Students - I’m looking forward to working with you this semester! I hope this class will be challenging for you while allowing you to improve upon your strengths and weaknesses. Gaining appropriate study skills and time management skills while constructing new knowledge takes practice, commitment, and reflection. These are elements of learning that I consider in my classes and we work on improving them.

COURSE INSTRUCTOR
Instructor: Carrie Carmack
Office: Boyd 104
Email: ccarmack@westga.edu

OFFICE HOURS

<table>
<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:50AM – 10:50 AM</td>
<td>9:50AM – 10:50AM</td>
<td>9:50AM – 12:00PM</td>
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<tr>
<td>2:15PM – 3:00PM</td>
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</tbody>
</table>
Coming to class and putting in effort to engage during and outside of class is going to be necessary for you to complete the course successfully. Here are a few do’s and don’ts for the course:

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Come to class</strong></td>
<td>Don’t arrive late/leave early – unless you have an emergency, please attend all of class. It is very disruptive when the class is interrupted. Others and you may miss important info.</td>
</tr>
<tr>
<td><strong>Engage with the Content During class</strong></td>
<td>Don’t ignore the lecture/activities during class – it can be tough to focus and also takes practice. Eliminate obvious distractions (cell phone) by putting them away. Try to focus and pay attention for the duration of class.</td>
</tr>
<tr>
<td><strong>Engage with the Content Out of class</strong></td>
<td>Don’t assume you know the material or assume that you cannot learn it – do the homework and practice. Seek tutoring if you need help, we have lots of great tutoring resources!</td>
</tr>
<tr>
<td><strong>Be Kind To yourself and to Others</strong></td>
<td>DO focus on your strengths and challenge yourself to improve. Don’t be dishonest – don’t cheat, don’t lie.</td>
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If you are absent from class
It is your responsibility to catch up on content if you miss class. You may contact me (ccarmack@westga.edu) for the topics covered, homework assigned, and any announcements made on the day you were absent.

*If you miss class (or arrive late/leave early) and you miss a class participation assignment – you can not make up a class participation assignment. More detail is given in COURSE ASSESSMENT.

REQUIRED COURSE MATERIALS

1) **Binder with notebook paper for taking notes AND one paper file folder for exams.**

2) **Calculator.**
   
   NOTE: Graphing calculators equivalent to the TI 83, 84, 85, and 86 will be allowed on the exams, as will scientific calculators. The TI-89 and other equivalent calculators will not be allowed.
   
   *Smartphones will not be permitted for calculator usage.*

3) **TEXT:** *College Algebra and Trigonometry, Abramson, Openstax.* Student can download for free at [https://openstax.org/details/books/algebra-and-trigonometry](https://openstax.org/details/books/algebra-and-trigonometry). Students should go to “Download a PDF” and download the High Resolution version. There will also be a link to the textbook in CourseDen.

Students – I will be using CourseDen for announcements, course activities, and grade submission. Please make sure you can access CourseDen as soon as possible. Email me at ccarmack@westga.edu if you have any difficulties or questions.
Students’ mastery of course learning outcomes will be assessed using the following methods:

| **Student-Teacher meeting (3%)** | As your teacher, it is important to me that I get to know you as a student. Your past experiences with mathematics, current perceptions of your abilities, and your familiarity of the on-campus resources available to you can impact your performance in this course. Therefore, you will be invited for a short student-teacher meeting during the semester so that I can discuss with you these aspects of your learning, and so I can address any concerns or questions you may have.  
* I will email you during the semester to schedule our meeting. No-shows will receive a 15 point grade penalty. |
| --- | --- |
| **Class Participation (12%)** | The classroom is where you’ll strengthen your learning and clear up any misconceptions you may encounter outside of class. Although you will be working hard outside of class learning the content and practicing the material, class participation assignments will be given during class so you can make connections with the material and enhance your problem solving skills. For class participation assignments, you’ll be working either independently or with others to develop an approach and find solutions to given problems. I will guide you during this process, and you will be graded on your effort to understand the material.  
* Your lowest 2 class participation assignments will be dropped when calculating final course grades.  
* You must be in attendance during the class participation assignment to receive credit. These cannot be taken at a later or earlier time. |
| **Homework (10%)** | Practicing outside of class is crucial to your learning. It is how you retain the information and connect with the content so you can learn. You will be given homework throughout the semester to improve your mathematical performance and mathematical retention.  
* Homework can be submitted late for a 10 point deduction. All homework assignments must be submitted by April 27. |
| **Exams (50%)** | This class requires you to learn and retain core algebraic concepts. Much of this content is procedural, so practicing is necessary to retain the information. You’ll be given a lot of resources to aid in your learning of the core concepts, and I am here to help you make connections with the steps in each problem.  
You will be given 5 in-class exams during the semester.  
- If you miss an exam, you may ask for an extension. If granted, the exam grade will incur an **automatic 10-20 point deduction.**  
  * To take an exam late, you must email me at ccarmack@westga.edu to explain your absence. You must schedule the retake exam within 5 days of the in-class exam.  
  * You must have a valid reason for missing an exam. Missing an exam because you did not feel prepared is not a valid reason. If you are sick, you will need to provide a doctor’s note.  
* Your Final Exam grade will replace your lowest exam grade, if higher. |
| **Final Exam (25%)** | Your performance on the final exam will demonstrate your retention skills of the core concepts of College Algebra. It is important that you practice your retention skills during the semester so that you can perform well on the final exam. |
The effort you put forth in this class to learn the material is not ignored! It’s hard work to learn and requires a lot of time. Therefore, you will be awarded bonus points for the time you spend outside of class working on your learning.

Bonus points will be given randomly throughout class. You may also acquire additional out-of-class bonus points by:

1. Attending a full hour SI session: 1 hour = 1 bonus point
2. Attending the Center for Academic Success tutoring: 30 min = ½ bonus point
3. Attending the Math Tutoring Center: 1 hour = 1 bonus point (you must fill out the MTC form)

Maximum of 20 out-of-class bonus points

ASSESSMENT GRADING:
Student Teacher Meeting: 3%  
Class Participation: 12%  
Exams: 50%  
Homework: 10%  
Final Exam: 25%

Grading Scale:
90% - 100%: A  
80% - 89%: B  
70% - 79%: C  
60% - 69%: D  
<60%: F

COURSE SCHEDULE
The course schedule is tentative and subject to change. Any changes will be announced in class and on CourseDen.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Closed Portion</th>
<th>Open Portion</th>
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<tbody>
<tr>
<td>1</td>
<td>NA</td>
<td>Jan. 24</td>
</tr>
<tr>
<td>2</td>
<td>Feb. 14</td>
<td>Feb. 17</td>
</tr>
<tr>
<td>3</td>
<td>Mar. 2</td>
<td>Mar. 4</td>
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<tr>
<td>4</td>
<td>Mar. 30</td>
<td>Apr. 1</td>
</tr>
<tr>
<td>5</td>
<td>Apr. 24</td>
<td>NA</td>
</tr>
</tbody>
</table>

IMPORTANT DATES:
First Day of Class: January 6
Drop Ends: January 10
Last Day to Withdrawal with W: February 28
Last Day of Class: April 27
Final Exam Period: April 29 – May 5

Final exam schedule: https://www.westga.edu/student-services/registrar/Spring_2020_Exam_Schedule.php
Courses Description
This course is a functional approach to algebra that incorporates the use of technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, polynomial, rational, exponential and logarithmic functions. Appropriate applications will be included.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>What it will accomplish</th>
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<tbody>
<tr>
<td>Express relationships using the concept of a function and use verbal, numerical, graphical and symbolic means to analyze a function.</td>
<td>Here, you will learn foundational mathematical applications, how to connect concepts, and how to identify what you can NOT do in mathematics.</td>
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<tr>
<td>Model situations from a variety of settings by using polynomial, exponential and logarithmic functions.</td>
<td>This objective will allow you to identify a model that best fits real world data. You can use this model to predict future phenomena or answer questions about current phenomena.</td>
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<tr>
<td>Manipulate mathematical information, concepts, and thoughts in verbal, numeric, graphical and symbolic form while solving a variety of problems which involve polynomial, exponential or logarithmic functions.</td>
<td>You will learn how to break difficult problems into smaller, easier to solve parts. You’ll also learn how to express mathematical concepts in different ways.</td>
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<tr>
<td>Apply a variety of problem-solving strategies, including verbal, algebraic, numerical, and graphical techniques, to solve multiple-step problems involving polynomial, exponential, logarithmic equations and inequalities and systems of linear equations.</td>
<td>Here, you will learn how to become a better thinker. You will practice identifying problem solving techniques and apply them to find solutions to given problems.</td>
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<tr>
<td>Shift among the verbal, numeric, graphical and symbolic modes to analyze functions.</td>
<td>This objective will help you discover different approaches to problems and identify the best method of finding a solution.</td>
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<td>Use appropriate technology in the evaluation, analysis and synthesis of information in problem-solving situations.</td>
<td>You’ll learn how to use technology to compute faster, easier, and more accurately. However, you will also learn that technology could be a hinderance to your own understanding of a topic if relied upon.</td>
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POLICIES AND INFORMATION

University Policies and Academic Support
Please carefully review the following Common Language for all university course syllabi at the link:

https://www.westga.edu/administration/vpaa/assets/docs/facultyresources/common_language_for_course_syllabi_v2.pdf

It contains important material pertaining to university policies and responsibilities. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Academic Honesty
Any form of academic dishonesty will result in a failing grade for the assignment for the first offense (students will not be able to replace this grade). A second offense will result in a failing grade for the course. All forms of academic dishonesty will be reported.
Definitions of academic dishonesty are defined in the student handbook: www.westga.edu/handbook/

Disabilities Act/Accessibility for the Course
If you are a student whom is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please notify me and provide me with a copy of your packet from Student Services. The university will provide you with resources for any audio/visual needs that you may have with the learning management system or course content.
Please contact UWG Accessibility Services for more information.