Instructor Information

Instructor: Stephanie Phillips  
Office: BCLR Room 208  
Mailbox: IT 409  
Hours: Tuesday 9:00-10:15  
Phone: 501-812-2200  
Email: sphillips@uaptc.edu

*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

Online  
All assignments for the course will be completed online with the exception of the Final Exam.

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

Required Materials:

MyLabsPlus Access Code ISBN: 9780558926809  (There is an etext pre-loaded). Or


Calculator: A TI-83 or 84 calculator is required for the course. No other brands of calculator will be supported and no Texas Instrument models other than 83’s and 84’s will be discussed. TI-89 and TI-Nspire models cannot be used.

(Please note, you do not need to purchase the physical textbook unless you prefer to have an actual book versus an etext book which can be viewed in the MyLabsPlus software. So, you can purchase the MyLabsPlus Access Code listed above or you can purchase the actual book which comes with an Access Code. You will need the calculator mentioned above.)

If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account. This will allow you to purchase your book early and will alleviate you getting behind this semester.

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

MLP Technical Support: If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8pm. (All times are Eastern Standard Time.)

Do not contact the UA-PTC IT services department for assistance with MLP issues. Please be sure to contact the 1-800 number that was provided above.

Student MyLabsPlus Access

MyLabsPlus Web Address: http://pulaskitech.mylabsplus.com/ or you can also access the MLP link in UA-PTC's Portal.

- **Student MyLabsPlus Username**: The first two letters of your first name, your entire last name, and the last four digits of your student ID.
- **Student MyLabsPlus Password**: Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)
  *If you have previously used MLP with UAPTC, you will need to use that password instead.

Once you login in to MyLabsPlus,

1. You will be prompted to accept the terms of the Pearson User License Agreement and Privacy Policy. Click I Accept once you have read the terms of use.
2. You will be prompted to enter the access code that you received with your book. If you have already purchased the book, chose “Access Now”.

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3. If you do not have a code, you will choose “Pay Later”. This will give you **14 days of Temporary Access**, which will begin on the day you **registered** in the course. This means that the temporary code could expire at different times for each student since it is based upon the date each student registers into the system. You will need to purchase your book before the temporary access code expires or you will be locked out of MyLabsPlus and you will not have access to your work which could result in zeros on assignments that were missed. **DO NOT LOSE YOUR ACCESS CODE ONCE YOU HAVE PURCHASED IT. YOU WILL NOT BE ABLE TO ENTER IT UNTIL THE TEMPORARY ACCESS CODE EXPIRES.**

If you have trouble logging in, entering your code or experience issues with not being able to access the course, please contact the Chair of the department. Her name is Denise Hammett and her email is **dhammett@uaptc.edu**. Please send as much information as you can about the situation including screen shots along with a good working phone number, your username and birthdate.

**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**

In College Algebra, you will have the opportunity to develop critical thinking skills. You will have the chance to cultivate reasoning, intuition, imagination, and professionalism. These experiences will reach far beyond the breadth of this course as they come alongside other college courses to produce in you invaluable problem solving skills. Being persistent when faced with difficult tasks and overcoming your fear of complex problems will prove to be an enormous asset to you in both your college experiences and career pursuits. With this said, you must take responsibility for your own learning. I will serve as your “coach” in this pursuit. As we begin this journey through College Algebra, I am on your side, but my support alone is not enough. These moments belong to you so, make responsible decisions by keeping up with your homework, mapping out a scheduled time to work on this class, and engaging with the instructor and students online.

**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.

Attendance for your online course will be taken on a weekly basis, which will be based upon completion of assignments for the week.

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.

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 as “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.
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 turn cell phones on vibrate mode during class time. 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.

BCLR policies: Please proceed directly to our classroom, 208/210. Unless you are waiting to speak with me in our classroom or using the restroom, you must leave the building as soon as class is dismissed. The activity center and/or youth loft area are not available between classes for student use. If you are waiting for a ride, you must wait outside the building. Lastly, please treat the facility respectfully by returning the classroom to the condition in which you found it.

Make-up Policy:
Homework–MyLabsPlus (MLP) will keep track of your homework grade which will be used in calculating your total grade. At the end of the semester, the two lowest homework scores will be dropped. Please be responsible and finish the assignments by the Due Date shown in MyLabsPlus. Once the Due Date has passed, you can complete assignments but you will be assessed a 15% late penalty. All assignments will close and can no longer be worked on after Tuesday, December 11th.
Make-up Policy (cont):
MyLabs Plus Tests - Students will have an opportunity to retake one MLP Test. Only the highest score will be included into the grade calculations. If a student misses the due date for a MLP Test, the single retake opportunity may be used for the missed Test. The retaking of a test will only occur at the end of the semester after the Final Exam is graded and Final Grades are available. If more than one Test is missed, one Test will receive a make-up opportunity and all remaining Test will receive a zero.

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

| 25%: MyLabsPlus Homework |
| 50%: MyLabsPlus Tests (Tests 1, 2, 3, & 4) |
| 25%: FINAL EXAM (PTC Common, handwritten, in-class Exam. 2hours) |

(Student will receive an F for the course for failure to take final exam).

Course Average will be calculated as follows (amend as necessary):

\[(\text{Homework Avg } \times 0.25) + (\text{Regular Test Avg} \times 0.50) + (\text{Final Exam Avg} \times 0.25)\]

**Homework** – Homework will be assigned for each section outlined in the schedule. Homework problems will be found in MyLabsPlus. Homework should be worked out on paper and kept in an organized notebook so you will have something to study at test time. Answers obtained for the homework problems need to be entered in MyLabsPlus. You will have aids you can click on to help you work the problems if you have trouble or need help. MyLabsPlus will keep track of your homework percentage. The two lowest scores will be dropped at the end of the semester. **Homework will count as 25% of your total grade.**

**Tests** – Four tests worth 100 points each will be given. At the end of the semester, you may choose to retake you lowest Test in MLP. Only the highest score will be kept in the grade calculations. **The four 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**

**Students are expected to complete all MyLabsPlus homework and Tests alone.** Students may not enlist the help of anyone while submitting this material. Should a student be found to violate this policy, he/she will receive a zero for the assignment. Alternatively, the student is allowed to seek outside help by discussing the textbook practice problems and/or material in the Study Plan tab of MyLabsPlus.

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** - This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

**MLP:** MyLabsPlus Assignment Due Date  
**RWS:** For each section listed, the student should:

- **Read** the textbook. MyLabsPlus – Multimedia Library—Select Chapter & Section - Multimedia Textbook  
- **Watch** videos & take notes. Click the videos link icons inside the eText while reading the section. These are also available separately in Multimedia Library—Select Chapter & Section - Video or Chapter Test Prep Videos.  
- **Start** MLP Homework & highlight areas to discuss with the instructor.

| Sun 8/11 | n/a | Mon 8/13 | n/a | Wed 8/15 | Read syllabus, RWS: 2.1 |
| Sun 8/19 | MLP Due: 2.1 /Blackboard Syllabus Quiz Due | Mon 8/20 | RWS: 2.2 & 2.3 | Wed 8/22 | RWS: 2.4 |
| Sun 8/26 | MLP Due: 2.2, 2.3, 2.4 | Mon 8/27 | RWS: 3.5 & 3.6 | Wed 8/29 | RWS: 3.7 & 4.8 |
| Sun 9/2 | MLP Due: 3.5, 3.6, 3.7, 4.8 | Mon 9/3 | Labor Day | Wed 9/5 | Begin work on Review for Test 1 |
| Sun 9/9 | MLP Due: Review Test 1 | Mon 9/10 | MLP Due: TEST 1 (2.1 -2.4, 3.5, 3.6, 3.7, 4.8) | Wed 9/12 | RWS: 5.1 & 5.4 |
| Sun 9/16 | MLP Due: 5.1 & 5.4 | Mon 9/17 | RWS: 6.1 & 6.8 | Wed 9/19 | RWS: 7.1 & 7.2 |
| Sun 9/23 | MLP Due: 6.1, 6.8, 7.1, 7.2 | Mon 9/24 | RWS: 7.4 & 7.5 | Wed 9/26 | RWS: 8.1 |
| Sun 9/30 | MLP Due: 7.4, 7.5, 8.1 | Mon 10/1 | RWS: 8.2 | Wed 10/3 | Begin work on Review for Test 2 |
| Sun 10/7 | MLP Due: 8.2, Review T2 | Mon 10/8 | MLP Due: TEST 2 (5.1, 5.4, 6.1, 6.8, 7.1-7.5, 8.1,8.2) | Wed 10/10 | RWS: 8.3 & 8.4 |
| Sun 10/14 | MLP Due: 8.3 & 8.4 | Mon 10/15 | RWS: 8.5 | Wed 10/17 | RWS: 8.6 |
| Sun 10/21 | MLP Due: 8.5 & 8.6 | Mon 10/22 | RWS: 9.1 & 9.2 | Wed 10/24 | RWS: 9.3 |
| Sun 10/28 | MLP Due: 9.1, 9.2, 9.3 | Mon 10/29 | RWS: 9.4 | Wed 10/31 | Begin work on Review for Test 3 |
| Sun 11/4 | MLP Due: 9.4, Review T3 | Mon 11/5 | MLP Due: TEST 3 (8.3 -8.6, 9.1 - 9.4) | Wed 11/7 | RWS: 9.5 |
| Sun 11/11 | MLP Due: 9.5 | Mon 11/12 | RWS: 9.6 | Wed 11/14 | RWS: Fri 11/16: Drop Date |
| Sun 11/18 | MLP Due: 9.6 | Mon 11/19 | Thanksgiving Break | Wed 11/21 | Thanksgiving Break |
| Sun 11/25 | No assignments | Mon 11/26 | RWS: 9.7 & 10.2 | Wed 11/28 | Begin work on Review for Test 4 |
| Sun 12/2 | MLP Due: 9.7, 10.2, Review Test 4 | Mon 12/3 | MLP Due: TEST 4 (9.5- 9.7,10.2) | Wed 12/5 | Begin work on Review for Final Exam |
| Sun 12/9 | Review cont | Mon 12/10 | MLP Due: Review for Final Exam | TUESDAY 12/11 | FINAL EXAM 9:00am -11:00am |
Final Exam Schedule:

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<td>TR or TWR</td>
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<td>6:00 pm</td>
<td>W</td>
<td>Wed Dec 12 6:30 – 8:30 pm</td>
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<td>6:30 pm</td>
<td>MTWR</td>
<td>Mon Dec 10 6:30 – 8:30 pm</td>
<td>6:30 pm</td>
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<tr>
<td>6:45 pm</td>
<td>MTWR</td>
<td>Mon Dec 10 6:30 – 8:30 pm</td>
<td>6:30 pm</td>
<td>T</td>
</tr>
<tr>
<td>7:25 pm</td>
<td>MW</td>
<td>Mon Dec 10 6:30 – 8:30 pm</td>
<td>7:25 pm</td>
<td>TR</td>
</tr>
</tbody>
</table>

Night

Friday only classes will give finals at their normal class time on this date.  
Friday, December 14, 2018

Saturday

Saturday classes will give finals at their normal class time on this date.  
Saturday, December 8, 2018

Legend

M – Monday  T – Tuesday  W – Wednesday  R – Thursday  F – Friday

Note to faculty: If a class meets at a time that is not indicated on this schedule then the time for the final exam is determined by the instructor. But select a time that does not create other final exam conflicts for your students.

Note to Students: It is your responsibility to confirm the date and time of your final exam with your instructors before final exam week.

Date & Time of Your Final Exam: TUESDAY, DEC 11th, 9:00 am–11:00 am @ BCLR Room 208
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Stephanie Phillips, 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. Read the textbook (physical or eText) for each section listed on the course schedule.
2. Take good notes from my readings and section videos.
3. Begin work on MLP homework problems as soon as (or before) the section is listed on the course schedule.
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 just because I obtained a good homework score. Realize that the more often I use the Learning Aids in the MLP Homework, the less I am truly learning on my own for the tests.
6. Complete all MyLabsPlus Homework and Tests alone. I may not enlist the help of anyone while submitting this material. If I violate this policy, I will receive a zero for the assignment. Alternatively, I will seek outside help by discussing the textbook practice problems and/or material in the Study Plan tab of MyLabsPlus.

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 only be allowed one make-up that will be opened after the Final Exam has been taken.
4. In this online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. To participate in this class, I must complete assignments on a weekly basis.

Semester

__________________________________________

Date

__________________________________________

Print name

__________________________________________

Signature

__________________________________________

UA-PTC Email address

__________________________________________

Telephone