

COURSE SYLLABUS

MA 100 INTERMEDIATE ALGEBRA

*This information is to be completed by the instructor for the course.



I. *INSTRUCTOR INFORMATION

- A. Name:
- B. Office:
- C. Office Phone Number:
- D. E-mail Address:
- E. Office Hours:

II. COURSE INFORMATION

- A. Course name, number and credit hours:
Intermediate Algebra, MA 100, 3 Semester Hours
- B. *Semester, Section number
- C. *Class meeting time (days, time location):
- D. Prerequisite:
One unit of high school algebra plus a minimum ACT Mathematics score of 16, or satisfactory completion of Beginning Algebra (MA 099).
- E. Course Description:
Principles and techniques of elementary algebra; products, factors, and quotients of polynomials; operations with rational expressions, ratio and proportion; rectangular coordinate system; systems of equations and inequalities; roots and radicals; second-degree equations; the quadratic formula.
- F. Course Objectives:
This course is intended to refresh the student's memory of beginning algebra and to expose the student to additional aspects of algebra and its applications in the scientific and business world. This course also provides the student necessary mathematical background and skills for the study of pre-calculus algebra or elementary statistics.
- G. Course Content:
Properties of Real numbers, exponents, polynomials, factoring, roots and radicals, rational expressions, linear equations, quadratic equations, linear inequalities, linear systems.

III. TEXTBOOK AND SOFTWARE

A. Textbook: None.

Note: The homework will be done on the computer, using the MyMathLab (MML) software. The MML software is REQUIRED for this class. **The text is included as an electronic version in the MyMathLab subscription.** YOU DO NOT NEED TO PURCHASE A BOOK SEPARATELY unless you want the print version.

B. Software: MyMathLab (MML) with Pearson eText - Instant Access for Introductory & Intermediate Algebra for College Students, 4th edition.
(ISBN: 978-0-321-76054-8)

C. Calculator Policy: Please refer to your instructor's course syllabus to find their course-specific calculator policy.

IV. ATTENDANCE POLICY

Regular and punctual attendance is expected of all students. Whenever a student's cumulative absences for any reason – excused or unexcused – exceed the equivalent of three weeks of scheduled classes, no credit may be earned for the course. The student will either withdraw from the course or receive an F for the course grade. Any exceptions to this policy will be in accordance with University policy.

V. *FINAL EXAM

Include date, time, and location.

Be sure to state that the final exam is COMPREHENSIVE.

The departmental final exam will count 25% of the final grade.

VI. GRADING SCALE

Grades will be assigned according to the following scale:

A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	Below 60%

VII. *GRADING PLAN

Include information on the number and type of evaluation methods (exams, quizzes, labs, homework, papers, etc.) with point or percentage values for each.

The departmental final exam must count for 25% of the final grade.

VIII. *GENERAL COMMENTS BY INSTRUCTOR

I. UNIVERSITY POLICIES

A. COMMUNICATION:

The official method of communication at UNA is UNA portal, with emphasis placed on University email.

B. DISABILITY ACCOMMODATIONS:

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services (256-765-4214).

C. TITLE IX:

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Both the Equal Employment Opportunity Commission and the State of Alabama regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at www.una.edu/titleix. If you have experienced or observed discrimination or harassment, below are some resources to contact.

Confidential Reporting:

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

Student Counseling Services	256-765-5215
University Health Services	256-765-4328
Women's Center	256-765-4380
Rape Response	256-767-1100 (hotline)/256-765-0025 (office)
Safe Place (domestic violence)	256-767-6210 (hotline)/256-767-3076 (office)

Formal Reporting:

If a reporting party would like the University to investigate an incident, the reporting party may speak with:

UNA Police	256-765-4357
Title IX Coordinator	256-765-4223

D. ACADEMIC HONESTY POLICY:

Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Incidents of possible student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor's purview.
2. If the instructor finds the allegation of academic dishonesty to have merit, then the instructor, after a documented conference with the student, will develop a plan for disciplinary action. If the student agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement to the Office of Student Conduct for record-keeping purposes.
3. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, he/she is responsible for scheduling a meeting with the chair of the department where the course is housed to appeal the proposed disciplinary plan. The department chair shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the departmental level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the dean of the college where the course is housed to appeal the proposed disciplinary plan. The college dean shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the college level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the Vice President for Academic Affairs and Provost (VPAA/P) to appeal the proposed disciplinary plan. The VPAA/P shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. After reviewing all documentation, the VPAA/P may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further review, or to dismiss the matter depending on the merits of the case. The final disposition of the case will be disseminated to appropriate parties, including the Office of Student Conduct.
4. If a student is allowed academic progression but demonstrates a repeated pattern of academic dishonesty, the VPAA/P may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.