

COLLIN COLLEGE COURSE SYLLABUS

COURSE INFORMATION

Course Number: MATH 0310

Course Title: Intermediate Algebra

Course Description: A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

Course Credit Hours: 3

Lecture Hours: 3

Lab Hours: 1 (included)

Placement Assessment: Placement in Math 0310. Consult the Testing Center Director if you have questions about an assessment level OR Successful completion of Mathematics 0305 or 0406.

Prerequisite: Successful completion of Math 0305 or MATH 0406, or TSI placement in Math 0310; or equivalent.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Define, represent, and perform operations on real and complex numbers.
2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical, and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

Withdrawal Policy: “See the current *Collin Registration Guide* for the last day to withdraw.”

Collin College Academic Policies: “See the current *Collin Student Handbook*.”

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, PRC- F144 or 972.881.5950 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

CougarAlert: When an emergency occurs, the CougarAlert system can send email, text messages and voice messages to students and employees as little as 90 seconds.

Visit the following website to sign-up! <https://www.collin.edu/cougaralert.html>

INSTRUCTOR INFORMATION

Instructor's Information:

Instructor's Name: **Ivy Langford**
Office Number: **LH125 located in Suite LH117 (Preston Ridge Campus)**
Office Hours: **Monday & Wednesday 9:20 – 9:50 AM (Online Class ONLY)**
12:00 – 12:50 PM
Tuesday & Thursday 11:20 – 12:50 PM
Friday 9:30 – 9:50 AM
Others by appointment

Contact Information:

Phone: **(972)377-1535**
Email: **yjlangford@collin.edu**
Email is checked periodically throughout the day. However, during non-business hours or weekends it could take 24-48 hours to respond to your email. Please utilize your CougarMail account for all electronic communication. You must include your **first and last name** and **course/section number** (ie. MATH0310.P07) in the subject line. Check your college email daily (**return my email in a timely manner.**)
Website: **<http://iws.collin.edu/yjlangford>**

In case of emergency, contact the Instruction Office (PRC LH158) at (972) 377-1554 or contact your instructor by email as listed below.

Class Information:

Section Number: **P07**
Meeting Times: **TR 8:30 – 9:45 AM**
Meeting Location: **LH157 (Preston Ridge Campus)**

Netiquette Expectations: All correspondence, public and private, should be conducted in a professional manner. Always use your **CougarMail** account when emailing your instructor and include your **full name** and **course section**. Emails from other domains may not be answered.

Administrative Withdrawal: Participation in class is an essential requirement of this course. Maintain contact with your professor if you are not able to attend class or complete an assignment on time. **If you miss more than 20% of the meetings of a Developmental Education class between the beginning of class and the college withdrawal date (Friday, 10/20/2017), you may be administratively withdrawn from this class.** Administrative withdrawal may have academic, financial, financial aid, and visa implications. It will count toward Collin's Repeat Policy and the 27-hour limitation on Developmental Education courses. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy, please contact your professor.

College Repeat Policy: Beginning Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Undergraduate courses attempted at Collin with a graded status of A, B, C, D, F, I, W (withdrawals after census), and AU will be evaluated for repeat limits.

Developmental Education (DE) courses are exempt from the additional tuition charge until the 27 hour threshold is met. Students in excess of 27 Developmental Education hours will be assessed the authorized \$50 per hour additional tuition.

If you drop this class before census day (**Monday, 9/11/2017**), it will not count against you.

Course Resources: The College provides group tutoring and a Math Lab at no charge at each campus to support student success in this class. Students are required to purchase a software license for use in this class. Please see: <http://www.collin.edu/collegesurvival/> for a listing of available college support resources. The Math Lab locations are below:

Central Park Campus: C220 Phone: 972.548.6896

Preston Ridge Campus: F148 Phone: 972.377.1639

Spring Creek Campus: D203 Phone: 972.881.5921

Textbook: The MyMathLab (MML) Integrated Course Sequence code is **REQUIRED**.

The Barnes & Noble bookstore on each campus provides the following purchasing options:

- 1) MyMathLab (MML) Integrated Course Sequence code - **ISBN # 9780321757371**
 - This code will include access to the eText version of Bittinger and Beecher's Algebra Foundations: Basic Math, Introductory and Intermediate Algebra.
- 2) Bittinger and Beecher Algebra Foundations: Basic Math, Introductory and Intermediate Algebra - **ISBN # 9780133862324**
 - This is a bundle including the loose leaf textbook and MyMathLab code.

** The MML code available in the bookstore provides full access for all 3 courses in the Developmental Math sequence.

Supplies: Textbook (above), pencil(s), color markers/pens, notebook paper, a three-hole binder with page dividers in which to organize materials. A graphing calculator is required and the TI 83, TI 83 Plus, or TI 84 is preferred. Calculators with a computer algebra system (CAS) will not be permitted on exams, unless prior approval is obtained from the instructor. **Cell phones will also not be permitted as a calculating device in class.** It is expected that all supplies, including the graphing calculator, will be brought to each class.

Attendance Policy:

Students are expected to attend all class sessions regularly and **punctually**. When an absence from class is unavoidable, it is the student's responsibility to make arrangements for makeup work and to determine whether announcements relevant to the course were missed during the absence.

Two (2) absences or less during the regular semester will receive an addition of **two points** to the final semester grade. More than two but no more than **three (3)** absences will receive an addition of **one point** to the final semester grade. **Two (2)** tardies will be counted as one absence. Students arriving late and/or leaving early will be considered tardy. A tardy or early departure of **thirty (30)** minutes or more will be considered an absence. An absence is anytime you are not present.

Attendance will be taken each class period. It is the student's responsibility to ensure that the roll is signed before leaving class. **Failure to sign-in will be considered an absence.**
YOU CANNOT SIGN-IN FOR SOMEONE ELSE.

Electronic Devices Policy: As per Section 6.1 Academic Etiquette and the College Experience (pg. 41, paragraph 3) of the *Collin Student Handbook* with the exception of a calculator, all electronic devices are to be switched OFF and stored out of sight during class, unless an exception is obtained from the instructor in advance. Students who are using any electronic devices for text message, IM, email, and etc. during the class time will be asked to leave the class without returning for the remaining day, considered absent for that class meeting. Students will also be reported to the Dean of Students Office (DOS) at the second offence.

Course Requirements: Attend class as scheduled and complete the required tests, lab assignments, and final examination, and any other assignments required by the instructor.

Method of Evaluation:

- 55% **Tests** - **Three (3) paper-pencil module tests and one (1) online (MyMathLab) module test** will be given over the chapters covered. Test III is the ONLY online test. **A minimum grade of 80 of Test III Review is required prior to taking Test III.** All tests will be taken in the **Testing Center (F209)**.
- 10% **Labs** - **Ten (10) Labs** should be completed ONLINE (MyMathLab) by the assigned due dates (**11:59 PM**). Each lab will have a Practice Lab, which contains 15 questions. Labs 2 through 9 will contain problems from both the current section and previous sections. Students have unlimited chances to take the Practice Lab; however, there is only one chance for the actual Lab. A minimum grade of 80 of Practice Labs is required prior to taking Labs. **No late labs will be accepted.** At the end of the semester, the lowest Lab grade will be replaced by the highest Lab grade. Practice Labs are not counted in the final semester grade.
- 10% **Class Work** – Announced or unannounced exercises/activities will be given as class work. **There is no makeup for any missed class work.** The lowest two grades will be dropped at the end of the semester.
- 10% **Homework** – Students are expected to complete the homework ONLINE (MyMathLab) before the next session. Online homework is due the assigned dates (**11:59 PM**). **Homework exercises can be done over until they are correct before the assigned due dates. All homework can be worked on after the due dates. A deduction of 7 percent per day applies to questions scored after due date.** Homework questions will be answered at the beginning of each class session.
- 15% **Final exam** - A comprehensive departmental final exam is REQUIRED for all students at the end of the course (NO EXCEPTIONS). It will be an **in-class final exam**. You will need a scantron answer sheet (Form No. 882-E) for the in-class final exam.

Bonus/Extra Credit – You have several chances to earn bonus/extra credit added to each module test. All extra credits are due **the assigned dates**. Please refer to the *Class Schedule* for due dates.

- 1) **Portfolio Binder** – The materials required for you to receive 3 extra points for the **first test** are: a one inch 3-hole binder, page dividers (for course document, class notes, class work, written labs, and extra credit), syllabus, calculator function sheet, and notebook papers. By the **third test**, you will receive another 3 extra points for maintaining the portfolio binder in an organized manner, which means all papers should be hole-punched and put in the correct category.
- 2) **Module Test Review** – In order to receive 5 points for each module test, you must complete all online module test review problems with a grade of 100 by **11:59 PM** on the last day of taking the module test.

- 3) **Seminars** – You will receive 2 points for attending a Study Skills Seminar (SSS), a Math Prep Seminar, and/or a Counseling Services’ Seminar. Maximum two (2) seminars for each test. Please complete a “*Seminar Bonus Sheet*” after each seminar to receive the bonus. “*Seminar Bonus Sheet*” is available on my instructor website (<http://iws.collin.edu/yjlangford>) under “Forms.”
- 4) **Math Lab Tutoring** – You will be able to receive 2 extra points if you utilize Math Lab and/or group tutoring (any CCCCD campus) more than five (5) hours total before each module test ends. Please submit a record of Math Lab Tutoring hours or “*Math Lab Tutoring Log*” available on my instructor website under “Forms.”

Grades: Only AD, BD, CD, FD or I can be awarded in this class.

<u>Percentage</u>	<u>Grade</u>
90 – 100%	AD
80 – 89%	BD
70 – 79%	CD
0 – 69%	FD

A grade of DD will never be awarded.

Test/Makeup Policy:

There will be **NO make-up class work, labs, and tests** for ANY REASON. Excessive absences will affect your class work grades. If unavoidable circumstances cause you to miss a test, you can replace that TEST GRADE with the FINAL EXAM GRADE. Subsequent missed tests will be recorded as zeros. If a student takes all tests, the lowest test grade will be replaced by the final exam grade, provided the final exam has a higher grade.

Course Withdrawal Policy: Our goal is for you to successfully complete this course and to be prepared to successfully complete subsequent course(s). Prior to withdrawing from this class, please meet with me to discuss your progress and to learn about the support services provided at Collin to help you succeed.

The process for withdrawing from a Developmental course is (1) meet with your professor, (2) meet with an advisor, (3) meet with the Dean of Developmental Education. After completing these three steps, take the signed course withdrawal form to the Admissions Office for processing. **See the current *Collin Registration Guide* for the last day to withdraw. If you simply stop attending, you may be administratively withdrawn from this course. If you stop participating, and do not withdraw from this course by the college withdrawal date, you will most likely receive an FD.**

Student Responsibilities:

1. Attend class and be aware of announcements made in class.
2. **Inform instructor of late arrival at the conclusion of that class and be sure it is noted.**
3. Understand the syllabus, especially attendance, grading, test, and cell phone policies.
4. Take care of personal needs before or after class.
5. Arrange for appropriate child care when needed—children are not allowed in class.
6. Show all your work on quizzes, class work, and tests. Partial credit may be given for correct work shown.

Additional Information:

- For tests given in the **Testing Center (F209)**, you **must have a CCCCD Student ID.** Please complete all work / tests in pencil.
- College rules do not permit you to eat, drink, or use tobacco in the classroom.

➤ **Hints for success:**

1. Be on time for class.
2. Read the sections BEFORE we discuss them in class.
3. Do all your homework as soon as you can after class.
4. Plan to spend at least **6 – 9 hours per week outside of class** studying, completing Labs and homework, and preparing for tests.
5. Always **SHOW YOUR WORK** on Labs, homework, and tests.
6. If you don't understand a topic, get help ASAP.

➤ **Getting Help:**

1. **Math Lab (F148)**, phone # 972-377-1639): free tutoring and computer access
2. **ACCESS Office (F118)**, phone # 972-377-1785): free group tutoring
3. **Instructor (LH125)**, phone # 972-377-1535): I am available during my office hours or other times by appointment.
4. **Tools for Success:** There are great tools, reference and review in MyMathLab including a review of basic algebra.
5. **Graphing Calculator assistance:**
 - TI-83, 84 & TI-86 Study Skills Seminars
 - “Calculator Functions” Study Sheet
 - Graphing Calculator Help (MyMathLab)
 - Useful websites: http://www.prenhall.com/divisions/esm/app/calc_v2/
<http://mathbits.com/MathBits/TISection/Openpage.htm>

Collin College Academic Policies: Please refer to the current *Collin Student Handbook*.

Academic Ethics: Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

If a determination of cheating is made by the Dean of Students Office:

1. A grade of zero will be assigned for the first offense.
2. A course grade of "FD" will be assigned for the second offense.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers

to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

See the current *Collin Student Handbook* for additional information.

- Notes:** (1) The instructor reserves the right to make changes to this syllabus during the semester. Changes will be provided in writing during class hours.
- (2) With the exception of a calculator, all electronic devices are to be switched off during class, unless an exception is obtained from the instructor in advance.
- (3) Please see: <http://www.collin.edu/collegesurvival/> for a listing of available college support resources.

Expectation: *Maintaining a positive learning environment*

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Creating Opportunities for Learning

As your instructor, it is my responsibility to present learning opportunities through the course syllabus, lectures, labs, in-class and out-of-class exercises and assignments. It is your responsibility to do the learning by completing the readings, by attending class and by participating in the class discussions and assessment/lab exercises.

Tracking Your Success at Learning

Your instructor will conduct quizzes, exams and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**MATH 0310 INTERMEDIATE ALGEBRA
COURSE OBJECTIVES**

Textbook Reference: *Algebra Foundations: Basic Math, Introductory Algebra, and Intermediate Algebra, First Edition*
Marvin L. Bittinger, Judith A. Beecher, Barbara L. Johnson

Upon successful completion of this course, students will:	Section
1. Define, represent, and perform operations on real and complex numbers.	
Add, subtract, multiply, and divide complex numbers.	19.8
2. Recognize, understand, and analyze features of a function.	
Identify a relation as a function given (i) a set of points, (ii) an equation, (iii) a graph using the vertical line test, or (iv) a table of values.	16.1 (Supplement for Relation and (iv) Table of Values)
Graph a quadratic function by plotting the intercepts, the vertex, and utilizing the axis of symmetry.	20.5, 20.6
Find (i) the vertex using $\left(\frac{-b}{2a}, f\left(\frac{-b}{2a}\right)\right)$, (ii) the direction of the parabola, and (iii) the axis of symmetry, given a quadratic function in the form $f(x) = ax^2 + bx + c$.	20.6
Determine any maximum or minimum, given a graph of a quadratic function.	20.5, 20.6
Graph an absolute value equation.	16.1
Evaluate a function for a specified value given an equation and a graph.	16.1
Determine the domain of a function given an equation.	16.2
Determine the domain and range of a graph.	16.2
Determine the domain of a radical function from an equation and a graph.	19.1 (Supplement to build upon index >2)
Find the sum, difference, product, and quotient of two functions, and the domain of the quotient of two functions.	Appendix D
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.	
Use a general strategy to factor a polynomial completely.	14.7
Reduce a rational expression to lowest terms.	15.1
Multiply and divide two rational expressions.	15.1, 15.2
Add and subtract two rational expressions.	15.3, 15.4, 15.5
Simplify a complex fraction.	15.6
Simplify a radical expression.	19.3
Evaluate a radical function.	19.1
Evaluate an absolute value expression	Supplement to Evaluate an Absolute Value Expression
Simplify an expression containing rational exponents.	19.2
Add, subtract, and multiply radical expressions.	19.3, 19.4
Divide an expression with a monomial or binomial denominator containing a radical.	19.3, 19.5
4. Identify and solve absolute value, polynomial, radical, and rational equations.	
Solve an equation containing rational expressions.	15.7
Solve an absolute value equation.	18.3

Solve a quadratic equation with integer coefficients by (i) factoring, (ii) using the square root principle, (iii) completing the square, and (iv) the quadratic formula.	14.8, 20.1, 20.2
Solve a radical equation.	19.6 Objective A
5. Identify and solve absolute value inequalities.	
Solve an absolute value inequality	18.3
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.	
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.	
Solve an application requiring a quadratic equation.	20.3, 20.7
Solve an application requiring a rational equation.	15.8 Objective A
Solve an application requiring a radical equation.	19.6

The student will demonstrate competency in the use of a graphing calculator by:	
Using the ROOT (ZERO) and INTERSECT features to solve an equation.	14.8 (see page 930), 19.6 (see page 1280), 20.2 (see page 1331)
Checking solutions to a linear or quadratic equation using the VARS, VALUE, STO or TABLE feature.	16.1
Identifying the maximum or minimum value of a quadratic function using the MINIMUM or MAXIMUM feature.	20.7 (see page 1380)
Graphing a linear function.	12.2 (see page 745), 12.3 (see page 752)
Using the $\sqrt{\quad}$, $\sqrt[3]{\quad}$, $\sqrt[n]{\quad}$ features to verify the simplification of a radical expression, when appropriate.	Calculator Supplement

MATH 0310
Tentative Class Schedule

Week	Date	Sections	HW/Labs Due	Notes
1	8/29	Introduction		
1	8/31	12.2 Graphing Linear Equations 12.3 More with Graphing and Intercepts	Lab 1 (9/4)	Printed Syllabus due at beginning of class Syllabus Quiz (9/1)
2	9/5	16.1 Functions and Graphs	HW 12.2, 12.3 (9/6)	Time Management & Concentrating (9/6)
2	9/7	16.2 Finding Domain and Range	HW 16.1 (9/10)	
3	9/12	Appendix D The Algebra of Functions	HW 16.2 (9/13)	Census Date (9/11)
3	9/14	18.3 Absolute-Value Equations and Inequalities	HW App. D (9/16) Lab 2 (9/17)	
4	9/19	Test I Review and Test - Sec. 12.2, 12.3, 16.1, 16.2, App. D, 18.3	HW 18.3 (9/19)	Test I by Fri. 9/22
4	9/21	14.7 Factoring: A General Strategy [self-study] 14.8 Solving Quadratic Equations by Factoring [self-study]		
5	9/26	15.1 Multiplying and Simplifying Rational Expressions	HW 14.7, 14.8 (9/27)	Test I Extra Credit due
5	9/28	15.2 Division and Reciprocals 15.3 Least Common Multiples and Denominators	Lab 3 (9/29)* HW 15.1 (10/1)	
6	10/3	15.4 Adding Rational Expressions 15.5 Subtracting Rational Expressions	HW 15.2 (10/4)	
6	10/5	15.6 Complex Rational Expressions	HW 15.3, 15.4, 15.5 (10/7) Lab 4 (10/8)	
7	10/10	15.7 Solving Rational Equations	HW 15.6 (10/11)	
7	10/12	15.8 Applications Using Rational Equations and Proportions (Objective A ONLY) Test II Review and Test - Sec. 14.7, 14.8, Chap 15	HW 15.7, 15.8 (10/13) Lab 5 (10/14)	Test II by Mon. 10/16
8	10/17	19.1 Radical Expressions and Functions		Test II Extra Credit due
8	10/19	19.1 Radical Expressions and Functions		Last Day to Withdraw (10/20)
9	10/24	19.2 Rational Numbers as Exponents	HW 19.1 (10/25)	

MATH 0310
Tentative Class Schedule

Week	Date	Sections	HW/Labs Due	Notes
9	10/26	19.2 Rational Numbers as Exponents 19.3 Simplifying Radical Expressions (Objectives A & B)	HW 19.2 (10/29)	
10	10/31	19.3 Simplifying Radical Expressions (Objectives A & B) 19.4 Addition, Subtraction, and More Multiplication		
10	11/2	19.5 More on Division of Radical Expressions	HW 19.3, 19.4 (11/4) Lab 6 (11/5)	
11	11/7	19.6 Solving Radical Equations	HW 19.5 (11/8)	
11	11/9	19.8 The Complex Numbers Test III Review and Test - Chap 19	HW 19.6, 19.8 (11/10) Lab 7 (11/11)	Test III by Mon. 11/13
12	11/14	20.1 The Basics of Solving Quadratic Equations		Test III Extra Credit due
12	11/16	20.2 The Quadratic Formula 20.3 Applications Involving Quadratic Equations	HW 20.1, 20.2 (11/19)	
13	11/21	20.5 Graphing $f(x) = a(x-h)^2 + k$	HW 20.3 (11/22) Lab 8 (11/22)	
13	11/23	Thanksgiving Holiday (ALL CAMPUSES CLOSED)		
14	11/28	20.5 Graphing $f(x) = a(x-h)^2 + k$ 20.6 Graphing $f(x) = ax^2 + bx + c$	HW 20.5 (11/29)	
14	11/30	20.7 Mathematical Model with Quadratic Equations Test IV Review and Test - Chap 20	HW 20.6, 20.7 (12/1) Lab 9 (12/2)	Test IV by Tue. 12/5
15	12/5	Review for Final Exam	Lab 10 (12/6)	
15	12/7	Review for Final Exam	ALL HW DUE	Test IV Extra Credit due
16	12/12	Comprehensive Final Exam for Math 0310.P08 (10:00AM - 12:00PM)*		In-class Final
16	12/14	Comprehensive Final Exam for Math 0310.P07 (8:30AM - 10:30AM)*		In-class Final

*Comprehensive Final Exam: a scantron #882-E is required.

Lab #	Sections (Review Sections)
Lab 1	Beginning Algebra Review
Lab 2	12.3, 16.1, 16.2, Appendix D, (13.2, 14.5)
Lab 3	14.7, 14.8, 18.3, (13.5, Appendix D)
Lab 4	15.1, 15.2, 15.3, 15.4, (16.2, 18.3)
Lab 5	15.5, 15.6, 15.7, 15.8, (15.1, 15.4)
Lab 6	19.1, 19.2, 19.3, 19.4, (15.5, 16.1)
Lab 7	19.5, 19.6, 19.8, (19.1, 19.3)
Lab 8	20.1, 20.2, 20.3, (19.7, 19.8)
Lab 9	20.5, 20.6, 20.7, (20.2, 20.5)
Lab 10	14.8, 15.1, 15.5, 15.7, 16.2, 19.2, 19.6, 20.3, 20.6, 20.7

Assignment Guidelines

The following standards apply to all class work and other turned-in assignments. The instructor reserves the right to not accept or deduct points from assignments that do not follow these guidelines.

- ✓ Write in pencil on all assignments.
- ✓ Assignments without student's first and last name, course number, section number, and assignment title will not be graded.
- ✓ Problems should be worked **down** (not across) the page in the order they were assigned. **(ONE column per page)**
- ✓ Multiple pages should be stapled.
- ✓ Illegible and/or incomprehensible work (as determined by the instructor) will not be graded.
- ✓ Assignments with frayed "spiral" edges will not be accepted.
- ✓ Label the assignment or classwork problems/sections.
- ✓ Always give exact answers unless asked for approximations. (i.e. fractions are preferred over rounded-off decimals)
- ✓ **If there is absolutely no work for the problem, copy the problem and state the solution(s).**
- ✓ If the problem asks to graph, please show graph.
- ✓ Simplify your answers.
- ✓ Answers should be boxed or circled for clarity.
- ✓ **Show ALL your work** and that work must support the answer.
- ✓ Assignments are due when called for; late work will NOT be accepted!!!

GUIDELINES FOR MyMathLab

- ❖ Due dates for Homework Assignments and Labs are given on the tentative class schedule in the syllabus. It is highly recommended that students record these dates in a calendar or day planner.
- ❖ MyMathLab provides two types of lab exercises—labs for practice (**Practice Labs**) and labs for grade (**Labs**). Practice Labs have a few more content and types of problems than Labs, but most of them are the same.
- ❖ Practice Labs may be used as many times as necessary to prepare for the corresponding Labs and must be completed with a grade of **80 or higher** prior to attempting Labs.
- ❖ Each Lab allows **only one submitted** attempt. Student can access and continue at any time before due dates. Failure to submit the lab on time, students will receive a grade of 0 after due dates.
- ❖ **Logging off any Labs without submitting will not deny access.**
- ❖ **Students who wait until the last minute to complete Labs will not be allowed access to that lab(s) if a problem is encountered. Late labs will receive a grade of 0.**
- ❖ Homework exercises can be done over until they are correct before the assigned due dates. All homework assignments can be worked on after the due dates. A deduction of 7 percent per day applies to questions scored after due date.
- ❖ The videos and tutorials on MyMathLab may be helpful when you are absent or when a topic is more difficult for you.
- ❖ Students are responsible for submitting Homework Assignments and Labs by **11:59 p.m.(CT)** of the due date given in the syllabus.
- ❖ Students who have difficulty using MyMathLab with their home (or other) computer should remember that the math labs on any CCCC campus (F148 at PRC) have computers available for their use.