Instructor Information

Instructor: Jean Swillum “Miss Jean”
Office: LRS 235
Mailbox: LRS 251
Hours: Monday: 10:30 am – 11:30 am,
Tuesday: 1:30 pm– 2:00 pm, 4:45 pm–5:45 pm,
Wednesday: 10:30 am – 11:30 am,
Thursday: 1:30 pm– 2:00 pm,
Friday: By Appointment
Phone: (501) 812-2865
Email: jswillum@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

In Person
Instructor is physically in the classroom and delivering content in a face-to-face format for ALL meetings of the class. We may make use of computers, internet or other electronic media in the classroom on any given day. Students may be directed to online material provided by the publisher, or to other internet accessible sources as part of their course work.

Class Days and Meeting Times: Tuesday/Thursday 8:00 am – 9:15 am and continues 9:25 am – 10:15 am

Catalog Description

4 Credit Hours (5 hours lecture per week)

This course does not apply towards graduation requirements and the grade earned is not included in the cumulative grade point average computation. The topics covered may include, but are not limited to linear equations and inequalities, quadratics, rational expressions, exponents, radicals, polynomials, and problem solving techniques.

A TI-83 or TI-84 graphing calculator is required for this course and requires an online learning component.
This course is a prerequisite for MATH 1302 College Algebra for students with:

- A score of 14 – 17 on the Mathematics section of the ACT
- A score of 30 – 62 on the Accuplacer Elementary Algebra Placement Test
- A score of 19 – 34 on the Compass Algebra Placement Test

Upon successful completion (A, B, or C) students would enroll in MATH 1302 College Algebra.

**Course Materials**

Required Materials: The required materials for this course are the same materials that you will need for the subsequent College Algebra course. There will not be a need to purchase any additional materials when you take College Algebra with UA-PTC the next semester.


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 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](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/](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**: Ptcmmdyyyy (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”**.
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](mailto: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

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

- Students will be able to factor quadratics and other polynomials.
- Students will be able to solve linears, quadratics and other polynomials.
- Students will be able to graph linear equations.
- Students will be able to simply polynomial expressions, rational expressions and radicals.
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. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Attendance will be taking at the beginning of each class period. Failure to sign in will result in being counted absent. Attendance will be counted as 2% of your grade.

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 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
abuse, 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](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 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](mailto: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.
Grading Policy

Upon successful completion (A, B, or C) students would enroll in MATH 1302 College Algebra.

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

**Homework:** 10%

**Quizzes:** 13%

**Attendance:** 2%

**Tests:** 50%

**Final:** 25% *(Student will receive an F for the course for failure to take final exam).*

Grade calculations: (Homework average \(x\) 0.10) + (Quizzes \(x\) 0.13) + (Attendance \(x\) 0.02) + (Test average \(x\) 0.50) + (Final average \(x\) 0.25)

**Homework (10%)** – Homework will be assigned for each section discussed. 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.** You are allowed to rework the homework assignments for extra practice and for a higher score (up to 100%) as many times as you like until the due date. Once the Due Date has passed, you can complete assignments but you will be assessed a 10% penalty. All homework assignments for each module will close and can no longer be worked on after the module test.

**You are allowed to rework the homework assignments for extra practice and for a higher score (up to 100%) as many times as you like until the due date.** Please be responsible and do assignments by the Due Date shown in MyLabsPlus.

**Quizzes (13%)** – Quizzes will be found in MyMathLab. Quizzes 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 quiz problems need to be entered in MyMathLab. **MyMathLab will keep track of your quiz percentage. The lowest quiz score will be dropped.**

**Attendance (2%)** – Attendance is taking at the beginning of class and again after class changes classroom. To be counted present for the day you must be sign in at both times. Failure to sign in will result in being counted absent.
Tests (50%) – Six tests worth 100 points each will be given. **At the end of the semester, the final exam percentage will be used to replace the lowest of these six test scores if the final exam percentage is higher.**

Make-up Policy: Tests that are missed **cannot** be made up. **If one test is missed for any reason, the grade on it will be 0 until the end of the semester when the final exam percentage will be used as the score on that missed test.** If more than one test is missed, the grade on the second missed test will remain a 0. 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 (examples would be: surgery, National Guard training, funeral, jury duty, etc.). **Any arrangement must be made before the day and time of the scheduled test. Exceptions on a case by case basis to be determined by the instructor.**

**Final Exam (25%)** - There will be a two-hour 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. **TUESDAY, DECEMBER 11, 8:00 am – 10:00 Am**

* 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.
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 catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue 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

Sexual Misconduct

No person at 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.
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<td>6.4 Addition, Subtraction and More Multiplication</td>
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<td>2.1 Graphs of Equations</td>
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<td>4.1 Introduction to Polynomials and Polynomial Functions</td>
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**Disclaimer:** This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Jean Swillum Transitional Algebra course at 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.

As a student in this course, I understand:

1) My attendance for the duration of each class is expected.

2) My attention and participation is required for the duration of each class.

3) The Instructor determines what constitutes an excused absence.

______________________________________________
Semester

______________________________________________
Date

______________________________________________
Print name

______________________________________________
Signature

______________________________________________
UA-UA-PTC Email address

______________________________________________
Telephone