El Paso Community College Syllabus
Instructor's Course Requirements
Fall 2017

I. Course Number and Instructor's Information

MATH 1314, College Algebra and Geometry CRN 14707
Prerequisite: Math 0305 with a "C" or better, or by placement exam

INSTRUCTOR'S NAME	Norma A. Martinez
CAMPUS AND OFFICE NUMBER	ENGLISH WING 179
TELEPHONE NUMBER	915/ 229 6145 emergency contact
OFFICE HOURS	MW **3:10-3:55 PM or by appointment**
EMAIL ADDRESS	**namarti2@episd.org**
REMIND	1) Text @burgesp__ to 81010

II. Text and Materials

A. **Required Text**

Larson, Ron (2018). *Precalculus* (10th Edition). Boston: Cengage Learning.

B. **Materials**

Scientific calculators are required, graphing calculators are recommended.

III. Course Requirements

A. Grading Scale
The Course grade will be determined by adding the total percent earned by the student, rounding to the nearest unit, and assigning a letter grade based on the following scale.

Average Grade	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

This earned percent will be determined as follows:

Four Exams @ 15% ea	= 60 %
Daily In-Class Quizzes	= 10 %
WebAssign (Course Work)	= 15 %
Final exam	= 15 %
	100%

B. Exams
There will be **four** exams and a required **comprehensive final** exam. **No retests may be taken**. If it is to the Student's advantage, the lowest exam may be replaced by the grade on the final exam. It is the students' responsibility to make prior arrangements with the instructor if unable to attend class the day of the test. *Each Student is required to take all four exams and the final exam.* **Calculators** may be used at the teachers' discretion

C. Daily Quizzes

They will be given throughout the semester. **No retakes** will be provided**. Only the three highest grades** per week **will be considered for grading.** Once a week a **quiz-out** may be offered. The student who earned an average of 70 or better for the daily quizzes during a specific week **may** replace this average grade with the quiz-out score if it is to his advantage. On the other hand, a student who average below 70 **may** replace this grade for a 70 if the student scores with a 70 or better on the quiz-out assessment. If the student fails to succeed in assessments activities, then the student will be responsible for attending **half hour of tutorin**g for each failing quiz. if the student's daily quiz grades for the corresponding week are all passing scores then the student will receive his/her highest grade during this week as his/her weekly grade for the Daily quizzes portion. On the other hand, if the student does not attend tutoring their grades for this week will be average out and this value will be assigned as the student's weekly grade for the Daily quizzes portion. Tutoring will be due the following Friday after the grade appears in TEAMS.

D. WebAssign

There is a WebAssign associated with this class. Your Lab grade will be weighted the same as one exam. **Laboratory session is mandatory**. Online-Homework and Online-Quizzes will be included.

E. Honors Credit

This course may be taken for Honor's Credit, see your instructor for more information.

IV. Instructor's Policies

A. Participation

Students enrolled **are expected** to **participate** as a learning community, by **being prepared** for class, **engaging** in group activities, joining class discussions, **communicating** their understanding of mathematics, and **explaining** their work to others.

B. Quality Enhancement Project

Each Dual Credit class has a Quality Enhancement Project during the last month of classes. The purpose for such projects is to introduce the students to practice application of the course content. More detailed information about the project will be provided after the final Exam.

C. Merit Incentives

Merit Incentives may be given if a student goes **above** and **beyond** expectations. The students may have the opportunity to earn up to 2 points, which will be added to their final grade average.

D. Mandatory Tutoring

Students with a course grade average of 75 or below must attend to **Mandatory Tutoring** until their grade average reaches above 80. He/she will be responsible for half an hour daily. Students who score 70 or below in a course exam must attend tutoring for 5 hours which will be due before the next exam is taken. The student must **keep record of his/her tutoring attendance**. It is the student responsibility to request tutor's signature before and after a tutoring session is attended.

E. Student Notes

They will be required daily throughout the semester. The student is **responsible** for **reading** assigned lectures, **watching** the assigned videos, and **completing** their notes **before coming to class**. During the first four weeks of the semester; at the teacher's discretion, the student may use their notes during their daily quizzes.

F. Extracurricular Activity

Students that are going to be gone for an extracurricular activity during an exam are to **inform** their instructor within a week prior to leaving; also they are required to **take the exam before the absence**. Students that are going to be gone for an extracurricular activity during a homework or quiz due date are to inform the professor ahead of time within a week prior to leaving; also they are required **to take the quiz before the absence** and turn in the **homework** assignment with in the due date. No extensions will be granted, you need to plan according to your syllabi.

G. Redo Policy

No redo for Dual Credit courses

H. Zero policy

Zeros will be given if a student refuses to do work and/or are non-compliant with instructor's policy in their syllabi.

I. Late Work Policy

Students will receive 100 % grade for homework assignments turned in on time. After that students will earn 50% for any homework until the 1st and 2nd nine weeks depending of the upcoming grade report handled with in WebAssign.

J. Cheating

High ethical standards are prerequisites for successful careers and reflect on a person's character. All graded work must be the student's own work. Situations involving cheating (giving and receiving answers on test) will be handled according to the student code of conduct published in the EPCC Catalog (page 72) and EPCC 7.05.01.10 Student Disciplinary Procedure.

K. Academic Dishonesty and Behavioral/ Disruptive Behaviors

Students will be held **accountable** for all **Academic and Behavioral Codes of Conduct** in the EPCC Student Handbook. This can potentially lead to Instructor Initiated Drops. We must keep the best interest of all students and must protect them at all times. Please refer to Student Handbook provided by EPCC.

"Employee/Student Relations Students are entitled to enjoy the basic rights of citizenship which are protected by the laws of the country and state. Each student is obligated to respect the rights of classmates, teachers and other College personnel. The College requires all employees to recognize and respect the rights of students, just as it requires all students to exercise their rights responsibly, with due regard for the equal rights of others, and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the College." EPCC Employee Handbook pg. 31

L. Attendance-Drops

Friday, November 3, 2017 is the last day a student can withdraw with a "W". If you wish to withdraw from this course it is your responsibility to complete all the necessary paperwork. The instructor assumes no responsibility for student withdrawal from the course or the completion of student's course work.

M. "I" Grade

I(Incomplete) grades are assigned whenever the appropriate assignments and deadlines are met. To be eligible for an incomplete grade, a student must have at least 80% of the course work completed with at least a 75% average.

N. Drop Policies/Probation Procedure

Students can be considered for a drop if they fall below a 70 at the 2nd progress report mark for EPISD's calendar. At this point the student will be put on probation. Probation has a mandatory tutoring requirement and is the responsibility of the student to attend. Tutoring schedules are provided but will vary upon instructor and if an instructor on Burges campus is unavailable they may attend tutoring provided at EPCC. Counselors will contact parents and make parents aware of their child's probationary status. If the student does not maintain a grade of a 70 or above, he/she will be dropped during the withdrawal date on the EPCC calendar. This does not mean they will be dropped from BECHS altogether but may lead to dismissal from the BECHS program. If they are passing by the W date, but after drop below a 70 in the course the student will not be allowed to return to course for 2nd semester if it is a 2 semester course. Due to the differences in departments, this may vary between instructors. Please refer to individual instructor's syllabi.

O. Students with Disabilities

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices # 831-2426

P. Cell Phones and electronic devices

Cell Phones and other electronic devices must be turned off during lecture. They must be deposited in the cellphone keeper. If you don't comply your work for the day will receive a zero. **During in-class test sessions, the students must leave their phones and other electronic devices in their classroom at all times.**

Q. Tutoring Dates and Schedules
   Will be set later, pending approval

   This service is available during every semester at the **Valle Verde** campus in Room A – 1419 and as well at other campuses. Phone number (915) 831-2144

ACKNOWLEDGEMENTS REGARDING THE SYLLABUS, IMPORTANT COURSE POLICIES, AND PLAGIARISM STATEMENT (EXTRACTED FROM IWS.COLLIN.EDU)

1. I have been advised to fully read the syllabus for this course (available at www. namartinez4.weebly.com). I understand this document outlines the policies for this course and details the textbooks and supplies I need. It also explains the manner in which I'll earn my grade, and I realize that, along with required assignments, and a departmental final, my grade will be influenced by both my attendance and my level of participation. I have been told that negative consequences will attend poor classroom behavior.

2. I understand that my attendance is being recorded each class period. If I arrive late or leave early, these tardies /early departures will be noted. I have further been made aware that excessive absences (and/or repeated tardiness or numerous early departures) will negatively affect my performance during the course such that I may be subject to possible administrative withdrawal. Failure to attend class can not only jeopardize my course grade but affect my financial aid after high school graduation.

3. I have been advised to read the explanation of plagiarism/other forms of academic dishonesty provided by the el Paso Community College in its student handbook. My professor has also clearly emphasized the college's policy in her syllabus and on her web page. I understand there are severe negative consequences if I should be guilty of it either intentionally or unintentionally.

STUDENT NAME _____ SEMESTER _____

SIGNATURE_____ DATE_____/_____/_____

COURSE/SECTION _____

LEGAL GUARDIAN NAME _____ _____ SEMESTER _____

SIGNATURE_____ DATE_____/_____/_____

COURSE/SECTION _____

VI		Calendar (Approximate)	
Week	**Dates**	**Sections Covered**	**Section Titles**
1	Aug. 21- Aug. 25	Syl., 1.1, 1.2, 1.3	1.1-Rectangular Coordinates 1.2-Graphs of Equations 1.3-Linear Equations in Two Variables
2	Aug.28 – Sept. 01	1.4, 1.5, 1.6	1.4-Functions 1.5-Analyzing Graphs of Functions 1.6-A Library of Parent Functions
3	Sept. 04 – Sept. 08	1.7, 1.8, 1.9	1.7-Transformations of Functions 1.8-Combinations of Functions: Composite Functions 1.9-Inverse Functions
4	Sept. 11 – Sept. 15	1.10, Review, **EXAM I,** 2.1	1.10-Mathematical Modeling and Variation 2.1-Quadratic Functions and Models
5	Sept. 18 – Sept. 22	2.2, 2.3, 2.4	2.2-Polynomial Functions of Higher Degree 2.3-Polynomial and Synthetic Division 2.4-Complex Numbers
6	Sept. 25 – Sept. 29 **Sept 29 Staff development**	2.5, 2.6, 2.7	2.5-Zeros of Polynomial Functions 2.6-Rational Functions 2.7-Nonlinear Inequalities
7	Oct.02 – Oct. 06	Review, **EXAM II**, 3.1	3.1- Exponential Functions and Their Graphs
8	Oct. 09 – Oct. 13	3.2, 3.3, 3.4	3.2-Logarithmic Functions and Their Graphs 3.3-Properties of Logarithms 3.4-Exponential and Logarithmic Equations
9	Oct. 16 – Oct. 20	3.5, Review, **EXAM III**	3.5-Exponential and Logarithmic Models
10	Oct. 23 – Oct. 27	7.1, 7.2, 7.3,	7.1-Linear and Nonlinear Systems of Equations 7.2-Two-Variable Linear Systems 7.3-Multivariable Linear Systems
11	Oct. 30 –Nov.03 **Nov 3 Staff development**	7.4 (optional), 7.5, 8.1 **Drop with W**	7.4-Partial Fractions 7.5-Systems of Inequalities 8.1-Matrices and Systems of Equations
12	Nov. 06 – Nov. 10	8.3, 8.4, 8.5	8.2-Operations with Matrices 8.3-The Inverse of a Square Matrix 8.4-The Determinant of a Square Matrix
13	Nov. 13 – Nov. 17	8.5 (optional), Review, **Exam IV**	8.5-Applications of Matrices and Determinants
14	Nov. 20- Nov. 24	**Thanksgiving Break**	**Happy Holiday!!!!!!!!!!!!**
15	Nov.27 – Dec. 01	**Final Review**	
16	Dec. 04– Dec. 08	final exam	Final Exam Dec. 04-06.
17	Dec. 11 – Dec. 20		**Quality Enhancement Project**

Burges Early College High School

NAME_____GRADE level_____DATE:_____

Please log your hours below to reflect the required tutoring. You are required to attend tutoring for your College Preparation Math class. Tutoring logs are due to your math teacher Ms. Norma A. Martinez every Monday before Class

DATE	TIME IN	TIME OUT	TUTORING TEACHER SIGNATURE	SPECIAL NOTES