students’ responsibility to adhere to those policies.

Drop Date: The last day to drop a course or withdraw from the college is Friday, November 16th. A student should consult with their instructor and financial aid (if applicable) before submitting a drop form. A student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. Faxed requests can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which course you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option.

NLRSD Handbook attendance policies apply.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: http://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.
Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Email Policy:** *Due to UA-PTC's board policy and privacy issues, please only send emails from your UA-Pulaski Technical College email account. UA-PTC employees (and students) can only receive and send official email through UA-Pulaski Technical College's email accounts.*

**Timely Response:** Instructors will normally answer emails and voice mails within 24 hours, except for weekends and times when the college is closed.

**Campus Visitors Policy:** Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a schedule course is being taught. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent.

**Incompletes:** The requirements for awarding a grade of incomplete, “I” can be found in the Academic Catalog.

**Math Department Chair:** Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

**Cell Phones:** Please silence and put phones away. Texting during class or doing other things on your phone or tablet or smart watch during class not related to the course is not a good idea as concepts being taught will be missed. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

**Make-up Policy:** Arrangements can be made to take a test at a different time if the instructor is notified in advance by the student and there is a legitimate reason for rescheduling. For an unexpected absence contact instructor as soon as possible to schedule a make-up appointment.

**Homework:** Grades will be kept in Blackboard. To be successful in the class, all homework needs to be worked. *At the end of the semester, the two lowest homework scores will be dropped.*

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100% A
- 80 to 89% B
- 70 to 79% C
60 to 69%  D
0 to 59%  F

For College Algebra Without Support

Homework/Quizzes: 25%
Regular Tests: 50%
Final Exam: 25% (Student will receive an F for the course for failure to take final exam).

Course Average will be calculated as follows:
(Homework Avg *0.25) + (Regular Tests Avg* 0.50) + (Final Exam Avg * 0.25)

Homework – Homework will be assigned for each section discussed. Homework should be worked out on paper and kept in an organized notebook so you will have something to study at test time. Grades will be kept in Blackboard.

Homework and Quizzes will count as 25% of your total grade.

Tests – Four tests worth 100 points each will be given. These will be paper/pencil tests given in class. A study guide will be given for each test to help students prepare. At the end of the semester, the final exam percentage will be used to replace the lowest of these test scores if the final exam percentage is higher. Tests will count as 50% of your total grade.

Final Exam – There will be a two hour, multiple choice, comprehensive, paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course. A study guide will be given to help students prepare. The final exam will count as 25% of your total grade.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”
The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at UA-Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership  
Campus Center Building Room 216  
501-812-2756  
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.
Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

Disclaimer: This schedule is a guide for the semester.

<table>
<thead>
<tr>
<th>Week</th>
<th>Mth</th>
<th>DayDate</th>
<th>Material Covered</th>
<th>Week</th>
<th>Mth</th>
<th>DayDate</th>
<th>Material Covered</th>
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<tr>
<td>1</td>
<td>Aug</td>
<td>M-13</td>
<td>No Class</td>
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<td>Oct</td>
<td>M-15</td>
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<td>W-15</td>
<td>Syllabus &amp; 2.1</td>
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<td>2</td>
<td>Aug</td>
<td>M-20</td>
<td>2.2 &amp; 2.3</td>
<td>11</td>
<td>Oct</td>
<td>M-22</td>
<td>9.1 &amp; 9.2</td>
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<td>W-22</td>
<td>2.4</td>
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<td></td>
<td>W-24</td>
<td>9.3</td>
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<td>3</td>
<td>Aug</td>
<td>M-27</td>
<td>3.5 &amp; 3.6</td>
<td>12</td>
<td>Oct</td>
<td>M-29</td>
<td>9.4</td>
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<td></td>
<td>W-29</td>
<td>3.7 &amp; 4.8</td>
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<td>W-31</td>
<td>Review for Test #3</td>
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<td>4</td>
<td>Sept</td>
<td>M-3</td>
<td>Labor Day Holiday</td>
<td>13</td>
<td>Nov</td>
<td>M-5</td>
<td>Test #3</td>
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<td>Review for Test #1</td>
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<td>14</td>
<td>Nov</td>
<td>M-12</td>
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<td>5.1 &amp; 5.4</td>
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<td>Nov</td>
<td>M-19</td>
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<td>7.1 &amp; 7.2</td>
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<td>F-23</td>
<td>Thanksgiving Break</td>
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<td>Test #4</td>
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<td>9</td>
<td>Oct</td>
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<td>Test #2</td>
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<td>W-10</td>
<td>8.3 &amp; 8.4</td>
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Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Dalana Nugent’s College Algebra class at UA-Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

I understand that I must do each of the following to be successful in this class.

1. Attend class regularly and pay attention while there - which means I will not daydream, I will not text, I will not be doing stuff on my phone, tablet or laptop.
2. Take good notes during every class and keep my notes/work in an organized notebook dedicated to College Algebra.
3. Do all homework problems assigned as soon as the section is taught, bring those homework problems to class the next time and ask questions about those I did not understand.
4. Seek help from my instructor or from the free tutoring the college provides (in Room 220) as soon as I don’t understand what is going on.
5. Study thoroughly for each test and don’t assume I can get by with just watching problems worked in class.

I understand that:

1. I need to use my UA-PTC email address to email my instructor.
2. If I fail to take the final exam it will result in a grade of F for the course.
3. If I miss a test I will not be allowed to make it up.

________________________
Semester

________________________
Date

________________________
Print name

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Signature

________________________
UA-PTC Email address

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Telephone