Instructor Information

Instructor: Rachel Caruthers
Office: LRS 237
Mailbox: LRS 250
Office Hours: Mon/Wed 12:15-1:15pm
Tues/Thurs 9:30-10:30am & 12:30-3:30pm
Friday Upon Request
Phone: (501) 812-2351
Email: rcaruthers@uaptc.edu (Best and Fastest way to Contact Me!)

*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
Math 1302 College Algebra Section 42, Monday & Wednesday 6:00pm to 7:15pm
Math 0102 College Algebra Support Section 42, Monday & Wednesday 7:25pm to 8:15pm

Catalog Description
1 Credit Hour (2 contact hours per week)

This course is a corequisite support course for students enrolled in MATH 1302. As the support course for the credit-bearing course, MATH 1302, the grade earned in MATH 0102 does not apply toward graduation requirements and is not included in the cumulative grade point average computation.

A TI-83 or TI-84 graphing calculator is required for this course and the course requires an online learning component.
Corequisite: (Students are required to concurrently enroll in MATH 0102 and MATH 1302 when the student has one of the following)

- A score of 18-21 on the Mathematics section of the ACT,
- A score of 63-96 on the Accuplacer Elementary Algebra Placement Test,
- A score of 35-49 on the COMPASS Algebra Placement Test,
- A grade of “C” or better in MATH 0302

**Purpose:** The purpose of this support course is to review (or teach) concepts that require understanding and mastery prior to material that is to be taught in the main math course. It is imperative that students learn these skills to be successful in the main math course.

**Course Materials**

Required Materials: **No additional resources are required for the support course.** This course uses the same materials as MATH 1302 and those materials are listed below.

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 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/ 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:** Ptcmmdyyyy (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, 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. 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

The overarching goal of College Algebra Support is to provide students with the additional resources to be successful in College Algebra where students 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
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

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.
Drop Date (Dropping this support course means also dropping the co-requisite main math course!). The last day to drop a course or withdraw from the college is Friday, April 17th. This course is part of a pilot program and for students to drop this course requires the instructor's permission. Students need to discuss their unique situation with their instructor, their advisor and their financial aid advisor (if applicable) prior to dropping. Once the decision has been made that dropping the course is the best course of action, then the student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. Once the drop form has been received by the registrar’s office, an email will be sent to the instructor and only after the instructor gives permission will the student be dropped. 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.

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. 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: [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 paragraphs 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.

Classroom Policies

**Cell Phones:** Please turn cell phones off or to vibrate mode during class time. Texting during class or doing other things on your phone, tablet, smart watch, or other electronic device during class not related to the course is a disruption and will not be tolerated. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.
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.

Students should include their first and last name, course, and purpose in the subject line of the email. (e.g. “John Doe CA-52 concerning attendance”)

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 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 Academic Catalog.

Math Department Chair: Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact after an agreeable resolution has not been found through consultation with the instructor. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

Homework: Most, it not all, homework will be worked in MyLabsPlus. MyLabsPlus will keep track of your homework grade which will be used in calculating your total grade. To be successful in the class, all homework needs to be worked. 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.

Attendance: Instructors may lower your support homework average 1% for each unexcused absence and only the instructor of the course can approve an excused absence. To have an absence excused, the student must submit a written (or email) request to the instructor either before the absence or within 2 days after the absence. It is the student’s responsibility to avoid absences and to communicate with the instructor when an unavoidable absence is necessary. The instructor and not the student determines what constitutes an excusable absence. Arriving late, leaving during class, or leaving before the end of class may be counted as an unexcused absence and is determined solely by the instructor. Additionally, being in the classroom, but not participating, can also be counted as an unexcused absence. The student should avoid making appointments of any type that would require being absent. Excused absences are only those absences that were absolutely unavoidable and should be rare in occurrence. Remember, instructors determine what constitutes an excused absence and not the student!
Grading Policy

The grade earned in the main math course will also be the grade earned in the support course. Your overall average for the support and main course will be found in MyLabsPlus for the main course. The support course in MyLabsPlus will only show the Support homework average and may not include deductions for unexcused absences. Deductions for unexcused absences will be made by the instructor when the instructor enters the Support Homework Average into the overall grade in the main course in MyLabsPlus.

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>0 to 69%</td>
<td>NC</td>
</tr>
</tbody>
</table>

Support Homework: 10%
College Algebra Homework: 15%
CA Regular Tests: 50%
CA Final Exam: 25% (Student will receive an F for the course for failure to take final exam).

Course Average will be calculated as follows:
(Support Homework Avg * 0.10) + (CA Homework Avg * 0.15) + (CA Regular Tests Avg * 0.50) + (CA Final Exam Avg * 0.25)

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 review when needed. 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. The instructor will periodically (minimally at midterm and end of term) update the homework average from the support course into the main course average.

* 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 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.

You must do your own work in this class.

**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.

Daily Materials Necessary: Calculator (TI-83 or TI-84 required); pencil (mechanical is recommended); pen: black, blue, red (green, purple, and orange are also a good idea, though not required); highlighter: yellow, pink (orange, blue, green also recommended, but not required); notebook (see attached sheet) with blank lined paper.

Alternatives: Use of color-coding is highly recommended and greatly encouraged. However, the instructor understands that different organization techniques are more comfortable for different students. So, if a student prefers colored pencils to pens for the different colors, that is fine. It is the variety that is important.

If a student has trouble procuring any necessary/recommended materials, they should speak privately with Miss Rachel as soon as possible so that this can be resolved.

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.

We do not anticipate difficulties with the MLP server, however if the server goes down unexpectedly, the instructor will try to be lenient about a specific assignment due date, but you should never wait until the day an assignment is due.

Procrastination is the enemy!
**Tentative Course Schedule**

**Disclaimer:** This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary. These are not the dates to begin assignments nor the only days you should be working in MyLabsPlus.

**Class Time & Section:** **MW Class – 7:25pm to 8:15pm (Section 42)**

<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>M-7</td>
<td>No Class</td>
<td>10</td>
<td>Mar</td>
<td>M-11</td>
<td>4.4, 4.5, 5.1</td>
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<tr>
<td></td>
<td></td>
<td>W-9</td>
<td>Syllabus &amp; 2.1</td>
<td></td>
<td></td>
<td>W-13</td>
<td>7.4, 8.6</td>
</tr>
<tr>
<td>2</td>
<td>Jan</td>
<td>M-14</td>
<td>R.6, 1.1, 1.4</td>
<td>11</td>
<td>Mar</td>
<td>M-18</td>
<td>Spring Break</td>
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<td></td>
<td></td>
<td>W-16</td>
<td>R.2, R.6, 4.2</td>
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<td></td>
<td>W-20</td>
<td>Spring Break</td>
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<tr>
<td>3</td>
<td>Jan</td>
<td>M-21</td>
<td>MLK Holiday</td>
<td>12</td>
<td>Mar</td>
<td>M-25</td>
<td>2.2, 4.2, 5.4, 6.4, 5.5, 5.6</td>
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<td></td>
<td>W-23</td>
<td>3.3, R.4</td>
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<td></td>
<td>W-27</td>
<td>Calculator Review</td>
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<td>4</td>
<td>Jan</td>
<td>M-28</td>
<td>2.6, 3.7, 4.2, 4.8</td>
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<td>Apr</td>
<td>M-1</td>
<td>Calculator Review</td>
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<td></td>
<td></td>
<td>W-30</td>
<td>Review for Test #1</td>
<td></td>
<td></td>
<td>W-3</td>
<td>Review for Test #3</td>
</tr>
<tr>
<td>5</td>
<td>Feb</td>
<td>M-4</td>
<td>Wrap up/Review</td>
<td>14</td>
<td>Apr</td>
<td>M-8</td>
<td>Wrap up/Review</td>
</tr>
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<td></td>
<td></td>
<td>W-6</td>
<td>4.3, 4.4, 4.2</td>
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<td>W-10</td>
<td>R.7, 5.1</td>
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<td>Apr</td>
<td>M-15</td>
<td>5.5</td>
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<td>F-17</td>
<td>7.4</td>
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<td>Feb</td>
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<td>Apr</td>
<td>M-22</td>
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<td>W-20</td>
<td>6.8, 8.1</td>
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<td>Review for Test #4</td>
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<td>M-25</td>
<td>4.3, 4.8, 4.6, 4.7</td>
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<td>May</td>
<td>M-29</td>
<td>Wrap up/Review</td>
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<td></td>
<td>W-27</td>
<td>Review for Test #2</td>
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<td></td>
<td>W-1</td>
<td>Review for Final Exam</td>
</tr>
<tr>
<td>9</td>
<td>Mar</td>
<td>M-4</td>
<td>Wrap up/Review</td>
<td></td>
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<td></td>
<td></td>
<td>W-6</td>
<td>5.3, 8.3, 4.2, 7.3, 7.4</td>
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</table>

**Final Exam Schedule:** **Wednesday, May 8th, 6:30pm to 8:30pm**
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Rachel Caruthers’ College Algebra Support 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.

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.
4) Unexcused absences may lower my support homework average by 1% for each occurrence.
5) The grade I earn in the main course, with the support homework included, is the grade that will be reported for this course.
6) Dropping this course also means dropping the main math course.
7) An instructor approval is required to drop this course.

________________________________________
Semester

________________________________________
Date

________________________________________
Print Your Name

________________________________________
Your Signature

________________________________________
UA-PTC Email address

________________________________________
Telephone