Instructor Information

Instructor: Susan James
Office: IT 306A
Mailbox: IT 306A
Office Hours: Mon/Wed 11:15-12:15 and 3:00-4:30
Phone: 501-812-2308
Email: sjames@uaptc.edu

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

Chair: Denise Hammett (501)812-2874 dhammett@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

Delivery Method – In Person:
This course meets face-to-face in a classroom. As such, the instructor is physically in the classroom and delivering content in a face-to-face format for ALL meetings of the class. Students are expected to be in class for the duration of each class meeting and to participate in taking notes, asking and answering prudent questions.

Class Days and Meeting Times:
Tuesday/Thursday – 3:05pm to 4:20pm, IT 406 and 4:30pm to 5:20pm, IT 404

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

Disclaimer: UA-PTC will not guarantee materials purchased anywhere other than the UA-PTC bookstore. The purchase of codes for the online environment should be purchased through the UA-PTC bookstore or directly when registering for the online environment by following the instructions supplied by your instructor. Please take a picture of your code for safe keeping as lost codes cannot be replaced.

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.

Your MLP Username________________________________________

* Student MyLabsPlus Password*: Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)

Your MLP Password________________________________________

*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, choose “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. 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. Information Literacy
2. Technology Literacy
3. Communication
4. Critical Thinking
5. Quantitative Reasoning
6. Cultural Awareness
7. Professionalism

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

Department / Program Learning Outcomes

The mission of the math department is to prepare students with the mathematical knowledge and understanding necessary for students to accomplish their educational goals. The math department aims to teach, advise and consult on any mathematical related matter whether a student wishes to successfully transfer to a four year college, gain entrance into the workforce, enhance their personal skills or further their lifelong learning pursuit.

Upon successful completion of the required math courses,

DLO #1: Students will demonstrate the ability to use symbolic, graphical, numerical and written representations of mathematical ideas.
DLO #2: Students will use mathematical reasoning and, when appropriate, a general problem solving process to solve problems.
DLO #3: Students will learn mathematics through modeling real-world situations.
DLO #4: Students will use appropriate technology to enhance their mathematical thinking and understanding, solve mathematical problems, and judge the reasonableness of their results.

Student Learning / Course Outcomes

SLO #1: Students will be able to factor quadratics and other polynomials.
SLO #2: Students will be able to solve linears, quadratics and other polynomials.
SLO #3: Students will be able to graph linear equations.
SLO #4: Students will be able to simplify 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.

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. 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 as outlined in the syllabus for the course. 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 student’s responsibility to follow those policies.

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. Students who are absent for any portion of a class session 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 for the entire class session. 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 student’s responsibility to adhere to those policies.

**Drop Date:** The last day to drop a course or withdraw from the college is Wednesday, April 17, 2019. **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 and cannot drop students from courses; it is entirely the student’s responsibility to complete the process if they wish to drop from the course.

**Daily Course Attendance Policy:** Students will be required to sign a roster (sign-in sheet) every class to prove their attendance and as part of keeping records. If a student forgets to sign, the student will be marked absent. **The roster will be taken up 5 minutes after class begins and anyone coming in after that time will be marked absent.** Students are expected to be in a seat, ready to take notes, when class begins. If the student misses lecture, that student should get the missed material from a fellow student, go over it, then go to the instructor after class or during office hours to ask any questions.

**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: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Eating and drinking will be allowed during class, but there will be **no gum chewing allowed.**

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars, as determined by the instructor, are detailed in the paragraph(s) 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.

**Campus Visitors Policy:** Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled 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 College Catalog on page 31 by using the following link: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/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 off or to 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 will not be tolerated. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%       A
- 80 to 89%        B
- 70 to 79%        C

All grades below a 70% will be recorded as an NC (No Credit). Any student earning a grade of NC will not be allowed to move on to the next course and must retake the class.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>25%</td>
</tr>
<tr>
<td>Tests</td>
<td>50%</td>
</tr>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Participation</td>
<td>5%</td>
</tr>
</tbody>
</table>

Grade calculations: (Final average x 0.25) + (Test average x 0.50) + (Homework average x 0.20) + (Participation x 0.05)

* 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.

Homework – 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’ll 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.
Participation – This class will require daily participation. This will be in the form of group work or individual work. Since attendance is required to be participating, excessive absences will affect this part of your grade.

Exams – Six exams worth 100 points each will be given. Students will have the entire class to complete the test. A study checklist will be given 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.

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.

Make-up and Late 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.

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. https://www.uaptc.edu/catalog

The use of any smart device or notes not allowed by the instructor is considered cheating and in direct violation of 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. [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

**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.
**Stuff Happens!**  
Servers go down; computers don't work as anticipated; life throws us curveballs. Be prepared!

Do not wait until the last minute...you may experience completion difficulties! Work ahead of schedule and have a backup plan at a different location in case something happens at your usual location or to your computer; occasionally use your backup plan to make sure it works! Remember that you can use the open labs at PTC and the public libraries have computers.

**Procrastination is your enemy!**

**Tentative Course Schedule** - This schedule in tentative and is subject to change as necessary by the instructor.

<table>
<thead>
<tr>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
<th>Material Covered</th>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
<th>Material Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan</td>
<td>T-8</td>
<td>No Class</td>
<td>10</td>
<td>Mar</td>
<td>T-12</td>
<td>5.3</td>
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<tr>
<td></td>
<td></td>
<td>TR-10</td>
<td>Syllabus, 1.1</td>
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<td>TH-14</td>
<td>5.4</td>
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<tr>
<td>2</td>
<td>Jan</td>
<td>T-15</td>
<td>1.2</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>TH-17</td>
<td>1.4</td>
<td></td>
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<tr>
<td>3</td>
<td>Jan</td>
<td>T-22</td>
<td>3.3</td>
<td>11</td>
<td>Mar</td>
<td>T-26</td>
<td>5.5, 5.7</td>
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<td></td>
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<td>TH-24</td>
<td><strong>Exam 1</strong></td>
<td></td>
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<td>TH-28</td>
<td><strong>Exam 4</strong></td>
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<td>Jan</td>
<td>T-29</td>
<td>2.1</td>
<td>12</td>
<td>Apr</td>
<td>T-2</td>
<td>6.1</td>
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<td>TH-31</td>
<td>2.2, 2.3</td>
<td></td>
<td></td>
<td>TH-4</td>
<td>6.2</td>
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<tr>
<td>5</td>
<td>Feb</td>
<td>T-5</td>
<td>2.5</td>
<td>13</td>
<td>Apr</td>
<td>T-9</td>
<td>6.3, 6.4</td>
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<td>TH-7</td>
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<td>TH-11</td>
<td>6.5, 6.6</td>
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<tr>
<td>6</td>
<td>Feb</td>
<td>T-12</td>
<td><strong>Exam 2</strong></td>
<td>14</td>
<td>Apr</td>
<td>T-16</td>
<td><strong>Exam 5</strong></td>
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<td>TH-14</td>
<td>4.1, 4.2</td>
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<td>TH-18</td>
<td>7.3, 7.4(Last Day to drop)</td>
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<td>T-19</td>
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<td>15</td>
<td>Apr</td>
<td>T-23</td>
<td>8.1</td>
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<td>TH-21</td>
<td>4.4</td>
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<td>10.1, 10.2</td>
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<td>8</td>
<td>Feb</td>
<td>T-26</td>
<td>4.5</td>
<td>16</td>
<td>Apr</td>
<td>T-30</td>
<td><strong>Exam 6</strong></td>
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<td></td>
<td>TH-28</td>
<td>4.6, 4.8</td>
<td></td>
<td></td>
<td>May</td>
<td><strong>Exam 6</strong></td>
</tr>
<tr>
<td>9</td>
<td>Mar</td>
<td>T-5</td>
<td><strong>Exam 3</strong></td>
<td>17</td>
<td>May</td>
<td>Finals</td>
<td>Your Final Exam</td>
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<tr>
<td></td>
<td></td>
<td>TH-7</td>
<td>5.1, 5.2</td>
<td></td>
<td></td>
<td>Week</td>
<td>Thursday, May 9, 4:00-6:00</td>
</tr>
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</table>
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Susan James' 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 Transitional 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 Your Name

Your Signature

UA-PTC Email address

Telephone