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CLASS PLANNING SHEET

WEEK	SUNDAY	MONDAY	TUESDAY	SPRING 2019 WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
#1	(21 JAN Martin Luther King Holiday	22 16 Wk & Flex I Classes begin	23	24	25	26
#2	27	28	29 Flex I Census date	30	31	1 FEB	2
1 3	3	4 14 Wk Classes begin	5	6 (7257 4) 16 Wk Census date	TEST 1	8	9
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5	17	18	19	20 TUST 2)	21 TEST D)	22	23
6	24	25	26	27	28	1 MAR Flex I Last day to withdraw	2
7	3	4	5	6 (TEST 3)	7 (TEST 3)	8	9
8	10	Spring Break	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break	16
9	17	18	19	20 Flex I Final	Flex I Final	72 Flex I Final	23 Flex I Last
10	24	25 Flex II Classes begin	26	Exams 27	Exams 28	Exams 29	day of clas
11	31	1 APR Flex II Census date	2	3	4	5	6
2	7	8	9	10 (TEST 1)	11 (TEST 1)	12	13 /
3	14	15	16	17	18	19 Easter Holiday	20
	21	22 16 Wk Last day to withdraw	23	1EST 2	755 Z	26 Fiesta Holiday	27
	28	29 14 Wk Last day to withdraw	30	1 May	2	3 Flex II Last day to withdraw	4
	5	6	7	8 (FEST 3)	9 (TEST 3)	10	11
7	12	13 Final Exams	14 Final Exams	15 Final Exams	16 Final Exams	17 Final Exams	18 Flex II Fina

	Census Day W-Day Last Class Finals	16 WEEK	February 6 April 22 May 10 May 13-18	A L A M O C O L L E G E S Mathematics Department Alfredo Gil Alvarez Jr. Assistant Professor	iry 15 iril 29 ay 10 13-18
1	Census Day W-Day Last Class Finals		January 29 March 1 March 19 March 20-23	(210) 486-3287 fax: (210) 486-9158 1400 VV. Villaret Bivd. San Antonio, TX 78224 aalvarez@alamo.edu www.alvarezmathhelp.com	pril 1 Viay 3 Viay 9 y 15-18

CLASS PLANNING SHEET SPRING 2019

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WEEK	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
#1	(21 JAN Martin Luther King Holiday	22 16 Wk & Flex I Classes begin	23	24	25	26
#2	27	28	29 Flex I Census date	30	31	1 FEB	2
#3	3	4 14 Wk Classes begin	5	6 16 Wk Census date	7	8	9
#4	10	11	12	13	14	15 14 Wk Census date	16
#5	17	18	19	20 TEST 1	21 (TEST 1)	22	23
#6	24	25	26	27	28	1 MAR Flex I Last day to withdraw	2
#7	3	4	5	6	7	8	9
#8	10	11 Spring Break	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break	16
#9	17	18	19	20 Flex I Final Exams	21 Flex I Final Exams	22 Flex I Final Exams	23 Flex I Last day of class
#10	24	25 Flex II Classes begin	26	27	28	29	30
	31	1 APR Flex II Census date	2	TEST 2	TEST 2	5	6
#12	7	8	9	10	11	12	13
	14	15	16	17	18	19 Easter Holiday	20
#14	21	22 16 Wk Last day to withdraw	23	24	25	26 Fiesta Holiday	27
	28	29 14 Wk Last day to withdraw	30	1 May TEST 3	2 1EST 3	3 Flex II Last day to withdraw	4
	5	6	7	8	9	10	11
#17	12	13 Final Exams	14 Final Exams	15 Final Exams Flex II Final Exams	16 Final Exams Flex II Final Exams	17 Final Exams Flex II Final Exams	18 Flex II Final Exams End of the Semester

*September 16, 2019 - *Last day for "I" grades to be completed.

	16 WEEK	, P1		
Census Day W-Day Last Class Finals	<u>FLEX 1</u>	February 6 April 22 May 10 May 13-18	A L A M O C O L L E G E S PATO ATTO COTTEGE Mathematics Department Alfredo Gil Alvarez Jr. Assistant Professor	ary 15 oril 29 lay 10 13-18
Census Day W-Day Last Class Finals		January 29 March 1 March 19 March 20-23	(210) 486-3287 fax: (210) 486-9158 1400 VV. Villaret Blvd. San Antonio, TX 78224 aalvarez@alamo.edu www.alvarezmathhelp.com Finals	April 1 May 3 May 9 May 15-18



PALO ALLO COLLEGE
Mathematics Department

Alfredo Gil Alvarez Jr. Assistant Professor

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Palo Alto College · · · MATH-Mathematics

M944/3/4.170

College Algebra MATH-1314

8 Weeks Flex II Spring 2019 Section 170.26735 3-3-0 Credits 03/25/2019 to 05/18/2019 Modified 12/05/2018

Materials

College Algebra

Author: Robert Blitzer Publisher: Pearson Edition: 5th

Calculator

A graphing calculator is required.

Description

Flox II MW 80-10459m 03-25-19 - 05-18-19 SAN JAC 115

EVALUATION

75575 75% Final EXAM 25%

AVG ≥90 → A

80 ≤ AVG < 90 → B

70 ≤ AVG < 80 → C

60 ≤ AVG < 70 → D

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives. Critical Thinking, Communication, and Empirical Quantitative Skills.

Prerequisite(s)

INRW 0420

MATH 0320

Jul Outcomes

- 1 Demonstrate understanding and knowledge of properties of functions, which include domain and range, operations, compositions, and inverses.
- 2 Recognize and apply polynomial, rational, radical, exponential, and logarithmic functions and solve related equations
- 3 Apply graphing techniques
- 4 Evaluate all roots of higher degree polynomial and rational functions
- 5 Recognize, solve and apply systems of linear equations using matrices

Additional Items

COURSE OUTLINE

Chapter 1 - Equations and Inequalities

- 1.1 Graphs and Graphing Utilities optional
- 1.2 Linear Equations and Rational Equations ~ optional as review
- 1.3 Models and Applications optional as review
- 1.5 Quadratic Equations omit problems with complex solutions



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Mathematics Department

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Page 2 of 9

1.6 Other Types of Equations – omit absolute value equations

Chapter 2 - Functions and Graphs

- 2.1 Basics of Functions and Their Graphs
- 2 2 More on Functions and Their Graphs
- 2.3 Linear Functions and Slope
- 2.5 Transformations of Functions
- 2.6 Combinations of Functions; Composite Functions
- 2.7 Inverse Functions
- 2.8 Distance and Midpoint Formulas; Circles

Chapter 3 - Polynomial and Rational Functions

- 3.1 Quadratic Functions
- 3.2 Polynomial Functions and Their Graphs
- 3.3 Dividing Polynomials, Remainder and Factor Theorems
- 3 4 Zeros of Polynomial Functions omit Descartes' Rule of Signs
- 3.5 Rational Functions and Their Graphs omit slant asymptotes

Chapter 4 - Exponential and Logarithmic Functions

- 4.1 Exponential Functions
- 4.2 Logarithmic Functions
- 4.3 Properties of Logarithms
- 4.4 Exponential and Logarithmic Equations
- 4.5 Exponential Growth and Decay omit modeling data

Chapter 5 - Systems of Equations and Inequalities

5.1 Systems of Linear Equations in Two Variables

Chapter 6 - Matrices and Determinants

- 6.1 Matrix Solutions to Linear Systems
- 6.2 Inconsistent and Dependent Systems and Their Applications
- 6.5 Determinants and Cramer's Rule optional

Chapter 8 - Sequences, Induction and Probability

- 8.1 Sequences and Summation Notation
- 8.2 Arithmetic Sequences optional
- 8.3 Geometric Sequences and Series optional
- 8.5 The Binomial Theorem

institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

SmartStart. Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

B. Early Alert and Intervention

Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at the Alamo Colleges District

C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2 (https://www.alamo.edu/link/845f7dc97d0e4b3c8ed7b453f1f0c729.aspx)):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- 1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- 2. Stay informed of policies, procedures, deadlines and events for academic and co curricular activities;
- 3. Complete all requirements for admission, registration, and payment by deadlines,
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5 Meet all federal, state and local health care regulations.

2. Communication

- 1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- 2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and cocurricular activities;
- 3 Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
- 4 Carefully consider the information provided by College personnel and make decisions using that information;
- 5 Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- 6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner;
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- 5. Arrive to class with all needed materials and completed assignments for that class period;
- 6 Be attentive in class and actively participate as appropriate;
- 7. Devote sufficient time for studying;
- 8. Ensure integrity in all aspects of academic and career development;
- Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- 10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- 11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled

4. Self-Responsibility and Responsibility to Others

- Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook,
- 4. Maintain respectful and appropriate behavior within and outside the classroom,
- 5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience,
- 6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible.
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- · Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the
 direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College
 lockers are not authorized for storage of handguns by license holders.

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm

- Call the Alamo Colleges District Police 210-485-0911
- Do not confront the person or ask if the person has a permit

F. Title IX policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H 1.2</u> (https://www.alamo.edu/link/hddbd6057f27474b8207b6dbcf9741e3.aspx).

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades. The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

★ College Priorities

Student Success is our Priority.

College Policies

COLLEGE POLICIES:

- A. All of the colleges of the Alamo Colleges District are tobacco free
- B. Alamo Colleges District DPS Emergency Phone Numbers:

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.

D. Credit Hours and Implications for Student Work: During the term in which a course is offered, students should expect to devote 48 hours to the course for each credit hour awarded. For example, if the course awards three credit hours (two examples are English Composition and Federal Government), each student taking the course should expect to devote approximately 3 x 48, or 144 hours to the course, whether offered over a 16-week term, an 8-week term, or a term of any other length. Please plan for this time when creating your schedule for the term.

E. . Student Responsibility for Success (Alamo Colleges District Policy F.6.2): As members of the PAC learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
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- 3. Complete all requirements for admission, registration, and payment by deadlines;
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations.

2. Communication

- Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- 2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and cocurricular activities;
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- 5 Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience
- 6 Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible,
- 7 Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)

F. The following core objectives comprise skills and abilities that Palo Alto College believes all students need in order to succeed and thrive in life and in the work place. The faculty embed lessons and assignments in their courses that allow students to practice and grow in these skills.

Communication: Palo Alto College students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.

Critical Thinking: Palo Alto College students exhibit habits of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Empirical and Quantitative Skills: Palo Alto College students apply scientific and mathematical concepts to analyze and solve problems

Personal Responsibility: Palo Alto College students connect choices, actions, and consequences to ethical decision making

Social Responsibility: Palo Alto College students demonstrate intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Teamwork: Palo Alto College students consider different points of view and work effectively with others to support a shared purpose or goal. An activity is a teamwork activity when faculty ask two or more students to work together to complete a common task.

G. Student Attendance Responsibility: Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

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H. Early Alert and Intervention. Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at PAC.

I. Student Engagement Responsibility: Students should anticipate spending approximately two to three hours studying for each hour of class time. For a 16-week 3-credit face-to-face course that would mean approximately 9-12 hours per week, including time in class. Students taking an online version of a class should expect to spend an equivalent amount of time studying and working on course assignments and activities. The amount of time required for an individual course will vary according to the student, the subject material, term length (5-week, 8-week, or 14-week terms), and other course components such as lab assignments.

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K. Intellectual Property Rights and Responsibilities: Students have both intellectual property rights and responsibilities. Board Policies C.1.8 and E.1.7 deal with Intellectual Property and Instructional Resources: Copyrighted Materials. Student work created to fulfill college course work is owned by the student, with exceptions listed in Procedure C.1.8.1. All College employees and students must comply with the provisions of the United States Copyright Law regarding use of copyrighted resources.

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M. Plagiarism Policy: Plagiarism is an act of Scholastic Dishonesty which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite; completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the PAC Student Code of Conduct Handbook and the PAC's Academic Integrity website (see E above). You are responsible for understanding and will be held accountable for the information in this policy.

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P. Advising Centers—Academic advising and career advising builds a culture of integrated practices and shared responsibilities. Academic and career advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to the realization of educational, career, and life goals. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways.

Each student is assigned a certified advisor who will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Link: https://www.alamo.edu/pac/experience-pac/current-students/advising-centers/

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- · Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
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 direction of their instructor or test administrator.
- * License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

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ALAMO COLLEGES DISTRICT Palo Alto College

Palo Alto College · - · MATH-Mathematics Math/3/4.171

College Algebra MATH-1314

8 Weeks Flex It Spring 2019 Section 171 13837 3-3-0 Credits 03/25/2019 to 05/18/2019 Modified 12/05/2018

Materials

College Algebra

Author: Robert Blitzer Publisher: Pearson Edition: 5th

Calculator

A graphing calculator is required

Description

FlexII MW 1230 - 315 PM 03-25-19-05-19-19 SANJAC 115 EVALUATION TESTS 75% Find Exam 25% AUG = 90 A

80 £ AVG < 90 70 & AVG < 80 60 & AVG < 70

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives. Critical Thinking, Communication, and Empirical

Prerequisite(s)

INRW 0420

MATH 0320

... Outcomes

- 1 Demonstrate understanding and knowledge of properties of functions, which include domain and range, operations, compositions, and
- 2 Recognize and apply polynomial, rational, radical, exponential, and logarithmic functions and solve related equations.
- 3 Apply graphing techniques
- 4 Evaluate all roots of higher degree polynomial and rational functions
- 5 Recognize, solve and apply systems of linear equations using matrices

Additional Items

COURSE OUTLINE

Chapter 1 - Equations and Inequalities

- Graphs and Graphing Utilities optional 1.1
- Linear Equations and Rational Equations optional as review 1.2
- Models and Applications optional as review 1.3
- Quadratic Equations omit problems with complex solutions 1.5



ALO ALTO COLLEGE Mathematics Department

Alfredo Gil Alvarez Jr. Assistant Professor

(210) 486-3287 fax: (210) 486-9158 1400 W. Villaret Blvd. | San Antonio, TX 78224 aalvarez@alamo.edu | www.alvarezmathhelp.com

$College\ Algebra \ge Syllabus \mid Concourse$

1.6 Other Types of Equations – omit absolute value equations

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Chapter 2 - Functions and Graphs

- 2.1 Basics of Functions and Their Graphs
- 2.2 More on Functions and Their Graphs
- 2.3 Linear Functions and Slope
- 2.5 Transformations of Functions
- 2.6 Combinations of Functions, Composite Functions
- 2.7 Inverse Functions
- 2.8 Distance and Midpoint Formulas; Circles

Chapter 3 - Polynomial and Rational Functions

- 3.1 Quadratic Functions
- 3.2 Polynomial Functions and Their Graphs
- 3.3 Dividing Polynomials, Remainder and Factor Theorems
- 3.4 Zeros of Polynomial Functions omit Descartes' Rule of Signs
- 3.5 Rational Functions and Their Graphs omit slant asymptotes

Chapter 4 - Exponential and Logarithmic Functions

- 4.1 Exponential Functions
- 4.2 Logarithmic Functions
- 4.3 Properties of Logarithms
- 4.4 Exponential and Logarithmic Equations
- 4.5 Exponential Growth and Decay omit modeling data

Chapter 5 - Systems of Equations and Inequalities

5 1 Systems of Linear Equations in Two Variables

Chapter 6 - Matrices and Determinants

- 6.1 Matrix Solutions to Linear Systems
- 6.2 Inconsistent and Dependent Systems and Their Applications
- 6.5 Determinants and Cramer's Rule optional

Chapter 8 - Sequences, Induction and Probability



- 8.1 Sequences and Summation Notation
- 8.2 Arithmetic Sequences optional
- 8.3 Geometric Sequences and Series optional
- 8.5 The Binomial Theorem

institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

SmartStart. Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

B. Early Alert and Intervention

Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at the Alamo Colleges District

C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2 (https://www.alamo.edu/link/845f7dc97d0e4b3c8ed7b453f1f0c729.aspx)):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

Page 4 of 9

1. Engagement

- 1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations participate in student activities, etc.);
- 2. Stay informed of policies, procedures, deadlines and events for academic and co curricular activities,
- 3. Complete all requirements for admission, registration, and payment by deadlines,
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures:
- 5. Meet all federal, state and local health care regulations.

2. Communication

- 1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- 2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests:
- 4. Carefully consider the information provided by College personnel and make decisions using that information,
- 5. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- 6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status,
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner;
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- 5. Arrive to class with all needed materials and completed assignments for that class period,
- 6. Be attentive in class and actively participate as appropriate;
- Devote sufficient time for studying;
- 8. Ensure integrity in all aspects of academic and career development;
- 9. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- 10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate,
- 11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled

4. Self-Responsibility and Responsibility to Others

- Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook,
- 4. Maintain respectful and appropriate behavior within and outside the classroom,
- 5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience,
- 6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllab), rough drafts, calculators, assignment sheets, etc.)

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

E. Licensed Concealed Campus Carry

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F. Title IX policy

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COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades. The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

★ College Priorities

Student Success is our Priority.

College Policies

COLLEGE POLICIES:

- A. All of the colleges of the Alamo Colleges District are tobacco free
- B. Alamo Colleges District DPS Emergency Phone Numbers

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.

D. Credit Hours and Implications for Student Work. During the term in which a course is offered, students should expect to devote 48 hours to the course for each credit hour awarded. For example, if the course awards three credit hours (two examples are English Composition and Federal Government), each student taking the course should expect to devote approximately 3 x 48, or 144 hours to the course, whether offered over a 16-week term, an 8-week term, or a term of any other length. Please plan for this time when creating your schedule for the term.

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- 5 Meet all federal, state and local health care regulations.

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- 6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)

F. The following core objectives comprise skills and abilities that Palo Alto College believes all students need in order to succeed and thrive in life and in the work place. The faculty embed lessons and assignments in their courses that allow students to practice and grow in these skills.

Communication: Palo Alto College students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.

Critical Thinking: Palo Alto College students exhibit habits of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Empirical and Quantitative Skills: Palo Alto College students apply scientific and mathematical concepts to analyze and solve problems.

Personal Responsibility: Palo Alto College students connect choices, actions, and consequences to ethical decision making

Social Responsibility: Palo Alto College students demonstrate intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Teamwork: Palo Alto College students consider different points of view and work effectively with others to support a shared purpose or goal. An activity is a teamwork activity when faculty ask two or more students to work together to complete a common task.

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Palo Alto College · - · MATH-Mathematics

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College Algebra MATH-1314

math 13/4. 097

Full Term Spring 2019 Section 097,26888 3-3-0 Credits 01/22/2019 to 05/18/2019 Modified 12/05/2018

Materials

College Algebra

Author: Robert Blitzer Publisher: Pearson Edition: 5th

Calculator

A graphing calculator is required.

Description

TR 1233-145 PM REGULAR: 01-22-19 - 05-18-19 SAN JAC 115

EVALUATION

76375 7502 Find Exam 2508

AVG > 90 A

80 \(\text{AVG} \) < 90 B

70 \(\text{AVG} \) < 80 C

60 \(\text{AVG} \) < 70 D

AV6-<60 F

In depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives. Critical Thinking, Communication, and Empirical Quantitative Skills

Prerequisite(s)

INRW 0420

MATH 0320

Outcomes

- 1 Demonstrate understanding and knowledge of properties of functions, which include domain and range, operations, compositions, and inverses.
- 2 Recognize and apply polynomial, rational, radical, exponential, and logarithmic functions and solve related equations.
- 3 Apply graphing techniques.
- 4 Evaluate all roots of higher degree polynomial and rational functions
- 5 Recognize, solve and apply systems of linear equations using matrices

A L A M O C O L L E G E S

PALOTALLO COLLLG Mathematics Department

Alfredo Gil Alvarez Jr. Assistant Professor

(210) 486-3287| fax: (210) 486-9158 1400 W. Villaret Blvd.| San Antonio, TX 78224 aalvarez@alamo.edu | www.alvarezmathhelp.com

Additional Items

COURSE OUTLINE

Chapter 1 - Equations and Inequalities

- 1.1 Graphs and Graphing Utilities optional
- 1.2 Linear Equations and Rational Equations optional as review
- 1.3 Models and Applications optional as review
- 1.5 Quadratic Equations omit problems with complex solutions

1.6 Other Types of Equations – omit absolute value equations



Chapter 2 - Functions and Graphs

- 2.1 Basics of Functions and Their Graphs
- 2.2 More on Functions and Their Graphs
- 23 Linear Functions and Slope
- 2.5 Transformations of Functions
- 2.6 Combinations of Functions, Composite Functions
- 2:7 Inverse Functions
- 2.8 Distance and Midpoint Formulas; Circles

<u>Chapter 3 - Polynomial and Rational Functions</u>

- 3.1 Quadratic Functions
- 3.2 Polynomial Functions and Their Graphs
- 3.3 Dividing Polynomials, Remainder and Factor Theorems
- 3.4 Zeros of Polynomial Functions omit Descartes' Rule of Signs
- 3.5 Rational Functions and Their Graphs omit slant asymptotes

<u>Chapter 4 - Exponential and Logarithmic Functions</u>

- 4.1 Exponential Functions
- 4.2 Logarithmic Functions
- 4.3 Properties of Logarithms
- 4.4 Exponential and Logarithmic Equations
- 4.5 Exponential Growth and Decay omit modeling data

Chapter 5 - Systems of Equations and Inequalities

5.1 Systems of Linear Equations in Two Variables

Chapter 6 - Matrices and Determinants

- 6.1 Matrix Solutions to Linear Systems
- 6.2 Inconsistent and Dependent Systems and Their Applications
- 6.5 Determinants and Cramer's Rule optional

Chapter 8 - Sequences, Induction and Probability

- 8.1 Sequences and Summation Notation
- 8.2 Arithmetic Sequences optional
- 8.3 Geometric Sequences and Series optional
- 8.5 The Binomial Theorem

1 Institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

SmartStart. Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

B. Early Alert and Intervention

Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at the Alamo Colleges District

C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2 (https://www.alamo.edu/link/845f7dc97d0e4b3c8ed7b453f1f0c729.aspx)):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly fied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

Page 4 of 9

1. Engagement

- Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.),
- 2. Stay informed of policies, procedures, deadlines and events for academic and co curricular activities;
- 3. Complete all requirements for admission, registration, and payment by deadlines,
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations.

2. Communication

- 1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and cocurricular activities:
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
- 4. Carefully consider the information provided by College personnel and make decisions using that information;
- 5. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2 0 GPA) status;
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner;
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- 5. Arrive to class with all needed materials and completed assignments for that class period,
- 6. Be attentive in class and actively participate as appropriate;
- 7. Devote sufficient time for studying;
- 8. Ensure integrity in all aspects of academic and career development;
- 9. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- 10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- 11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

4. Self-Responsibility and Responsibility to Others

- 1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2 Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- 3 Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- 4 Maintain respectful and appropriate behavior within and outside the classroom;
- 5 Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
- 6 Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllab), rough drafts, calculators, assignment sheets, etc.)

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.



- · Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm

- Call the Alamo Colleges District Police 210-485 0911
- Do not confront the person or ask if the person has a permit

F. Title IX policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H 1 2 (https://www.alamo.edu/link/bddbd6057f27474b8207b6dbcf9741e3.aspx)</u>.

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar:

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades. The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

★ College Priorities

Student Success is our Priority.

College Policies

COLLEGE POLICIES:

- A. All of the colleges of the Alamo Colleges District are tobacco free
- B. Alamo Colleges District DPS Emergency Phone Numbers

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library

D. Credit Hours and Implications for Student Work: During the term in which a course is offered, students should expect to devote 48 hours to the course for each credit hour awarded. For example, if the course awards three credit hours (two examples are English Composition and Federal Government), each student taking the course should expect to devote approximately 3 x 48, or 144 hours to the course, whether offered over a 16-week term, an 8-week term, or a term of any other length. Please plan for this time when creating your schedule for the term.

E. . Student Responsibility for Success (Alamo Colleges District Policy F.6.2): As members of the PAC learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- 1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- 2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
- 3. Complete all requirements for admission, registration, and payment by deadlines,
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations

2. Communication

- 1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- 2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and cocurricular activities;
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
- 4. Carefully consider the information provided by College personnel and make decisions using that information;
- Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements:
- 6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner,
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- 5. Arrive to class with all needed materials and completed assignments for that class period;
- 6. Be attentive in class and actively participate as appropriate;
- 7. Devote sufficient time for studying;
- 8. Ensure integrity in all aspects of academic and career development;
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- 10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- 11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled

4. Self-Responsibility and Responsibility to Others

- Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact,
- 2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- 4. Maintain respectful and appropriate behavior within and outside the classroom.

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- 5 Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience
- 6 Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible:
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)

F. The following core objectives comprise skills and abilities that Palo Alto College believes all students need in order to succeed and thrive in life and in the work place. The faculty embed lessons and assignments in their courses that allow students to practice and grow in these skills.

Communication: Palo Alto College students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.

Critical Thinking: Palo Alto College students exhibit habits of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Empirical and Quantitative Skills: Palo Alto College students apply scientific and mathematical concepts to analyze and solve problems.

Personal Responsibility: Palo Alto College students connect choices, actions, and consequences to ethical decision making.

Social Responsibility: Palo Alto College students demonstrate intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Teamwork: Palo Alto College students consider different points of view and work effectively with others to support a shared purpose or goal. An activity is a teamwork activity when faculty ask two or more students to work together to complete a common task.

G Student Attendance Responsibility: Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

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In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

H. Early Alert and Intervention: Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at PAC.

I. Student Engagement Responsibility: Students should anticipate spending approximately two to three hours studying for each hour of class time. For a 16-week 3-credit face-to-face course that would mean approximately 9-12 hours per week, including time in class. Students taking an online version of a class should expect to spend an equivalent amount of time studying and working on course assignments and activities. The amount of time required for an individual course will vary according to the student, the subject material, term length (5-week, 8-week, or 14-week terms), and other course components such as lab assignments.

10 //1

J. Integrity: PAC seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism. Penalties for academic dishonesty are serious and may range from an assignment penalty to a failing course grade, at the instructor's discretion. Multiple violations could result in suspension or expulsion from the college. Please read the complete set of policies and procedures regarding academic integrity including the appeal process found in Board Policy F 4 2 2 and in the Student Code of Conduct in the PAC eCatalog. Link: https://www.alamo.edu/pac/about-pac/pac/cares/

K. Intellectual Property Rights and Responsibilities: Students have both intellectual property rights and responsibilities. Board Policies C.1.8 and E.1.7 deal with Intellectual Property and Instructional Resources: Copyrighted Materials. Student work created to fulfill college course work is owned by the student, with exceptions listed in Procedure C.1.8.1. All College employees and students must comply with the provisions of the United States Copyright Law regarding use of copyrighted resources.

L. Student Handbook: The Student Handbook has been designed as a user-friendly resource to answer the most frequently asked questions students have about services, programs, expectations and procedures. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the academic catalog, not to replace it. We trust that you will use it to find answers to your questions about your college experience. Link http://mypaccatalog.alamo.edu/content.php?catoid=152&navoid=8875

M. Plagiarism Policy: Plagiarism is an act of Scholastic Dishonesty which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite; completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the PAC Student Code of Conduct Handbook and the PAC's Academic Integrity website (see E above). You are responsible for understanding and will be held accountable for the information in this policy.

N. Policy information regarding Non-Academic Misconduct can be found in <u>Board Policy F.4.2.</u>1 and in the Student Code of Conduct in the PAC eCatalog. Link: https://www.alamo.edu/pac/about-pac/pac-cares/

O. Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in Board Policy H.1.2.

P. Advising Centers: Academic advising and career advising builds a culture of integrated practices and shared responsibilities. Academic and career advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to the realization of educational, career, and life goals. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways

Each student is assigned a certified advisor who will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Link; https://www.alamo.edu/pac/experience-pac/current-students/advising-centers/

Q S.H.A.R.E. Center: The S.H.A.R.E. Center at Palo Alto College helps address out-of-school factors that affect students' success in college.

Link. https://www.alamo.edu/pac/experience-pac/campus-life/campus-resources/share-center/

R Licensed Concealed Campus Carry: No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- · Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the
 direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

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Disciplinary Sanctions: Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm

- Call the Alamo Colleges District Police 210 485-0911
- . Do not confront the person or ask if the person has a permit
- S. Title IX Policy: Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H.1.2</u>.
- T. Disability Access Statement In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 116. If you have specific needs, please discuss them privately with your instructor.

Palo Alto College · - · MATH-Mathematics

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or MATH 1314 MATH-0114

Mash/3/4.035 (m0/14

Full Term Spring 2019 Section 035.33579 1-1-1 Credits 01/22/2019 to 05/18/2019 Modified 12/05/2018 TR 150-215 Pm

01-26-19-19-19 SAN JAC 115

Description

This course is intended for Non-STEM majors who have completed MATH 0410 or are eligible for Math 0320 and need to take MATH 1314 for their major. Students will co-enroll in both MATH 0114 and MATH 1314. A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations, and any additional topics, as needed, to support the content of MATH 1314.

Prerequisite(s)

INRW 0420

MATH 0410

...Il Outcomes

1 Define, represent, and perform operations on real and complex numbers.

2 Recognize, understand, and analyze features of a function.

ALAMO COLLÉGES

PATO ATTO COTTLEGE Mathematics Department

Alfredo Gil Alvarez Ir. Assistant Professor

(210) 486-3287| fax: (210) 486-9158 1400 W. Villaret Blvd. | San Antonio, TX 78224 aalvarez@alamo.edu | www.alvarezmathhelp.com

3 Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and FINAL EXAM 100% evaluate absolute value, polynomial, radical, and rational expressions 4 Identify and solve absolute value, polynomial, radical, and rational equations AV6->90A

5 Identify and solve absolute value and linear inequalities

80 & AVG < 90 B

6 Model, interpret and justify mathematical ideas and concepts using multiple representations. $70 \le AVG < 80$ 7 Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines

institutional Policies

60 £ AVG <75 AVG- < 60

STUDENT RESPONSIBILITIES:

A. Attendance:

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Co-Req for MATH 1314 > Syllabus | Concourse

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- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations.

2. Communication

- Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and cocurricular activities;
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- 4. Carefully consider the information provided by College personnel and make decisions using that information,
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- 6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status,
- 2. Read and follow all syllabi:
- 3. Purchase textbooks and required supplies in a timely manner;
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible,
- 5. Arrive to class with all needed materials and completed assignments for that class period,
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- 8 Ensure integrity in all aspects of academic and career development;
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4. Self-Responsibility and Responsibility to Others

- 1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact,
- 2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
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Co-Reg for MATH 1314 > Syllabus | Concourse

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- F. The following core objectives comprise skills and abilities that Palo Alto College believes all students need in order to succeed and thrive in life and in the work place. The faculty embed lessons and assignments in their courses that allow students to practice and grow in these skills

Communication: Palo Alto College students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.

Critical Thinking: Palo Alto College students exhibit habits of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Empirical and Quantitative Skills: Palo Alto College students apply scientific and mathematical concepts to analyze and solve problems

Personal Responsibility: Palo Alto College students connect choices, actions, and consequences to ethical decision making.

Social Responsibility: Palo Alto College students demonstrate intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Teamwork. Palo Alto College students consider different points of view and work effectively with others to support a shared purpose or goal. An activity is a teamwork activity when faculty ask two or more students to work together to complete a common task.

G Student Attendance Responsibility: Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed

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For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES

- H. Early Alert and Intervention: Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at PAC.
- L Student Engagement Responsibility: Students should anticipate spending approximately two to three hours studying for each hour of class time. For a 16-week 3-credit face-to-face course that would mean approximately 9-12 hours per week, including time in class. Students taking an online version of a class should expect to spend an equivalent amount of time studying and working on course assignments and activities. The amount of time required for an individual course will vary according to the student, the subject material, term length (5-week, 8-week, or 14-week terms), and other course components such as lab assignments.
- J. Integrity: PAC seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism. Penalties for academic dishonesty are serious and may range from an assignment penalty to a failing course grade, at the instructor's discretion. Multiple violations could result in suspension or expulsion from the college. Please read the complete set of policies and procedures regarding academic integrity including the appeal process found in Board Policy F.4.2.2 and in the Student Code of Conduct in the PAC eCatalog. Link: https://www.alamo.edu/nac/about-pac/pac-cares/
- K. Intellectual Property Rights and Responsibilities: Students have both intellectual property rights and responsibilities. Board Policies C.1.8 and E.1.7 deal with Intellectual Property and Instructional Resources: Copyrighted Materials. Student work created to fulfill college course work is owned by the student, with exceptions listed in Procedure C.1.8.1. All College employees and students must comply with the provisions of the United States Copyright Law regarding use of copyrighted resources.
- L. Student Handbook. The Student Handbook has been designed as a user-friendly resource to answer the most frequently asked questions students have about services, programs, expectations and procedures. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the academic catalog, not to replace it. We trust that you will use it to find answers to your questions about your college experience. Link: http://mypaccatalog.alamo.edu/content.php?catoid=152&navoid=8875
- M. Plagiarism Policy: Plagiarism is an act of Scholastic Dishonesty which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite; completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the PAC Student Code of Conduct Handbook and the PAC's Academic Integrity website (see Elabove). You are responsible for understanding and will be held accountable for the information in this policy.

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N. Policy information regarding Non-Academic Misconduct can be found in <u>Board Policy F.4.2.1</u> and in the Student Code of Conduct in the PAC eCatalog: Link: https://www.alamo.edu/pac/about-pac/pac-cares/

O. Information and volicy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in Board Policy H.1.2

P. Advising Centers—Academic advising and career advising builds a culture of integrated practices and shared responsibilities. Academic and career advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to the realization of educational, career, and life goals. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways.

Each student is assigned a certified advisor who will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Link https://www.alamo.edu/pac/experience-pac/current-students/advising-centers/

Q. S.H.A.R.E. Center: The S.H.A.R.E. Center at Palo Alto College helps address out-of-school factors that affect students' success in college.

Link: https://www.alamo.edu/pac/experience-pac/campus-life/campus-resources/share-center/

R. Licensed Concealed Campus Carry: No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the
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S. Title IX Policy: Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H.1.2</u>.

T. Disability Access Statement – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 116. If you have specific needs, please discuss them privately with your instructor.

1/16/2010

Palo Alto College · · · MATH-Mathematics

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Intermediate Algebra MATH-0320

Math 0320.005

8 Weeks Flex I Spring 2019 Section 005.21730 3-3-1 Credits 01/22/2019 to 03/23/2019 Modified 12/05/2018

Description

mw 80-1045 am 01-22-19-03-23-19 SANJAC 115

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

Prerequisite(s)

TSI score MATH 343-349 or ALEKS score 60-79

MATH 0410

...I Outcomes

1 Define, represent, and perform operations on real and complex numbers.

2 Recognize, understand, and analyze features of a function.

ALAMO COLLEGES

PATO ATTO COLLEGE
Mathematics Department

Assistant Professor

Alfredo Gil Alvarez Ir.

(210) 486-3287| fax: (210) 486-9158 1400 W. Villaret Blvd. | San Antonio, TX 78224 aalvarez@alamo.edu | www.alvarezmathhelp.com

3 Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and Alsebra Foundations 1st Ed by Martin - GAY Elayn evaluate absolute value, polynomial, radical, and rational express

4 Identify and solve absolute value, polynomial, radical, and rational equations.

5 Identify and solve absolute value and linear inequalities

6 Model, interpret and justify mathematical ideas and concepts using multiple representations

7 Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines

Institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

EVALUATION Find Gran 2500 AVG = 90 A

80 ≤ AV G < 90 B 70 ≤ AV G < 80 C

SmartStart. Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed

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In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

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- 11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled

4. Self-Responsibility and Responsibility to Others

- 1: Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2 Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies,
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- 4 Maintain respectful and appropriate behavior within and outside the classroom,
- 5 Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
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- 7 Arrive prepared for tutorial sessions, bringing all needed materials (books, syllab), rough drafts, calculators, assignment sheets, etc.)

F. The following core objectives comprise skills and abilities that Palo Alto College believes all students need in order to succeed and thrive in life and in the work place. The faculty embed lessons and assignments in their courses that allow students to practice and grow in these skills.

Communication. Palo Alto College students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.

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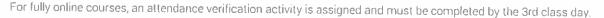
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Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

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- K. Intellectual Property Rights and Responsibilities: Students have both intellectual property rights and responsibilities. Board Policies C.1.8 and F.1.7 deal with Intellectual Property and Instructional Resources: Copyrighted Materials. Student work created to fulfill college course work is owned by the student, with exceptions listed in Procedure C.1.8.1. All College employees and students must comply with the provisions of the United States Copyright Law regarding use of copyrighted resources.
- L. Student Handbook: The Student Handbook has been designed as a user-friendly resource to answer the most frequently asked questions students have about services, programs, expectations and procedures. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the academic catalog, not to replace it. We trust that you will use it to find answers to your questions about your college experience. Link: http://mypaccatalog.alamo.edu/content.php?catoid=152&navoid=8875
- M. Plagiarism Policy: Plagiarism is an act of Scholastic Dishonesty which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite; completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the PAC Student Code of Conduct Handbook and the PAC's Academic Integrity website (see E above). You are responsible for understanding and will be held accountable for the information in this policy.

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O. Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in Board Policy H.1.2

P. Advising Centers: Academic advising and career advising builds a culture of integrated practices and shared responsibilities. Academic and career advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to the realization of educational, career, and life goals. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways

Each student is assigned a certified advisor who will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Link: https://www.alamo.edu/pac/experience.pac/current-students/advising.centers/

Q. S.H.A.R.E. Center: The S.H.A.R.E. Center at Palo Alto College helps address out-of-school factors that affect students' success in college.

Link: https://www.alamo.edu/nac/experience-pac/campus-life/campus-resources/share-center/

R. Licensed Concealed Campus Carry: No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders

Disciplinary Sanctions: Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911
- . Do not confront the person or ask if the person has a permit

S. Title IX Policy: Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H.1.2</u>.

T. Disability Access Statement – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 116. If you have specific needs, please discuss them privately with your instructor.

Palo Alto College · - · MATH-Mathematics

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Intermediate Algebra MATH-0320

Math0320.016

Description

8 Weeks Flex I Spring 2019 Section 016 21736 3-3-1 Oredits 01/22/2019 to 03/23/2019 Modified 12/05/2018

M W 1233 — 315 Pm

01-22-11 — 03-23-19 SAN JACIIY

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations

Prerequisite(s)

TSI score MATH 343-349 or ALEKS score 60-79

MATH 0410

...Il Outcomes

1 Define, represent, and perform operations on real and complex numbers

2 Recognize, understand, and analyze features of a function.

ALAMO COLLEGES

PATO ALLO COLLEGA Mathematics Department

Alfredo Gil Alvarez Ir. Assistant Professor

(210) 486-3287| fax: (210) 486-9158 1400 W. Villaret Blvd. | San Antonio, TX 78224 aalvarez@alamo.edu | www.alvarezmathhelp.com

3 Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions

4 Identify and solve absolute value, polynomial, radical, and rational equations

5 Identify and solve absolute value and linear inequalities

Alsebra Foundations 1st Ed by Martin-GAY Elayn

6 Model, interpret and justify mathematical ideas and concepts using multiple representations

7 Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

EVALUATUM TESTS 750% Find Exm 250% AVG 290A 80 SAVG < 90 70 & AVG < 80 C AVG < 70

SmartStart. Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

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Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

B. Early Alert and Intervention

Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at the Alamo Colleges District

C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2 (https://www.alamo.edu/link/845f7dc97d0e4b3c8ed7b453f1f0c729.aspx)):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.),
- 2. Stay informed of policies, procedures, deadlines and events for academic and co curricular activities;
- 3. Complete all requirements for admission, registration, and payment by deadlines.
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations

2. Communication

- 1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success,
- Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and cocurricular activities,
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
- 4. Carefully consider the information provided by College personnel and make decisions using that information,
- 5 Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements,
- 6 Submit disability documentation if seeking services and request academic accommodations in advance of each semester

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner,
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- 5. Arrive to class with all needed materials and completed assignments for that class period;
- 6 Be attentive in class and actively participate as appropriate,
- 7. Devote sufficient time for studying;

Page 3 of 7

- 8. Ensure integrity in all aspects of academic and career development;
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- 6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

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F. Title IX policy

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COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I" The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

★ College Priorities

Student Success is our Priority.

College Policies

COLLEGE POLICIES:

- A. All of the colleges of the Alamo Colleges District are tobacco free
- B. Alamo Colleges District DPS Emergency Phone Numbers:

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

- C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.
- D. Credit Hours and Implications for Student Work: During the term in which a course is offered, students should expect to devote 48 hours to the course for each credit hour awarded. For example, if the course awards three credit hours (two examples are English Composition and Federal Government), each student taking the course should expect to devote approximately 3 x 48, or 144 hours to the course, whether offered over a 16-week term, an 8-week term, or a term of any other length. Please plan for this time when creating your schedule for the term.
- E. . Student Responsibility for Success (Alamo Colleges District Policy F.6.2): As members of the PAC learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

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- K. Intellectual Property Rights and Responsibilities. Students have both intellectual property rights and responsibilities. Board Policies C.1.8 and E.1.7 deal with Intellectual Property and Instructional Resources: Copyrighted Materials. Student work created to fulfill college course work is owned by the student, with exceptions listed in Procedure C.1.8.1. All College employees and students must comply with the provisions of the United States Copyright Law regarding use of copyrighted resources.
- L. Student Handbook: The Student Handbook has been designed as a user-friendly resource to answer the most frequently asked questions students have about services, programs, expectations and procedures. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the academic catalog, not to replace it. We trust that you will use it to find answers to your questions about your college experience. Link: http://mypaccatalog.alamo.edu/content.php?catoid=152&navoid=8876
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N. Policy information regarding Non-Academic Misconduct can be found in <u>Board Policy F 4.2.1</u> and in the Student Code of Conduct in the PAC eCatalog: Link: https://www.alamo.edu/pac/about pac/pac.cares/

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P. Advising Centers: Academic advising and career advising builds a culture of integrated practices and shared responsibilities. Academic and career advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to the realization of educational, career, and life goals. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways

Each student is assigned a certified advisor who will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Link: https://www.alamo.edu/pac/experience.pac/current_students/advising.centers/

Q. S.H.A.R.E. Center: The S.H.A.R.E. Center at Palo Alto College helps address out-of-school factors that affect students' success in college.

Link: https://www.alamo.ed.i/pac/experience.pac/campus_life/campus_resources/share-center/

R. Licensed Concealed Campus Carry: No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the
 direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders

Disciplinary Sanctions: Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911
- Do not confront the person or ask if the person has a permit

S. Title IX Policy: Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H.1.2</u>.

T. Disability Access Statement – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 116. If you have specific needs, please discuss them privately with your instructor.

Palo Alto College · · · MATH-Mathematics

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Intermediate Algebra MATH-0320

Mc 14 0320, 086

8 Weeks Flex II Spring 2019 Section 086 31485 3-3-1 Credits 03/25/2019 to 05/18/2019 Modified 12/05/2018

Description

TR 9-1145am 03-25-19-05-18-19 5AN JAC (15

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

Prerequisite(s)

TSI score MATH 343-349 or ALEKS score 60-79

MATH 0410

.... Outcomes

1 Define, represent, and perform operations on real and complex numbers.

2 Recognize, understand, and analyze features of a function.

A L A M O C O L L E G E S

PATO ALLO COLLIGI Mathematics Department

Alfredo Gil Alvarez Jr. Assistant Professor

(210) 486-3287| fax: (210) 486-9158 1400 W. Villaret Blvd.| San Antonio, TX 78224 aalvarez@alamo.edu | www.alvarezmathhelp.com

3 Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.

Alsobra Foundations Ista

4 Identify and solve absolute value, polynomial, radical, and rational equations

Martin -GAY Elayn

5 Identify and solve absolute value and linear inequalities

6 Model, interpret and justify mathematical ideas and concepts using multiple representations

7 Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines

m Institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

EVACUATION
17575 7502 Find Exam 25070
AVG = 90 A
80 \(\text{AVG} < 90 B
70 \(\text{AVG} < 80 C
\)
AVG < 70 \(\text{TP} \)

SmartStart. Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

1/16/2010

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

B. Early Alert and Intervention

Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at the Alamo Colleges District

C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2 (https://www.alamo.edu/link/845f7dc97d0e4b3c8ed7b453f1f0c729.aspx)):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly fied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- 2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
- 3. Complete all requirements for admission, registration, and payment by deadlines;
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations.

2. Communication

- Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and cocurricular activities;
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests,
- 4. Carefully consider the information provided by College personnel and make decisions using that information,
- 5. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements:
- 6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status,
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner;
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- 5. Arrive to class with all needed materials and completed assignments for that class period;
- 6. Be attentive in class and actively participate as appropriate;
- 7. Devote sufficient time for studying;

Page 3 of 7

- 8. Ensure integrity in all aspects of academic and career development,
- 9. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments,
- 10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- 11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

4. Self-Responsibility and Responsibility to Others

- 1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- 4. Maintain respectful and appropriate behavior within and outside the classroom;
- 5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience,
- 6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer

E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

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F. Title IX policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H.1.2</u> (https://www.alanno.edu/link/bd/dbd0057f27474b8207b6dbcf9741e3.aspx)

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar



A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades. The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

★ College Priorities

Student Success is our Priority.

College Policies

COLLEGE POLICIES:

- A. All of the colleges of the Alamo Colleges District are tobacco free
- B. Alamo Colleges District DPS Emergency Phone Numbers

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

- C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.
- D. Credit Hours and Implications for Student Work: During the term in which a course is offered, students should expect to devote 48 hours to the course for each credit hour awarded. For example, if the course awards three credit hours (two examples are English Composition and Federal Government), each student taking the course should expect to devote approximately 3 x 48, or 144 hours to the course, whether offered over a 16-week term, an 8-week term, or a term of any other length. Please plan for this time when creating your schedule for the term.
- E. . Student Responsibility for Success (Alamo Colleges District Policy F.6.2). As members of the PAC learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- 1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- 2. Stay informed of policies, procedures, deadlines and events for academic and co curricular activities,
- 3. Complete all requirements for admission, registration, and payment by deadlines,
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures.
- 5. Meet all federal, state and local health care regulations.

2: Communication

1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success:

- 2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities:
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests,
- 4. Carefully consider the information provided by College personnel and make decisions using that information;
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- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner;
- Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
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- 6. Be attentive in class and actively participate as appropriate;
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- 8. Ensure integrity in all aspects of academic and career development;
- Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- 10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate,
- 11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled
- 4. Self-Responsibility and Responsibility to Others
- 1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- 4. Maintain respectful and appropriate behavior within and outside the classroom;
- 5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
- 6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)
- F. The following core objectives comprise skills and abilities that Palo Alto College believes all students need in order to succeed and thrive in life and in the work place. The faculty embed lessons and assignments in their courses that allow students to practice and grow in these skills.

Communication. Palo Alto College students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.

Critical Thinking: Palo Alto College students exhibit habits of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Empirical and Quantitative Skills: Palo Alto College students apply scientific and mathematical concepts to analyze and solve problems

Personal Responsibility: Palo Alto College students connect choices, actions, and consequences to ethical decision making

Social Responsibility: Palo Alto College students demonstrate intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Teamwork: Palo Alto College students consider different points of view and work effectively with others to support a shared purpose or goal. An activity is a teamwork activity when faculty ask two or more students to work together to complete a common task.

G. Student Attendance Responsibility: Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed



For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

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In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

- H. Early Alert and Intervention: Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at PAC.
- I. Student Engagement Responsibility: Students should anticipate spending approximately two to three hours studying for each hour of class time. For a 16-week 3-credit face-to-face course that would mean approximately 9-12 hours per week, including time in class. Students taking an online version of a class should expect to spend an equivalent amount of time studying and working on course assignments and activities. The amount of time required for an individual course will vary according to the student, the subject material, term length (5-week, 8-week, or 14-week terms), and other course components such as lab assignments.
- J. Integrity: PAC seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism. Penalties for academic dishonesty are serious and may range from an assignment penalty to a failing course grade, at the instructor's discretion. Multiple violations could result in suspension or expulsion from the college. Please read the complete set of policies and procedures regarding academic integrity including the appeal process found in Board Policy F.4.2.2 and in the Student Code of Conduct in the PAC eCatalog. Link: https://www.alamo.edu/pac/ahout-pac/pac.cares/
- K. Intellectual Property Rights and Responsibilities: Students have both intellectual property rights and responsibilities. Board Policies C.1.8 and E.1.7 deal with Intellectual Property and Instructional Resources: Copyrighted Materials. Student work created to fulfill college course work is owned by the student, with exceptions listed in Procedure C.1.8.1. All College employees and students must comply with the provisions of the United States Copyright Law regarding use of copyrighted resources.
- L. Student Handbook: The Student Handbook has been designed as a user-friendly resource to answer the most frequently asked questions students have about services, programs, expectations and procedures. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the academic catalog, not to replace it. We trust that you will use it to find answers to your questions about your college experience. Link: http://mvpaccatalog.alamo.edu/conlent.php?catoid=152&navoid=8875
- M. Plagiarism Policy: Plagiarism is an act of Scholastic Dishonesty which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite, completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the PAC Student Code of Conduct Handbook and the PAC's Academic Integrity website (see E above). You are responsible for understanding and will be held accountable for the information in this policy.

1/16/2019

N. Policy information regarding Non-Academic Misconduct can be found in <u>Foard Policy F 4.2.1</u> and in the Student Code of Conduct in the PAC eCatalog: Link: https://www.alamo.edu/pac/ahout-pac/pac-cates/

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Each student is assigned a certified advisor who will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Link: https://www.alamo.edu/pac/experience-pac/current-students/advising-centers/

Q. S.H.A.R.E. Center: The S.H.A.R.E. Center at Palo Alto College helps address out-of-school factors that affect students' success in college.

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R. Licensed Concealed Campus Carry: No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

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- · Do not confront the person or ask if the person has a permit

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Palo Alto College · - · MATH-Mathematics



Elementary Algebra MATH-0410 Mc 409/0, 079 8 Weeks Flex I Spring 2019 Section 074 31253 4 4-1 Credits 01/22/2019 to 03/23/2019 Modified 12/05/2018

Description

TR 9-1220 /m U1-22-19-03-23-19

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system, algebraic concepts, notation, and reasoning, quantitative relationships, mathematical mode's, and problem solving

Prerequisite(s) None

ALAMO COLLEGES Alfredo Gil Alvarez Ir. **Assistant Professor**

(210) 486-3287| fax: (210) 486-9158 1400 W. Villaret Blvd. | San Antonio, TX 78224 aalvarez@alamo.edu | www.alvarezmathhelp.com

...Il Outcomes

- 1 Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts
- 2 Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts
- 3 Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions to solve problems in a variety of Alsebra Foundations 154 Ed contexts using multiple representations
- 4 Apply algebraic reasoning to manipulate expressions and equations to solve real world problems
- 5 Use graphs, tables, and technology to analyze, interpret, and compare data sets

6 Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions EVALUATION

m Institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

76×57500 Find Exam 250% AVG = 90 A 80 & AVG < 90 B 70 < A 1/6 < 80 C

SmartStart. Student absences will be recorded from the first day the class meets, and students who class meeting or contact the instructor will be dropped. Students should verify the drop is completed

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1. Engagement

- 1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- 2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
- 3. Complete all requirements for admission, registration, and payment by deadlines,
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations.

2. Communication

- 1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- 2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
- 4. Carefully consider the information provided by College personnel and make decisions using that information;
- 5. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- 6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2 0 GPA) status;
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner;
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible,
- 5. Arrive to class with all needed materials and completed assignments for that class period;
- 6. Be attentive in class and actively participate as appropriate;
- 7. Devote sufficient time for studying;

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- 8 Ensure integrity in all aspects of academic and career development;
- 9. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- 10 Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- 11 Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled

4. Self-Responsibility and Responsibility to Others

- Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2 Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook.
- 4. Maintain respectful and appropriate behavior within and outside the classroom;
- 5 Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience,
- 6 Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible.
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas

- · Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the
 direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm

- Call the Alamo Colleges District Police 210-485 0911
- Do not confront the person or ask if the person has a permit

F. Title IX policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board Policy H.1.2</u> (https://www.alamo.edu/link/bddbd6057f27474b8207b6dbcf9741e3.aspx)

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.



A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades. The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

★ College Priorities

Student Success is our Priority.

College Policies

COLLEGE POLICIES:

- A. All of the colleges of the Alamo Colleges District are tobacco free.
- B. Alamo Colleges District DPS Emergency Phone Numbers:

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

- C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.
- D. Credit Hours and Implications for Student Work: During the term in which a course is offered, students should expect to devote 48 hours to the course for each credit hour awarded. For example, if the course awards three credit hours (two examples are English Composition and Federal Government), each student taking the course should expect to devote approximately 3 x 48, or 144 hours to the course, whether offered over a 16-week term, an 8-week term, or a term of any other length. Please plan for this time when creating your schedule for the term.
- E. . Student Responsibility for Success (Alamo Colleges District Policy F.6.2): As members of the PAC learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- 1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- 2. Stay informed of policies, procedures, deadlines and events for academic and co curricular activities;
- 3. Complete all requirements for admission, registration, and payment by deadlines,
- 4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- 5. Meet all federal, state and local health care regulations.

2. Communication

1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;

- 2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
- 3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests,
- 4. Carefully consider the information provided by Coflege personnel and make decisions using that information;
- 5. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- 6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester,

3. Academic Success

- 1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- 2. Read and follow all syllabi;
- 3. Purchase textbooks and required supplies in a timely manner;
- 4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- 5. Arrive to class with all needed materials and completed assignments for that class period;
- 6. Be attentive in class and actively participate as appropriate,
- 7. Devote sufficient time for studying;
- 8. Ensure integrity in all aspects of academic and career development;
- Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- 10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
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4. Self-Responsibility and Responsibility to Others

- 1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
- 2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies,
- 3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- 4. Maintain respectful and appropriate behavior within and outside the classroom;
- 5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience,
- Attend scheduled advising sessions, tútorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- 7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.)
- F. The following core objectives comprise skills and abilities that Palo Alto College believes all students need in order to succeed and thrive in life and in the work place. The faculty embed lessons and assignments in their courses that allow students to practice and grow in these skills.

Communication: Palo Alto College students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.

Critical Thinking: Palo Alto College students exhibit habits of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Empirical and Quantitative Skills: Palo Alto College students apply scientific and mathematical concepts to analyze and solve problems

Personal Responsibility: Palo Alto College students connect choices, actions, and consequences to ethical decision making

Social Responsibility: Palo Alto College students demonstrate intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Teamwork Palo Alto College students consider different points of view and work effectively with others to support a shared purpose or goal. An activity is a teamwork activity when faculty ask two or more students to work together to complete a common task.

G. Student Attendance Responsibility: Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.



For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or for online classes non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

- H. Early Alert and Intervention: Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete course requirements at PAC.
- I. Student Engagement Responsibility: Students should anticipate spending approximately two to three hours studying for each hour of class time. For a 16-week 3-credit face-to-face course that would mean approximately 9-12 hours per week, including time in class. Students taking an online version of a class should expect to spend an equivalent amount of time studying and working on course assignments and activities. The amount of time required for an individual course will vary according to the student, the subject material, term length (5-week, 8-week, or 14-week terms), and other course components such as lab assignments.
- J. Integrity: PAC seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism. Penalties for academic dishonesty are serious and may range from an assignment penalty to a failing course grade, at the instructor's discretion. Multiple violations could result in suspension or expulsion from the college. Please read the complete set of policies and procedures regarding academic integrity including the appeal process found in Board Policy F.4.2.2 and in the Student Code of Conduct in the PAC eCatalog. Link: https://www.alamo.edu/pac/about-pac/pac-cares/
- K. Intellectual Property Rights and Responsibilities: Students have both intellectual property rights and responsibilities. Board Policies <u>G.1.8</u> and <u>F.1.7</u> deal with Intellectual Property and Instructional Resources: Copyrighted Materials. Student work created to fulfill college course work is owned by the student, with exceptions listed in Procedure <u>G.1.8.1</u>. All College employees and students must comply with the provisions of the United States Copyright Law regarding use of copyrighted resources.
- L. Student Handbook. The Student Handbook has been designed as a user-friendly resource to answer the most frequently asked questions students have about services, programs, expectations and procedures. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the academic catalog, not to replace it. We trust that you will use it to find answers to your questions about your college experience. Link. http://mypaccatalog.alamo.edu/content.php?catoid=152&navoid=8875
- M. Plagiarism Policy. Plagiarism is an act of Scholastic Dishonesty which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite; completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the PAC Student Code of Conduct Handbook and the PAC's Academic Integrity website (see E above). You are responsible for understanding and will be held accountable for the information in this policy.

N Policy information regarding Non-Academic Misconduct can be found in <u>Board Policy F.4.2.1</u> and in the Student Code of Conduct in the PAC eCatalog: Link: https://www.alamo.edu/pac/ahout-pac/pac-cares/

O. Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in Board Policy H 1.2

P. Advising Centers Academic advising and career advising builds a culture of integrated practices and shared responsibilities. Academic and career advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to the realization of educational, career, and life goals. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways

Each student is assigned a certified advisor who will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Link: https://www.alamo.edu/pac/experience-pac/current-students/advising-centers/

Q. S.H.A.R.E. Center: The S.H.A.R.E. Center at Palo Alto College helps address out-of-school factors that affect students' success in college.

Link: https://www.alamo.edu/pac/experience-pac/campus-life/campus-resources/share-center/

R Licensed Concealed Campus Carry: No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

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- Do not confront the person or ask if the person has a permit

S. Title IX Policy: Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in <u>Board</u> Policy H 1.2.

T. Disability Access Statement – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 116. If you have specific needs, please discuss them privately with your instructor.