

Welcome to Section WBP08 of MATH-1100 (Intermediate Algebra) at Southeast Community College in the Fall semester of 2026.

Contact information

Instructor: Toby Bartels, PhD.

Canvas page (where you must log in): <https://mycourses.southeast.edu/courses/61530/>.

Permanent web page (in case Canvas is down or closed): <https://TobyBartels.name/MATH-1100/2026FA/>.

Email: TBartels@Southeast.edu.

Voice mail: 1-402-323-3452.

Text messages: 1-402-805-3021.

Class hours: Asynchronous online.

Final Exam: By appointment December 7–11.

Office hours:

- on Mondays, Wednesdays, and Fridays from 11:00 to 11:50,
- on Tuesdays and Thursdays from 1:00 PM to 1:50, and
- by appointment,

in LNK 040C and over Zoom meeting 610-024-2876.

Attendance

This is an asynchronous course, so there are no class meetings, but I measure your participation through your submission of assignments online.

If you fail the class, then I must report the date of your last submission; if this is too early, then this can affect your financial aid. If you don't submit anything by August 27 Thursday, then you'll be automatically dropped from the class at the worst possible time (when you'll already have to pay for it but almost certainly won't get financial aid for it). On the other hand, if you decide to drop the class after you start, then you'll need to fill out a Withdrawal form to do that. (But check with the financial aid office before you drop; sometimes it's best not to drop at all, especially if you're going to take the class again and pass it.)

Assignments

Here are the assignments that contribute to your grade, with their frequencies and percentage of the final grade:

- Reading Homework, graded for correctness with partial credit and late corrections allowed: about 34 assignments, all counted, 15% total;
- Problem Sets, graded for completeness with late corrections allowed: about 35 assignments, all counted, 20% total;
- Discussion, graded for participation with late edits allowed: 7 assignments, all counted, 5% total;
- Quizzes, graded for correctness with partial credit and *no* corrections: 7 assignments, top 6 counted, 30% total;
- Final Exam, graded for correctness with *no* partial credit and *no* corrections: 30%.

You can see your grade, as far as I have it calculated at any given time, by logging into the Canvas site.

About every other weekday, there's a Lesson with assigned reading that you should do. This reading comes from the official textbook, some videos, and outside reading on public websites; all of this is available through the Canvas page (and all of it except the textbook is available from my webpage).

I also assign a few Reading Homework exercises due with each Lesson, which you should write by hand on paper and submit through Canvas (or by email or attached to a text message). You can get any help you want on the Reading Homework, but you must *write your own answers* in the end. I encourage you to write this in a notebook in the form of complete statements that you can refer back to later, as this

is designed to be stuff that you ought to have in your notes. The Reading Homework can be a collaborative process, where you make a submission, I critique it, and you make a new submission, until you have everything correct. Don't settle for less than a perfect score on this!

Each Lesson also has a Problem Set through the textbook on Pearson MyLab, which you can complete online. You can get any help you want on the Problem Sets, but they're designed to provide you with practice to prepare you for the tests, so don't just be satisfied with a correct answer; practise them until you can do similar problems on your own!

There will also be a forum for Discussion on Canvas, where you can discuss the material with me and the other students in the course. You should participate in that, and a minimal level of participation will contribute to your grade. Again, be sure to *write your own comments*; as long as you're addressing the topic, you can't get this wrong!

About every other week (for a total of seven times), there's a Quiz (or unit test). No other assignment is due that day, so you'll have time to review beforehand. These Quizzes are based closely on the Problem Sets. On Quizzes, you're required to show your work; you need to *write out your work* on paper and submit that on Canvas, so make sure that you read the instructions and follow them! To get as much credit as possible, it's good to explain your answers as clearly as you can, even when the instructions don't require as much. You may use your notes, so prepare those before the Quiz. (But you may not use your textbook, my notes, or anything else not written by you.)

Finally, there's a comprehensive Final Exam to take sometime on December 7–11. This is the only test that will be proctored; you must *schedule a time to take it* with a proctor (such as in the Testing Center or with ProctorU). To speed up grading at the end of the term, this exam is multiple choice and filling in blanks, with no partial credit. For the Final Exam, you may use *one sheet of notes* that you wrote yourself, so think about what you want to put on that throughout the course, and prepare it the week before the Final Exam. I have a Practice Exam, and the last few days are devoted to review.

I don't enforce due dates any more than I have to. Every assignment still has a due date, and you should try to meet it; otherwise, you've fallen behind and need to catch up. But if you don't meet it, you can always get an extension, no excuse necessary; for most assignments, you don't even have to ask for one, but you do need to arrange extensions for the Quizzes. (Once I grade and return a Quiz, it's too late to make it up.) There's one exception to these extensions: the end of the term is December 11 Friday, so I might not be able to accept submissions after that day. If you can't make this deadline, then you'll have to get an Incomplete, which requires documentation of an appropriate excuse.

Academic integrity

I assume that you are here to learn some math, and I intend to treat you accordingly. I rely on your honor not to cheat. If you have any questions about what is or isn't allowed, please ask me.

To answer the Reading Homework, you should start with the reading for that lesson; but if that's not enough, then you can get any help you like (your notes, other students, other books, tutors, friends, websites, discussion groups, chatbots, etc). The point is that you should think about and know the answers to these questions. So don't simply copy-paste the answers; they need to go through your mind and out your hands, so *write them yourself*. (And do think about whether your source is correct, because every aid that I listed above can be wrong.)

On the Problem Sets, you can again get any help you like, but start with the help that MyLab provides (like showing you an example). Just keep in mind that you need to learn how to do the problems (and not just write down answers given to you by somebody or something else), because you want to prepare for the Quizzes (and maybe future courses or jobs). Of course, you can also ask me for help.

In the Discussion, I seriously want to know what you think, so don't outsource this to a friend or a chatbot. It's not cheating to get help writing, but you're not being graded on how well you write either, so just give us your real thoughts.

You're *not* allowed to get outside help when taking the Quizzes! However, you can use a self-contained calculator (not online) and any notes that *you wrote yourself*. On the Quizzes, you're required to *show your work*; if you convince me that you know what you're doing, then you'll get some credit even if the final answer is wrong, but if you just pull an answer out of thin air, then you won't.

The Final Exam is required to be proctored as a matter of college policy. You must *schedule a time to take it* in the Testing Center, with me (preferably during my office hours), or with an outside proctoring service (such as ProctorU, with which SCC has a contract for a reduced fee). Like with the Quizzes, you can use a calculator but no outside help, and (unlike with the Quizzes) you can use **one sheet of notes**. This must be on paper written by you, not by anybody or anything else.

Schedule

The first assignments (Reading Homework 0, due May 17 Monday, and Problem Set 0, due May 19 Wednesday) are to make sure that you understand how to submit assignments online, and the course moves along pretty quickly after that.

The official textbook is the 4th Edition of *Elementary and Intermediate Algebra* by Sullivan et al published by Pearson, which you get automatically unless you opt out. In addition to Section 1.1 (which is not about math) and a quick review of Chapter 6, we cover most of Chapters 7 through 10, *except* for Sections 8.5, 8.8, 9.7, 10.4, 10.6, and 10.7. Here's the complete list of covered sections: 1.1, 7.1–7.8, 8.1–8.6, 8.7, 9.1–9.6, 9.8, 9.9, 10.1–10.3, 10.5; but we go through some of these out of order.

For the (possibly updated) schedule of specific dates for each Lesson, check the assignments on Canvas. Quizzes are about every other week, with the first one available on August 31 Monday and due on September 2 Wednesday. There's no school on September 7 Monday, October 12&13, or November 25–29. The last day to drop the course with a full refund is August 24 Monday; the last day to drop at all is November 11 Wednesday. On Self-Service, your midterm grade estimates should be available by October 15 Thursday, and your final grades will be available by December 15 Tuesday.

You should expect to spend about 9–12 hours each week on this class for reading, assignments, and review.