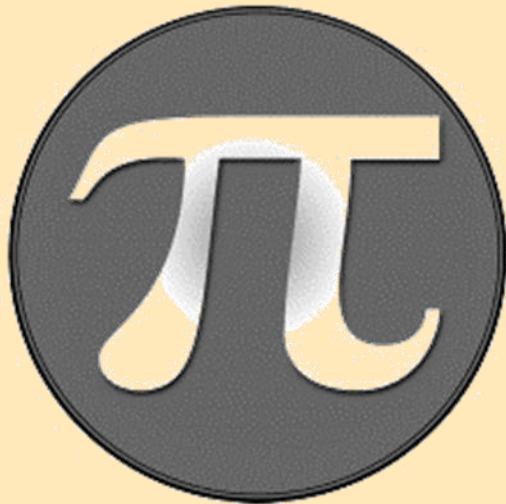




College Algebra
Math 110
Hybrid Course



**PALOMAR
COLLEGE**
Math & Science
Learning Center

Student Handbook
Spring 2024

MyLab | Math

Student Registration Instructions for Canvas

First, enter your Canvas course

1. Sign into Canvas and enter your Canvas course.
2. Click on MyLab and Mastering link.
3. Sign on and purchase the course material.

Note: If you can't pay for the access code right away, you can get a [temporary access without payment for 14 days](#) by clicking on the temporary access in blue.

Next, get access to your Pearson course content

1. Enter your Pearson account **username** and **password** to **Link Accounts**.
You have an account if you have ever used a MyLab or Mastering product.
 - » If you don't have a Pearson account, select **Create** and follow the instructions
2. Select an access option:
 - » Enter the access code that came with your textbook or that you purchased separately from the bookstore.
 - » If available for your course,
 - Buy access using a credit card or PayPal.
 - Get temporary access.

If you're taking another semester of a course, you skip this step.

3. From the You're Done page, select **Go to My Courses**.

Note: you always need to enter your MyLab Math course through Canvas.

Get your computer ready

For the best experience, check the system requirements for your product at <https://www.pearsonmylabandmastering.com/system-requirements/>

Need help?

For help with MyLab Math for Canvas, go to https://help.pearsoncmg.com/integration/cg/canvas/student/en/content/get_started.htm

Math & Science Learning Center

Palomar College is dedicated to serving the needs of a wide variety of students by offering many alternative learning opportunities. One is the Hybrid Course offered through the Math & Science Learning Center. The Math & Science Learning Center offers College Algebra, Trigonometry, and Calculus for Business and Social Sciences courses in a Hybrid format. The Hybrid format offers students the opportunity to complete a mathematics course in less than one semester or to finish two courses in a semester. In addition, the Center offers just in time review of selected topics or a comprehensive review of all topics in remedial mathematics.

<i>Location</i>	In person help in the Math & Science Learning Center located on the Third Floor of the Library at the main campus in San Marcos Virtual help via zoom: https://palomar-edu.zoom.us/j/93713198344	
<i>Telephone</i>	(760) 744 - 1150 Ext. 2718 <i>Note: We encourage you to use the email to communicate with us instead of phone calls.</i>	
<i>Web Page</i>	https://www2.palomar.edu/mslc/	
<i>Center Hours (In person help)</i>	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 1:00 pm	<i>All exams will be proctored through the Math & Science Learning Center (Third Floor of the Library). Students must present a valid ID to take exams.</i>
<i>Center Hours (Online Tutoring)</i>	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 1:00 pm	

Math & Science Learning Center Faculty & Tutors

Email

Phone Number

<u>Director & Instructor of Record</u> Prof. Yuan-Lin (Annie) Lee	ylee@palomar.edu	(760) 744 – 1150 ext. 2718
<u>Tutors</u>	<i>Schedules of the instructors on duty and the tutors will be posted on the Math & Science Learning Center website</i>	
<u>Instructors on Duty</u>	https://www2.palomar.edu/mslc/	

For security and privacy reasons, students must use their Palomar Student email account when communicating with the instructors or requesting help in the course. Otherwise, you may not receive help.

<u>Deadlines</u>	To drop without any notation or a grade – February 11, 2024
	To drop with a “W” grade – March 24, 2024
	To petition for Audit the course or for P/NP grade – March 8, 2024
	Last day to receive refund – February 11, 2024
<u>Holidays</u>	Lincoln’s Day – February 16, 2024
	Non-instructional Day – February 17, 2024
	Washington’s Day – February 19, 2024
	Spring Break – March 25, 2024 to March 29, 2024
	Non-instructional Day – March 30, 2024

Requirements for Success in a Hybrid Course:

- **Self-Motivation**

Students who are not self-motivated, often fail to keep up with the course schedule and end up failing the course or being dropped from the class.

- **Self-Discipline**

As you will not be in a physical classroom, you need to have the self-discipline to follow the course schedule and complete the requirements of the course in a timely manner.

A student should watch assigned digital videos, read e-text, and assigned homework to get ready for the Review Tests and Exams.

- **Good Time-Management Skills**

Students should make a weekly study-schedule that is in line with the schedule given in this handout. If the student is not able to complete the requirements for some unforeseen circumstance beyond his/her control, he/she should contact the Math & Science Learning Center Director immediately. Students who fail to complete the requirements on a weekly basis may be dropped from the course.

- **Good Reading and Communication Skills**

Student must have the reading and communication skills that are required for a college-level course as he/she needs to read the e-textbook and follow the directions or if necessary, ask for clarifications.

MATH 110 Syllabus

Instructor of Record:

Prof. Yuan-Lin (Annie) Lee – Director of the Math & Science Learning Center

Course Objectives:

Upon successful completion of the course, the student will be able to:

1. Analyze the behavior of a function given a numeric, graphic or analytic representation.
2. Conceptualize and apply the concept of average rate of change for selected functions.
3. Identify and apply relationships between graphic, numeric, analytic, verbal, and applied representation of functions.
4. Analyze, solve and interpret solutions to problems involving systems of equations in several variables.
5. Represent problem situations algebraically, graphically, numerically, and verbally in order to analyze and solve them
6. Identify and apply principles of algebraic manipulation necessary to solve problems that are represented algebraically.
7. Apply critical thinking and mathematical reasoning skills necessary in algebraic problem solving and related areas of endeavor.

Student Learning Outcomes (SLOs):

1. **Analysis:** Students will be able to analyze and solve a precalculus-level problem using analytic methods.
2. **Graphing:** Students will be able to sketch the graph of a precalculus-level problem using skills beyond plotting a table of points

Required e-book package:

Lial Hornsby Schneider Daniels College Algebra 13th Edition Access Code, Pearson/Addison-Wesley (e-book included/ COLLEGE ALGEBRA, 13th Edition, Lial Hornsby Schneider Daniels)

Note: Please refer to page 2 of this handbook for how to access and purchase online course material.

Attendance:

- Each semester unit requires 16 hours of instruction, 32 hours of homework and preparation for a total of 48 hours per semester. This means for this four-unit course **you need to allot about 12 hours per week for the 16 weeks** (48 hours/unit *4 units = 192 hours/16 weeks) during this semester. Depending on your preparation, this may be slightly less or slightly more.
- You are required to attend 2 hours per week at the Math & Science Learning Center (Third Floor of the Library) and study 10 hours per week at home.
- If you are taking this class under the assumption that you will not have to submit any assignments, you are wrong. There will be homework assignments, Review Tests, Exams, and other assignments assigned by the Director to help you learn the topics.
- If you decide to withdraw from the course, be sure to drop the class by logging onto MyPalomar. Do not expect the Math & Science Learning Center Director to automatically drop you from the course.
- All assignments are to be done online prior to their deadlines.

Note: You should try to be ahead of the published schedule so that you either may be able to finish the course earlier or spend more time to master the topics coming later in the course that may be less familiar to you.

Grading Procedures:

The course grade will be based on the following:

		Homework	Review Tests	Exams	Final Exam	
# 1	Chapters 1 & 2	6.4%	2.5%	12.5%	Chapters 1 - 7	
# 2	Chapters 3	3.75%	2.5%	12.5%		
# 3	Chapters 4 & 5	5.6%	2.5%	12.5%		
# 4	Chapters 6 & 7	4.25%	2.5%	12.5%		
Total		20%	10%	50%	20%	100%

Homework Assignments: Four Assignment sets, 20% of total grade

Review Tests: Four Review Tests, 10% of the total grade.

Exams: Four Exams, 50% of the total grade.

Final Exam: A comprehensive final exam, 20% of the total grade.

Note: *The Final Exam is **comprehensive and mandatory**.*

If you do not do your Homework assignment, take a Review Test or Exam, you will receive a grade of zero (0) for that Homework assignment, Review Test or Exam.

Letter Grade will be assigned as follows:

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

Homework, Review Tests, and Exams Schedule

Exam	Chapters	Homework Assignment Deadline	Review Test Latest Starting Date *	Exam Deadline 1 st attempt	Exam Deadline 2 nd attempt
#1	1 & 2	Tue, Feb 20	Wed, Feb 21	Thu, Feb 22	Mon, Feb 26
#2	3	Mon, Mar 11	Tue, Mar 12	Thu, Mar 14	Mon, Mar 18
#3	4 & 5	Mon, Apr 15	Tue, Apr 16	Thu, Apr 18	Mon, Apr 22
#4	6 & 7	Mon, May 6	Tue, May 7	Thu, May 9	Mon, May 13
Final Exam	1 - 7	Tuesday, May 21, 2024			

*You can take each Review Test as many times as you wish. Be sure to attempt it at least once before the deadline. The highest score will be counted toward your final grade. The Review Tests are similar to the Exams. If you receive a score of 80 or better on a Review Test without any help, you are ready to take the corresponding Exam. Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.

Math 110 - Course Schedule

Week	Dates	Sections & Activities	Assignments & Exams Deadlines
1	Jan 29 – Feb 3	Sections 1.1, 1.2, 1.3, 1.4	
2	Feb 5 – Feb 10	Sections 1.5, 1.6, 1.7, 1.8, 2.1, 2.2	
3	Feb 12 – Feb 15	Sections 2.3, 2.4, 2.5, 2.6, 2.7, 2.8	
4	Feb 20 – Feb 24	Complete Homework Assignment # 1 Take Review Test # 1 (take it several times) Take Exam # 1	Homework # 1 – Feb 20 Review Test # 1 – Feb 21 Exam # 1 – Feb 22 (1 st attempt)
5	Feb 26 – Mar 2	If needed, take Exam # 1 again Section 3.1, 3.2, 3.3	Exam # 1 – Feb 26 (2 nd attempt)
6	Mar 4 – Mar 9	Sections 3.4, 3.5, 3.6, 3.7	
7	Mar 11 – Mar 16	Complete Homework Assignment # 2 Take Review Test # 2 (take it several times) Take Exam # 2	Homework # 2 – Mar 11 Review Test # 2 – Mar 12 Exam # 2 – Mar 14 (1 st attempt)
8	Mar 18 – Mar 23	If needed take Exam # 2 again Sections 4.1, 4.2, 4.3, 4.4, 4.5	Exam # 2 – Mar 18 (2 nd attempt)
	Mar 25 – Mar 30	Spring Break	No School
9	Apr 1 – Apr 6	Sections 4.6, 5.1, 5.2, 5.3, 5.4	
10	Apr 8 – Apr 13	Sections 5.5, 5.6, 5.7, 5.8	
11	Apr 15 – Apr 20	Complete Homework Assignment # 3 Take Review Test # 3 (take it several times) Take Exam # 3	Homework # 3 – Apr 15 Review Test # 3 – Apr 16 Exam # 3 – Apr 18 (1 st attempt)
12	Apr 22 – Apr 27	If needed take Exam # 3 again Sections 6.1, 6.2, 6.3, 6.4	Exam # 3 – Apr 22 (2 nd attempt)
13	Apr 29 – May 4	Sections 7.1, 7.2, 7.3, 7.4	
14	May 6 – May 11	Complete Homework Assignment # 4 Take Review Test # 4 (take it several times) Take Exam # 4	Homework # 4 – May 6 Review Test # 4 – May 7 Exam # 4 – May 9 (1 st attempt)
15	May 13 – May 18	If needed, take Exam # 4 again Review for Final Exam Take Practice Final Exam	Exam # 4 – May 13 (2 nd attempt)
16	May 20 – May 25	Take Final Exam	Final Exam – May 21

Final Exam: Tuesday, May 21, 2024

How to Start Your Class (Please read this section before working on PearsonMyLab)

1. Follow the instructions on page 2 of this Handbook to register for PearsonMyLab through Canvas
2. The e-book is available on PearsonMyLab
3. Video lectures are available on PearsonMyLab

Now let's get started with our course:

- A. Go to your Canvas Course
- B. Click on MyLab and Mastering tab on the left-hand side or the icon on the homepage of Canvas
- C. Click on Open MyLab&Mastering box (the golden colored button)
- D. Watch the videos
- E. View the e-Text
- F. Do the Homework at the end of each section by clicking on Homework/Review Test/Exam tab in PearsonMyLab

Note: Homework is 20% of your final grade. Each Homework set is due before the corresponding Review Test. Homework problems will prepare you for both the Review Tests and Exams.

- G. If you have any questions, please ask the instructors or tutors.
- H. Continue steps A through G until you finish all the sections in the chapters pertaining to the exam you are currently preparing for.
- I. Go to **Review Tests** in PearsonMyLab. Take the Review Test that you prepared for. Review Tests are worth **10%** of your total grade.

Note: You can take each Review Test as many times as you wish. The highest score will count toward your grade. You can review each Review Test by clicking on Gradebook tab in PearsonMyLab.

- J. If you receive a **score of 80 or better on the Review Test**, you are ready to take the actual Exam. Otherwise, it is recommended that you review the material again before you take the actual Exam.

*Note: Since you can retake your Review Tests as many times as you want, I would suggest trying to get **100%** on your Review Tests.*

- K. Continue steps A through J to prepare for the next Review Test and Exam.

Note: If you do not do well on an Exam, make sure that you review your Exam with the instructor or you can review each Exam by clicking on Gradebook tab in PearsonMyLab, and then take it again. You have two attempts for each Exam, except the final exam.

Review Test (to prepare you for the corresponding Exam)

- You can take each Review Test as many times as you wish.
- Be sure to attempt it at least once before the deadline.
- The highest score will be counted toward your final grade.
- The Review Tests are similar to the Exams.
- Review Tests are open book and open notes. However, if you receive a score of 80 or better on a Review Test, without any help, you are ready to take the corresponding Exam.
- Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.

How to review your Review Test or Exam:

- Go to your Canvas course
- Click on MyLab and Mastering (in the left menu) or the icon on the homepage of Canvas
- Open MyLab and Mastering (the golden colored button)
- Click on Gradebook (in the left menu)
- Click on the Review link next to the Review Test or Exam you need to review

Exam Procedure:

All exams are to be taken in the Math & Science Learning Center (Third Floor of the Library). Exams are administered in the Math & Science Learning Center during the following hours:

Monday - Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 2:00 pm
Saturday	9:00 am – 1:00 pm

- ❑ You need to bring a picture ID. (Example: Palomar ID, Driver's License, Passport, Military ID, etc.)
- ❑ A Graphing calculator is required.
- ❑ Each exam contains 20 questions.
Final Exam contains 30 questions.
- ❑ **Exams are not timed. However, you will have to submit it before the Math & Science Learning Center closes.**
- ❑ Allow yourself about three hours to complete each Exam and four hours to complete the Final Exam.
- ❑ Follow the given schedule to complete your course on time successfully.
- ❑ Show work in an orderly manner neatly on separate sheet(s) of paper.
- ❑ Each Exam is similar to the corresponding Review Test. Any questions or doubts or any clarification must be asked prior to taking the Exam.
- ❑ If you are not satisfied with the score on the first attempt, you may take it again one more time. The best score on the two attempts will be used to calculate your final grade.
- ❑ Exams will be monitored by the Math & Science Learning Center staff and via security cameras in the proctoring room. Please know that you, your surroundings, and all your activities on the computer will be recorded and I will review it after you have taken the exam. Any inappropriate action will result in your disqualification and your score will be zero. You will not be allowed a retake.

Exam Results/Review:

- ❑ The results of your Exam will be ready immediately after submitting the exam on PearsonMyLab (under the **Gradebook** tab).
- ❑ How to Review your Exam
 - Go to your Canvas course
 - Click on MyLab and Mastering (in the left menu) or the icon on the homepage of Canvas
 - Open MyLab and Mastering (the golden colored button)
 - Click on Gradebook (in the left menu)
 - Click on the Review link next to the Review Test or Exam you need to review
- ❑ Review your exam. If there is any issue in the way your exam is graded, please bring it to Math & Science Learning Center Director's attention. The Director will review your work and issue credit, if necessary.
- ❑ Any change in your exam score can ONLY be done by the Math & Science Learning Center Director.

Drop Policies:

- ❑ You could be dropped, for not completing the assignments on time.
- ❑ You could be dropped for not doing your HW assignments, not taking Review Tests and/or not taking Exams.

Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, the Palomar Community College District will provide reasonable accommodation whenever possible to facilitate access to and participation in its services, programs, facilities and activities. If you need any such accommodation, e-mail the Director immediately.

Academic Integrity Code of Conduct:

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor. *If a student is found cheating on an exam, he/she will receive a grade of "F" for that exam, and the exam cannot be repeated.*

Incomplete Grade:

- ❑ You may petition for an incomplete grade "I" by emailing the Math & Science Learning Center Director.
- ❑ The incomplete grade "I" may be assigned for unforeseeable, emergency, and justifiable reason.
- ❑ You must have completed 60% to 70% of the course material with an average of 70% or better.