I COMMUNICATION:

E-mail address: jbaird@hccfl.edu

I check email in the early mornings and evenings – including weekends and holidays. During the day I am in class in Plant City. You may use my email address, or MyMathLab communication. I will have office hours in on the Plant City campus. See my Spring Schedule

If MacDill personnel want office hours on the base, it can be arranged.

II COURSE DESCRIPTION:

This course presents algebraic skills needed for MGF 1106, 1107, and MAC 1105. Topics include sets, relations, functions, polynomial operations, factoring, absolute value, rational expressions, equations (linear, quadratic, radical, rational), systems of equations, inequalities, exponents, radials, graphs of linear equations and inequalities in two variables, complex numbers and applications. Elective credit only (NOT required math credit for AA). No credit given if student has prior credit for any MAC course. Prerequisite: Grade of C or better in MAT 0024; or required score on placement test.

III TEXTBOOK:

MyMathLab access code (required) course id “baird10107”


The bundle sold in the Plant City bookstore is recommended and contains the following items: text book, student solution manual, CD video lectures, and MyMathLab access code. An Access code to MyMathLab is necessary to participate in this class. It is possible to purchase the access code separately ($70) from the publisher with a credit card at their website www.coursecompass.com. With the access code, and the course id, “baird10107” you will be able to view the text and videos while online and logged in to MyMathLab. Many student prefer not to buy the text separately. But please note:I f you choose to purchase only the access code (no text) be sure you understand that you are at the mercy of your internet connectivity. NO ASSIGNMENT OR QUIZ can be late for any reason.

IV ADDITIONAL MATERIAL:

A scientific or graphing calculator is necessary. You are expected to use a calculator on all homework, quizzes and exams. You should bring your calculator to all proctored tests. You will not be permitted to use a cell phone calculator. You will need access to a computer with internet connection in order to complete online homework and quizzes as well as
communicate with your instructor and classmates. Videos can be viewed online or with a CD player if you purchased the bundle. The Student Solution Manual is very useful but optional. I recommend that you use a three ring binder notebook to organize course materials. Organization is critical to success in online classes. You CAN NOT miss the deadlines.

**V ORIENTATION:**
You must complete the mandatory online orientation by the due date. The orientation will cover the registration and operation of the software (MyMathLab/CourseCompass, not WebCT/Online@HCC), so you will **need your access code in order to complete the orientation**. Instructions for orientation can be found on my website. After completing the tasks listed on this sheet, you must send me an email informing me it is complete. Check your email for my confirmation. If you were not able to demonstrate the ability to use the software, you should consider taking this class in a different format.

**VI READING ASSIGNMENTS:**
You should begin each chapter by reading the assigned sections in your text book and watching the corresponding section videos. Some students find it useful to watch the videos first, and then read the text (and maybe watch the videos again). If you choose to read the text online, you can access the video clips from the multimedia text. While taking notes, you should include definitions, procedures, theorems, and try to work through the examples. **Questions should be posted on the message board in MyMathLab** and not sent to me via email. I will answer on the message board as well.

**VII HOMEWORK:**
  
  Homework should be done daily – either from the text book or online. Online homework contributes 10% to your course grade. There is no time limit on homework assignments. You can attempt the same question multiple times and still receive full credit. After three incorrect answers, you will need to attempt a new problem but can still receive full credit. Use your notes from the videos as well as your text book when needed. You can receive online help by using the Help Me Solve This and Show an Example buttons. You will receive a 100% grade for homework if all of the questions are answered correctly. Additional online practice homework questions can be found under Chapter Contents in the Study Plan. Homework from the text is for practice purposes and will not be collected or graded. You should attempt to do all of the problems listed on the homework assignment sheet for each section we cover. This is my short list and you should do more exercises in your weak areas. Check your answers and correct any errors that you can. Consult the student solution manual and ask me questions! You should post your questions on the message board located in MyMathLab. You are encouraged to answer your classmates’ questions on the message board. I will monitor the message board and post answers to your questions. Your success in this course will depend upon the amount of time and effort you are willing to spend with the material. You should plan to spend at least six hours per week reading your text, reviewing notes, working on homework, completing quizzes, and studying for exams.
VIII QUIZZES:
You can expect ten timed online quizzes throughout the term. There are six chapter quizzes (free response) and four mixed quizzes (multiple choice). Quizzes should be completed by you alone and it is dishonest to submit answers that you do not complete yourself. You should consult only your notes and text book during quizzes. Each quiz has a due date and late quizzes are scored as a zero. There will be no individual make-up quizzes offered. However, you may attempt each quiz twice and only the higher score will be averaged into your quiz grade. Quizzes #1, 2, 3, 4, 6, 7, 8 and 9 have a generous two hour time limit and answers are free response. Second attempts will cover the same objectives but you will notice different questions and numbers. Quizzes #5 and 10 have a two hour time limit and answers are multiple choice. Graded quizzes can be reviewed any time after submission from the grade book area. Ideally you will allow yourself sufficient time to review your first quiz attempt and ask questions before you attempt the quiz a second time. You can petition for partial credit on your second quiz attempt (not both attempts) by sending me an email. You must include the quiz and question number along with an explanation of your error (i.e., I forgot to use {} with the answer, or I didn’t reduce fraction). SPECIAL NOTE: Quizzes contribute 50% to your course grade.

IX TESTS:
There will be a midterm exam covering Chapters 1 through 4, and a comprehensive final. These exams will contribute 40% to your grade, and you must have at least a 70% average on these two exams in order to make a C in this course, a 60% average to pass. Both of these exams must occur in a proctored environment: See the document “HCC Test Centers” on my website
1. At HCC testing centers by appointment at designated times, if they require it.
2. With me on the last day (Saturday) the test is due.
3. If you live in a distant location and would like to discuss alternative testing options, discuss them with me immediately and prior to the drop date. We will try to find a suitable testing location that would be willing to test you and fax the tests to me. Do not assume your request will be granted until you have received WRITTEN CONFIRMATION from me.
Almost half of your course grade will be determined by your performance on these exams, so it is important that you prepare yourself for them. Completing the homework and practice tests will familiarize you with the material and question format which will alleviate some of your stress. A good night of rest will allow you to think clearly and perform at your best. There will be no make-up tests.

You must email me your choice of Testing centers by Tuesday, February 15

X ATTENDANCE:
There are no scheduled class meetings other than the Midterm Exam and the Final. You must submit homework and quizzes by the due dates, but there is no minimum weekly time mandate. It is strongly recommended that you log in to MyMathLab regularly to check for reminders and announcements. You should also check your email OFTEN. If you use Hawknet for email, be sure to “clean out” the folder regularly. There have been problems with refused email because mailbox was full. Most recently the problem was not deleting the Deleted Bin on the email site. I do send email to everyone mostly from MyMathLab rather than Hawknet. When you log in to MyMathLab, you can choose your own email address.
XI CHEATING AND PLAGERISM:
Cheating will not be tolerated! You are expected to personally complete any work that is submitted with your name on it. While I encourage students to discuss homework solutions, you should not discuss particular solutions to questions that will be graded. Instead, find a similar question to discuss or use an example from the textbook or notes. It is never acceptable to copy another person’s work or to allow another student to copy your work. If I determine that a student has cheated; I will give him or her a zero on the assignment in question and issue the only warning. Upon a second offense, the student will receive a grade of F for the course.

XII REQUEST FOR ACCOMMODATIONS:
If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact an Office of Services to Students with Disabilities on any of our campuses, including the HCC office at MacDill. The Plant City office is located in the Student Services building. You may also reach the office by telephone at (813) 757-2209 (voice line); (813) 757-2166 (TTD). To insure that your accommodations can be met, it is important that your request be processed by the HCC Disabilities Office and a copy of your accommodations given to me early in the semester. If you fail to provide me with your accommodations request at least one week prior to an exam, it may not be possible to accommodate you for that first test. You should plan to discuss particular accommodations with me either via email or in person.

XIII ADDITIONAL RESOURCES:
I will answer questions anytime. Please post them on the message board located in MyMathLab. Read the message boards regularly– you will find many worked examples on the message boards. Work with your classmates online by suggesting solutions and sharing new resources (alternate websites or videos). Watch the section videos, read your text and the student notes, rework text examples, consult the solution manual, use the online tutorial guides, and visit campus tutors. Each campus has a tutoring or Success Center. They will have posted hours in the summer to help students.

XIV GRADING SCALE:
Your grade = (.10)(homework) + (.50)(quiz average) + (.20)(midterm) + (.20)(final exam)
   90 - 100+ POINTS A       60 - 69 POINTS D
   80 - 89 POINTS B          0 - 59 POINTS
   70 - 79 POINTS C
This is a tentative grading scale and may be adjusted at the instructor’s discretion.
NOTE: You must have at least a 60% average between the midterm and final exams in order to pass the course regardless of your overall course average. Additionally, your course grade cannot exceed your test average by more than one letter grade. For example, if your test average is 77%, then you can receive at most a B in the course. A test average of 65% would limit you to a grade of C.

XV. WHAT YOU SHOULD ALREADY KNOW:
It is assumed that you are able to use the basic features of your calculator and that you have a working knowledge of all material covered in the prerequisite course. While I understand that some of the material was not mastered by all students in the prerequisite course or that the prerequisite course was taken years ago, it is your responsibility to seek assistance if it is
needed. You should start by reading the textbook and its examples. You will find that the material comes back quickly. You are strongly encouraged to email me with questions. You will also be able to get assistance in the tutoring centers on any campus. Following is a partial list of the prerequisite material you should already know: arithmetic, properties of exponents, simplifying radical expressions, polynomial operations, factoring, simplifying rational expressions (fractions), solving linear equations, solving quadratic equations, and problem solving techniques.

**XVI MYMATHLAB/COURSECOMPASS, CAMPUSCRUISER & WEBCT:**
We will be utilizing MyMathLab/CourseCompass and not Blackboard/Online@HCC or CampusCruiser for this class. All assignments and communication will take place inside the MyMathLab environment. We will use my website and email to communicate prior to the beginning of the semester and for the email address throughout the semester. Hawknet is your official HCC email address and you will need to check your email in CampusCruiser periodically. However, you may use your personal email address when you register with MyMathLab. Once you have registered for MyMathLab and completed the orientation, you will be able to access assignments, view course materials (including the text), check your grades, communicate with classmates via message boards, and send email messages inside MyMathLab. I expect you to use the message boards and email as your primary means of communicating with me and your classmates. Personal communications should be sent to me via email. Questions regarding course content, policies, or procedures should be posted on the message boards in MyMathLab. Email messages and posts to the message board should contain complete sentences and be relatively free of spelling, punctuation, and grammar errors. You should always include your name with any email message sent. I will read and respond to messages during office hours and periodically during weekends. Log in information is contained in a separate document located on my website (Blue button on “Read Me First” page).