

# Course Syllabus

*Please read this syllabus carefully and contact your instructor if you have questions, or post a question to your classmates in the discussion forum. It's also a good idea to refer back to this syllabus around week 2 or 3.*

## Course Information:

- **Course Title:** Introductory Algebra - First Term
- **Course Number:** MTH 60
- **CRN:** 31417
- **Credits:** 4
- **Term:** Summer 2020
- **Course Prerequisites:** MTH 20 and (RD 80 or ESOL 250) or equivalent placement. Recommended: MTH 20 be taken within the past 4 terms.
- **On-Campus Requirements:** There are no on-campus requirements this term. Note that normally all online MTH courses require proctored exams that are taken in person (either at PCC or through another proctor), but due to COVID-19 this term there are no on-campus requirements for this course. Assuming the college re-opens, I will offer an on-campus option for the final. (The take home option will be available regardless though.)
- **Course Description:** Introduces algebraic concepts and processes with a focus on linear equations, linear inequalities, and systems of linear equations. Emphasizes number-sense, applications, graphs, formulas, and proper mathematical notation.
- **Course Outcomes:** Upon completion of the course students should be able to:
  1. Identify the differences between an expression and an equation.
  2. Simplify and evaluate algebraic expressions.
  3. Solve linear equations and inequalities in one variable, and linear systems in two variables.
  4. Identify and interpret the slope as a rate of change in linear relationships.
  5. Create linear equations, inequalities, and systems that model contextual situations and use the model to make predictions.
  6. Represent linear relationships between two variables using a graph, table, verbal description, and algebraic formula.
- Full Course Content and Outcome Guide: [MTH 60 CCOG](#)

## Instructor Information:

- **Instructor:** Kaiwen Amrein
- **Email:** email me from the Classlist in D2L or at [kaiwen.amrein@pcc.edu](mailto:kaiwen.amrein@pcc.edu)
- **Phone:** 971-722-3160
- **Campus Office Location:** Southeast Campus, SCOM 214
- **Virtual Office Hours (through [Zoom](#)):**
  - Tuesday, Thursday: 10:00am-11:00am or by appointment
- **Campus Address:** Portland Community College, 2305 SE 82nd Ave, Portland, OR 97216

## Notes on COVID-19

There are very extenuating circumstances occurring due to COVID-19 right now that are affecting all of us. Know that I'm here to support your learning needs however I can, and more than willing to make any adjustments/ extensions that will help you be successful.

Here is a [resource list](#) with information about childcare, work opportunities, unemployment benefits, food resources, health resources, and more that may help you navigate changes in your life this quarter. ASPCC student leadership compiled the list with your needs in mind.

Additionally, this syllabus will refer to printing assignments in a couple of places. I know that with the college's campuses, public libraries, and many workplaces closed this might not be possible for you. Replacing this with hand-written work is no problem. Please try to keep your paging the same as anything you would have printed.

## Instructional Approach

Welcome! I'm glad you're here and am excited to work with you this term. While this online course is set up so that you should have everything you need, I still expect to interact with each you individually and will offer opportunities for you to interact with your classmates. I'm eager to provide any further explanation/examples when necessary, and feel that being able to do this on an individual level with students is one of the greatest strengths of online courses and instruction.

As for the nuts and bolts of how this course works, it's arranged chronologically and employs a modular design. It's not self-paced. If you have things come up in your schedule that interfere with the pre-set schedule though, be sure to let me know. I'm happy to work around your (likely very busy) schedule when I'm able. The weekly assignments are listed in that week's lesson module. These modules are available by clicking the Content link in the course navigation bar.

Modules will open on Wednesdays, as shown in the [course calendar](#). There are multiple, staggered deadlines each week so that you have time to work through problems, ask questions, and receive feedback prior to submitting your worksheets. The modules open and close midweek so that you have access to on-campus resources (and me!) when the higher-weighted assignments are due. (COVID-19 note: It will not likely be the case that most of these resources are available until May. But, virtual tutoring and things are still mainly offered during Monday-Friday). This staggered Wednesday through Tuesday schedule might seem awkward at first, but students generally find it very familiar after a week or so. Note that the Module 0 introductory assignments are an exception, and are due early in the first week.

In each module, you will find links to the lecture outlines and videos for each section we will cover that week (usually three or four sections). Print out the lecture outlines and take notes on them/fill them in as you watch the videos. You will hand these in when you come for each exam. Watch the videos and read through the appropriate textbook sections before you do the WeBWorK homework, discussion posting, and worksheet. Doing a little bit each day is ideal. You will have the opportunity to re-submit any discussion postings before the module closes, and you can earn up to full credit with each submission. Note that the WeBWorK homework will take a decent amount of time, and it's best to start well before Sunday.

Please use the open “Our Online Classroom - Open Q&A” discussion to ask questions about any of the tasks/content for the week. You may also email me with any questions you may have. Note that I will often re-post email questions and my replies (without any names attached) so that the entire class can benefit.

Assignments within the modules will direct students to use many of the tools contained in D2L Brightspace, as well as other external resources such as YouTube and WeBWorK. All required tools will be accessible both from within the weekly content modules, as well as from the course navigation bar. I will email and/or post any announcements/reminders on the course homepage once or twice per week.

## Participation Expectations

Please engage with the course and content often, ideally at least three different days during the week (if not daily!). Math is easier to learn in small chunks, and frequent practice helps solidify your understanding. Each time you log into the course be sure to check for any new announcements and any email and discussion messages, as well as any assignment feedback.

## Communication Guidelines

### Best Way to Contact Me

The best way to contact me is by using the D2L Brightspace email system which can be accessed from the Classlist. You can use it to send an email to me and/or your classmates. Please include a relevant subject section of your email. D2L Brightspace will automatically include the course number and CRN for the course you are taking with me, and it's helpful for me if you keep this in the subject line.

Example email subject line: **[MTH 60 - CRN 12345]: Help with solving linear equations**

## Instructor Response and Feedback Time

I will be checking email in D2L Brightspace multiple times each day during weekdays. I'll reply to email you send me within 24 hours. Email sent after 2 PM on Friday will be answered (at the latest) by the following Monday. I look at the discussion boards daily and offer feedback as you post. Your scores are posted (and updated) when I post any replies. Worksheets will be graded within a week after the due date, but usually sooner. Expect the score and feedback on the midterm to be within one week of the exam time. Also, WeBWorK scores will be input into D2L Brightspace at the time of the midterms and final exam. You will be able to see scores in WeBWorK at any time.

## Instructional Materials

### Required Resources

- **Textbook:** ORCCA Edition 2 Part 1 (Chapters 1-4): An Introductory Algebra Textbook Created by Portland Community College Faculty  
You can access it any of the following ways:
  - For free as an [interactive eBook](#)

- For free as a [downloadable PDF \(with color\)](#) or as a [downloadable PDF \(without color\)](#)
- For purchase through the [PCC Bookstore](#)
- **Calculator:** We will be using a scientific calculator in this course. You may borrow one to use during exams if needed.

## Software/ Hardware/ Equipment/ Technical Skill Requirements

- **Printer** to print lecture notes and worksheets
- **Scanner or scanning app** to upload completed worksheets
  - [Adobe Scan](#) is a free app for scanning documents to a mobile device.
  - Other apps like [ScanPro](#) and [CamScanner](#) also work well.
- **Firefox, Chrome, or Safari** web browser
- Be able to view, download, and print documents and upload files to Assignments folders in D2L Brightspace
- The [technical requirements](#) for most online classes include access to a computer with a modern operating system and a [supported web browser](#)
- [Technology Requirements for Online Learning at PCC](#)

If you need technical help, you can email the Student Help Desk at [shd@pcc.edu](mailto:shd@pcc.edu)

## Accessibility Resources for Required Course Activities

- [Accessibility Guide for WeBWorK](#)
- [Accessibility Resources for Adobe Reader](#)
- [Accessibility Features for Google Products](#) (including YouTube)

## What a Typical Module Looks Like

There is a lot of information about the course below, and I encourage you to read it fully both now, and again when we're a couple weeks into the course. As a brief summary, here's what a typical module will entail:

- Module opens on Wednesday morning
- Do: Watch videos, take notes, read textbook
- Do: Complete WeBWorK homework
- Do: Send questions to your instructor and/or post to “Our Online Classroom - Open Q&A”
- Do: Post and comment to module discussion
- Do: Complete worksheet
- Due: Discussion post (Saturday 11pm and Tuesday 11 pm)
- Due: WeBWorK homework (Sunday at 11pm)
- Due: Worksheet (Tuesday at 11pm)
- Due: Self Reflection (Tuesday at 11pm)
- Module closes on Tuesday night at 11 pm

# Graded Elements of the Course

## Videos and Lecture Notes

Just like in a face-to-face lecture, taking notes helps students both comprehend and retain the information they're learning. I like to think of this as "muscle memory." Each section of the textbook has lecture note outlines that accompany the YouTube video lectures contained in our course. Print these outlines, fill them out as you watch the videos, and then bring the completed lecture notes to each exam to be graded. (They're simply checked for completeness.)

## WeBWorK/ Practice Homework

WeBWorK is a free online homework system that is an interactive version of the types of homework problems you'll find at the end of a section in a textbook. They provide practice with the concepts and types of problems that require proficiency to be successful in the course. For these problems, you're expected to try each until you get it correct. WeBWorK automatically grades them, and will tell you if your answer is correct or not. Each module has WeBWorK problems assigned, and a few modules have problems that can't easily be done in an online homework system. In those cases, you're expected to do a few problems from the textbook and these are noted in the [course calendar](#). (These are typically "graph this by hand" problems, and you'll simply check the answers yourself.)

Email Your Instructor/ Show Me Another features: There are two important features in WeBWorK. The first is "Email Your Instructor." You can click this from any page in WeBWorK, and include a message about a problem you want help with. This is the fastest way for me to assist you with your online homework, and I encourage you to use it if you've tried a problem a couple times but don't know where you're going wrong. The second important feature is a "Show Me Another" button that you can click. This provides a similar problem that you can practice, but that won't count for credit. This is a great resource, as it also provides a walk-through solution. If you read the walk-through solution though and don't quite understand, don't hesitate to use the "Email Your Instructor."

## Worksheets

The worksheets are a way that you receive feedback on your hand-written mathematical work and conceptual understanding. Each module has a worksheet that is due at the end of the module on Tuesday at 11pm. These will cover the most key concepts from the module that you've seen and practiced in both the lectures and WeBWorK. These most closely mimic what you'll see on exams, and are graded for accuracy (whereas the WeBWorK/practice homework is graded for completion).

Please print each worksheet and write your answers out by hand. (Or, if you have a tablet with which you can write electronically, that works too). You are welcome to submit these earlier in the module, particularly if you do most of your work on the weekends. Graded worksheets with my feedback included will be returned to the same Assignments folder where you upload each worksheet.

## Module Discussions

The module discussions are a place for you to check and share your answers on WeBWorK problems and practice proper notations for solving math problems. Each week, you are expected to sign up for a problem listed in the [Google Drive Signup Sheet](#), and provide full written solution for the problem by

Saturday at 11pm. After completing your original post, you will have until Monday 11pm to read and comment on your classmates' discussion posts to check answers and ask questions. You have until Tuesday at 11pm to reply to comments and make edits to your original post. The specific instructions are listed under [Module 1 Discussion](#). The grading rubric can be found [here](#).

## **Module Reflections**

The module reflections are an opportunity for you to self assess your work for that module, and to discuss this with your instructor. Each week has a very short survey that you fill out for this.

## **Exam Review Assignments**

You will have an exam review assignment for each proctored exam. These contain review problems from your text, have you work through a practice exam, and have a self-reflection component. They can be found in the "Assignments" tab in D2L Brightspace.

There are two required proctored exams (Midterm and the Final Exam) during the term.

## **Exam Dates:**

The dates of the proctored exam testing sessions for the two exams are:

- **Midterm can be taken in any 2-hour window from 6 am on Friday, July 17, 2020 through 11 pm on Saturday, July 18, 2020.**
- **Final can be taken in any 2-hour window on Saturday, August 15, 2020 from 6 am through 11 pm.**

If you cannot take any of the exams during the above time frames, contact me to set up an alternate time.

These exams will be paper and pencil exams, and you'll write out all your work (just like on your worksheets). Note that our curriculum guide dictates that these exams must be no note and closed book. Additionally, these exams will have a "no calculator" portion and "calculator allowed" portion.

See the [Proctored Exams Information](#) from the Course Information module for further info and instructions.

## **Late Work & Make-up Policy**

If extenuating circumstances arise for you at some point in the term, contact me to discuss further options regarding late work and extensions. My general late work policy for various assignments is the following:

- WeBWorK assignments can be submitted up to 48 hours late with a 25% point deduction.
- Worksheets will be accepted up to 24 hours late with a 25% deduction and up to 48 hours late with a 50% deduction.
- Exams cannot be made up after the key has been posted. If you have a time conflict with the exam date, be sure to contact me as soon as possible.

Note that late point deductions are not applied to the first two assignments (of any type) that are submitted late. Think of this as two "free passes." For WeBWork, you simply need to contact me ahead of time to not have a late deduction on your score; you may do this up to two times.

## Documentation Requirements

Because communication is an integral part of mathematics, the PCC Mathematics Departments have certain requirements for how work should be written. You should read and become familiar with the [MTH 60 Notation Standards](#), as they will help you earn full credit on your assignments. Additionally, each Module's videos will demonstrate proper documentation related to that week's material.

If you ever have questions about appropriate documentation, please send me an email or make a discussion post in the Our Online Classroom - Open Q&A discussion.

## Grading Criteria

### Weights of Graded Elements:

Activity	Percentage of Grade
Lecture Notes	10%
WeBWork	9%
Worksheets	21%
Module Reflections	3%
Module Discussions	5%
Exam Reviews	2%
Midterm Exam	20%
Final Exam	30%

### Course Grading Scale:

Letter Grade

Grading Scale by Percentage

<b>A</b>	90 - 100%
<b>B</b>	80 - 89.9%
<b>C</b>	70 - 79.9%
<b>D</b>	60 - 69.9%
<b>F</b>	< 60%

## Grading Options and Deadlines

Students are solely responsible for adding, dropping, or withdrawing from any class, as well as for selecting their desired grading option. Please review [PCC Registration Policy](#) for more information

The following are the different grading options that are available to you for this course. For more information, please go to the [PCC Grading Guidelines](#).

Please note that all of these options have different deadlines. All specific deadlines can be found by clicking on the 'See your drop and withdraw deadlines' link under in the Term-to-Term Checklist section of the MyPCC Home tab. For more information, see [Drop/Withdraw Deadlines](#).

### **Audit (AUD) Deadline:**

If you would like to audit the course, you must discuss this with me, obtain my approval, and we must complete the process with the Registration office by 4:00 PM on the first Friday of the Term. Students can view course specific deadlines from the MyPCC Home tab, 'See your drop and withdraw deadlines' link.

### **Drop Deadline:**

If you would like to drop the course, you must officially drop the course using MyPCC by Saturday of the first week of the term. Students can view course specific deadlines from the MyPCC Home tab, 'See your drop and withdraw deadlines' link.

### **Withdrawal (W) Deadline:**

If you decide to withdraw from the class, you must officially withdraw using MyPCC within the first 80% of the course. Students can view course specific deadlines from the MyPCC Home tab, 'See your drop and withdraw deadlines' link.

### **Pass/No Pass (P/NP) Deadline:**

If you would like your grade for the class to be assigned using the Pass/No Pass system, you must change your grading option through MyPCC within the first 80% of the course. Students can view course specific deadlines from the MyPCC Home tab, 'See your drop and withdraw deadlines' link.



# **PCC Resources and Information for Students**

## **Resources for Online Students**

In case you missed it, be sure to check out the [Resources for Students](#) page (contained in the Introduction to Online Learning module), which has links to various resources available online and on PCC campuses.

## **Food and Housing Insecurity Statement**

If you face challenges affording food or housing, this will naturally affect your classwork. PCC wants you to be successful and offers some resources that may help: Emergency Funds ([www.pcc.edu/enroll/paying-for-college/emergency-funds.html](http://www.pcc.edu/enroll/paying-for-college/emergency-funds.html)) and food pantries ([www.pcc.edu/student-leadership/services/free-resources/](http://www.pcc.edu/student-leadership/services/free-resources/)). You can also contact a campus Student Conduct and Retention Coordinator at [conductandcare@pcc.edu](mailto:conductandcare@pcc.edu).

## **ADA Statement/ Academic Accommodations**

PCC is committed to ensuring that classes are accessible. Disability Services [www.pcc.edu/disability/](http://www.pcc.edu/disability/) works with students and faculty to minimize barriers. If students elect to use approved academic accommodations, they must provide in advance formal notification from Disability Services to the instructor.

## **Title IX/ Non-Discrimination**

Portland Community College is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or [equity.inclusion@pcc.edu](mailto:equity.inclusion@pcc.edu).

## **Sanctuary College**

PCC is a sanctuary college. For more information and resources, please see PCC's [Resources for Undocumented and DACA Students webpage](#).

## **Additional PCC Statements and Policies**

### **Internet Etiquette (or Netiquette)**

[Click here for more information about Netiquette.](#)

### **Flexibility**

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather or class situations.

## **Payment Deadlines**

Please review the [PCC Payment Policy](#) for information on payment and enrolling in courses. You can see your balance or access your bill online in the MyPCC Paying for College tab.

## **Student Rights and Responsibilities**

The [Student Rights and Responsibilities Handbook](#) establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work. The Handbook includes items such as the Policy on Student Rights, the Policy on Student Conduct, and the Academic Integrity Policy.

## **Academic Integrity**

Students are required to complete this course in accordance with the Student Rights and Responsibilities Handbook. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment, and may include copying answers from other students or using unauthorized notes during tests. Plagiarism is a particular form of cheating that involves presenting as one's own the ideas or work of another, and may include using other people's ideas without proper attribution and submitting another person's work as one's own. Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. For further information, review the institution's [Academic Integrity Policy](#).

## **Academic Honesty**

Students assume full responsibility for the content and integrity of the coursework they submit. Work submitted by a student must be original work completed by the student. You may get help when working through problems and exercises, but then you must rework the problems on your own before submitting the work to me. The worksheet must be entirely your own work. No one other than you may write your assignments (unless granted by an approved PCC Disability Services accommodation).

Two or more people may not submit identical or nearly identical documents. If this occurs, the minimum consequence will be that the grades will be one-half the score for each person for the 1st offense. At a minimum, a grade of 0 will be earned for any further offenses. More than one offense may result in disciplinary actions including but not limited to receiving a failing grade for the course.

Discussions about exams are not permitted until the grades for the respective exam are posted. Please be aware that there is always the possibility that a student has not taken the exam yet, and you are responsible for withholding any information about the exam.

*Syllabus*