



Course Syllabus

Teaching and Learning form the mission of Bethany College

College Algebra

MATH 103

Credit hours: 3

Grading: A/B/C/D/F

Class meeting time: MWF 2:00 - 2:50

Prerequisite Course(s): Math Level II placement OR completion of Level I.

LAC/Gen Ed designation: *Mathematical Understanding (LH/L6)*

Instructor(s): Wilfrid W. Csaplar Jr., Ph.D.
Contact Information: WCsaplarJr@bethanywv.edu
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<http://www.WCsaplarJr.info/>
Office Location: 022 Richardson
Office Hours: MWF: 11:00 - 11:50, 1:30 - 1:50
TTh: 10:30 - 11:50 (if no meetings), 2:00 - 3:30
My preferred contact is via the [Zoom link in Canvas](#), but a phone calls or visits to my office are acceptable.
Contact me if you want to see me at other times.

I. Rationale: In many of the courses in Bethany College's programs, a working knowledge of foundational mathematics is needed. It would be correct to say that, *in life*, a working knowledge is also needed, but many students do not want to hear this. In order to facilitate the potential for student success in his/her major program, we offer this course.

II. Course Description: This course examines sets and operations on sets, number systems, algebraic expressions, exponents, and solutions to equations, inequalities, and graphing.

This course is not open to students with credit for a Level III mathematics course or its equivalent, or to students with a Level III or Level IV mathematics placement score.

IIIA. Course Delivery Mode and Structure: This course will be a hyflex course. I will be teaching the class in the scheduled room at the scheduled time. I will also be recording it on Zoom via Canvas for the students who cannot make it to class. If the college goes entirely online, the only difference will be that no students will be in the room when I teach the class. All assignments will be handed in electronically on Canvas.

IIIB. Course Communication Plan: Announcements will be made on both my personal webpage, <http://www.WCsaplarJr.info>, and on Canvas. I generally check my e-mail irregularly, but at least on a daily basis in the evening. I normally reply to an e-mail once I have read it. I expect the student will reply within 24 hours to an e-mail.

IIIC. Technical Requirements: This course uses Canvas for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Canvas course site can be accessed at <https://bethanywv.instructure.com>. Your Bethany College username and password are used to access the system.

You are responsible for having a reliable computer and internet connection throughout the term. *Caution! You will be at a disadvantage if you attempt to complete all coursework on a smartphone or tablet.* It may not be possible to submit the files required for your homework assignments.

The following list details a minimum recommended computer set-up and the software packages you will need to have access to, and be able to use:

Feature	Laptop
Screen Size	15" or smaller or portability
Operating System	Windows 10 or Max OSX or higher recommended; Windows 7 not recommended
Base Memory	4 GB – minimum 8 GG – recommended
Hard Drive Storage	128 GB - minimum 256 GB - recommended
Optical Drive	Optional
Network/Wireless	802.11 ac Wave 2 or 802.11ax wireless – both connect at the 802.11 ac Wave 1 level, Ethernet port
Mic and Camera	Built-in microphone and webcam

Students should be able to use email, a word processor, spreadsheet program and presentation software to complete this course successfully. All students have access to Office 365 with their Bethany username and password. Students are reminded that sharing their credentials with others or using the credentials assigned to others to

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prepare or submit work, attend online classes, or view grades and assignments is a violation of the student code of conduct as well as academic rules. Each student should keep their password to Bethany's services confidential. [Edit as needed for specific courses.]

IIID. Technical Assistance:

If you need technical assistance with access to email, Self-Service, Canvas, or Office 365, you can submit a help request to hdesk@bethanywv.edu.

If you need technical assistance at any time during the course or to report a problem within Canvas (i.e. submitting an assignment, taking a quiz, etc.), you can submit a help request to canvashelp@bethanywv.edu.

IVA. Student Learning Outcomes:

In that this course satisfies the Mathematical Understanding liberal arts core, by the end of the course, students should be able to

- A) Formulate, evaluate, and communicate conclusions and inferences from quantitative or symbolic information
 - o Formulate: set up a problem/program to model the given information
 - o Evaluate: identify/use proper techniques for formulated scenario
 - o Communicate: recognize appropriateness of solution, interpret solution in context
 - o Assumptions: analyzes proper selection of assumptions
- B) Apply effective and efficient mathematical processes to reason and to solve problems
 - o Accuracy: the problem is done correctly
 - o Efficiency: the problem is done clearly
 - o Propriety: the techniques are reasonable and correct

IVB. Topics:

In terms of mathematical content, by the end of this course, students should be able to 1) write coherent solutions to exercises using proper notation and terminology; 2) recognize appropriate algebraic techniques and when to use them; 3) recognize, identify, and correctly interpret properties of and operations over the real numbers; 4) apply these properties to the simplification of polynomial, rational, and radical expressions; 5) solve linear equations, systems of linear equations, and linear inequalities; 6) solve quadratic equations using factoring, by completing the square, and using the quadratic formula; 7) analyze functions graphically and by definition; 8) use

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rational root tests to compute the zeroes of higher-order polynomial and rational functions; and 9) apply these techniques to solving real-world problems.

V. Format and Procedures: This course will consist of predominately modified lecture format. What I mean by that, is that I will ask questions and we will figure out the material as we go. There will be daily homework assignments on most days. We will review them when they are due. You will get them back graded via Canvas. Exams will be handed back with an answer key.

VI. My Assumptions: I assume that you will spend 4.5 to 6 hours **every** week studying for this course outside of the classroom. That 4.5 to 6 hours includes (but not limited to) the time working on homework assignments, studying for tests, and reading the book.

VII. Course Requirements:

(A) COVID-19 Policy: Because I am borderline of more than one group of people at a high risk for COVID-19, you will wear a mask in class. If you come to my office, you will be wearing a mask. You will stay at least six feet from me. If you suspect that you may have COVID-19 or another serious illness, you will not come to class nor will you come to my office. The preferred contact for all students during office hours is via Zoom. If you miss class because of exposure to COVID-19 or other illness, you are expected to watch the video of the class, either live as the class is going on, or later after it is posted.

If this class is forced to go fully online, then all aspects of this syllabus will remain the same except for class participation. I will stop recording the class participation grade. Your class participation grade for the semester will be whatever it was prior to going online. This means all class recordings will be done at the time the class is scheduled to meet. You can watch them live or at a later time. The assignments will be due when they were originally scheduled.

(B) Class attendance and participation policy: Because of the class participation grade, it is expected that you will attend all classes and actively participate. That means you will answer questions that I ask, or that other students ask, and you will ask questions when you are uncertain about something. If you miss a large number of classes, then you will have a poor participation grade, and more important, you will not have heard the material. Not hearing the material will hurt your grade more than the lower participation grade (see grading rubric below). Not participating, showing up late,

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or leaving early will lower your participation grade. A valid reason for missing class, as explained in *Late Work Policy* below, will not hurt your participation grade.

(C) Late Work Policy: If you miss a test because of an unanticipated event like an illness, you have two choices. The first is to get me a note signed by the appropriate person, or you can tell me what the problem was and I will decide whether or not it is a valid reason for missing the assignment. **You do NOT have to tell me why you are absent.** If you know beforehand that you will be missing an exam and have a valid reason to do so, then contact me beforehand to determine how it will be made up. **Make up exams for events like away games are normally taken before the team leaves.** I will ask for external verification of your reason, so do not wait until the day before the exam. Either a note from an appropriate person **or** my personal decision can be used to determine if you have a valid explanation for missing the assignment.

If you have no valid explanation, then there will be a 10% penalty per day, including the weekend. The exam is considered late if it is not handed in at the end of class on the day it is due. **Makeup exams require 24 hour advance notice so that I can write another exam.** Suppose that an exam is scheduled on a Wednesday and you are sick and I determine that you have a valid reason for Wednesday and Thursday. If you turn it in on the following Monday after class has met, then it will be considered four days late. Those days are Friday, Saturday, Sunday, and Monday because it was class met, – so it is counted as handed in on Tuesday.

(D) Calculators: I will not permit use of cell phones, graphing calculators or any other calculator which can store equations. The HP 10B and the TI BA II Plus are acceptable in all courses in the Economics, Accounting, and Business courses. The former is the preferred calculator for the non-economics courses.

(E). Course readings:

(i) Required text: College Algebra, the corrected third edition, by Carl Stitz and Jeff Zeager. This textbook is published by the authors for free at <http://stitz-zeager.com>, and a bound copy may be available at the Bethany College Bookstore, or from <http://lulu.com>.

(ii) Background readings: All assignments from every time I taught this course are available on my web page: <http://www.WCsaplarJr.info/>.

VIII. Grading, Evaluation and Assessment Procedures, including Grading Scale:

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(A) Point Distribution: There will be daily class participation, 27 daily homework assignments (31 assigned with the lowest 4 dropped), 4 exams, and a final exam. There are 1000 points available during the semester. The grades are calculated as follows:

Class participation	2%	20 points
27 homework assignments	27% (1% each)	270 points (100*1/10 = 10 each)
The 4 exams combined	56% (14% each)	560 points (140 = 100*1.4 each)
Final Exam	15%	150 points (240*5/8)

(B) Grading Scale: The minimum scores necessary to get each grade will be:

A+ 97% = 970 points	A 93% = 930 points	A- 90% = 900 points
B+ 87% = 870 points	B 83% = 830 points	B- 80% = 800 points
C+ 77% = 770 points	C 73% = 730 points	C- 70% = 700 points
D+ 67% = 670 points	D 63% = 630 points	D- 60% = 600 points
	F 0%	

The borders are not firm. Any student near the border of two grades will have their case looked at on a case by case basis after the final exam has been graded.

IX. Grading Rubric:

(A) Class Participation: The class participation grade is 0 to 5. 0 means you were not in class and 5 means you were there on time, participated, did not leave in the middle or early, did not text message or use the phone, did not carry on a private conversation, did not sleep, and did not do work for another class. Each of those discouraged activities lowers your grade. If you have an excused absence, you will get no grade, so your grade is not affected. If you do not have an excused absence and watch the video rather than attending class, you will get a 4/5. You must e-mail me that you have watched the video to avoid getting a zero. I will verify on Canvas that you did watch it.

(B) Homework Assignments: This course has daily homework assignments for most days. The assignment is due before the next class starts. I will only grade two of the questions, which I will choose, but I will not tell you which two I will grade. Suppose an assignment has ten questions. For eight of the questions, you will get a point for doing them and zero points for not doing them. I will NOT grade those eight questions. For the other two questions, I will grade them. The grade for the assignment will be your grade for the two graded questions plus bonus points for doing the non-graded questions. So, in theory, you could get 108% if there were ten questions. Late assignments will not be accepted. Your lowest four grades will be dropped. The assignments will be handed in via Canvas. The pictures of any hand drawn or

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handwritten parts of the answer will be converted into PDF files and merged. The final assignment will be one PDF file with size A4 pages. pdfcandy.com can be used to convert pictures into PDF files, merge PDF files, and resize PDF files. If you have an Apple product, there is software CamScanner which can be used to create PDF files of photographs. If you do not use CamScanner, Apple products save pictures in a format which cannot be read by pdfcandy.com.

Homework assignments are the only area that I allow students to work together. In fact, I recommend that you work together on these assignments because the better students learn the material better by teaching it and the poorer students get another person teaching it and may learn it better. However, if I find that students have worked together on any assignment other than the homework assignments, I will consider it as cheating. See the Section IX.

C) Rubric for Evaluating objectives:

Outcome A: Formulate, Evaluate, Communicate				
Mastery (3)	Proficient (2)	Novice (1)	Not Evident (0)	Not Applicable
Represents information in accurate mathematical or symbolic form	Represents information in mostly accurate mathematical or symbolic form	Represents information in erroneous mathematical or symbolic form	Does not represent information in proper mathematical or symbolic form	This outcome is not reflected in the assessment task
Recommends mathematical, computational, or logical techniques for solution with no errors	Recommends mathematical, computational, or logical techniques for solution, but with minor errors	Recommends mathematical, computational, or logical techniques for solution, but with major errors	Does not recommend appropriate mathematical, computational, or logical techniques	
Recognizes level of appropriateness of solution, and interprets solution in context	Recognizes level of appropriateness of solution, but does not interpret solution in context	Recognizes appropriate solutions, but not inappropriate ones	Does not recognize level of appropriateness of solution	
Recognizes assumptions made in choosing appropriate techniques, and explains how changes in those assumptions would affect the approach	Recognizes assumptions made in choosing appropriate techniques. Explanations are mostly complete, but may lack some detail or contain minor inaccuracies	Some assumptions are identified. No explanation as to their effect is provided	Does not recognize any assumptions made in the approach to the problem	
SUBTOTAL:				/12

Outcome B: Effectiveness and Efficiency				
Mastery (3)	Proficient (2)	Novice (1)	Not Evident (1)	Not Applicable
Calculations are appropriate for problem type	Calculations are mostly appropriate for problem type, but minor errors occur	Calculations are somewhat appropriate for problem type, but major conceptual errors	Calculations are inappropriate for problem type	This outcome is not reflected in the assessment task

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Calculations are complete and correct	Calculations are complete, but minor errors occur	Calculations are complete, but major conceptual errors occur	Calculations are neither correct nor complete	
Calculations are clear, precise, and solution is apparent	Calculations can be followed; few gaps or extraneous computations occur	Calculations are difficult to follow; major logical gaps, circular reasoning, or contradictory computations occur	Calculations are scattered, difficult to follow, and/or solution is not apparent	
SUBTOTAL:				/9

X. Academic Honesty: Each student in this course is expected to abide by the Bethany College Policy on Academic Honesty (see College Catalogue section on Academic Honesty). Any work submitted by a student in this course for academic credit will be the student's own work.

For this course, collaboration is allowed for homework assignments. You are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. You can give "consulting" help to or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, an e-mail attachment file, a USB drive, or a hard copy. During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam, and may lead to failure of the course and College disciplinary action.

I have zero tolerance for cheating, lying, copying, plagiarism, etc. The first time that I find you cheating, I will definitely give a zero for the assignment. I may also flunk you for the whole course. I have done it here and many times in the past at other schools.

XI. Behavioral Expectations, Classroom Etiquette: See grading rubric and COVID-19 policy.

XII. Electronic Communication and Course Management: My web page is <http://www.WCsaplarJr.info/>. On it will be all current syllabi, current announcements, and old assignments for all courses I have taught at Bethany College. If you miss a class, you can find the material covered and any new assignment on the page. You can also find my class and office hours' schedule. I taught this course many times in the

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past. Checking out those courses' exams and homework assignments could give you an idea of what my tests are like. However, not all of the exams cover the same material and the material changes slightly from semester to semester. Therefore, check the review sheets to find out what the material is covered by each exam.

XIII. Accommodations for students with disabilities: This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical information that you need to share with the instructor, or if you need specific arrangements in case of an emergency, please let the instructor know. The instructor is committed to creating an effective learning environment for all students, but the instructor can only do so if you discuss your needs with the instructor as early as possible. The instructor promises to maintain the confidentiality of these discussions. If appropriate, also contact the McCann Learning Center (accommodations for learning disabilities) or the 504 Coordinator (medical accommodations and accessibility) to get more information about specific information. The McCann Learning Center is located on the second floor of Cramblet Hall and the 504 Coordinator is located in Student Life.

XIV. Anti-Racism Pledge: As a member of the Bethany College faculty, I pledge to continually work to be anti-racist, to be an active ally for and create safe spaces for my students, colleagues, and community members.

XV. Title IX Disclosure: Your instructor is a mandated reporter of suspected discrimination. Please do not share anything regarding sexual harassment or discrimination if you wish to keep it expressly confidential. Please see the College's Title IX policy in Volume II of the Policy Manual. A hard copy can be obtained in the Office of Student Life, or an electronic copy can be found on the College's website (<http://www.bethanywv.edu/students/title-ix/>).

XVI. Tentative Course Schedule:

UNIT	TOPICS DISCUSSED	TIMELINE
1	<i>Operations on Real Numbers</i>	two weeks
2	<i>Coordinate Geometry, Relations, and Functions</i>	two weeks
3	<i>Graphing and Transformations</i>	three weeks
4	<i>Linear, Absolute, Quadratic Equations & Inequalities</i>	three weeks
5	<i>Polynomial Functions and Solving Equations</i>	two weeks
6	<i>Solving Systems of Equations</i>	two weeks

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Mon.	Monday Classes	Wed.	Wednesday Classes	Fri.	Friday Classes
8/17	Syllabus & Unit 1	8/19	Unit 1	8/21	Unit 1 Homework #1 Due
8/24	Unit 1 Homework #2 Due	8/26	Unit 1 Homework #3 Due	8/28	HW #4 Due Review Exam #1
8/31	Exam #1	9/2	Unit 2	9/4	Unit 2 Homework #5 Due
9/7	Unit 2 Homework #6 Due	9/9	Unit 2 Homework #7 Due	9/11	HW #8 Due Review Exam #2
9/14	Exam #2	9/16	Unit 3	9/18	Unit 3 Homework #9 Due
9/21	Unit 3 Homework #10 Due	9/23	Unit 3 Homework #11 Due	9/25	Unit 3 Homework #12 Due
9/28	Unit 3 Homework #13 Due	9/30	Unit 3 Homework #14 Due	10/2	HW #15 Due Review Exam #3
10/5	Exam #3	10/7	Unit 4	10/9	Unit 4 Homework #15 Due
10/12	Unit 4 Homework #16 Due	10/14	Unit 4 Homework #17 Due	10/16	Unit 4 Homework #18 Due
10/19	Unit 4 Homework #19 Due	10/21	Unit 4 Homework #20 Due	10/23	HW #21 Due Review Exam #4
10/26	Exam #4	10/28	Unit 5	10/30	Unit 5 Homework #22 Due
11/2	Unit 5 Homework #23 Due	11/4	Unit 5 Homework #24 Due	11/6	Unit 5 Homework #25 Due
11/9	Unit 6 Homework #26 Due	11/11	Unit 6 Homework #27 Due	11/13	Unit 6 Homework #28 Due
11/16	Unit 6 Homework #29 Due	11/18	Unit 6 Homework #30 Due	11/20	HW #31 Due Review for final

The review sessions for the exams will generally be the night before the exam.

The [final](#) will be Tuesday 11/24 at 10:00.

XVII. Further Academic Resources

Computer resources, including Wolfram's *Mathematica* computer algebra system and the scientific typesetting program LaTeX, are freely available in the Dolbear and Pirson computer labs in Richardson Hall. These computer labs are open 24 hours daily.

The mathematics program within the Department of Physical and Computational Sciences provides free mathematics tutoring five evenings each week in the Math/Science Community Learning Center (MSCLC). Schedules of available hours will be posted around Richardson Hall and on the course Canvas site. If the services of a private tutor are required, please see the instructor for more information.

Resource texts for this course may be found in the T.W. Phillips Memorial Library, in the James E. Allison Memorial Mathematics Library, in the Math/Science Community Learning Center, or in the office of the instructor.

XVIII. Course Materials and Copyright Statement:

Course material accessed from the Bethany College Canvas site is for the exclusive use of students who are currently enrolled in the course. Content from these courses cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder is a violation of the Federal copyright law.

XIX. COVID-19 Statement:

Bethany College has established specific requirements to create a safe in-person learning environment for all students, faculty, and staff. My role as an instructor is to ensure that these requirements are followed to support equal opportunities for learning and respectful treatment of all individuals present in an instructional area. Anyone who does not comply with these requirements will not be permitted to enter or will be asked to leave any in-person instructional area. The ramifications for not following these expectations as stated in Bethany College's COVID-19 Policy (www.bethanywv.edu/student-life/health-wellness) are as listed below.

- First Violation: written warning and education sanction
- Second Violation: loss of housing and, when possible, continued education at home with forfeiture of housing cost.

Requirements:**1. Before class**

- a. Complete a **daily self-check** of your temperature and any new or different COVID-19 symptoms and report this information using the designated Canvas monitored by the Student Health Center. Any student who has a temperature of 100.4 °F (37.8 °C) or higher, or has one or more symptoms of COVID-19 should stay in their residence and contact the Health Center. Please inform your instructor by email prior to the beginning of class if your screening indicates that you need further evaluation and that you will not be able to attend in-person class.
- b. **Hand hygiene** – All members of the Bethany community should regularly wash their hands with soap and water, or use a 60% alcohol-based hand sanitizer. Avoid touching your eyes, nose, and mouth, and also avoid eating until you are sure that your hands are properly cleaned.

2. During class

- a. **Face masks** - Cloth face masks (multiple layers of material recommended) that completely cover your nose and mouth are required in public campus spaces and instructional areas to reduce the transmission of viruses from person to person through the air. If you have obtained permission to not wear a face covering, the wristband bracelet must be clearly visible when entering an instructional space and a face shield is recommended.
- b. **Social distancing** – Social distancing (keep at least 6 ft. away from others) is required in public campus spaces and instructional areas. Social distancing reduces the risk that viruses will transmit through the air or by direct contact between people.

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Certain laboratory or studio experiences may require brief periods of contact where 6 ft. of distance cannot be maintained, but these interactions should be made as minimal and infrequent as possible.

3. **After class**

a. **Maintain hygiene** – All members of the Bethany community should regularly wash their hands with soap and water, or use a 60% alcohol-based hand sanitizer. Avoid touching your eyes, nose, and mouth, and also avoid eating until you are sure that your hands are properly cleaned.

b. **Disinfect your space** – Ensure that your workspace and belongings (desk, face mask, phone, keyboard, etc.) are properly cleaned using a disinfecting wipe, soap and water, or other CDC-recommended disinfectant as appropriate.

XX. Note: This syllabus is subject to change at the discretion of the professor.

Unit One Assignments