Instructor Jennifer L. Hopkins
Email jhopkins@alvincollege.edu
Office G162
Office hours I am available online each day. Email me either within WebCT or externally at the above address and I will help you with your questions. Please allow me 24 hours to return your email Monday through Friday. The college is closed Saturday and Sunday. If you email me over the weekend it will take me until Monday to get back with you.

Mondays 8:30 – 10:00a; 2:30 – 3:00p
Tuesdays 8:30 – 9:30a; 1:00 – 2:30p
Wednesdays 8:30 – 10:00a
Thursdays 8:30 – 9:30a; 1:00 – 2:30p
Fridays 8:30 – 10:00a

Required Text Intermediate Algebra, 5th ed; by Dugopolski
Prohibited Calculators TI-89, TI-91, TI-92, and any calculator with a QWERTY keyboard. Ask me if you are unsure your calculator will be permitted.

Grading formula Quiz – 5% each (eight total)
Midterm Exam – 30%
Final Exam – 30%

Grade scale 90 – 100% A
80 – 89% B
70 – 79% C
0 – 69% F, R, or I (whichever is appropriate)

Course Description: Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare the student for college algebra. Enrollment in this course is based upon the TASP math score, the college placement test, or a self-perceived need to develop the skills covered.

Course Objectives: This course is designed to develop some of the algebraic skills needed to understand the material in MATH 1314 College Algebra. There are two types of students who shall benefit from the course. Those are the ones who need an original presentation of the material
and those who need a review. The student must demonstrate an understanding of the topics covered in the course through testing.

**Exam Schedule:** The quizzes in this course are taken online only and the dates due are included in the information below. The midterm and final exams will be on paper and will be given in the Learning Lab. The midterm exam must be taken on or before Thursday, **February 28, 2007** at 7:00pm. The final exam must be taken on or before by Wednesday, **April 25, 2007** at 7:00pm. Note that the final is before the last day of regular classes.

**Web Access:** All students will be able to access their WebCT (Web Course Tools) account as of January 11, 2007, by noon. Every student who enrolls after this day will be added by the next day by noon. If a student is having a problem, contact the Distance Education Department at 281-756-3728 or [de@alvcollegen.edu](mailto:de@alvcollegen.edu)

**What will I do on WebCT?**
This is where the online textbook and learning center is located as well as an email program for you to communicate with your instructor, and she with you. This is also where you will take the eight online quizzes. These quizzes are timed. On each quiz, you will have 90 minutes to complete 20 questions. You cannot take the quizzes more than twice. You must take these quizzes once they are opened.

**How do I gain access?**
1. Go to the ACC Homepage at [www.alvcollegen.edu](http://www.alvcollegen.edu)
2. On the left-hand side of the page click on the item “WebCT.”
3. Click on “Log on to” my WebCT at the bottom of the page that is opened
4. Your username and password will be the following:
   - **USERNAME:** firstname.lastname
   - **PASSWORD:** alvinctc
   - NOTE: Please do not forget the period between the two words. If you have multiple last names (example: De Los Santos) these will be combined into one word. Hyphens will be left in as they are. Please check your fee statement to see how our system spells your name as this is what we base these accounts on.
5. Click on **MATH-0312-IN-Dev Math-Int. Algebra**
6. You will now be asked to okay a license agreement.

**Learning Lab/Library:** The Learning Lab is available to students enrolled in MATH 0312. The Learning Lab has computer with text-specific software, Student Solutions Manual (worked solutions to odd-numbered exercises from the text and complete solutions for chapter review problems and chapter test) and Instructor’s Resource Manual (contains complete step-by-step worked out solutions to all even-numbered exercises in the textbook). Tutoring is also offered to students enrolled in MATH 0312 during posted hours. On Monday through Thursday the lab will be open from 8:00am until 9:00pm.

The Academic Enhancement Center (AEC) [office A210](#), which is a part of the Learning Lab, is a valuable support service to students who are struggling academically. In addition to offering tutoring for writing papers, the AEC also offers students assistance by assessing their learning styles and providing help with time management and test anxiety. Students may come to the center on their own or be referred by an instructor. For more information, please contact Lynda Vern at [LVern@alvcollegen.edu](mailto:LVern@alvcollegen.edu) or 281-756-3556 or an AEC facilitator, Rachel Bridgett or Lisa Mach, at [LMach@alvcollegen.edu](mailto:LMach@alvcollegen.edu) or 281-756-3565.
**Testing:** The two major exams must be taken on the ACC campus in the Learning Lab or on the PCC campus. These exams will be proctored by the instructor, the PCC library, or the ACC Learning Lab. All other work will be completed via the Internet. You may call or email your instructor 48 hours after the completion of an exam to receive test results. In Alvin, tests will be administered in the Learning Lab (A232). To take an exam at the Pearland College Center, contact your instructor 48 hours before the desired test date. An appointment must be made with Robbie Shelton (281-756-3900) at PCC. See the flyer for ACC Learning Lab testing procedures.

**Supplies for Testing:** You will need a calculator and pencil for exams. You may not use notes or the text during a test or quiz.

**Lecture Videos:** The instructional tapes, in a lecture format, feature worked-out examples and exercises taken from each section of the text. Videotapes may be checked out in the library.

**Timeline/Determination of Grade:** The dates given are the latest that you are allowed to complete the listed quiz/exam. You may begin taking quizzes/exams as soon as August 25 if you wish. You are strongly encouraged not to wait until the deadline date to take a quiz/exam. If a quiz/exam is not taken by the given deadline, a grade of zero will be given for the quiz/exam.

- 5% - Online Quiz over material in Chapter 2 - no later than **January 23**
- 5% - Online Quiz over material in Chapter 3 - no later than **February 1**
- 5% - Online Quiz over material in 4.1, 4.2, 4.3 - no later than **February 12**
- 5% - Online Quiz over material in Chapter 5 - no later than **February 21**
- 30% - Midterm Exam over material in Chapters 2-5 - no later than 7pm **February 28** in the Learning Lab or Pearland Center Library
- 5% - Online Quiz over material in 6.2, 6.3, 6.5, 6.6 - no later than **March 8**
- 5% - Online Quiz over material in Chapter 7 - no later than **March 27**
- 5% - Online Quiz over material in 8.1, 8.2, 8.3, 8.4 - no later than **April 5**
- 5% - Online Quiz over material in 9.1, 9.2, 9.3 - no later than **April 16**
- 30% - Final Exam over chapters 2 through 9 - no later than 7pm **April 25** in the Learning Lab or Pearland Center Library

**ADA Compliance:** This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student’s responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.

**Academic Dishonesty:** Academic honesty in all areas of the course is assumed. If you cheat in my class, you will automatically receive an F for your final grade in the course, regardless of the date of the offense. For further information, please see the statement of Academic Integrity issued by the college.

**Withdrawal Policy:** Not participating in class (i.e. attempting homework, taking online quizzes) will not withdraw you from this class. Rather than withdrawing you from class, I will give you an F. You complete the proper paperwork in the registrar’s office on or before **Tuesday, April 10, 2007,** at 5:00pm if you wish to withdraw from this class.

**Make-Up Policy:** There are no make-ups in my class, period. You must take the departmental final in order to complete the course. If you do not take the final, you will receive a grade of F for the course regardless of your scores on other work.