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**Calumet College**

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**of Saint Joseph**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

*We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.*

**COURSE SYLLABUS, Fall 2020****Course: Fall Math 97 B Beginning Algebra****Instructor Information:**

<b>Instructor Name</b>	Jill Kaniewski
<b>Office Number:</b>	179
<b>Phone Number:</b>	219-670-9524
<b>Email:</b>	jkaniewski@ccsj.edu
<b>Office Hours:</b>	In person hours: M/T/W/Th 9 a.m. – 10:00 a.m.  Virtual Hours: T/Th 6 p.m. – 8 p.m. You may use the phone number above to text or facetime me.  Additional hours: contact instructor to make an appointment to fit your schedule other than those that are listed above.

**Instructor Background:** B.S. Biology, Purdue University; M.S. Higher Education, Purdue University. I have been an educator for 35 years. I have taught at the high school level (11 years), junior college level (11 years) and a private tutor for 9 years. I played college volleyball at St. Xavier University and I have coached volleyball and tennis at the high school level as well as travel volleyball for many years. I am a certified volleyball official. I have coached women's softball and currently have a daughter who plays at the collegiate level. I am married with 3 daughters and have lived in the Calumet Region my whole life. I am involved in a philanthropic organization for the last 15 years serving president for 2 of those years. I strongly believe education is very important. Learning new things makes a stronger community.

**Course Information:**

<b>Course Delivery Method:</b>	This class will be delivered in a face to face format each day/during the scheduled time. Those unable to attend class in person will be expected to 1) contact the instructor and 2) watch a prepared lecture listed on Blackboard.
	All exams will be given on campus, arranged by the instructor with those that were unable to attend class the day they were given, at an alternate time. Make up exams will be given a 2 week time period to be made up.
<b>Course Time:</b>	T/Th 12:00 p.m.- 1:30 p.m. Beginning August 25, 2020.
<b>Classroom:</b>	263
<b>Prerequisites:</b>	Math 095 with a grade of “C” or better, or an equivalent Accuplacer score.
<b>Required Books and Materials:</b>	Lail, Hornsby, McGinnis Introductory Algebra, 11 <sup>th</sup> edition, Pearson, 2018 ISBN: 9780134764498 Bound notebook either spiral or three-ring binder, pencils, graph paper and a calculator.
<b>Learning Outcomes/ Competencies:</b>	
<p>Through appropriate assessments the students in this course will be able to demonstrate:</p> <ul style="list-style-type: none"> <li>Remember the necessary steps and procedures for computing operations with real numbers, working with variables, polynomials, factoring, linear equalities and inequalities, and graphing.</li> <li>Understand what each procedure and computation means on a conceptual level.</li> <li>Apply their understanding of real numbers, variables, polynomials, factoring, linear equations and inequalities, and graphing to solve application problems.</li> </ul>	
<b>Course Description:</b> This course introduces students to fundamental algebraic concepts in preparation for Intermediate Algebra. Topics include operations with real numbers, variables, polynomials, factoring, linear equations and inequalities, and graphing. <b>Credit not applicable toward a degree</b>	
<b>Learning Strategies</b>	
<p>The use of class discussion, lecture, IXL software, hands-on activities and lots of practice will help promote the understanding of the mathematic concepts presented and will allow you to apply these concepts in practical situations. Students are asked to use logical thinking rather than memorization. A VERY important skill is to READ the sections of the book that will be discussed in class. <b>STUDY</b> example problems and <b>PRACTICE</b> the problems to obtain mastery. <u><b>Active participation in class and using the services provided through CCSJ Student Success Center will help ensure success.</b></u></p> <p>The use of other resources like Kahn Academy or YouTube can offer addition help on homework outside of the classroom. Google the resources when a better understanding is needed. (i.e. google Kahn academy/ algebra/graphing).</p>	
<b>Experiential Learning Opportunities:</b>	
Real world examples will be given through story problems and hands-on activities in class.	

<b>Assessments:</b>

<b>Major Assignments:</b>		
<b>Assessments: Exams</b>	Chapter Exams (R-1, 2, 3-4, 5, 6)	45% of grade
<b>Cumulative Final Exam</b>	Chapter R – 6	20% of grade
<b>IXL Assignments</b>	Assigned with each chapter. Due dates will be given for sections that should be completed.	15% of grade
<b>Other: Attendance</b>	Points will be given for class attendance.	20% of the grade
<b>Homework review</b>	Homework will be assigned regularly in class.	
<b>In-class assignments</b>	Hands-on activities will be given in class and turned in at the end of the class time.	
<b>Class Participation :</b>	<b>Tests and In-class assignments</b> <ul style="list-style-type: none"> <li>- Five chapter tests will be given during the semester and one comprehensive final exam.</li> <li>- You will be allowed to use a calculator on all exams.</li> <li>- You cannot use any other electronic devices on any exam (i.e. phone or tablet).</li> <li>- <b>Please note you must pass all exams to pass this course.</b></li> <li>- You will be given a 4 x 6 index card to be used on the exam the week before the test. If absent you will not have the card for exam use.</li> <li>- Completing the homework and IXL assignments should be done to practice and prepare for the exam.</li> <li>- You will be allowed to drop the lowest exam score at the end of the semester. This does not include the comprehensive final. Make-up exams will only be given if you miss exams due to illness. Make-up exams will have a time limit of 2 weeks past the absence. All make-up exams will be given on campus through arrangements made with the instructor.</li> </ul>	

	<ul style="list-style-type: none"> <li>- In-class assignments cannot be made up. The lowest score on in class or hands-on work will be dropped.</li> </ul> <p><b>Written homework assignments and IXL homework assignments:</b></p> <ul style="list-style-type: none"> <li>- Homework is critical to your success in this course. Both written and IXL homework are meant for practice towards success on exams.</li> <li>- Your written homework should be neat and organized. Assigned problems from the book should include the problem written out and the answer boxed or underlined. <b>All work needs to be shown on any homework assigned or credit will not be given.</b></li> <li>- IXL problems should be kept in a log so you can ask questions if there is a problem understanding the work.</li> <li>- IXL will be assigned specific due dates. Any work completed post the assigned date will not receive credit.</li> <li>- There is NO LATE IXL work that will be accepted for any reason.</li> <li>- IXL can be worked via other electronic devices.</li> <li>- Make sure to read the Tabs that are to be selected and the exact lesson to work on for each IXL.</li> <li>- The students are responsible for all documents that will be used in class. They may download and print these on sources at home or in the library at CCSJ.</li> </ul>	
<b>Total</b>		
<b>Grading Scale:</b>		
100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

### Course Schedule:

Week of ...	Tuesday	Thursday
<u>Aug</u> Week of 24	Intro, Syllabus, R-1, Pre-test	R-2
Week of 31	Chapter 1	Chapter 1
<u>Sept</u> Week of 7 Week of 14	Chapter 1, Review Chapter 2	Test R-1 Chapter 2

Week of 21	Chapter 2, Review	Test 2
Week of 28	Chapter 3	Chapter 3
<u>Oct</u> Week of 5	Chapter 3/4	Chapter 4
Week of 13	Chapter 4, Review 3/4	Test Chapter 3/4
Week of 19	Chapter 5	Chapter 5
Week of 26	Chapter 5	Chapter 5
<u>Nov</u> Week of 2	Review 5	Test Chapter 5
Week of 9	Chapter 6	Chapter 6
Week of 16	Chapter 6	Chapter 6
Week of 23	Thanksgiving Break	Thanksgiving Break
Week of 30	Chapter 6 Review	Test
<u>Dec</u> Week of 7	Review	Final Exam

I reserve the right to change this schedule to meet the needs of the class.

<b>Student Responsibilities</b>	
<b>Safety Measures</b>	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> <li>• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.</li> <li>• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.</li> <li>• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track.</li> <li>• Disinfecting your personal space using the materials provided when you enter the classroom.</li> <li>• Maintaining physical distancing of at least six feet within classrooms and other common spaces.</li> </ul> <p><b>Please note:</b> To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>

<b>What to Do in Case of Illness</b>	If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to <a href="mailto:illness@ccsj.edu">illness@ccsj.edu</a> . The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p style="text-align: center;"><b>Eighty percent of success is showing up – Woody Allen</b></p> <p>Attendance is important and expected. Materials covered in class are your responsibility, including the announcements of assignments, in-class work and test dates. If you miss class contact the instructor by e-mail (<a href="mailto:jkaniewski@ccsj.edu">jkaniewski@ccsj.edu</a>) within 24 hours of the missed class. Illness is unexpected but also does not happen weekly. The instructor will consider meeting the situation presented case by case. Remember, do not fool the instructor or all consideration of future absences will not take place. <b>Be On Time and Be Present.</b></p>
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work when due. <b>NO LATE WORK WILL BE ACCEPTED.</b>
<b>Meeting Standards for Classroom Behavior</b>	<ul style="list-style-type: none"> <li>• <b>Use all the class time.</b> Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.</li> <li>• <b>Come prepared.</b> Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.</li> <li>• <b>Respect others.</b> Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.</li> <li>• <b>Use electronic devices only for class purposes.</b> Engage with your classmates and the instructor without technological distractions. Phones must be put away before the start of the class. Put them in a purse or backpack; not visible during class time. Any person not following the request will be asked to put their phone in cell phone jail until the end of class.</li> <li>• <i>No food or drink allowed in class. Eat before class or make a plan for after, keep it out of the classroom.</i></li> </ul>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> </ul>

	<ul style="list-style-type: none"> <li>Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at <a href="https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf">https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf</a> This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p><b>Please note:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a>. <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b></p>
<b>Student Success Center</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.</p>

<b>Disability Services</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>Student Assistance Program</b>	Through a partnership with <b>Crown Counseling</b> , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b> , at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a> .
<b>CCSJ Alerts</b>	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .