

Math 120 Online

Syllabus

Fall 2016

Instructor: Cindy Moss

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Write “Math 120 Online” on the subject line when emailing me otherwise your message will be suspected as spam and may be deleted without opening. If you do not get a response within 24 hours check the subject line and resend. To receive a faster response email is better than a phone call. Please write your full name in the body of the email and include all previous email text.

Office Hours:

Tuesday and Thursday 11:00 – 12:30 (on campus)

Wednesday or Thursday 7:15pm–8pm online in the Virtual Classroom. See the schedule for dates

Required Materials:

- Intermediate Algebra Custom Edition. You can download the book (for free) on my webpage or purchase a hard copy at [Lulu](#) for \$9.55
- MyOpenMath, is free and access will be available after completing the online orientation.
- Casio FX-9750 or TI-84 (or 83) calculator (any other calculator must be approved)

Technical Requirements:

- Internet access (high speed is best)
- Your own email account

Online Orientation:

The online orientation is available from August 15 - 18. Go to my webpage for information. After completion you will receive the information to log into MyOpenMath and start the course.

Virtual Classroom (office hours):

I will hold office hours Wednesday or Thursday evenings from 7:15pm–8pm on–line (see the schedule for the dates). You can get your questions answered and I will go over examples of problems you will see on the exams. Access information is on MyOpenMath. These sessions are optional and do not count toward your grade. You need a computer and phone.

Course Description:

Topics include: polynomial functions, rational functions, radical functions, quadratic functions, exponential functions, and logarithm functions. Applicable for the Associate Degree.

Student Learning Outcomes:

Upon completion of the course:

- Through real world applications, students will be able to create, manipulate, and interpret mathematical models of relationships involving linear, exponential, polynomial, radical, and rational functions.
- Students will recognize, apply, and interpret multiple representations (graphic, symbolic, numerical/data, verbal/applied) of functions and their applications.
- Students will develop skills and attitudes for effectively solving problems at an intermediate algebra level.

Lecture Notes:

- Found under the Course Documents folder on MyOpenMath
- Overview of important concepts and formulas
- All calculator functions with “how to” illustrations
- Detailed worked out examples

Attendance:

Attendance is the basis for learning and without good attendance it is difficult to build the foundation necessary to pass this course. Attendance in an online class is measured by logging into MyOpenMath frequently and doing work. You may be dropped from the course for any of the following reasons:

- You do not complete the online orientation and log into MOM by August 18
- You have not completed the first online assignment (on MyOpenMath) by August 22
- You miss 2 exams
- You miss 4 online assignments (including Forum assignments)

Grading:

Book Homework	10%	93-100%	A	77-79%	C+
Online work	10%	90-92%	A-	70-76%	C
Exams	60%	87-89%	B+	60-69%	D
Final	20%	83-86%	B	Below 60%	F
		80-82%	B-		

Borderlines grades are scores within 1 percentage point of the next higher grade. If your MyOpenMath score is above 90% and you have made substantive contributions to the Forum, a borderline grade will be rounded to the next higher grade.

Book Homework:

Homework assignments from the text can be found on the Unit Checklists on MyOpenMath. The first Unit Checklist is also on my webpage. See the Homework Grading Policy document for instructions. Homework is due on exam days and will be graded on completeness, correctness, neatness and following the grading policy. All work must be shown.

Online Assignments

Online homework and quizzes can be found on MyOpenMath. You may redo the homework and quizzes an unlimited number of times. All homework and quizzes have deadlines which can be found on the Unit Checklist, the Schedule, and on MyOpenMath. Your lowest online homework score will be dropped. Forum assignments can be found on the Forums link and are graded.

Extra Credit:

Each online homework assignment and quiz completed 24 hours early with a score of 100% will receive 2 extra percentage points. The maximum overall score of online work will not exceed 105%. Extra credit will also be given for helping students on the Forum. I sometimes post extra credit on the Forum so check it often.

Exams:

There will be 4 proctored exams and the lowest exam score will be dropped. To receive a grade of C or better you must have 70% weighted average on the exams and final. All exams are on Saturdays at 2pm in room 2306 (building 2). See the schedule for dates. No make-up exams will be given. If you miss an exam, it will count as your dropped score. A valid photo ID is required for each exam (Drivers license, passport, or school id). All exams are closed book. Bring your calculator.

If you have a scheduling conflict, you may take the exam on the Thursday before the exam date at 12:35 pm. Contact me at least one week prior and I will give you the room number. If you are not able to come to campus for an exam, you may take it at a testing center that offers proctoring services. Send me the contact information at least 2 weeks prior to the exam date. **The alternate date for the November 19 exam is on Tuesday, November 15.**

If you are taking the exam early, all online and written homework must be completed before starting the exam.

You are permitted one optional 2% note card. What this means is you may fill out (front and back) a 3x5 note card with anything you want. Before the start of the exam, place your card on my desk. Anytime during the exam you may come get it and 2% will be deducted from your score.

Final Exam:

The final exam is cumulative. You must earn at least 50% on the final to pass this course. You may bring one 3x5 note card without incurring the 2% penalty. If you want a second card it will cost you 2%. The final is on December 17 and the alternate date for the final is Thursday, December 15 at 11:00 am. If you want to take the exam on this date, contact me at least one week prior and I will give you the room number.

Tutoring:

The Learning Center, located on the first floor of Building 5 provides free tutoring. This is a great place to go for doing homework and forming study groups.

Cheating:

DO NOT CHEAT!! Skyline's policy concerning cheating is outlined in the Student Handbook. If you are caught cheating during a graded assignment your score will be zero. Some examples of cheating are: sharing anything with a student (calculator, pencil, eraser, etc.), unauthorized notes, altering your calculator, any type of communication other than with the instructor, cell phone in the on position, anything programmed into your calculator.

Students with special needs:

In coordination with the Disability Resource Center office, reasonable accommodation will be provided for eligible students with disabilities. For more assistance, please contact the DRC Bldg 5, Room 5132 or call 650-738-4228.

Important Dates:

Online Orientation and log into MOM:	8/18
First online assignment due:	8/22
Drop deadline:	9/5
Withdraw deadline:	11/16
Exam Dates:	9/17, 10/15, 11/19, 12/10
Final Exam:	12/17