Hazard Community and Technical College
Course Syllabus

MAT 65-47Z1: Basic Algebra (1041)
Summer/2019/WWW (Online)

Instructor Contact Information
Instructor Name/Title: Amanda Spencer-Barnes
Office Hours: Online
Office Location: 217 Jackson Hall Lees College Campus
Phone Number: 606-487-3530
Email Address: amanda.spencer-barnes@kctcs.edu

Course Information
Course Description
Includes linear equations and inequalities, integer exponents, polynomials, factoring, equations of lines and their graphs, systems of linear equations, and applications.

Prerequisites
MAT 055 or equivalent as determined by KCTCS placement examination.

Start Date: June 3, 2019
Midterm/Last Date to Withdraw Without Instructor Permission: June 17, 2019
Last Date to Withdraw with Instructor Approval: June 30, 2019

Textbook Information and Supplies
1) XYZHomework all access pass ISBN 1-936368-56-0
2) Headphones to listen to the video lectures.
3) A three ring binder, at least 1.5 inches. (Recommended)
4) Tabs for use in the notebook (one pack of 10 should be enough) (Recommended)
5) Notebook paper. (Recommended)

Access to XYZHomework must be activated no later than the third day of class, or June 5, 2019. Be sure to use a valid email address. I will use this e-mail address to communicate with you, so be sure to use an e-mail address that you check often. Make sure you enter “o’s” and “0’s” correctly. The course id. number for you to enter is 19626.

No Show Assignment: In order to avoid being reported as a no-show, students must be registered in XYZHomework, have taken/passed the syllabus quiz(in Blackboard), and started on the first homework assignment(section 0.1 in XYZHomework).

Supplemental Materials
Graph Paper
3-ring binder
Course Competencies/Student Learning Outcomes
Upon completion of MAT 065, the student can:
1. Solve linear equations in one variable.
2. Solve literal equations for a specified variable.
3. Solve linear inequalities.
4. Write sets using interval and set-builder notations.
5. Translate verbal statements into algebraic expressions.
6. Apply the rules of integer exponents.
7. Add, subtract, and multiply polynomials of one or more variables.
8. Divide polynomials of one variable.
9. Plot points in the rectangular coordinate plane.
10. Graph a linear equation in two variables using multiple methods.
11. Determine the slope of a line given the two points, a graph, or an equation.
12. Determine the intercepts of a line.
13. Determine if two lines are parallel, perpendicular, or neither based on slope.
14. Factor polynomials by finding the greatest common factor, by grouping, and by using special products.
15. Factor general trinomials.
16. Solve polynomial equations by factoring.
17. Solve systems of linear equations in two variables using multiple methods.
18. Solve applied problems using these competencies with real world applications.

Course Structure, Evaluation, and Grading Methods
Your grades will be based on the following:

1. Exams - There will be approximately six chapter post-tests. These are located at the end of each chapter. There will also be a comprehensive midterm and final exam. Chapter post-tests are taken at the end of each chapter after you have watched all the videos and taken notes, and completed all of the homework assignments. Chapter post-tests and the midterm will be worth 30% of your final grade and are not proctored. The final exam will be worth 50% of your final grade and must be proctored. Problems on the exams will be similar to those worked in the chapters, including those on homework assignments. Exams will be open any time prior to their cutoff date. One you start taking an exam, you must finish it that sitting. You may not exit and resume later!! You will have 90 minutes to complete each test. Make-up exams may be allowed in the event of an approved exception!! Exceptions will be granted only for extreme cases of sickness or in the event of a death in the family. The instructor decides when these exceptions will be granted. In these instances, a written doctor’s excuse might be required to validate your sickness. They have multiple attempts, which means you can take them as many times as you want to increase your score. You must score at least 70% on the chapter post-test and midterm to move on to the next chapter. You must score a 70% on the final exam to pass the course.
2. Module Homework - Each chapter consists of several homework sets. For each chapter, you are required to watch the videos and take notes. You will then use that information to do your homework. You must score 90% on your homework before you are allowed to move on to the next assignment or chapter post-test as appropriate. It will be to your advantage to do each and every assignment. Homework is for your benefit - the more you practice the more skills you will master! The homework assigned will give you added practice for quizzes as well as exams. If you have questions about the homework, it will be to your advantage to ask them on the discussion board (chatter box). I cannot stress how important it is to ask for help. If you have questions, chances are your classmates have the same question. Do not hesitate to ask! Homework is worth 10% of your grade.

4. Discussion/Class participation/Class assignments – Because this is an online class, we will have discussion, class participation, and class assignments just to enable us to stay connected. There may be several class assignments given throughout the semester to help reinforce the topics covered in class. You may find these assignments a bit unusual for a math class but their primary purpose is to show you that math can be fun and exciting!! This will be worth 10% of your grade.

A note about Mastery Learning

- Mastery Learning will be used in this course.
- For each homework assignment, you must earn a score of 90% before you can move on.
- Each chapter post-test, the midterm, and the final require a minimum 70% score before you can move on.
- Remember, you must score a 70% on the final to pass the class.
- These exams have unlimited attempts so you can take them as many times as needed to get the minimum score.
  - Each chapter post-test, midterm, and final exam has three attempts created. If you have two unsuccessful attempts, a review assignment will appear. You must then complete the review assignment prior to the third attempt.
  - Students needing more than three attempts for any test must first talk with the instructor.
- Remember, the final exam is proctored, so make sure to give yourself plenty of time to study and take/retake the exam to master the final exam with a 70%.

The grade distribution is as follows:

- Chapter Post-Tests and Midterm 30%
- Comprehensive Final Exam (Proctored) 50%
- Homework 10%
- Discussion/Class Participation/Class Assignments 10%

100%
Grading Policy/Scale
A: 90-100
B: 80-89
C: 70-79
E: 59 or lower

The instructor reserves the right to assign a grade of “MP” in the event that the student is working hard and is showing real progress but is not prepared to move to the next level of math classes. “MP” does not affect your GPA.

In order to assist students in getting through the developmental sequence as quickly as possible, the following class policy has been implemented. Students who complete the class through the midterm will be eligible for the MP grade as long as they have been on track/regularly participating in class. Students who do not make it through the midterm will not be eligible for an MP.

Class Policies/Procedures
Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC open at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information. If you’re having some sort of weather-related problems that affect your ability to do your class work or take a proctored exam, please let me know as soon as possible, and I will try to accommodate you the best I can.

General Class Make-up, Late Assignment Class Policy/Procedure
Missed exams may be made up in the event that you contact me to let me know what is going on. You will have a window of time for each exam so make-ups might not be an issue.

Homework will remain open in order to give you a chance to make 100% on each lesson.

Attendance Class Policy/Procedure
Since this class does not meet in person, there is no specified attendance policy. However, since the course is in online format, class participation is required in order for me to gauge your learning of the material. Homework assignments, quizzes, tests, discussion board assignments, class assignments, and class participation tasks must be completed by the due date to avoid penalties.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record. During the drop/add period, students can drop a class without a grade appearing on the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor according to the following criteria:
I will give a grade of "W" after midterm and before June 30, 2019 if you have officially withdrawn from the class and have been regularly participating in class. If you have kept up with the homework assignments, quizzes, and tests but are still unable to complete the course, I will give a grade of "W" upon completion of the proper paperwork. Keeping up with the work, in this case, is defined as being no more than two weeks behind in your assignments, unless there is some traumatic life event that causes you to deviate from this. Students who do not participate regularly and therefore do not turn in homework or take quizzes and exams will receive a grade of "F". If you decide to mysteriously disappear from the face of the earth without telling me and without filling out the proper paperwork for withdrawal, you will receive a grade of “F”. I have no choice but to assign a failing grade if you stop participating in class. The easiest way to avoid this situation is to make an effort to take care of the necessary paperwork for withdrawal from the course!

***NOTE: Class cannot be dropped once the final exam has been opened.***

Remember, if you miss two chapter post-tests in a row, without a valid excuse approved by the instructor, you give up the option of a “W”. You will fail the class if you miss two chapter post-tests in a row without providing me with a valid excuse, regardless of the grade you earned in the course.

This policy does not apply to students found guilty of academic dishonesty.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

Dean/Supervisor Contact Information
Dean/Supervisor: Leila Smith
Office Location: Smith Administration, Room 101A, Lees College Campus
Phone Number: 606-487-3504
Email Address: Leila.Smith@kctcs.edu

Academic Honesty Policy:
From the KCTCS Student Code of Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars.
The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3).

If you are caught cheating in this course, which is defined as using someone else’s work as your own or allowing someone else to do your homework, quizzes, and exams, or using a calculator on any homework, quiz, or test, you will fail the class, causing you to have to repeat the course next semester. Remember, 50% of your course grade comes from a proctored exam so it is in your best interest to not allow someone else the privilege of doing your work for you. That person will not be with you during the proctored exam.

Exams are not open book and are timed so that you do not have the luxury of time to search through the book for answers/notes. Remember, you will not have your book or notes with you during the proctored exam so you need to know the material ahead of time. A picture id will be required for the proctored exam as well as a password which will be given to your proctor.

Calculators are not allowed in this course.

Remember, if you cheat, you fail.

Student Services-Adult Basic Education Services / Supplemental Instruction:
Tutoring Services:
http://hazard.kctcs.edu/Student_Life/Academic_Resources_for_Students/Tutoring_Services.aspx

Developmental Course Emphasis:
This course is a developmental course designed to give you the foundation that you will need to be successful in the subsequent math classes which you will take for degree completion. Because of the minimum paced nature of this course, you are allowed and encouraged to work faster than the minimum pace listed on the schedule.

Library Information:
http://hazard.kctcs.edu/en/Academics/Library.aspx
LibGuides: http://hazard.kctcs.libguides.com/

Additional Syllabus Information:
Review the HCTC Website: (from HCTC Website Click Academics > Syllabus Information)

Print Version of URLs listed in the syllabus:
Academic Calendar: https://hazard.kctcs.edu/academics/academic_calendar.aspx
HCTC Syllabus Website: http://hazard.kctcs.edu/Academics/Syllabus_Information.aspx
Student Code of Conduct: https://kctcs.edu/current_students/code_of_student_conduct.aspx