Syllabus
Math 120 Online
Spring 2012

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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 the original email text.

Office Hours:
Tuesday and Thursday 10:00 – 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)
• Casio FX-9750 or TI-84 (or 83) calculator (any other calculator must be approved)

Extensions on homework will not be given if you are waiting for the bookstore to send your book

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The solutions manual is free on CourseCompass

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.

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:
I will hold office hours Wednesday or Thursday evenings from 7-8pm 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 CourseCompass. These sessions are optional and do not count toward your grade. You need a computer and phone.

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 19
- You have not logged into CourseCompass by January 23
- You miss 4 online assignments (including discussion board assignments)

Grading:
- Book Homework 10%
- Online work 10%
- Exams 60%
- Final 20%
A: 90% – 100%, B: 80% – 89%, C: 70% – 79%, etc.

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 under the Course Documents link on CourseCompass. 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 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 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 you 2%.

The final is on May 19 and the alternate date for the final is Thursday, May 24 at 11:10 am. If you want to take the exam on this date you must contact me at least one week prior to the scheduled date and I will give you the room number. Space is limited so do not assume there will be room if you miss the May 19 date.

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 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 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.