

Copper Mountain College  
Course Syllabus

**Syllabus Template with Required Elements**

**Course Title:**  
**Course Number:**  
**Section Number:**

**Prerequisites, co-requisites, and/or advisories:**

**Meeting Dates & Times:**

**Location of Class:**

**Instructor:**

**Instructor Contact Information & Office Hours**

**CMC Phone Number:**  
**CMC E-Mail Address:**  
**Office Hours Schedule:**  
**Office Hours Location:**

**Course Description:**

**Required Textbook(s), Reading Materials, Course Materials:**

**Recommended Textbook(s), Reading Materials, Course Materials:**

**Course Student Learning Outcomes (SLOs):**

1)  
2)  
Etc.

**Methods of Assessment for SLOs:**

**Course Calendar:**

**Course Policies**

**Attendance & Lateness:**  
**Class Participation:**  
**Missed Exams or Assignments:**  
**Lab Safety & Health Concerns:**  
**Academic Integrity:**  
**Grading:**  
**Available Support Services:**  
**Classroom Etiquette:**

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### **Email Contact Policy:**

For security and privacy, all e-mail contact between students and instructors must be done using the student and instructor's CMC e-mail accounts. If you need to contact the instructor via e-mail, be sure to use your CMC e-mail account that is accessible via the Portal on the CMC website. E-mail received from a non-CMC e-mail account cannot be responded to, other than to remind the sender to use their CMC student e-mail account.

### **ACCESS:**

Students with disabilities, whether physical, learning or psychological, who believe that they may need accommodations in this class, are encouraged to contact ACCESS as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please meet with ACCESS Staff to verify your eligibility for any classroom accommodations and for Academic assistance related to your disability. ACCESS is located in the Student Services building, in Phase III of the main college campus.

### **Equal Opportunity:**

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### **Classroom Etiquette Statement:**

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geared towards anyone in this class or the instructor, inappropriate language, dishonesty, or disruptive activity will not be tolerated. Spirited engagement and exciting disagreement, however, are encouraged.

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### Example Syllabus

Contains all Required Elements except the Lab Safety & Health Concerns element, since that isn't applicable to a math course. It also contains various Optional Elements.

**Course Title:** Intermediate Algebra

**Course Number:** MATH040

**Section Number:** 50

**Units:** 4

**Prerequisites, co-requisites, and/or advisories:** MATH-050 with a grade of "C" or better, or placement exam, or secondary (7-12) school Integrated Math II (or two years of high school Algebra) with a grade of "B" or better completed within the last three years.

**Meeting Dates & Times:** Mondays and Wednesdays 8:00 – 11:05 AM

**Location of Class:** Room 119

**Instructor:** Your Name

#### **Instructor Contact Information & Office Hours**

**CMC Phone Number:** 760-366-3791 extension XXXX

**CMC E-Mail Address:** Your email address

**Office Hours Schedule:** Mondays 1 to 3 PM, Tuesdays 1 to 2 PM, Thursdays 1 to 3 PM.

**Office Hours Location:** My office is located in the faculty office hall next to the Copy Center in Phase II.

**Note:** My office hours are for your benefit to help you succeed in the course. My office hours are for you, the student, not for me. I am available during those hours not only to discuss the course, but to answer any questions you may have about the math program and math courses at the college, your field of study, and your transfer or career path.

**Course Description:** (From the CMC Course Catalog) "This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function. Topics include evaluating, solving and graphing linear, quadratic and exponential functions, solving systems of linear equations, simplifying rational exponents, solving radical equations and quadratic inequalities, and applications of these concepts."

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### **Required Textbook(s), Reading Materials, Course Materials:**

1) Miller, O'Neill, Hyde; Beginning and Intermediate Algebra, 5<sup>th</sup> Ed., 2018, McGraw Hill; with 18 weeks of ALEKS 360; ISBN10: 126014707X is the loose-leaf version of the text with ALEKS and is generally less expensive than the bound version of the text.

2) Some portions of this class will require the use of a scientific calculator. A Texas Instruments TI-30XIIS is an excellent non-graphing calculator that will be sufficient for homework and exams. A Texas Instruments TI-83 or TI-84 (both have "Plus" models with additional memory) are good graphing calculators that can be useful for quickly visualizing graphs – they are considerably more expensive than the TI-30XIIS, and are not required.

### **Recommended Textbook(s), Reading Materials, Course Materials:**

Student Solution Manual: ISBN-10: 0321760522

### **Course Student Learning Outcomes (SLOs):**

- 1) Demonstrate knowledge of functions and basic algebraic properties and concepts to solve rational, polynomial, absolute value, radical, exponential, logarithmic equations and inequalities, and 3x3 systems of linear equations.
- 2) Graph basic functions, including identity, quadratic, cube, absolute value, square root, reciprocal, exponential and logarithmic. Graph linear inequalities and systems of linear inequalities.
- 3) Simplify and combine rational, radical, exponential, logarithmic expressions and complex numbers.
- 4) Solve applications including shared work, exponential, variation, uniform motion, using algebraic methods, formulas, tables of values, equations, graphs, or 3x3 systems.

A successful student will be able to demonstrate learning related to these SLOs and be assessed using coursework and the final exam.

## **Course Policies and Other Information**

**Attendance & Lateness:** Attendance will be taken at the start of each class period. The student is responsible for all course material regardless of absences.

**Class Participation:** Students are expected to participate in class discussions.

**Missed Exams or Assignments:** One make-up exam will be allowed for a missed midterm exam during the semester. You must inform the instructor that you will miss the exam before or on the day of the exam and you must take the make-up exam no later than two days after the date of the exam, otherwise the exam score will be zero. A make-up exam may not be taken before the scheduled exam date and time. The lowest-scoring midterm will not be used to calculate the final course score.

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A make-up final exam may be permitted for any student provided that the student has a legitimate excuse and has contacted the instructor *prior* to the exam by phone message, email or in person to schedule a make-up exam, otherwise that exam will be graded as a zero.

**Academic Integrity:** Students are expected to behave ethically and with integrity. All forms of cheating, including plagiarism, on an assignment or exam could result in that assignment or exam receiving a zero and the incident may be reported to the appropriate Dean. See the Student Rights & Responsibilities section of the CMC Course Catalog on the CMC website for more information about academic integrity.

**Exams:** *Talking during an exam with anyone other than the instructor and any form of cheating on an exam may result in your exam being graded as a zero.* During an exam a student may leave the classroom briefly to use the restroom – *only one student may be gone from the room at a time* (excluding students finished with the exam). Students may not use their cell phones or smart watches at any time during the exam, including breaks to use the restroom – leave these devices with the instructor while you are gone from the classroom. Students who have finished the exam may leave, but must not communicate with any other student still taking the exam or both students risk receiving a zero for the exam.

**Grading:** A student's final grade will be assessed using coursework including homework, midterm exams, a comprehensive final exam, and other possible assignments and activities.

Credit is divided as follows:

Homework	10%
Midterms	20% each (best 3 of 4)
Final Exam	30%

The course grading scale will be:

$100 \geq A \geq 90$ ,  $90 > B \geq 80$ ,  $80 > C \geq 70$ ,  $70 > D \geq 60$ ,  $60 > F$

**Student Support Services:** Students encountering difficulty with the course material are encouraged to seek help outside of class. Options include: meeting with the instructor during office hours, and tutoring at the Tutoring and Academic Support Center (TASC) located in the CMC Library or online. There is no cost and appointments are not required, just drop in or sign up for the online service.

**Technology Policy:** Due to the distracting nature of cell phones, laptop computers, smart watches and other electronic devices to their users and others, use of these types of devices during class is prohibited. These devices may be used during the break times that will be announced by the instructor in class. A laptop computer may be used with instructor permission.

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If you have a situation that necessitates your ability to use an electronic device during class, you must ask for permission to do so from the instructor and give a legitimate reason. If you are granted permission to use your phone by the instructor you must set your phone to ring mode and put the phone away – it may not be placed on your desk where others can see it. Calls must be answered outside the classroom. Checking for texts during class (except during breaks) is not allowed.

Vaping devices are not allowed to be used in the classroom at any time and must not be visible on classroom tables or desks (they must be put away). These devices may be used outside the classroom in designated areas during designated breaks. Smoking and vaping are strictly prohibited in or out of the classroom during testing times if you are still taking an exam.

**Food:** School policy does not allow food and drinks in classrooms. Anyone having food, especially fried foods, will be required to immediately take it outside of the classroom. NO FOOD PLEASE!

**CANVAS Course Pages:** Resources for this course are available online on CANVAS, which can be accessed from the CMC Portal. Materials available on CANVAS include all assignments, handouts (including the syllabus), solutions to the homework assignments (after they are graded), and other information.

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### **Drop Policy:**

In an effort to promote student success, the Academic Senate and the college administration has approved the implementation of an instructor-initiated Drop Policy. When a student has been absent from classes to such an extent that his or her success is at risk, the instructor has the option of dropping the student.

If a student has missed 12.5% of the semester without notifying the instructor with a satisfactory explanation (unexcused absences), the student may be dropped by the instructor. Faculty may drop a student using this policy until the last day that students are allowed to drop a course. This faculty-initiated drop will result in a "W" appearing on the student's transcript, and it is the student's responsibility to learn how it affects financial aid and course repeatability.

Students are responsible for their regular attendance in the courses in which they are enrolled and are responsible for notifying instructors when they are unable to attend class. Likewise, students are responsible for dropping a course they are no longer able

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to attend (do not rely on the instructor to drop you just because you have stopped attending).

Prior to dropping a student, faculty are encouraged but are not required to make an attempt to contact students who are no longer attending class. If you have missed 5 classes and have not spoken to the instructor about it you should assume the instructor will drop you from the class.

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### **Military Personnel & Veterans:**

Veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the instructor.

Note: Your prior military service may count towards the credits needed to complete a degree and/or transfer to a four-year university.

### **Classroom Etiquette Statement:**

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**See next page for Tentative Course Calendar.**

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### Tentative Course Calendar

Week	Meeting	Date	Exam	Text Section	Notes
1	1	M 8/19		7.1, 7.2	
	2	W 8/21		7.3, 7.4	
2	3	M 8/26		7.4, 7.5	
	4	W 8/28		7.6, 7.7	
	-	F 8/30		-	Last day to add a class (or drop with a refund)
3	-	M 9/2		-	No Class - Holiday
	5	W 9/4		8.1, 8.2	
4	6	M 9/9		8.3, 8.4	
	7	W 9/11	MT 1	-	Census and last day to drop to avoid transcript responsibility
5	8	M 9/16		8.5, 9.1	
	9	W 9/18		9.1, 9.2	
6	10	M 9/23		9.2, 9.3	
	11	W 9/25		9.4, 9.5	
7	12	M 9/30		10.1, 10.2	
	13	W 10/2	MT2	-	
8	14	M 10/7		10.3, 10.4	
	15	W 10/9		10.5, 10.6	
9	16	M 10/14		10.7, 10.8	
	17	W 10/16		11.1, 11.2	
10	18	M 10/21		11.3, 11.4	
	19	W 10/23		11.4, 11.5	
11	20	M 10/28		12.1, 12.2	
	21	W 10/30	MT3	-	
12	22	M 11/4		12.3, 12.4	
	23	W 11/6		12.4, 12.5	
13	-	M 11/11		-	No Class - Holiday
	-	TU 11/12		-	Last day to drop and get a "w"
	24	W 11/13		12.5, 12.6	
14	25	M 11/18		4.5	
	26	W 11/20	MT4		
15	-	M 11/25		-	No Class - Holiday
	-	W 11/27		-	No Class - Holiday
16	27	M 12/2		4.5, Appendix 4	
	28	W 12/4		Appendix 4, Appendix 5	
17	29	M 12/9		Appendix 5	
	30	W 12/11		COURSE REVIEW	
18	31	M 12/16	FINAL EXAM		