

Basic Course Information

Semester:	Summer 2020	Instructor Name:	Mardjan Shokoufi
Course Title & #:	Foundations of Algebra, MATH 098	Email:	mardjan.shokoufi@imperial.edu
CRN #:	30229	Webpage (optional):	-
Classroom:	Online	Office #:	2762
Class Dates:	June 22- July 30, 2020	Office Hours:	Available via e-mail and zoom M-TH by appointment
Class Days:	Online	Office Phone #:	(760)533-6401 Please note I will not be in my office, so please contact me via e-mail
Class Times:	Online	Emergency Contact:	Department secretary: (760) 355-6155
Units:	6		

Course Description

An introduction to the concepts of Algebra. Topics covered include linear and quadratic equations and their graphs; relations, functions and their graphs; polynomial and rational expressions and equations, logarithmic and exponential expressions and equations, radical expressions and equations. (Nontransferable, AA/AS degree only)

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate problem-solving strategies by identifying an appropriate method to solve a given problem, correctly set up the problem, perform the appropriate analysis and computation, and share their interpretation of the conclusion or the outcome, using correct grammar or in an oral presentation. This outcome will be assessed through selected exercises on exams throughout the semester. (ILO1, ILO2)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Simplify polynomial expressions. Include use of factoring and simplifying using rules of exponents.
2. Simplify rational expressions
3. Simplify radical expressions. Include rationalize the denominator.
4. Solve equations, including polynomial, rational, radical, exponential and logarithmic equations and linear inequalities.
5. Graph linear, quadratic, radical, exponential and logarithmic equations.

Textbooks & Other Resources or Links

Free textbook: Openstax College Algebra, this book is embedded in the course management system we will be using.

Free course management system: **XYZ Homework, code XYZFREE**

Course ID 24471

Optional Textbook for purchase: Developmental MATH for College Students by Robert Blitzer, 1st edition, 2017;

ISBN: 978-0-13-427-130-9

Course Requirements and Instructional Methods

Material needed: XYZ Homework paper, pen, pencil, highlighter, scientific calculator

Course ID: 24471

Course setting: This course is designed to have you learn facts while gaining an appreciation of the power of Mathematics and getting ready for your future courses in this field. My responsibility is to do my best to be an effective guide, while you are responsible to make a commitment to learning and keeping up with the daily work. Remember mathematics is learned through active participation.

On daily basis you need to:

- Use provided learning units (modules) to study the day's material and take notes from e-book and lecture videos.
- Do the assignment in XYZ Homework
- Participate in the discussion forum of Canvas

Class Rules:

1. Late assignment is **not** accepted
2. **No** make-up test will be given
3. It is the student's responsibility to drop or officially withdraw from the class.
(See IVC class schedule for dates).
4. It is the student's responsibility to adhere to schedule given on the last page of this syllabus.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

For this online class that means approximately 40 hours of studying, working on assignments and contributing to discussions on weekly basis.

Course Grading Based on Course Objectives

10 Homework sets* @ 20 points each	200* (See the attached calendar for dates)
3 Tests @100 points each	300 (See the attached calendar for dates)
6 Discussions on canvas @10 points each	50** (See the attached calendar for dates)
Final (cumulative)	200 (See the attached calendar for dates)
TOTAL	750

*Each set would consist of 50 to 70 exercises, depending on the material.

Only 5 Discussions will be counted, **1 will count as extra credit.**

Grading Scale: The standard grading scale will be used: 90%=A, 80%= B, 70% -C, 60%=D, less than 60% will result in the grade of F.

675-750 points = A

600-674 points = B

525-599 points = C

450-524 points = D

0-449 points = F

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test

information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity

Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Important notes

- Please note that during the summer term I am not on campus and do not have set office hours. But I will hold zoom session at various time so you can drop by for help.
- I am also available by e-mail: mardjan.shokoufi@imperial.edu and will respond within 24 hours Monday-Wednesday, and for messages left on Thursday I will respond on the following Monday. During the holidays, please add an extra day for response time as I will not be available on those days. Please stay in touch when you need assistance or when you have a question; *I am here to help*.
- When sending e-mail make sure you state your name clearly. Remember that I have more than 80 students for summer and I need clear information on your name and class you are taking with me, so I can know who is contacting me and hence provide the right assistance.

Anticipated Class Schedule/Calendar

Module	HW Due on XYZ Homework Due at 8 a.m. on	Covers sections	Discussion and Tests Dates
1	Thursday June 25	2.1-2.7	Discussion 1 due on Canvas at 8 a.m.
2	Tuesday June 30	3.1-3.4	Discussion 2 due on Canvas at 8 a.m.
3	Tuesday July 7	5.1-5.4	Test 1 online available from July 7 at 8 am- July 8 at 8 am
4	Thursday July 9	6.1-6.5	Discussion 3 due on Canvas at 8 a.m.
5	Tuesday July 14	7.1-7.4	Test 2 online available from July 14 at 8 am- July 15 at 8 am
6	Thursday July 16	3.1-3.7	Discussion 4 due on Canvas at 8 a.m.
7	Tuesday July 21	2.5-2.7	Discussion 5 due on Canvas at 8 a.m.
8	Thursday July 23	8.1-8.8	Test 3 online available from July 23 at 8 am- July 24 at 8 am
9	Tuesday July 28	9.1-9.6	Discussion 6 due on Canvas at 8 a.m.
10	Thursday July 30	10.1-10.5	Final online available from July 29 at 8 am- July 30 at 12 noon

Tentative, subject to change without prior notice**