

Mth 60: Introductory Algebra – 1st Term
CRN 11212, 4 credit hours, Winter 2019
7-Jan-2019 thru 23-Mar-2019

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EMAIL: wfresh@pcc.edu Due to FERPA laws (Family Educational Rights and Privacy Act of 1974) I can only respond to e-mail that you send via Desire2Learn or through your MyPCC account. I will be checking email on a daily basis. Email sent on weekdays will be answered within 24 hours. Email sent over the weekend will be answered by at least the following Monday, but likely sooner. If you're struggling with something over the weekend, please email me because it's likely that I will be able to get back to you before Monday. Also know that you can get a lot of great help from your classmates too. One of the best ways to learn is to hear the questions other students have and to either answer the questions or listen to how other students answer the questions. The cork board is an ideal place to do this.

ON CAMPUS OFFICE HOURS: Tuesday/Thursday, 11:30 am – 12:30 pm

ONLINE OFFICE HOURS: Monday, 1 pm – 2 pm,

SLC HOURS: Tuesday/Thursday, 10:30 am – 11:30 am, RC BLDG 7/ROOM 218

EXTRA HELP: If you need extra help, feel free to drop by my office during office hours or if those times don't work for you, email me for an appointment. In addition, as a PCC Student, you have access to free tutoring at all campus Student Learning Centers (SLC). Click on the SLC link above for a schedule of additional tutors/times on the Rock Creek Campus. Finally, as a PCC Student, you also have access to free eTutoring. Click [here](#) for more information.

COURSE DESCRIPTION AND OUTCOMES: Introduction to algebraic concepts and processes with a focus on linear equations and inequalities in one and two variables. Applications, graphs, functions, formulas, and proper mathematical notation are emphasized throughout the course. A scientific calculator may be required. The TI-30X II is recommended. For more information: <https://www.pcc.edu/ccog/default.cfm?fa=ccog&subject=MTH&course=60>

PREREQUISITE: MTH 20 and RD 80 or ESOL 250. It is recommended that MTH 20 be taken within the past 4 terms. Audit available.



TEXTBOOK: *Introductory Algebra for College Students*, (with MyLabMath), 7th edition by Blitzer. The **new** book (for \$123.40) from the [PCC bookstore](#) comes bundled with MyLabMath, which is required for this course. If you are planning on continuing with MTH 65, this book and access code may be used (depending on the instructor you choose – see me).

COURSE EXPECTATIONS: In this online class we are going to learn everything that you would learn in a face-to-face class, but there will be a lot more emphasis on you (the student) to have the discipline and perseverance to push through difficulties. However, there is no need to feel isolated. You can contact me and the rest of the class via e-mail, the cork board and/or discussion boards so that we can try and resolve issues. **If you signed up for an online course thinking it would be less time consuming, please reconsider!** In an on campus class, students spend 5 hours per week in class and an additional ≈ 10 hours per week doing homework and studying. So for this online course, **plan to spend ≈ 15 hours per week**, learning the material, doing homework, asking questions, taking quizzes, etc. I will be checking up on your progress in the course as I can see when you've logged in, what content you've looked at each week, and how long you've spend on each piece. If you find yourself struggling, ask yourself if you're putting in enough time as outlined above.

The course is organized by weeks, in "Modules". **Modules will open every Monday at 11 p.m. and will be due on the next Monday evening by 11 p.m. Week one is an exception to this where there are due dates before the end of the week.** Each module can be found in the Content tab in Desire2Learn.

To be successful in this class, I recommend you do the following each week:

1. Open the first section's class lecture notes and watch the accompanying videos. If necessary, read the corresponding sections from the textbook.
2. Work on the MyLabMath homework that goes along with this section. Use the multi-media tool and study plan in MyLabMath for extra practice if needed.
3. Work on the MyLabMath High Score quiz that goes along with each homework. Once you feel ready, complete the One Try quiz.
4. Repeat steps 2 – 4 for any additional sections.
5. Work on any other item due for the week, i.e. Discussion, Write-Up, etc...

Remember – you are not alone! If you've done the items above and are struggling with the information, email me, use the cork board and/or discussion board to ask specific questions!

ON CAMPUS EXAMS: The PCC Math Department requires two on campus exams during the term. Ours will be at the [Rock Creek Campus](#), and are proctored, traditional pencil/paper exams. The dates are: **Final Exam: Wednesday, March 20th, 2019 from 1 - 3 pm; Midterm: Wednesday, February 13th, 2019 from 1 - 3 pm.** Photo i.d. is required. If you live within the Portland Metro area (less than 60 miles from RC PCC) you must take your exam at the Rock Creek Campus. Arrangements will **not be made** to have the exam taken at other campuses. If you live outside of the Portland area (more than 60 miles from RC PCC), you may have your exam proctored at a testing center or college, but you will be responsible for making these arrangements. **Contact me by the end of the first week of the term** if this applies to you. I will then send you my proctoring form to be completed by both you and the proctor and returned back to me via PCC email. The completed form must be returned to me by the end of the second week of the term. Note: You must be within the United States for this accommodation.

GRADING: There are 6 elements of your grade, which are spread throughout the modules.

- **Discussions (5%):** To emulate the interaction that occurs in a classroom, you will be asked to comment on different topics each week. Specific instructions will be in each module.
- **MyLabMath Homework (15%):** One of the keys to learning mathematics is to practice what you’ve learned. There will be homework in MyLabMath over the sections we cover from the textbook. Although you will enter your final answers in MyLabMath, make sure you do your work in a binder, keeping it organized and easy to follow for future reference. Due dates are in MyLabMath and set up as follows:
 - You are graded on the number of questions you get correct per assignment and will be given instant feedback on the correctness of your answers.
 - You are given 3 “tries” on a problem to get it correct. This way, if you need help on a topic you can seek help, and then attempt a similar problem to see if you’ve learned the material. The help you can get can be found in MyLabMath under the MultiMedia tab or under “Question Help” within each problem and includes “Help Me Solve This, Textbook, Ask My Instructor” and so much more.

MyLabMath is a powerful tool in helping you learn the material of the course. You can either purchase the NEW textbook from the PCC bookstore which comes bundled with MyLabMath **or** purchase just MyLabMath, which includes the eBook. To purchase just MyLabMath, go to [MyLabMath](#), or the student book sale or outside vendors for discounted pricing. If you won’t have MyLabMath right away, take advantage of the **free 14-day trial**. More information on this is on our Course Home page.

Please note that you should not begin the homework until you feel you’ve mastered the concepts. Mastering the concepts is achieved by doing the items listed under Course Expectations on page 2. The homework should be where you show what you know, not learn it for the first time.

- **Write – Ups (10%):** There will be two write – ups, that can be found in the Assignment tab in Desire2Learn. These will be a small selection of problems that you will type up or hand write and submit electronically as **one .pdf file** in the Assignment tab for accuracy and proper notation. More details will be in the Assignment tab.
- **MyLabMath Quizzes (15%):** There are two types of quizzes, both done in MyLabMath:
 - “High Score” quizzes may be taken as many times as you like before the deadline. I recommend that you master the “High Score” quiz before taking the one chance quiz.
 - “One Try” quizzes may only be taken one time.

Please note that **both** types of quizzes count towards your quiz grade. All quizzes should be **done by only you without outside resources**.
- **On Campus Midterm (25%):** This is a traditional pencil/paper exam graded for accuracy. Photo i.d. is required. More details will be provided in the module for that week.
- **On Campus Final Exam (30%):** The Final Exam is a comprehensive, traditional pencil/paper exam, graded for accuracy. Photo i.d. is required. More details will be provided in the module for that week.

MINIMUM COURSE GRADE REQUIREMENTS – Grades will be updated weekly

A	B	C	D	F	Pass	Audit (by permission only)
89.5%	79.5%	69.5%	59.5%	<59.5%	69.5%	“Attendance”>70%

MAKE-UP POLICY AND LATE WORK: In this online course there are windows during which MyLabMath Homework, Quizzes and Discussions must be done. Each window is 7 days long (from Monday - Monday) to accommodate everyone's schedule and has a deadline. Don't think of the deadline as a due date, think of it as a last possible due date, to allow for emergencies and technical difficulties. With that in mind,

- MyLabMath quizzes are accepted 3 days after the due date, with a 25% deduction.
- **Discussions, MyLabMath Homework, Write-Ups and Exams cannot be taken once the deadline has passed**

On campus exams are mandatory and must be taken on the scheduled dates and times. If a student cannot take the exam on the scheduled date or time, they must contact me ahead of time to make arrangements to **take the exam early**. Missing an exam will earn a zero grade.

TECHNOLOGY:

- **MyLabMath Access:** This course will use an online learning environment called MyLabMath (MLM). Your weekly homework and quizzes will be completed here. More information about MLM is in the Course Home tab on the course navigation bar. Click [here](#) to make sure your computer has the right settings to use MLM.
- **Calculator:** All MTH 60 classes at PCC recommend a TI-30x. If you have a graphing calculator that will work too. Feel free to email me about this if you have questions. Both the Midterm and the Final Exam will have a calculator and no calculator section. Therefore, it is essential you practice the homework, quizzes, and review problems without a calculator where specified. The types of problems you will be permitted to use a calculator with are mainly application problems.
- **Word Processor:** Work for this class can either be done by hand or by typing up. If you wish to type up your work, Microsoft Word is the preferred word processor as it comes with the ability to create .pdf documents. You can get Microsoft Office for free directly with a valid school email. Click [here](#).
- **Equation Editor:** Your **Discussion** posts and **Write-Ups** may require you to type up or hand write math problems. If typing, to present math symbols, you need a program that will display them accurately. You have three options of doing this:
 - Reply within the Discussion board and click on the Σ tab. Click [here](#) for help.
 - Use Microsoft Word to type up all your work. To insert equations, use the built in equation editor. Click [here](#) for Word 2013 or [here](#) for a MAC.
 - To write mathematical content, you may find it useful to use an equation editor that is more powerful than the one that comes with Microsoft Word. PCC has a site license for MathType. To download for free, use the following links and product keys (please do not share these outside of PCC): **PC:** Product Key: MTWE691-001823-63XT2 or **MAC:** Product Key: MTME671-002268-XTMSD.
- **PDF Creator:** All electronic documents submitted in this class are required to be in .pdf form. If you have Microsoft Word, you can create a .pdf using "Save As". Otherwise, you'll need a free PDF Creator, such as [CutePDF](#).
- **Scanner or scanner software:** A scanner is not required, but there may be times when you'll want to upload your hand-written work. This can be easily done using either a scanner (hardware) or using a smartphone or tablet with a free scanner application (software): [Adobe Scan](#) for iPhone or Android), [ScanBot](#) (for iPhone or Android) or [GeniusScan](#) (for iPhone). In addition, PCC library scanners are free to use.

ATTENDANCE POLICY: You are expected to actively participate in all classes in which you are enrolled. If you do not participate or stop participating at all and fail to personally drop within the refund period, you will be responsible for all tuition and fees. Unless you have made prior arrangements with your instructor, you may be dropped from the class roster if you do not participate in **all** required items during the first week of the term. However, faculty members are not required to drop students for not participating. If you fail to drop or

ACADEMIC INTEGRITY: 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. See the Academic Integrity Policy for further details, <http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#academic-integrity>.

ADD, DROP, WITHDRAW DEADLINES/PCC GRADING GUIDELINES: Students may attend this course only if registered. If you would like to be assigned a pass/no pass grade for the class, you must change your grading option through myPCC. If you decide to drop the class, you must officially withdraw using myPCC. A student who does not complete the course and does not officially withdraw from the course will receive a failing grade for the course. If you would like to audit the course, you must discuss this with me, and submit a Registration and Change form to Registration Services. For complete information, see: <http://www.pcc.edu/registration/dropping.html>, <http://www.pcc.edu/resources/academic/standards-practices/AcademicStandardsandPractices-GradingGuidelines.html>

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK STATEMENT: Students are required to comply with the Student Rights and Responsibilities Handbook, <http://www.pcc.edu/about/policy/student-rights>. The Handbook includes the Code of Student Conduct and the Academic Integrity Policy.

ADA STATEMENT: Students who experience disability-related barriers should contact Disability Services <http://www.pcc.edu/disability>. If students use approved academic adjustments, they must provide in advance formal notification from Disability Services to the instructor.

TITLE IX STATEMENT: 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

FLEXIBILITY STATEMENT: The course learning module schedule may be changed in response to institutional, weather, or class issues. Any changes will be announced online. You are responsible for checking the course calendar, syllabus, discussions, and email periodically to see if there are any changes.

SANCTUARY STATEMENT: PCC promotes the success, dignity, and worth of each individual by providing a safe environment where the examination of divergent ideas, experiences and systems of inequality adds depth to the learning experience. PCC strives to provide opportunity to all students and the appropriate level of support services to ensure the highest level of success. See <https://www.pcc.edu/resources/undocumented-students/>

COURSE CALENDAR

- All due dates (with the exception of three items in Module 1) will be on Mondays, at 11 pm.
- The Discussions and Write – Ups are within Desire2Learn.
- The Syllabus Quiz, Homework and High score and one try Quizzes are in MyLabMath.

MODULE	SECTIONS COVERED/COURSE ACTIVITIES
Module 1: Opens Monday, 1/7/19, 8 am Due Monday, 1/14/19, by 11 pm	Introduce yourself discussion, Due Tuesday, 1/8/19, 11 pm Syllabus Quiz in MLM, Due Wednesday, 1/9/18, 11 pm Orientation in MLM, Due Thursday, 1/10/19, 11 pm Homework in MLM: 1.1 – 1.4 Quiz 1 (High Score) in MLM: 1.1 – 1.4 Quiz 1 (One Try) in MLM: 1.1 – 1.4 Module 1 discussion post
Module 2: Opens Monday, 1/14/19, 11 pm Due Monday, 1/21/19, by 11 pm	Homework in MLM: 1.5 – 1.7 Quiz 2 (High score) in MLM: 1.5 – 1.7 Quiz 2 (one try) in MLM: 1.5 – 1.7 Module 2 discussion post
Module 3: Opens Monday, 1/21/19, 11 pm Due Monday, 1/28/19, by 11 pm	Homework in MLM: 1.8, 2.1 – 2.2 Quiz 3 (High score) in MLM: 1.8, 2.1 – 2.2 Quiz 3 (one try) in MLM: 1.8, 2.1 – 2.2 Module 3 discussion post
Module 4: Opens Monday, 1/28/19, 11 pm Due Monday, 2/4/19, by 11 pm	Homework in MLM: 2.3, 2.7 Quiz 4 (High score) in MLM: 2.3, 2.7 Quiz 4 (one try) in MLM: 2.3, 2.7 Module 4 discussion post
Module 5: Opens Monday, 2/4/19, 11 pm Due Monday, 2/11/19, by 11 pm	Homework in MLM: 2.4 – 2.5 Quiz 5 (High score) in MLM: 2.4 – 2.5 Quiz 5 (one try) in MLM: 2.4 – 2.5 Write – Up #1 Module 5 discussion post
Module 6: Opens Monday, 2/11/19, 11 pm	On Campus Midterm Wednesday, February 13 th , 2019, Rock Creek Campus Building 2, Room 258, 1 – 3 pm
Module 7: Open Wednesday, 2/13/19, 11 pm Due Monday, 2/25/19, by 11 pm	Homework in MLM: 2.5 - 2.6 Quiz 7 (High score) in MLM: 2.5 - 2.6 Quiz 7 (one try) in MLM: 2.5 - 2.6 Module 7 discussion post

<p>Module 8: Opens Monday, 2/25/19, 11 pm Due Monday, 3/4/19, by 11 pm</p>	<p>Homework in MLM: 3.1 – 3.2 Quiz 8 (High score) in MLM: 3.1 – 3.2 Quiz 8 (one try) in MLM: 3.1 – 3.2 Module 8 discussion post</p>
<p>Module 9: Opens Monday, 3/4/19, 11 pm Due Monday, 3/11/19, by 11 pm</p>	<p>Homework in MLM: 3.3 – 3.4 Quiz 9 (High score) in MLM: 3.3 – 3.4 Quiz 9 (one try) in MLM: 3.3 – 3.4 Module 9 discussion post</p>
<p>Module 10: Opens Monday, 3/11/19, 11 pm Due Monday, 3/18/19, by 11 pm</p>	<p>Homework in MLM: 3.5 – 3.6 Quiz 10 (High score) in MLM: 3.5 – 3.6 Quiz 10 (one try) in MLM: 3.5 – 3.6 Write – Up #2 Module 10 discussion post</p>
<p>Module 11: Opens Monday, 3/18/19, 11 pm</p>	<p>On Campus Final Exam Wednesday, March 20th, 2019, Rock Creek Campus Building 2, Room 258, 1 – 3 pm</p>