Math.1310: College Algebra
Course Syllabus – Fall 2019

Instructor Name: Dr. Blerina Xhabli
Instructor Email: blerina@math.uh.edu
Instructor Office/Hours: PGH 202/MWF 10:00am – 11:00am & 1:00pm-2:00pm
Course Webpage: http://www.math.uh.edu/~blerina/Math1310fall19.html

Course/Section Number: Math.1310/16665
Live Session Time(s): MW 2:30pm – 3:30pm
Delivery format: Online*
Prerequisites: Math.1300 or a satisfactory passing score on a placement examination*

Online Classroom: *The link to the online classroom will be located in the main page of the course website in your CASA accounts. Once you click the link, follow the instructions to enter the online virtual classroom. Make sure you log into the classroom using your full name.*

Note: *This course is designed to prepare students for MATH 1330 Precalculus and MATH 1431 Calculus I. Students with prior credit in MATH 1330 or MATH 1431 will not be allowed to enroll or receive credit in MATH 1310.*

Course Description: In-depth study and applications of polynomial, rational, radical, absolute-value, piece-wise, exponential and logarithmic functions/equations/inequalities, graphing skills and linear systems of equations and solution methods.

Textbook: The learning materials for Math 1310, including the textbook, are available online in electronic form (PDF) through CASA website at www.casa.uh.edu. **Students are required to purchase an access code at the Book Store to access the learning materials.** All students have free access to CASA until the access code deadline posted on the course website. To have continuing access to all course materials at CASA, you need to enter the access code.

The information contained in this class outline is an abbreviated description of the course. Additional important information is contained in the departmental policies statement at http://www.uh.edu/nsm/math/undergraduate/course_policies/math13xx_policies/ or at your instructor's personal webpage. You are responsible for knowing all of this information.

Upon successful completion of this course, the student will be able to
- Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, inverses of functions.
- Recognize, graph and apply polynomial, rational, radical, piece-wise, exponential, logarithmic and absolute value functions and solve related equations.
- Apply graphing techniques.
- Evaluate all roots of higher degree polynomial and rational functions.
- Recognize, solve and apply systems of linear equations.
- Solve absolute value, polynomial and rational equations and inequalities.

A student in this class is expected to complete the following assignments:

1. **Course Policy Quiz** – online on your CASA account :
   You must make 100% on the course policy quiz in order to have access to the other online assignments in the course. The answers to the quiz may be found in the link:
   http://www.uh.edu/nsm/math/undergraduate/course_policies/math13xx_policies/
2. 4 Regular Exams
3. Final Exam
4. Weekly Online Quizzes (mostly 2 quizzes per week)
5. Weekly Homework Assignments
6. Attendance Poppers (small quizzes embedded in lecture videos and in live sessions)

Components and Weights of Semester Assignments:

- Test 1:   6%
- Test 2:   16%
- Test 3:   16%
- Test 4:   16%
- Final Exam: 20%
- Online Quizzes: 10%
- Poppers: 6%
- Homework: 10%
- Total: 100%

Grading Scale: If you call your average "x":

A $93 \le x \le 100$	**B-** $80 \le x < 83$	**D+** $67 \le x < 70$
A- $90 \le x < 93$	**C+** $77 \le x < 80$	**D** $63 \le x < 67$
B+ $87 \le x < 90$	**C** $73 \le x < 77$	**D-** $60 \le x < 63$
B $83 \le x < 87$	**C-** $70 \le x < 73$	**F** $0 \le x < 50$

ONLINE STRUCTURE

A student enrolled in this class, is required to **watch pre-recorded lectures** and to take notes. The lecture notes and pre-recorded lecture covering the course material will be posted on the calendar at CASA. Students are responsible for watching them in a timely manner.

Each lecture video has popper questions embedded in them. After watching the lecture videos, the student is required to **submit the popper questions** under the EMCF tab and to work on the corresponding online quizzes and homework.

Furthermore, the student is strongly advised to **read the textbook** and **complete the homework** problems from the textbook, as required.

Finally, the student is required to **attend the live problem sessions** with the instructor, during which the instructor will solve different problems from the lectures, quizzes and/or practice tests, and will answer any question(s) the student might have. If the student cannot attend the live problem session, a recording will be posted right after the session ends. The student need to watch the video ASAP and turn in the popper questions under the EMCF tab before the deadline.

Poppers: For every pre-recorded lecture video and for every live session, you will have poppers which are short questions on the material from the lectures prior and up to that day). Every popper will have a given deadline to be completed.

The live problem sessions will be held every **_MW 2:30pm – 3:30pm._** Video recordings will be posted on your CourseWare account. Students who do NOT attend an online live session will be required to complete the poppers given in the live session by Saturday of that same week. Students get the questions by watching the posted video.

Note: Students are responsible for any content/announcements given in the live online sessions. Videos of these sessions are posted within 30 minutes after each class ends. We will drop 15% of the total number of the questions asked in poppers during all the semester. Popper grades will be posted in your CourseWare gradebook. There will be **no make-up** Poppers.

Online Quizzes: Online quizzes will be given twice weekly in this course. You may take each up to 20 times during the time that it's available. Your highest score is retained as final score.

There will be **no makeup quizzes** for any reason. Neither the instructor, nor Math Department, is responsible for any difficulty that you have in accessing the quizzes. Please don't delay taking quizzes – there are times during the week when CourseWare is slow or overloaded. There is **no amnesty period** for the quizzes; the quizzes will NOT be reopened at the end of the semester. If you miss a quiz, you will NOT have a chance to make up for it. Please contact CourseWare tech support directly if you are having technical problems for your account.

Tests: There will be 4 tests, along with a mandatory final exam. The complete schedule is on your instructor's web page. All tests except Test 1 are taken at CASA testing center, with reservation. **You can NOT use calculators during the tests; study accordingly.**

Test 1 is over pre-requisite material, which includes Chapter 1 and beginning of Chapter 2. Test 1 will be available online by the end of first week. You will have ONLY two attempts to complete the test. Study well.

IMPORTANT: If you score low on Test 1 (below 60 without extra credit); you may consider dropping this course and taking the prerequisite course to prepare yourself for this course.

The rest of the tests are taken at CASA testing center with reservation. To see the exam dates and topics covered, please visit your instructor's website. **You must make a reservation to take a test prior to the first testing day.** You should print out the web page showing your reservation time for your records and proof of your reservation.

Tests are 50/55 minutes long. Push the "submit" button when you're completely ready to leave the Testing Center, AFTER you've finished ALL the questions and checked your work.

Final Exam: Final is comprehensive and compulsory for ALL students. There is no "exemption" or "opt-out" from the final in Math.1310. No make-ups/No excuses. **NO EARLY FINALS**

If you miss a test, you receive a zero for it. When you take the final, the grade on the final will replace that zero. If you miss more than one test, only the first one will be replaced. If the final exam grade is better than any of the previous test grades, then the final exam grade will automatically replace the lowest test grade even if you do not miss any test.

Extra Credit: There are practice tests and a practice final on Courseware. If you take the practice test, then **5% of the highest score** you earn will be applied to the relevant test as extra credit. You can take the practice tests several times (up to 10 times) and we only take your best score. Pay attention to the "end" dates on these. None of the practice tests will ever be reopened.

In general, **practice tests end before the exam period starts** (except for Practice Test 1). To receive extra credit, students should take the practice tests before they close.

Homework: Homework is going to be assigned weekly covering all the material seen during the prior week of lectures. You need to submit your homework via your CASA account. Please see the link for Homework on your instructor's website for due dates and more detailed information. **NO late homework** is accepted. We will drop 2 lowest grades at the end of the semester.

IMPORTANT: *The instructor reserves the right to make changes on these policies. Any changes will be announced on the instructor's website in a timely manner.*

PROCTORED EXAMS (Online Distance Education)

The University of Houston's Online & Special Programs (OSP) office facilitates all off-campus proctoring services for online students at the University. Information about proctoring and how to submit a proctoring request form can be found on the Proctoring Services page, http://www.uh.edu/online/students/proctoring-students.php. Prior to submitting a request, students should read and understand the proctoring processes and requirements.

Questions or concerns about proctoring services can be directed to the OSP office at 713-743-3327 or proctoring@uh.edu. Hours of operation are Monday-Friday, 8:00 am – 5:00 pm, except for University holidays.

COMMUNICATION via EMAIL

Your instructor will be sending class emails using PeopleSoft; you are responsible for checking your UH email. Per UH Policy, notices properly addressed and so sent via PeopleSoft shall be presumed to have been received by the student. Thus, you are responsible for the content in emails sent to your UH account, regardless if your external (non-UH) email provider filters or blocks them. When emailing your instructor, it is recommended that you use a professional email address and include the course name on the subject line so that your instructor can address your questions accordingly. Please read this link for more on communication via email: EMAIL ETIQUETTE (https://www.math.uh.edu/~tomforde/EmailEtiquette.html).

HONOR PRINCIPLE

University of Houston students are expected to adhere to the Academic Honesty Policy as described in the UH Undergraduate Catalog. "Academic dishonesty" means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at the University of Houston or by a course instructor to fulfill any and all academic requirements. Academic dishonesty includes, but is not limited to, the following: *Plagiarism; Cheating and Unauthorized Group Work; Fabrication, Falsification, and Misrepresentation; Stealing and Abuse of Academic Materials; Complicity in Academic Dishonesty; Academic Misconduct.*
Refer to UH Academic Honesty website and the UH Student Catalog for the definition of these terms and university's policy on Academic Dishonesty. Anyone caught cheating will receive sanctions as explained on these documents and will be reported to the department for further disciplinary action. The sanctions for confirmed violations of this policy shall be commensurate with the nature of the offense and the record of the student regarding any previous infractions. Sanctions may include, but are not limited to: *a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension, or expulsion from the University of Houston, or a combination of these.* Students may not receive a W for courses in which they have been found in violation of the Academic Honesty Policy. If a W is received prior to a finding of policy violation, the student will become liable for the Academic Honesty penalty, including F grades.

UH CAPS Statement

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS

(www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments if you or someone you know is in crisis. No appointment is necessary for the "Let's Talk" program, a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk.html

CSD ACCOMMODATIONS

Academic Adjustments/Auxiliary Aids: The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students who have a disability. In accordance with Section 504 and ADA guidelines, University of Houston strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustment and/or auxiliary aid, please visit The Center for Students with Disabilities (CSD) website at http://www.uh.edu/csd/ for more information.

Accommodation Forms: Students seeking academic adjustments/auxiliary aids must, in a timely manner (usually at the beginning of the semester), provide their instructor with a current Student Accommodation Form (SAF) from the CSD office before an approved accommodation can be implemented. Details of this policy, and the corresponding responsibilities of the student are outlined in The Student Academic Adjustments/Auxiliary Aids Policy (01.D.09) document under [STEP 4: Student Submission (5.4.1 & 5.4.2), Page 6]. For more information please visit the Center for Students with Disabilities FAQs page.

Additionally, if a student is requesting a (CSD approved) testing accommodation, then the student will also complete a Request for Individualized Testing Accommodations (RITA) paper form to arrange for tests to be administered at the CSD office. CSD suggests that the student meet with their instructor during office hours and/or make an appointment to complete the RITA form to ensure confidentiality.

Note: RITA forms must be completed at least 48 hours in advance of the original test date. Please consult your counselor ahead of time to ensure that your tests are scheduled in a timely manner. Please keep in mind that if you run over the agreed upon time limit for your exam, you will be penalized in proportion to the amount of extra time taken.

COLLEGE ALGEBRA TOPIC LIST

An Introduction to Graphs and Lines
   Points, Regions, Distance and Midpoints
   Lines
   Graphing Equations
   Solving 2 x 2 systems of equations

Solving Equations and Inequalities
   Linear Equations
   Quadratic/Other Equations
   Complex Numbers
   Linear Inequalities
   Absolute Value

An Introduction to Functions
   Basic Ideas
   Functions and Graphs
   Transforming Functions
   Maximum and Minimum Values
   Combining Functions
   Inverse Functions

Polynomial and Rational Functions
   Polynomial Functions
   Dividing Polynomials
   Roots of Polynomials
   Rational Functions

Exponentials and Logarithms
   Exponential Functions
   The Number e
   Logarithms/Properties of Logarithms
   Exponential and Logarithmic Equations