College Algebra – Hybrid **Fall 2020**
MAT 150 – 18D1 (46572) **MyLabsPlus**

INSTRUCTOR INFORMATION:

Instructor:	Kayla Smith
Email (Preferred Contact):	kayla.smith@anderson.kyschools.us
Phone:	(502) – 839 – 5118
Office Location:	Anderson County High School RM 537
Virtual Office Hours:	Daily; 1:00 – 1:30 PM
Virtual Communication: (preferred)	Anytime: Email instructor For Appointments: Email to request an on-campus or virtual meeting.

MATHEMATICS & STATISTICS (MS) DIVISION INFORMATION

Area Coordinator:	Jeff Herrin
Email:	*Jeff.herrin@kctcs.edu*
Campus-Office:	Newtown: NCB 311–R
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Division Assistant Dean:	Vicki Partin
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MS Division Website	Mathematics and Statistics Division Website

BLUEGRASS CTC INFORMATION:

BCTC Website:	Bluegrass.kctcs.edu
KCTCS Blackboard:	elearning.kctcs.edu
KCTCS MyPath:	Mypath.kctcs.edu (access to Email, Student Self-Service, etc.)

IMPORTANT NOTE

For Week 1, starting September 8th, this class will meet ONLINE only via Google Meets for the regularly scheduled class time of 1:00 – 1:30 PM.

OFFICIAL COURSE INFORMATION:

COURSE DESCRIPTION

Includes selected topics in algebra and analytic geometry. Develops manipulative skills and concepts required for further study in mathematics. Includes linear, quadratic, polynomial, rational, exponential, logarithmic and piecewise functions; systems of equations; and an introduction to analytic geometry. (Students may not receive credit for both MAT150 and any other College Algebra or Precalculus course. Credit not available on the basis of special exam.) Lecture: 3 credits (45 contact hours). **Prerequisites:** 1. Math ACT score of 22 or above, 2. Math ACT score of 19-21 with concurrent MAT 100 workshop, 3. Successful completion of Intermediate Algebra, MAT 126, or equivalent, or 4. KCTCS placement exam recommendation.

OFFICIAL COURSE COMPETENCIES/OBJECTIVES

Upon completion of this course, the student can:

1. Recognize functions and specify the domain and the range of a given function.
2. Graph linear, quadratic, polynomial, rational, exponential, logarithmic and piecewise functions.
3. Write expressions from data, verbal descriptions or graph.
4. Solve polynomial, rational, exponential and logarithmic equations.
5. Solve application problems using linear, quadratic, exponential, and logarithmic functions.
6. Perform operations with functions and find inverse functions.
7. Solve linear and nonlinear systems of equations.
8. Solve nonlinear inequalities

CLASS MATERIALS

REQUIRED TECHNOLOGY:

This course requires regular and consistent access to a computer, high-speed internet, and a web-cam. Compatible browsers: Google Chrome (Recommended), Mozilla Firefox, Safari.
Note: Course is not compatible with Internet Explorer!

Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so please ensure that you have access to technologies as needed. If you need assistance meeting this requirement, please contact your instructor immediately.

REQUIRED TEXTBOOK/SUPPLIES:

MyLabsPlus Student Access (Included with Registration)

This hybrid course will be completed in MyLabsPlus*.* Upon registration, a digital course fee was added to your student bill. This fee grants you access to the eText and online content from the first day of class for less cost than the standard text. The eText and online content can be accessed through Blackboard. No hardcopy of the text is required. No additional purchases are required for eText access.

A scientific or graphing calculator

A scientific calculator (no TI-89 or above nor TI-Nspire nor anything with a computer algebra system) will be necessary during Chapter 4 and may be used throughout the semester in class, on homework and during exams, unless otherwise specified. Having notes, formulas, or apps programmed into calculators is considered cheating. The memory of graphing calculators used in class must be cleared before exams and unapproved apps must be removed. Cell phones and computers may not be used as calculators.

Mobile/Tablet Document Scanner Software/App

In the event that we are moved to totally online instruction, you may be required to scan documents and send them to your instructor via email or Blackboard. This may include free Apps which allow photos to be combined into a single pdf document. Any document scanner or scanner app (EasyScanner, CamScanner, MyScans, GeniusScan, Scanner-PDF, etc) will suffice. iOS Mobile Phones → Notes→ Scan Documents feature is also acceptable.

Optional Textbook/Supplies: *College Algebra with Integrated Review, 7th* edition, Blitzer

NOTE: **THIS TEXT CAN BE VIEWED ONLINE WITHIN MYLABSPLUS SO THE HARDCOPY OF THE TEXT IS NOT REQUIRED.**

CLASS POLICIES AND EXPECTATIONS

ATTENDANCE/PARTICIPATION:

This is a hybrid course. Much of your work will be online. Even though the class only meets once per week, you should plan to spend at least two days per week checking into the course activities and participating in in-class style course work (watching videos, viewing Powerpoint presentations, etc.). These two days of participation do not include homework or time spent reading or studying. Just like with any class, some students will require more time than others, so make sure to plan accordingly.

Due to social distancing requirements, depending on course enrollment, this course may be divided into two (2) groups (group A and group B) and each group will only attend class on campus once every other week. If this split occurs, specific dates will be outlined by the instructor and posted in Blackboard but may be subject to change.

If there is a need to split the class (as referenced in the paragraph above), attendance will be taken both in-person and online on scheduled class days. To be counted in attendance online, you should check in to the course in Blackboard and complete the assigned activity for that day. To be counted in attendance while on campus, you need to come to class prepared.

ATTENDANCE VERIFICATION ("NO SHOW"):

VERIFICATION OF ROSTER: Students must complete the "Syllabus Acknowledgement" homework by 11:59 pm EST on **Tuesday, September 15th,** in order to remain in the course. Anyone who does not complete this assignment by the due date will be declared a "NO SHOW" and may be dropped from the roster and will no longer be eligible to pass the course.

CLASS STRUCTURE:

This course is designed to provide a hybrid experience, including face-to-face, online activities, and study time.

Class time is for:

1) Explaining and practicing difficult concepts
2) Expanding on the textbook to include newer and more advanced information
3) Getting an overview of major concepts, minor points, and how they fit together
4) Asking and answering questions
5) Completing skills assessments

Online activities are for:

1) Videos that provide more example of key concepts
2) Homework to reinforce learning and facilitate mastery of specific skills
3) Activities and discussion boards to promote learning and practice concepts
4) Personalized Study Plans that help structure and prioritize study time for quizzes
5) Adaptive Knowledge Checks tailored to students' unique weak areas
6) Assessing knowledge through exams

Study and practice time include some combination of:

1) reading text and watching videos
2) using paper or online study resources
3) creating and using flashcards
4) reviewing notes or writing note outlines
5) attending supplemental instruction, academic coaching, and/or tutoring

EMAIL POLICY:

Students are responsible for all email communications and announcements sent by the instructor. No consideration will be given to students who miss information because they failed to check their e-mail account nor will consideration be given to students who miss information because an e-mail was rejected due to their inbox being full. All students enrolled in one or more credit hours will have a KCTCS e-mail account. **Checking your KCTCS email account daily is recommended**. You should also try to use proper English and grammar and avoid "text-speak" and/or "chat-speak". Communications that do not adhere to these policies may not receive a response in a timely manner. The instructor will make every effort to answer emails within 24 hours, except on weekends and holidays.

TIME EXPECTATIONS:

In order to be successful in this course, you should expect to spend approximately 6 – 9 hours per week working on course material. This includes attending class, reading the text, viewing videos, doing homework and taking quizzes and exams. This is only an approximate time commitment as some students will need less while others may need more.

To make this course part of your busy schedule, try to establish a set time when you can work on course assignments at least three times each week. The weekly schedule is designed so that you can keep up with all deadlines. Follow it, and you will be in good shape. **DO NOT PROCRASTINATE AND GET BEHIND!** The deadlines for completion shown on the calendar are when assignments are due, **NOT** the day you should start working on the assignment. Please do not wait until the deadline to complete an assignment as problems with computers or internet access do occur and they might prevent you from being able to submit your online assignment on time.

GENERAL CLASS GUIDELINES:

- Online Assignments are due by 11:59 p.m. EST on Monday and Thursday every week in MyLabsPlus.
- Most online assignments are set with pre-requisites, so until you complete an assignment with the appropriate score, then you will not be able to move on to the next assignment!
- **PAY ATTENTION AND KEEP UP WITH THE SCHEDULE AS DEADLINES ON ALL QUIZZES AND TESTS WILL BE STRICTLY ENFORCED!**

ACADEMIC INTEGRITY POLICY:

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student's own thought, research, or self-expression. Utilizing outside resources and study groups for guidance of learning concepts is strongly encouraged. **However, all submitted work should be completed solely by the student.**

This class follows the policies, including sanctions for cheating, outlined in the **KCTCS Code of Student Conduct.**

CLASS REQUIREMENTS

HOMEWORK:

Homework is assigned in MyLabsPlus (MLP). Due dates for homework are listed online in the program as well as in the calendar of deadlines at the end of this syllabus. You should work on homework before the due date and work ahead when possible. Homework must be worked until a grade of at least 70% is obtained. All assignments prior to a quiz must be completed with a grade of at least 70% in order to take

the quiz. Do not wait until 10:00 pm to start on an assignment that is due at 11:59pm EST. The lowest homework grade will be dropped. Homework is worth 5% of the overall grade.

ACTIVITIES:
Unit Activities can be discussion boards and/or projects are assigned in MyLabsPlus (MLP). Due dates for these activities are listed online in MLP and in the calendar of deadlines at the end of the syllabus. You will be required to interact with your instructor and classmates on the discussion board forums. Please use proper grammar, punctuation, and appropriate and relevant content. Activities must be submitted by the calendar deadline. Activities are worth 25% of the overall grade.

QUIZZES:
Quizzes are assigned in MyLabsPlus (MLP). Due dates for all quizzes are listed online in MLP as well as in the calendar of deadlines at the end of this syllabus. Online unit quizzes, which are timed, can be taken up to two times if one attempt is completed by the calendar deadline, otherwise you will have one late attempt. Only the highest score of the two attempts will count toward your course grade. In order to be eligible to take the second attempt on an online unit quiz, a student must meet the minimum study plan requirement. Quizzes are worth 10% of the overall grade.

UNIT EXAMS:
Exams are assigned in MyLabsPlus (MLP). Due dates for all exams are listed online in the program as well as in the calendar of deadlines at the end of this syllabus. Exams can be taken one time and will be timed. It is possible that some or all Unit Exams will require the use of Proctorio online proctoring. Unit Exams are worth 40% of the overall grade.

FINAL EXAM:
The final exam, worth 20% of the overall grade, will be comprehensive and must be completed on or before the date listed on the calendar. The final exam will be a proctored exam.

Note: None of the help features that are available during the homework assignment will be available during the quizzes or exams, so beware of abusing the help features on homework assignments. All quizzes and exams must be completed in a single sitting.

Proctored Exams
The Final Exam, and some or all Unit Exams, will be proctored using ***Proctorio*** Online Proctoring services.

Proctorio: New this year, BCTC will utilize Proctorio online proctoring service for Proctored Exams. This no-appointment needed online proctoring service is currently available at no extra charge for KCTCS students. Proctored tests in this course will require you to have: ·

- A **Computer** with high-speed internet (See Proctorio Minimum Requirements)
- Google Chrome web browser installed on your computer · Proctorio extension from getproctorio.com
- A properly working **webcam** and **microphone** installed on your computer system
- You cannot access Proctorio using a mobile device, you must use a computer.

More specific information about Proctorio will be available in our course in Blackboard.

MAKE-UP WORK/LATE WORK:

THIS IS NOT A SELF-PACED COURSE.

- Every assignment has a Due Date as shown on calendar. You may always work ahead!!
- MAT 150 Assignments are due throughout the week.

LATE WORK:

Late work generally should not happen in an online course, however emergencies may sometimes occur. In case of an emergency contact me via email to determine IF you can (and how to) make up assignments. Penalties for late work will be as follows:

Homework	A 10% penalty will be accessed to any homework assignment that is completed after the listed deadline. This means that if an assignment is due at 11:00 pm and you submit the assignment at 11:01 pm, you will incur a 10% penalty for that assignment. A 50% penalty will be applied if it is not submitted within two days of the due date. No credit will be awarded for anything submitted 3 days or later.
Activities	Activities may not be submitted after the listed deadline. A grade of "0" will be assigned.
Quizzes	Quizzes have two due dates, the *Calendar* Due Date and the *Extended* Due Date which is exactly 1 week later. Quizzes may be taken up to two (2) times **IF** the first attempt is taken by the *Calendar* Due Date, otherwise the first attempt will receive a 0 grade. All students have until the *Extended* Due Date to complete the second attempt of the quiz. To be able to access the second attempt, a student will have to complete extra assignments for mastery points.
Exams	These cannot be taken after the listed deadline. A grade of "0" will be assigned. Exceptions may be given in extenuating circumstances.

COURSE GRADE:

MIDTERM GRADES:

Midterm grades will be posted in Peoplesoft as indicated on the course calendar. You can access all official Midterm and Final course grades through your Student Self-Service account.

FINAL GRADES:

MAT 150 ASSIGNMENT CATEGORY	PORTION OF GRADE
Homework (MLP)	5 %
Quizzes (MLP)	10 %
Activities	25 %
Unit Exams	40 %
Final Exam (Proctored)	20 %

GRADING SCALE:

A = 90 – 100%, B = 80 – 89%; C = 70 – 70%; D = 60 – 69%; E = 0 – 59%

GRADE NOTES:

- **See instructions for accessing grades to view your midterm and official course grades.**

- Students who plan to take MAT 175 Calculus I in the future must earn at least a "C" in MAT 150 College Algebra and "C" in a Trigonometry course.
- An "I" will be given only when a student is unable to complete the course for extreme extenuating circumstances as agreed by the instructor. This is very rare and student must have 75% of the class completed with a high current average.

WITHDRAWAL POLICY:

A "W" grade will be given to any student who officially withdraws from the course before the last day of the term (Friday, Dec 4) or before the final is taken, whichever comes first.

For more information and instructions on how to withdraw from a class see BCTC Withdrawal Procedures page.

BCTC COLLEGE POLICIES AND RESOURCES

BCTC College Policies and Resources
Web document includes more information about BCTC College Policies and Resources, including College Contact Info, email, campus closing for weather information, withdrawal policies, Student Code of Conduct, financial aid, emergency closing, tutoring info, and more.

Accommodations:
Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for a course, must contact BCTC's Disability Support Services (DSS) Office. Students should not request accommodations directly from the instructor.
• DSS Website: BCTC Disability Support Services
• DSS Email: BL_DSS@kctcs.edu
• DSS Toll-Free Phone: 1 - 866 - 774 - 4872 ext. 6728

Free Tutoring:
Free on-campus Tutoring is available while campuses are open. Additionally, BCTC has free online tutoring available through ***Thinkingstorm***. See the Tutoring Website for general information or this Tutoring Schedule link.

Proctorio Support:
Your instructor cannot provide support during a proctored test. To get help during a test, you must contact Proctorio for support. You can do this in three ways:

1. By clicking on the extension icon in your browser to access the 24/7 Live Chat feature (see page 6 of the Proctorio Quick Start Guide for Test-takers)
2. By going to proctorio.com/support and clicking the live chat button
3. By emailing Proctorio Support at support@proctorio.com .

For more information about how Proctorio will be used in this course, please see the Proctorio document in the course's "Start Here" module.

GENERAL EDUCATION COMPETENCIES

Students should prepare for the twenty-first century by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including
- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including
- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills

STUDENT LEARNING OUTCOMES FOR QUANTITATIVE REASONING

In MAT 150, students will learn to:

1. Interpret information presented in mathematical and/or statistical forms by (Gen Ed Comp B):
   - Recognizing functions and specify the domain and the range of a given function
2. Illustrate and communicate mathematical and/or statistical information symbolically, visually, and/or numerically by (Gen Ed Comp A, B, C):
   - Graphing linear, quadratic, polynomial, rational, exponential, logarithmic and piecewise functions
3. Determine when computations are needed and execute the appropriate computations by (Gen Ed Comp A, B):
   - Solving polynomial, rational, exponential and logarithmic equations.
   - Performing operations with functions and find inverse functions.
   - Solving nonlinear inequalities.
4. Apply an appropriate model to the problem to be solved by (Gen Ed Comp A, B, C):
   - Writing expressions from data, verbal descriptions or graph.
   - Solving application problems using linear, quadratic, exponential, and logarithmic functions.
5. Make inferences, evaluate assumptions, and assess limitations in estimation modeling and/or statistical analysis by (Gen Ed Comp A, D):
   - Solving linear and nonlinear systems of equations

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION COURSE CONTINGENCY PLAN

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different

campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

In the event the college closes for an extended time due to extreme weather, disaster, or illness, provisions have been put in place to conduct class remotely. Assignments and lecture may change from what is currently being conducted on campus. Please check your email and/or course messages often for updates and details.

FOR FALL 2020,

- **THE FIRST WEEK OF CLASSES WILL BE REMOTE INSTRUCTION FOR MOST CLASSES.**
- **OUR BCTC COURSE, WILL FOLLOW THE SCHOOL REPORTING PLAN.**

In preparation for such an event please do the following at the beginning of the semester:

- Establish a routine of logging into the course to read announcements and check your KCTCS email daily.
- If your class uses Blackboard Messages, Microsoft Teams, and/or additional software, access those components regularly for important updates.
- Purchase and install a webcam (highly recommended, often required for online proctored exams).
- Install Office 365 (free for students).
- Know how to scan documents using your phone.
- Bookmark the BCTC Home Page and BCTC Help Desk websites.
- Verify you have the correct equipment, browsers, and software needed for your course.

FOR MAT 150 HYBRID DURING REMOTE INSTRUCTION PERIODS:

In the event of an extended campus closure, the following adjustments to the course delivery and policies will be made:

- Attendance/Participation:
    - Attendance/Participation will be based on viewing recorded lessons and participation in online synchronous meetings.
- Online Class Sessions:
    - Online synchronous class sessions will be held each daily from 1:00-1:30 as regularly scheduled, through google meets.
    - Please be prepared to meet during these times just as you did for regularly scheduled classes. These sessions are required and will be recorded and posted for later viewing.
- Course Online Access:
    - Additional course materials, online and recorded class sessions will be found within Blackboard and Pearson MLP.
- Communication Preference:
    - Please use kayla.smith@anderson.kyschools.us for communication between students and instructors.
- Online Office Hours:
    - Regular online office hours will be made available through Google Meets on the following days and times: Daily, 1:00 – 1:30
- Course Calendar/Due Dates:
    - A revised course calendar, if needed, will be posted in Blackboard.

- Graded Course Components:
    - Graded components of the course will remain the same.
- Assignment Submission Procedure:
    - Written assignments should be submitted via Blackboard
- Exams:
    - Exams will be given online, if necessary.
    - The Final Exam and at least one other exam will be administered through Proctorio.
    - Students are expected to work independently on the exams.
    - Consequences will be administered for those found to be cheating.
- Late Work/Makeup Work Policies:
    - No Changes
- Withdrawal Policy:
    - No changes

MAT 150 Hybrid – Fall 2020
Tentative Weekly Calendar Deadlines for Completion

Week	**Weekly Lecture Sections**	**Due Date(s)**
Week 1 Sept 8 – 11	Syllabus Acknowledgement 1.7 Interval Notation & 2.1 Basics of Functions & Graphs	**Due Tuesday, Sept. 8**
	2.2 Graphs & Properties of Functions	**Due Friday, Sept. 11**
	Introduction Activity	**Due Friday, Sept. 11**
	2.3 – 2.4 Linear Functions & Slope	**Due Friday, Sept. 11**
	Unit 1 Activity	**Due Friday, Sept. 11**
Week 2 Sept 14 – 18	**Unit 1 Quiz**	**Due Monday, Sept. 14**
	2.5 Transformation of Functions	**Due Wednesday, Sept. 16**
	2.6 Composition of Functions	**Due Wednesday, Sept. 16**
	2.7 Inverse Functions	**Due Friday, Sept. 18**
Week 3 Sept 21 – 25	2.8 Circles with Complete the Square	**Due Monday, Sept. 21**
	Revie for Exam 1	**Due Thursday, Sept. 24**
	Exam 1	**Due Friday, Sept. 25**
Week 4 Sept 28 – Oct 2	3.1 Quadratic Functions	**Due Monday, Sept. 28**
	3.6 Quadratic Inequalities	**Due Wednesday, Sept. 30**
	3.2 Polynomial Functions and Their Graphs	**Due Friday, Oct. 2**
	3.3 Synthetic Div/Remainder/Factor Theorems	**Due Friday, Oct. 2**
Week 5 Oct 5 – 9	**Unit 2 Quiz**	**Due Monday, Oct. 5**
	3.4 Zeros of Poly'l Functions	**Due Wednesday, Oct. 7**
	1.2 Rational Equations and Domain	**Due Friday, Oct. 9**
Week 6 Oct 12 - 16	3.5 Rational Functions, Domain, Asymptotes, and Their Graphs	**Due Monday, Oct. 12**
	Unit 2 Activity	**Due Wednesday, Oct. 14**
	Review for Exam 2	**Due Friday, Oct. 16**
	Exam 2	**Due Friday, Oct. 16**

Week 7 Oct 19 – 23	4.1 Exponential Functions	**Due Wednesday, Oct. 21**
	4.2 Logarithmic Functions	**Due Friday, Oct. 23**
Week 8 Oct 26 – 30	4.3 Properties of Logarithms	**Due Wednesday, Oct. 28**
	4.4 Exponential and Logarithmic Equations	**Due Wednesday, Oct. 30**
Week 9 Nov 2 – 6	**Unit 3 Quiz**	**Due Monday, Nov. 2**
	4.5 Exp'l Growth and Decay Applications	**Due Friday, Nov. 6**
Week 10 Nov 9 – 13	4.5 Exp'l Growth and Decay Applications	**Due Wednesday, Nov. 11**
	5.1 & 5.4 Systems of Equations	**Due Friday, Nov. 13**
Week 11 Nov 16 – 20	Review for Exam 3	**Due Wednesday, Nov. 18**
	Unit 3 Activity	**Due Friday, Nov. 20**
	Exam 3	**Due Friday, Nov. 20**
Week 12 Nov 23 – 27	**Thanksgiving Break**	
Week 13 Nov 30 – Dec 4	Review for Final Exam	**Due Friday, Dec. 4**
	Final Activity	**Due Friday, Dec. 4**
Final Exam Week Dec 7 – Dec 10	**Proctored Final Exam**	**Monday, December 7 9:30 – 10:30 AM**