Math 103 College Algebra
Course Syllabus – Fall 2017

Instructor’s Information

Name: Brandon Hilst
Webpage: www.canyons.edu/faculty/hilstb
E-mail: brandon.hilst@canyons.edu
Phone: (661) 362-3659

Please note that e-mail is the best way to contact the instructor. Always use your “my.canyons.edu” account, especially if you are requesting information regarding grades.

Office Hours

Days: MTWTh Time: 1:00 – 2:00 PM Location: Aliso Lab 205

If these times do not work for you, please send an e-mail to set up an appointment.

Course Information

Presents linear and non-linear functions, conics, exponential and logarithmic functions, matrices, complex numbers, theory of equations, sequences, and series.

Prerequisite: Math 070 Intermediate Algebra

Textbook Information

The textbook for this course is a free open educational resource (OER) available from OpenStaxCollege.org. Please follow the link below to view the book online or download a PDF copy. Hard copies are also available for purchase at the COC bookstore.

https://openstax.org/details/college-algebra

Student Learning Outcomes

To analyze and graph polynomial, rational, logarithmic, and exponential functions.
**Group Work**
Group work will consist of various assignments that must be completed in class. These assignments will frequently consist of solving problems from the textbook, but they may include other types of assignments as well. You are expected to group together to work on these problems, but please have no more than three students per group. The group work problems will usually be collected at the end of class and cannot be made up. You may drop one group work assignment. Group work counts toward 5% of your class grade.

**Homework**
Homework will be assigned and comprises 5% of your overall course grade. You will be expected to work on the homework on a daily basis. Your homework grade will be assessed through homework quizzes in which you must write the work and solutions to five randomly-selected problems from the homework. You will not be told in advance which homework problems are on the quiz. You will be allowed to use the homework you have completed while working on the quiz, but textbooks will not be allowed. The quizzes will take place immediately before each exam. Each quiz will be scored out of 10 points. You may drop one homework quiz.

**Examinations**
There will be six midterm exams and one cumulative final exam. The midterm exams will each have a time limit of 1 hour and 20 minutes, and the final exam will have a time limit of 2 hours, split into two 1-hour intervals (DSPS students may qualify for extra time on exams – see the next page). The average of your midterm exam scores will count toward 70% of your course grade. The final exam will count toward 20% of your course grade. The exam dates, as well as other important dates, are on the schedule.

Calculators and restroom breaks will not be allowed during the exams, so be prepared. If you leave the classroom during an exam, you will not be permitted to continue working on it.

**Make-up Exams**
You may make up one exam for the entire semester, excluding the final (see below).

In order to be allowed to make up an exam, it is imperative that you contact the instructor on or before the day of your absence. Do not wait until the next class meeting to inform the instructor of your intent to make up an exam.

The deadline for making up an exam will be set by the instructor, but in most situations you will be expected to take the exam at the TLC on the calendar day immediately following your absence. If you are unable to make up an exam, the final will automatically replace any and all missed exams. The final will also replace any exams that you begin but are unable to complete. If you take all of the exams, the final will replace your lowest exam score, assuming the final exam score is higher than your lowest exam grade.

The final exam may be made up only in the event of an extreme emergency, in which case you will be required to submit written documentation to verify your absence.

**Grades**
Your grade is determined using the following distribution and grade scale:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>5%</td>
<td>A 90% – 100%</td>
</tr>
<tr>
<td>Group Work</td>
<td>5%</td>
<td>B 80% – 89%</td>
</tr>
<tr>
<td>Exams</td>
<td>70%</td>
<td>C 70% – 79%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>D 60% – 69%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F 0% – 59%</td>
</tr>
</tbody>
</table>
Disabled Students Program & Services (DSPS)
You may qualify for extra time on exams and other resources if you have any of the following: an identified learning disability or a history of difficulties in school, memory problems, recent stroke or head trauma, hearing impairment, visual impairment, identified psychological disorders, attention deficit disorder, communication disorders, or other physical disabilities. Please visit the DSPS webpage for more information: http://www2.canyons.edu/Offices/DSPS/Pages/default.aspx

If you already have DSPS documentation, please show it to the instructor as soon as possible. Also be aware that if you require extra time on exams, you will need to take the exams at the TLC.

Classroom Behavior
During class, phones may be used to access the textbook or as a calculator while doing group work assignments. Otherwise, they should be silenced and put away so that they will not become a distraction. If you must take an important call during class, please step quietly into the hallway to answer it. Students who are using phones for games, texting, social media, or any other activity not related to class will be given a warning the first time and will be asked to leave class for any subsequent violations. The same policy applies to other forms of disruptive behavior including—but not limited to—talking while the instructor is talking, sleeping in class, working on assignments from another class, etc. Lectures may not be audio or video recorded without prior written permission from the instructor.

Academic Integrity
As stated in both the COC Catalog and the COC Schedule of Classes, “Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty” are grounds for disciplinary action. Cheating is unacceptable! Acts of academic dishonesty will be reported to the Office of the Dean of Students, whose personnel will determine appropriate sanctions.

Attendance
Attendance is crucial to your success in this class. If you know in advance that you will not be able to maintain regular attendance, please drop this class to make room for students who can attend. Roll will be taken on a fairly regular basis, especially during the first few weeks of the semester. You will be counted tardy if you arrive to class after roll has been taken. Two tardies count as one absence. If you arrive late, make sure to inform the instructor (either during the break or at the end of class) that you are in attendance or you will be counted absent. You may be dropped if your absences exceed 10% of the time that the class meets.

Add/Drop Deadlines
The drop deadline is November 12, 2017. This is the last day you are allowed to drop from this course. As explained above, you may be dropped by the instructor if you have excessive absences. However, if you are unable to finish the course, it is your responsibility to make sure you drop the course before the drop deadline. If you do not fulfill the requirements for the course and you do not officially drop the class, then there will be no choice for the instructor but to assign a grade of F.

Also note that September 3, 2017, is the last day to add classes or drop without a W appearing on your transcript.

Important Note
Please be aware that this syllabus is technically a contract between you and the instructor. By remaining enrolled in this class, it is assumed that you agree to the policies and requirements as described above. If you disagree with those policies and requirements, please drop this class immediately. Also, make sure that you read and understand all of the contents of this syllabus and refer back to it when necessary.

Good luck, and have a great semester!