



NORTH FLORIDA  
COLLEGE

North Florida College  
**MAC 1105 – College Algebra**  
**Course Syllabus**

Notice: Due to the ever-evolving climate of COVID-19, this syllabus is subject to change. Please log into D2L for the most up-to-date information.

<b>Term:</b> Fall 2022 (Mini B)	<b>CRN:</b> 10120	<b>Course Number:</b> MAC 1105	
<b>Section:</b> 1		<b>Course Title:</b> College Algebra	
<b>Meeting Location:</b> Online		<b>Meet Day(s):</b> Online (10/10-12/9)	<b>Time:</b> Online
<b>Instructor:</b> Daniel Harris		<b>Office Location:</b> Bldg #6, Room 107	
<b>Telephone:</b> (850) 973-1649		<b>Email:</b> harrisd@nfc.edu	
<b>Department Chair:</b> Phillip Taylor		<b>Department Chair Email:</b> taylorp@nfc.edu	

**Course Description:** MAC 1105 is designed for students whose majors require College Algebra or courses beyond College Algebra, but who are not yet ready for higher-level courses. The major topics included are the following: functions, and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.) The T1-83 or TI-84 graphing calculator is required.

**Prerequisites:** Minimum grade of “C” in MAT 1033 or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary reading test.

**Corequisites:** None

**Instructor response time for phone and email messages:** I attempt to answer emails/phone messages the same day (following business day if holiday or weekend).

**Office Hours:**

MW : 9:00-9:30am, 11am-12pm (Mon only), 12-2pm

TR : 9:15-11am, 11-12 (Thur only), 12:00 -1:30

**Required text:** We are requiring **College Algebra in Context (Stand Alone MyLab Math access code), Edition: 5<sup>th</sup>, ISBN: 9780135909621, Author: Harshbarger, Publisher: Pearson.** If you’d like a physical text, we will have some on reserve in the library or you can purchase a used copy from Amazon or any textbook retailer: **College Algebra in Context, 5<sup>th</sup> Ed by Harshbarger and Yocco, publisher: Pearson, Copyright: 2017**

**Additional resource materials and/or supplies:** Graphing calculator (TI-83/4); MyMathLab code from text insert (use Course ID: **harris75015**). Until further notice, masks are strongly suggested to be worn on NFC's campus (Madison and Live Oak locations).

**Minimum technological requirements and skills:** Access to a computer with internet capability; basic computer and graphing calculator skills; competence with NFC email, D2L, and MyMathLab website.

**Course grading/evaluations** Three major tests (**60%**) are planned and will tentatively come as indicated in the pacing schedule below. Fair notice will be given before each test. I try to have tests graded (scores posted on D2L) by the class

period following the test. I attempt to answer emails/phone messages the same day (following business day if holiday or weekend). Weekly quizzes/HW/Technology Activity (in-class and online) will make up **20%** of the semester grade. A comprehensive final exam will count **20%** of the semester grade. I use the normal rule of rounding final numerical grades (i.e., if the final grade is 79.5, I would round up to 80).

**Response time for posting of grades on D2L:** I try to have tests graded (scores posted on D2L) by the class period following the test, or the next business day for online courses.

**Final exam information:** Final exam will be online and must be taken within a 24-hour period on **Tues 12/6 noon-Wed 12/7 noon**.

## GENERAL EDUCATION PROGRAM LEARNING OUTCOMES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

## COURSE LEVEL STUDENT LEARNING OUTCOMES

1. Develop students' mathematical and analytic skills in the areas of Linear, Quadratic, Polynomial, Power, Rational, Radical, Exponential and Logarithmic Functions
2. Develop students' understanding of Graphs of Functions and Relations.
3. Develop students' problem solving and reasoning skills through the construction and interpretation of functions in an applied context.

<u>Course Level SLO #</u>	<u>Gen Ed/Program Outcome #</u>	<u>Summative Assessments</u> (A student artifact: A assignment submitted as evidence of a General Education competency)
• 1	2, 4	Unit Test 1, Quizzes, Final
• 2	2, 4	Unit Test 2, Quizzes, Final
• 3	2, 4	Unit Test 3, Quizzes, Final

## COURSE CONTENT AND SCHEDULE

WEEK NUMBER	SECTIONS COVERED	GRADING SCALE
1	1.1-1.4	A: 90 – 100
2	2.1-2.3, <u>TEST 1</u>	B: 80 - 89
3	3.1-3.4	C: 70 - 79
4	4.1-4.3	D: 60 - 69
5	4.4, <u>TEST 2</u>	F: BELOW 60
6	5.1-5.4	
7	6.5, <u>TEST 3</u>	
8	Review, <u>FINAL</u>	

**Early Alerts: Mini Term B  
November 1-2, 2022**

Modified 8/2/22

**COURSE POLICY STATEMENTS:** Quizzes and tests cannot be made up if missed, but the lowest quiz/HW grade will be dropped. Students **MUST** regularly check their NFC email **AND** course page on D2L for news items/due dates. At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the **student must log in to D2L and complete “Getting Started,” step #1.** Students will be prompted to **complete the Mandatory Attendance quiz, along with six other introductory steps,** by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

#### **NFC INFORMATION AND POLICY STATEMENTS:**

##### **Academic Honesty**

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student’s report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor’s course policy statements for usage details.**

##### **Attendance Policy**

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student’s course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance.** This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

##### **Textbook Purchases**

All required course materials are listed in the Virtual Bookstore tab on NFC’s homepage. Course materials purchased through Follett, NFC’s only contracted vendor, can be charged against a student’s financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student’s financial aid account.

##### **Used Book Purchases**

Students should check the Follett book list found in the Virtual Bookstore tab on NFC’s homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

##### **Students/Visitors: Where to Park on Campus**

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked “STAFF”. Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word “Visitor” in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner’s expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:** If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. There will be no second warning. Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

### **Campus Security**

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

### **Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

#### **On Campus:**

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

#### **Virtual appointments:**

Monday-Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Students may make an appointment to receive help or use computers during the posted hours. Librarians are on duty to help with questions and research strategies. To gain access to the Library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at [library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the Library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the Library and on the patio after hours. Specific policies and regulations applicable to the Library are available in the Library or by visiting the Library's website.

### **Academic Success Center**

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and faculty-led tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**By appointment tutoring sessions:** Students may make an appointment to receive tutoring services during the posted hours.

#### **By appointment:**

Monday – Friday 8:00 a.m. – 4:30 p.m.

#### **Virtual Hours:**

Modified 8/2/22

Monday-Thursday 8:00 a.m. – 5:30 p.m.  
Friday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

### Smarthinking Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Smarthinking. Each NFC student has access to a Smarthinking account and 240 minutes of free tutoring services. Located in D2L, Smarthinking offers a variety of tutoring services including drop-in live sessions, scheduled sessions, submit a question, and writing center submissions. Smarthinking covers a wide range of subjects like basic math, algebra, statistics, trigonometry, calculus, chemistry, physics, accounting, reading and writing (all subjects). Sessions are archived and available for students to review at any time for studying or test preparation.

**For more information about accessing the Smarthinking online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Jamen Brock at [brockja@nfc.edu](mailto:brockja@nfc.edu) or (850) 973-9411.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu)
- Jamen Brock, Tutor Lab Manager/Academic Specialist (850) 973-9411 / [brockja@nfc.edu](mailto:brockja@nfc.edu)
- Academic Success Center (ASC) (850) 973-1624 / [asc@nfc.edu](mailto:asc@nfc.edu)

### **Americans with Disabilities Act**

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

### **Technology Access**

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

### **Student Ombudsman**

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or [paulkd@nfc.edu](mailto:paulkd@nfc.edu).

### **Equal Opportunity Statement**

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email [equity@nfc.edu](mailto:equity@nfc.edu).

### **Student Rights**

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

### **Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.

