Math 120 Online
Syllabus
Summer 2018

Instructor: Cindy Moss **Office:** 7324B
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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. Please write your full name in the body of the email and include all previous email text. I will not be on campus to reply to phone messages.

Office Hours (Virtual Classroom):
I will hold office hours Tuesday or Wednesday evenings from 7-8 pm 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.

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

Technical Support
Canvas support can be found at http://www.skylinecollege.edu/onlineeducation/

Online Orientation:
The online orientation quiz is available from June 9 – June 11 on my webpage. Go to my webpage for information. After completion you will receive access to MyOpenMath and start the course.

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:
The lecture notes are on the MyOpenMath. They include an overview of important concepts, formulas, and 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 MyOpenMath by June 11
- You have not completed the first online assignment (on MyOpenMath) by June 13
- You have not completed all online assignments due before June 18 (Census date)
- You miss 1 exam
- You miss 2 online assignments (including Forum assignments)

Grading:

Written Homework	15%	93-100%	A	77-79%	C+
Online work	15%	90-92%	A-	70-76%	C*
Exams	70%	87-89%	B+	60-69%	D
		83-86%	B	Below 60%	F
		80-82%	B-		

*70% average on the exams is also a requirement to earn a C grade

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 in each of the Unit folders, on my webpage and on Canvas. 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 and graded electronically. You may redo the homework unlimited times and you have three attempts for each question on the quizzes. 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 2 on–campus proctored exams. To receive a grade of C or better you must have 70% average on the exams. The exams will be in room 2306 at 2:00 on Thursday, July 5 and Thursday July 26. No make-up exams will be given. If you miss an exam, you will receive a grade of zero. If you miss the first exam you will be dropped from the class. A valid photo ID is required for each exam (driver's license, passport, or school id)**.** All exams are closed book. Bring your calculator.

If you can't come to campus for an exam you may take it at an approved (by me) testing center on the scheduled dates. Send me the contact information at least 2 weeks prior to the exam date.

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. Online tutoring is available from NetTutor and the login information is on Canvas.

Cheating:
DO NOT CHEAT!! Skyline's policy concerning cheating is outlined in the college catalog. 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:
Last day to complete the Online Orientation	June 11
Last day to complete first online assignment	June 13
Last day to Drop	June 18
Exam 1	July 5
Last day to Withdraw	July 17
Exam 2	July 26

Official information about course transferability and degree applicability is stated in the Skyline College Catalog. Information about course transferability and degree applicability is updated on an annual basis. For the most current information about course transferability, consult a Skyline College counselor and/or ASSIST, the online transfer information database: http://www.assist.org/web---assist/welcome.html For the most current information regarding Associate Degree requirements, please consult a Skyline College counselor and/or the Skyline College Catalog: http://skylinecollege.edu/catalog/