

Syllabus Math 120 Online Spring 2011

Instructor: Cindy Moss

Website: <http://www.smccd.net/accounts/moss/>

Email: moss@smccd.edu

Phone: (650) 738-4413

Office: 7324B

Write “Math 120 Online” (nothing else) 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. Include the original email text when replying.

Office Hours:

Tuesday and Thursday 10:30–11:00 and 1:00–2:00 (on campus).

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

Required Materials:

- Elementary and Intermediate Algebra by Jay Lehmann
- CourseCompass/MyMathLab student access code (this comes with the new text if purchased at the Skyline bookstore)
 - Options for purchasing the text and the access code
 1. Purchase a new text at the Skyline bookstore, the access code is packaged with it
 2. Purchase CourseCompass/MyMathLab access code online at <http://www.coursecompass.com> (or the bookstore) and the book is free in PDF format online. (It is cheaper to buy the code online)
 3. Purchase a used (or new) text and a code either from the bookstore or online. (This is the most expensive option.)
- Course ID (given after the orientation is completed)
- TI-83 or TI-84 calculator (any other calculator must be approved)
- Click [here](#) to learn about a grace period for the CourseCompass access code
- * Extensions on homework will not be given if you are waiting for the bookstore to send your book
- * The solutions manual is free on CourseCompass

Technical Requirements:

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

Technical Support:

Contact Pearson’s Product Support for technical issues at (800) 677-6337

Virtual Classroom:

- Access information is on the Virtual Classroom link on CourseCompass
- Held on Wednesdays or Thursdays 7–8pm (see the schedule)
- You must attend at least 1 session prior to the first exam
- After the first exam, if your exam average is below 75% you need to attend at least 1 session before the next exam, otherwise attendance is optional.
- You must attend the entire hour otherwise you need to come to another session. Attendance will be taken in the first 5 minutes.
- If you cannot make the session you may work with a tutor in the Learning Center for at least one hour. Be sure to tell them it is for this class and they will give you a form to bring to me.

Lecture Notes:

- Found on the Course Documents Link,
- Overview of important concepts
- All formulas needed for each assignment
- 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 CourseCompass frequently and doing work. You may be dropped from the course for any of the following reasons:

- You do not complete the online orientation by January 20
- You have not logged into CourseCompass by January 24
- You miss 4 online assignments (including discussion board assignments)
- You do not attend the required Virtual Classroom meetings

Grading:

A: 90% – 100%, B: 80% – 89%, C: 70% – 79%, etc.

Book Homework	10%
Online work	10%
Exams	60%
Final	20%

Borderlines grades are scores within 1 percentage point of the next higher grade. If your CourseCompass score is above 90% and you have made substantive contributions to the discussion board, 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. 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.

Online Homework and Quizzes:

Online homework can be found under the “Online Homework” link on CourseCompass. Online quizzes can be found under the “Online Quiz” link. 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 CourseCompass. Your lowest online homework score and quiz will be dropped. Discussion board assignments can be found on the Discussion Board link and will count as part of the online work.

Extra Credit:

Each online homework and quiz completed 24 hours early with a score of 100% will receive one extra credit point. The maximum overall percentage of online work will not exceed 105%. Extra credit will also be given for helping students on the discussion board.

Exams:

There will be 4 written exams and the lowest exam score will be dropped. To receive a grade of C or better you must have 70% average on the exams and final. All Saturday exams will be in room 2306 at 2:00. 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 11:10. Contact me at least one week prior as space is limited and I will give you the room number. All online and written homework must be completed before taking the exam.

You are permitted an optional 2% note card. What this means is you may fill out (front and back) a 3×5 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.

To get your exam back, you can pick it up in my office the following week or provide me a self addressed, stamped envelope (large enough to fit the exam and homework) and I will mail it to you. Check with your post office for correct postage.

Final Exam:

The final exam is cumulative and you must earn at least 50% to pass this course. You may bring one 3×5 note card without incurring the 2% penalty. If you want a second card it will cost 2%.

Tutoring:

The Learning Center, located on the first floor of Building 5, provides free tutoring.

Cheating:

DO NOT CHEAT!! Skyline's policy concerning cheating is outlined in the college catalog. If you are caught sharing a calculator, pencil, eraser, or anything else during an exam you will receive, at the least, a score of zero. If you bring in any unauthorized notes or alter your calculator you will receive a score of zero. At no time are cell phones allowed to be on during an exam. If your phone rings during an exam your score will be reduced. You may not program anything (such as notes or formulas) into your calculator.

Students with special needs:

In coordination with the DSP&S office, reasonable accommodations will be provided for qualified students with disabilities. If you have an accommodation letter, please contact me to discuss your needs. For more information, please contact the DSP&S office at 738-4280.