

INSTRUCTOR CONTACT INFORMATION	Location: http://coursecompass.com and http://blackboard.se.edu Instructor: Dr. Karl Frinkle Office: MTH 112 Office Hours: MWF 9:00-10:00, MW 12:00-13:00, TR 9:15-12:00 Office Phone: (580)745-2028 E-mail: kfrinkle@se.edu Website: http://carmine.se.edu/kfrinkle
CATALOG DESCRIPTION	The study of functions, systems of equations, theory of equations, sequences and series, matrices and determinants, combinatorics.
PREREQUISITES	Math ACT of at least 19 or a passing score on the departmental placement exam or Math 0123.
REQUIRED MATERIALS	Text: <i>Essentials of College Algebra</i> (Alternate Edition), by Margaret Lial, John Hornsby, and David Schneider, ISBN # 9780321511799 Software: You will also need a student access code for <i>MyMathLab</i> (<i>Course Compass</i>). All homework and exams are completed through <i>MyMathLab</i> . A student access code is included with all new books. If you don't plan to purchase a new book, you must purchase an access code when you register for <i>MyMathLab</i> (price is approximately \$50). The <i>Course Compass</i> ID is: frinkle69413 Calculator: A scientific (at least) calculator.
OPTIONAL MATERIALS	Access to a scanner, FAX machine or some other type of document imaging. If you prefer to do your assignments by hand, please write in a dark pen or pencil so that the images will print clearly when faxed or sent electronically.
TECHNICAL REQUIREMENTS	Available through the Southeastern Online Learning website or http://www.se.edu/online-learning/technology/hardware-software-requirements/
NETIQUETTE (INTERNET ETIQUETTE)	Available through the Southeastern Online Learning website or http://www.se.edu/online-learning/technology/communication-netiquette/
LIBRARY AND INFORMATION RESOURCES	Available through the Southeastern Online Learning website or http://www.se.edu/online-learning/student-services/
OTHER RESOURCES AND LOCATION	None
COURSE OBJECTIVES	The following objectives will be met in this class: <ul style="list-style-type: none"> • Demonstrate with 90% mastery use of basic algebraic concepts and expressions including absolute value, factoring, rational expressions, exponents, and radicals. • Solve linear and quadratic equations including absolute values and inequalities and use those concepts to analyze applied problems.

- Solve and graph basic algebraic functions.
- Use graphing techniques and transformations to analyze the behavior of functions.
- Solve and graph polynomial and rational functions.
- Solve exponential and logarithmic functions and be able to analyze their graphs in appropriate applications.
- Students will synthesize algebraic concepts to analyze real world problems and discover appropriate methods to reach a solution.

COURSE SCHEDULE

#	Assignment	Due Date	Pts	Week
1	Section R.1 Homework	August 22nd	45	1
2	Section R.2 Homework	August 22nd	45	1
3	Section R.3 Homework	August 22nd	45	1
4	Week 1 Written Assignment	August 22nd	30	1
5	Week 1 Discussion Board	August 22nd	30	1
6	Section R.4 Homework	August 29th	45	2
7	Section R.5 Homework	August 29th	45	2
8	Section R.6 Homework	August 29th	45	2
9	Week 2 Written Assignment	August 29th	30	2
10	Week 2 Discussion Board	August 29th	30	2
11	Section R.7 Homework	September 5th	45	3
12	Chapter R Exam	September 5th	120	3
13	Week 3 Written Assignment	September 5th	30	3
14	Week 3 Discussion Board	September 5th	30	3
15	Section 1.1 Homework	September 12th	45	4
16	Section 1.2 Homework	September 12th	45	4
17	Section 1.3 Homework	September 12th	45	4
18	Week 4 Written Assignment	September 12th	30	4
19	Week 4 Discussion Board	September 12th	30	4
20	Section 1.4 Homework	September 19th	45	5
21	Section 1.5 Homework	September 19th	45	5
22	Section 1.6 Homework	September 19th	45	5
23	Week 5 Written Assignment	September 19th	30	5
24	Week 5 Discussion Board	September 19th	30	5
25	Section 1.7 Homework	September 26th	45	6
26	Section 1.8 Homework	September 26th	45	6
27	Chapter 1 Exam	September 26th	120	6
28	Week 6 Written Assignment	September 26th	30	6
29	Week 6 Discussion Board	September 26th	30	6
30	Section 2.1 Homework	October 3rd	45	7
31	Section 2.2 Homework	October 3rd	45	7
32	Section 2.3 Homework	October 3rd	45	7
33	Week 7 Written Assignment	October 3rd	30	7
34	Week 7 Discussion Board	October 3rd	30	7
35	Section 2.4 Homework	October 10th	45	8
36	Section 2.5 Homework	October 10th	45	8
37	Section 2.6 Homework	October 10th	45	8
38	Week 8 Written Assignment	October 10th	30	8
39	Week 8 Discussion Board	October 10th	30	8
40	Section 2.7 Homework	October 17th	45	9
41	Chapter 2 Exam	October 17th	120	9
42	Week 9 Written Assignment	October 17th	30	9
43	Week 9 Discussion Board	October 17th	30	9

#	Assignment	Due Date	Pts	Week
44	Section 3.1 Homework	October 24th	45	10
45	Section 3.2 Homework	October 24th	45	10
46	Week 10 Written Assignment	October 24th	30	10
47	Week 10 Discussion Board	October 24th	30	10
48	Section 3.3 Homework	October 31st	45	11
49	Section 3.4 Homework	October 31st	45	11
50	Section 3.5 Homework	October 31st	45	11
51	Week 11 Written Assignment	October 31st	30	11
52	Week 11 Discussion Board	October 31st	30	11
53	Chapter 3 Exam	November 7th	120	12
54	Section 4.1 Homework	November 7th	45	12
55	Week 12 Written Assignment	November 7th	30	12
56	Week 12 Discussion Board	November 7th	30	12
57	Section 4.2 Homework	November 14th	45	13
58	Section 4.3 Homework	November 14th	45	13
59	Section 4.4 Homework	November 14th	45	13
60	Week 13 Written Assignment	November 14th	30	13
61	Week 13 Discussion Board	November 14th	30	13
62	Section 4.5 Homework	November 21st	45	14
63	Section 4.6 Homework	November 21st	45	14
64	Chapter 4 Exam	November 21st	120	14
65	Week 14 Written Assignment	November 21st	30	14
66	Week 14 Discussion Board	November 21st	30	14
67	Section 5.1 Homework	November 28th	45	15
68	Section 5.2 Homework	November 28th	45	15
69	Week 15 Written Assignment	November 28th	30	15
70	Week 15 Discussion Board	November 28th	30	15
71	Section 5.3 Homework	December 5th	45	16
72	Section 5.4 Homework	December 5th	45	16
73	Section 5.5 Homework	December 5th	45	16
74	Week 16 Written Assignment	December 5th	30	16
75	Week 16 Discussion Board	December 5th	30	16
76	Chapter 5 Exam	December 10th	120	17
77	Cumulative Final Exam	December 10th	210	17
78	Week 17 Written Assignment	December 10th	30	17
79	Week 17 Discussion Board	December 10th	30	17

IMPORTANT DATES
FOR FALL 2010

- 2010.08.16 - Classes begin
- 2010.08.20 - Last day to enroll in or add classes
- 2010.08.20 - Last day to drop a class with no grade record
- 2010.08.20 - Last day to drop a class with refund/no charges
- 2010.10.13 - Last day to drop a class with automatic W
- 2010.10.29 - Last day to complete final application for graduation
- 2010.11.12 - Last day to drop a class
- 2010.12.10 - Classes end

COURSE POLICIES

Attendance: The Registrar's office defines attendance in online classes as:

- *Stopped Attending:* Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with you.
- *Never Attended:* Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course.

- *Excessive Absences:* Students who have submitted some work but are infrequent in their participation or late on assignments-leading to a failing grade.

Since this is an online course, students are expected to be highly self-motivated. Enrollment in this course obligates the student to attend virtual class and to participate in virtual class activities and assignments. **It is imperative that you check the course website every day, at least five (5) times a week.** Lack of participation in this class will negatively affect your grade and/or your financial aide.

Late Assignments: No extra assignments will be given any time during the semester to bring up your grade. When extenuating circumstances arise, the instructor has the right to handle the situation on an individual basis. Excuses such as “The system was down” or “I couldn’t get to a computer” are not considered extenuating circumstances. Do not wait until the last minute to complete and/or submit assignments and you will not encounter these types of problems.

Makeup Exams: No make up tests will be given. It is your responsibility to meet deadlines and timelines for tests, even if they fall during holidays!

Expectations of Instructor and Students: All students are required to produce their own work unless the activity has been designed as a group project. Evidence of cheating will result in at least a zero for that activity. Students are expected to complete all assignments by the due date, participate in class discussions, and when difficulties arise, contact the instructor.

Students should expect a timely response to email questions and prompt grading and posting of assignments. Unless an announcement was posted indicating my lack of availability, you should receive a response to your email within 24 hours. If you haven’t received a response within 24 hours, please email again just in case I overlooked it. Grading of and posting of scores for all assignments will be completed before the next assignment is due.

Other Policies: The instructor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the syllabus.

There is a zero-tolerance policy concerning plagiarism and/or duplication of another individual’s work. Besides making you feel horrible, you will receive a zero and the policy will be enforced under the guidelines of the *Academic Honesty Policy* for the University. Students are expected to work individually and turn in their own work. Any violation of academic honesty will be reported to the Office of Student Affairs.

The policies regarding academic misconduct are set forth in the institution’s *Student Code of Responsibilities and Conduct*. Cheating will not be tolerated in any shape or form. If you are caught cheating, it will be reported to the appropriate academic offices, and appropriate action will be pursued.

COURSE REQUIREMENTS

Timeframe for Participation: Students are required to participate in Discussion Board questions, *MyMathLab* assignments, written assignments and online tests. Student participation is critical to the success of the online class. You must be highly self- motivated.

The Discussion Board is where you and the instructor will make the class come alive. Participate early in discussion and often. Several areas will be available for posting responses. The areas forums on the discussion board are:

- *Introductions and General Class Chat* - this is where we will all introduce ourselves at the

beginning of the semester and where any class discussion that is not pertaining to the discussion question for the week is posted.

- *Graded Class Discussions* - this is where you will post your response to the weekly discussion questions and respond to at least two other students' posts. Be sure to read the instructor's comments over the course of the week as well. Post early and often as late posts may not be critiqued in time to receive full credit.
- *Homework and Exam Questions* - this is where you can post questions to homework assignments. Your fellow students should respond to your questions if they can. We should all work together as a team to ensure that everyone understands the material.
- *Just for Fun* - this is where you can post comments to your fellow students that may not pertain to the subject matter of the course. It is a place to have fun and perhaps indulge in some witty banter with your online classmates.

A question is posted each week under Graded Discussion forum. There is no need to type your name, as the computer will automatically post your name when you post your response. Once the deadline for the question has passed, I will make the posts unavailable.

Your response to the question and your posts to two other students' responses are required before the deadline for that week. Your contributions to the discussion board can add up to 400 points. To receive credit for participating, you must make meaningful contributions to the discussion boards each time a topic is available. Simply "I agree" or "I disagree" is not meaningful. You are required to post your solution/answer to a problem/question on the discussion board; you must also comment on at least 2 other posts for each topic of discussion. The idea is to 'discuss' the problem or topic. Be sure to carefully read and follow the instructions posted with each discussion.

Discussions will be available frequently throughout the semester on Discussion Board under SE Blackboard. There will be discussion boards for posting questions and/or comments concerning aspects of the class and for general chatting. Remember, Blackboard automatically tracks and records every click of the mouse. The instructor can see whether or not you have logged on, the date and time you logged on, and what you accessed once you are logged on the sites. This is one way the instructor can determine if you have participated in the assignment and discussions or not.

Approximate Time Required for Individual Activities Approximately 20-24 hours per week will be required for successful completion of course requirements.

Expectations for Communications: This course will be conducted using a variety of instructional methods and learning activities, including but not limited to, virtual lectures/chats, discussion boards, homework, exams, written activities, and online activities. Read, read, and re-read directions and information carefully before emailing or calling for help. You will find most of your questions answered in the course syllabus or on the discussion board.

You are required to use your SE student email address when using Blackboard. In addition, you are required to regularly check your SE student email account. All email correspondence will be sent to your SE student email address. Refer to the Blackboard login page for details about your SE student email address. Be sure to include your name in the body of every email you send to me.

Activity and Other Assignment Expectations: Weekly assignments will all be posted by the beginning of the semester. The due dates for all assignments are listed on the Assignment Schedule, posted under *Course Documents*. All components of the weekly assignments (*MyMathLab* homework, written assignments, discussion board posts, etc.) must be submitted by 11:59 p.m. on the due date.

All homework assignments listed as "*MyMathLab* Homework" will be completed online and submitted to the instructor through *MyMathLab*. To access the homework, click on *CourseCompass* from the main *Blackboard* menu and choose "Do Homework". Choose the assignment you want to work

on and click on specific exercises. You may stop and return to the assignment later if you wish. You may work similar problems for each type of exercise, giving you the option of earning 100% on each homework assignment. When the assignment is completed and ready for grading, click on “Submit Homework” at the bottom of the page. The homework assignment will be automatically graded and entered in the *MyMathLab* gradebook. After the due date for each assignment, I will enter the homework grades into the *Blackboard* gradebook.

All homework assignments listed as “Written Homework” will be completed and submitted via email. These written assignments are weekly, and can be found by clicking on *Assignments* from the main *Blackboard* menu.

Survey Expectations: Chapter Exams will be completed through *MyMathLab*. They will be posted for the entire week, with a designated time limit to complete the exam. Do not wait until the last minute to take the exam. Waiting until the last minute will almost certainly create a situation where your Internet provider is unavailable or your computer will not operate. If you miss taking the exam during the time it is available, for any reason, a zero will be recorded. Exam dates and availability are listed on the Assignment Schedule, posted under *Course Documents*.

The final exam is comprehensive and will be administered online through *MyMathLab*. The final will be posted for the entire last week, with a designated time limit to complete the exam. Again, there will be no makeup exam given. If you miss taking the exam during the time it is available, for any reason, a zero will be recorded. The dates for the final exam are listed on the Assignment Schedule, posted under *Course Documents*.

ASSESSMENT

(GRADING SYSTEM)

Each activity will incur points. Homework assignments on *MyMathLab(CourseCompass)* are worth 45 points each, and there are twenty homework assignments - five from each of the four chapters that we will cover. At the end of each chapter, there will be an exam, each of which will be worth 120 points. The final exam is cumulative and will be worth 210 points.

Besides homework and exams through *MyMathLab(CourseCompass)*, you will be required to participate in graded online discussions, and to hand in written assignments. There will be one of each of these two types of assignments per week, each being worth 30 points.

Grade Distribution Per Type of Assignment

type	amounts	points	total	percent
homework	38	45	1710	46.7%
exams	6	120	720	19.7%
final exam	1	210	210	5.7 %
discussion boards	17	30	510	13.9%
written assignments	17	30	510	13.9%

Rounding to the next letter grade is not automatic and will be at the discretion of the instructor. The grading scale is as follows:

Letter Grade	Percentage Range	Points Range
A	90-100 %	3294-3660
B	80-89 %	2928-3293
C	70-79 %	2562-2927
D	60-69 %	2196-2561
F	0-59 %	0-2195

UNIVERSITY AND
SCHOOL POLICIES

Privacy: Available through the Southeastern Online Learning website or <http://www.se.edu/academics/general-information/students-rights/>

Academic Integrity: Available through the Southeastern Online Learning website or <http://www.se.edu/student-life/documents/student-handbook.pdf#page=6>

There is a Zero-Tolerance Policy concerning Plagiarism and/or duplication of another individual's work. Besides making you feel horrible, you will receive a zero and the policy will be enforced under the guidelines of the Academic Honesty Policy for the University. Students are expected to work individually and turn in their own work. Any violation of academic honesty will be reported to the Office of Student Affairs. The policies regarding academic misconduct are set forth in the institution's Student Code of Responsibilities and Conduct

Special Accommodations: Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call (580) 745-2254 (TDD# 745-2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator. For additional information, see the Americans with Disability Act on the Southeastern Online Learning website or <http://www.se.edu/ada/>