

VALENCIA

Summer 2017

MAT 0018C – Developmental Mathematics I

CRN:	Location:	Class Meetings:	Lab Meetings: Open Lab in 7-240
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Contact Information:

College General Phone Number	(407) – 299 – 5000
College Web site	www.valenciacollege.edu
Math Department Phone Numbers	(407) – 582 – 1625 OR (407) – 582 – 1848
Instructor's Phone Number:	(407) – 582 - xxxx
Instructor's E-mail:	xxxx@valenciacollege.edu
Instructor's Office Hours, Location	

OFFICE HOURS (SAMPLE):

Days	Times
T/R	Before class: 5:00 – 5:30 PM
T/R	After class: 6:45 – 7:00 PM

Course Objective & Description:

This is the first course in a college-preparatory, two-course sequence (MAT 0018C and MAT 0028C) designed to prepare students for MAT 1033C, Intermediate Algebra. This course emphasizes the fundamental mathematical operations with applications to beginning algebra. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside educational settings. Minimum grade of C is required for successful completion. This course does not apply towards mathematics requirements in general education or towards any associate degree.

Prerequisites: NONE

Credits: 3

Valencia Core Competencies:

This course seeks to reinforce the following Valencia Student Competencies:

- **Think** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims.
- Reflect on your own and others' **values** from individual, cultural and global perspectives.
- **Communicate** by reading, listening, writing and speaking effectively.

- **Act** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

Required Materials:

You must purchase a MyMathLab Course Compass student access kit from the bookstore or on-line at www.pearsonmylabandmastering.com. A Course ID is required and is listed in your Blackboard account. Be sure to enter the course ID from your Blackboard account that corresponds to your enrolled course. Students will be granted access to the software without paying for a period of 14 days. After the 14-day grace period, access will be blocked until the student enters a valid access code.

***Note:** Students who have taken this course within the last semester on the West Campus and are repeating this course do NOT have to purchase the MyMathLab access as long as the same username/password from the last semester is used. This applies to students who have previously paid for the software and received a grade of D, F, or W in the last semester only. For registration difficulties, contact Nick Navarro or Aditi Batra in the Math Open Lab (Building 7, Room 241) on the West Campus.

MAT 0018C Notebook/Portfolio (Required):

A 3-ring binder (3 inches recommended) with a 5 subject dividers and pockets.

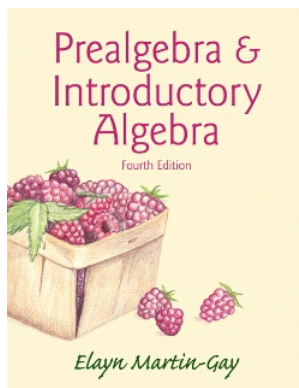
MAT0018C Developmental Math I Portfolio will be checked for completion before each chapter test.

Basic or scientific calculator:

Calculators are not permitted in this course and **cannot** be used on any exams, including mastery quizzes and the final exam. **Cell phones CANNOT be used as calculators either.**

Recommended/Additional Resources:

Prealgebra & Introductory Algebra, Martin-Gay, 4th edition. Pearson, 2015. Older editions of the book are acceptable. Please note that you have access to the entire book through MyMathLab in the multimedia section. This is included in the cost for MyMathLab software. ISBN: 978-0321955791



College-Wide Resources:

Valencia College provides many resources for extra help in your courses. Take advantage of these resources.

- **Valencia's Math Help 24/7:** www.valenciacollege.edu/math/liveScribe.cfm
Valencia Math professors have created pen-casts and videos of common lessons to aid your learning. Click on Developmental Math I or II to expand the topics. Some lessons have more than one professor's perspective, so don't hesitate to watch more than one!
- **Khan Academy:** www.khanacademy.org
The Khan Academy has video lessons on developmental math topics (and many other academic topics!) as well as interactive learning tools. You can create an account if you want to save your progress. Or to get started, just click Learn in the top left corner of the home page. For video lessons, click Expand topic list -- > Algebra I or Arithmetic/Pre-Algebra. For interactive practice, click Knowledge Map and navigate the knowledge map using the zoom and scan tools in the top left corner of the map.
- **Math TV:** www.mathtv.com
Pat McKeague delivers quick video lessons on many algebraic topics. Just click the subjects on the left to expand the lists of topics.
- **SmartThinking by Pearson:** <https://www.smarthinking.com/>

Math Center Resource Information (West Campus):

The Math Center is located in Building 7 on the second floor and includes rooms 240-257. The Math Center houses the Math Open Lab in 7-241 for developmental math students who work on their required lab assignments in the presence of Lab Instructors, Math Connections for tutoring and assistance, and Hands-On Math Lab for interactive workshop and reviews.

Math Connections is available for groups or individuals to practice skills with resource worksheets or review class materials. Math Connections is located in Room 255 (inside the Math Center). Visit <http://valenciacollege.edu/west/lss/math/mathconnections.cfm> for more information.

The Hands-On Math Lab offers interactive assistance with Manipulatives and concept workshops throughout the semester. The Hands-On Lab is located in Room 256 (behind the hole in the wall in the Math Center).

Visit <http://valenciacollege.edu/west/lss/math/handson.cfm> for more information.

Peer tutors in the Math Center are available for walk-in assistance. Ask for additional details at the Information Desk in the Math Center.

Math Center Hours & Open Lab (Building 7, Room 241):

Days	Times
Monday – Thursday	9 AM – 7 PM
Friday	9 AM – 12 PM
Saturday	10 AM – 3 PM
Sunday	CLOSED

Math Connections (Building 7-256- right hand side behind computer lab):

Days	Times
Monday – Thursday	10 AM – 7 PM
Friday	CLOSED
Saturday	CLOSED
Sunday	CLOSED

Hands On Math (Building 7-255):

Days	Times
Monday – Thursday	10 AM – 5 PM
Friday, Saturday, Sunday	CLOSED

Lab Contact Information:

Math Center Information Desk	(407) – 582 – 1633
Aditi Batra (Supervisor)	(407) – 582 – 1720
Nicolas Navarro (Supervisor)	(407) – 582 – 1780

Class Policies:

Attendance:

- You are expected to attend every class meeting, unless an illness or emergency makes it impossible for you to do so.
- Absences are excused solely at the discretion of the instructor, who may require that you prove the existence of extenuating circumstances before excusing any absence(s).
- You are responsible for any information and/or assignments given during class, whether you are present or not.

- In-class activities can't be "made up." If you are absent on a day that an in-class activity occurs for credit or extra credit, your grade is likely to be adversely affected.
- You are expected to be in class on time, and to remain in class for the entire period unless permission to leave early has been granted by the instructor. It is disruptive to arrive or depart while class is in session.
- **Excessive absences (more than 3) will lead to poor performance in the course and may lead to a withdrawal by the professor. Students who are excessively absent may not be permitted to make up examinations and must take full responsibility for any class material that is missed.**

Policy Website Link:

<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>

Available Resources and Assistance:

- Ask questions regularly and see me for extra help as needed. I am interested in your success in this class and only consider myself successful if you are successful. Please do not hesitate to ask for assistance. You can meet with me during office hours, make an appointment, e-mail me, or call me.
- Use all of your available resources if you need help. This includes meeting with your SL leader (if available for your class) and going to the Math Open Lab, Math Connections, and Hands-On Learning on the West Campus.
- Form study groups or find a study buddy. Working with fellow classmates can foster learning and understanding of the material as well as help you throughout the semester.

Conduct:

- You are encouraged to actively participate and ask pertinent questions during class. Courtesy will be observed at all times.
- Your attitude will greatly affect your ability to succeed in this course. It will also affect your classmates' attitudes should you choose to participate in class discussions. Always consider this carefully before you speak or act.
- Cell phones, pagers, or other devices that are audible are not permitted to be on during class. Unplug yourself and make the most of class time! Personal electronic devices disrupt your learning as well as the learning of other students.
- To create a good environment for learning, avoid sidebar conversations rude comments or remarks, raised voices or confrontational comments. Follow instructions given by your instructor, who serves as your classroom manager.
- If your actions in class are deemed by your instructor to be disruptive, you will be asked to leave class immediately. If you are ever asked to leave class, you **may** be permitted to return to future class meetings after consultation

with your instructor outside of class. You may also be required to arrange a conference with another college official before attending class again.

- You will find more information about the Student Code of Conduct in the current Valencia Student Handbook. For more information about Valencia's Student Code of Conduct, visit <http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>

Academic Honesty:

- Plagiarism or cheating of any form will be the cause for **immediate removal from this class, a course grade of F and referral of this incident to the Dean of Student Affairs/Mathematics**. Cheating is defined by any behavior that can be construed as cheating, such as blatant cheating, looking at somebody's paper, talking or whispering during a test, copying (including all take-home activities, examinations, and/or homework assignments), use of a cellular phone or other electronic device without prior permission, suspicious behavior, or failing to follow appropriate procedures for taking a test as prescribed by the instructor. **SIMPLY stated, cheating will not be tolerated.**

Policy Website Link:

<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=180>

Withdrawal Policy:

The deadline to withdraw from class with a grade of "W" is **June 9th** (11:59 PM on atlas) for H1 classes and **July 21st** (11:59 PM on atlas) for H2 classes.

After the deadline, students will NOT be able to withdraw and will receive the grade earned according to the instructor's grading policy. Students taking this course for the third time cannot withdraw after the add/drop period (first week of classes) – they must receive an actual grade per state and college policy. A student with excessive absences (more than 3) may be withdrawn by the instructor at the instructor's discretion. A student that is withdrawn will receive a grade of "W". Policy Website Link:

<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>

Grading Policy:

Requirements	Percent Weight
In-class short paper tests	30%
Lab Component (attendance & Mastery Quizzes)	20%
Personalized HW/Portfolio	10%
MyMathLab Comprehensive Mid-term Exam	20%
MyMathLab Comprehensive Final Exam	20%
TOTAL for course:	100%

Exams:

You will have several examinations throughout this course. They may be a combination of short answers and/or multiple choice. Partial credit is given solely at your instructor's discretion. The best way to prepare for exams is to do the homework assigned by your instructor. Exams are worth 50% of your course grade. Every exam score will be used in the computation of your progress test average.

Lab Component:

In order to maximize your learning experience, lab assignments have been designed to reinforce concepts learned in class and complement your coursework. This class has a required lab component that counts for 20% of your course grade. A minimum of 120 minutes is required to be spent collectively in the Math Open Lab, Math Connections, or Hands- On learning classroom each week. You must work on your lab homework and lab quizzes during your time in the Math Open Lab. A score of 70% or higher is considered a passing score on each lab assignment.

In order to provide better assistance, students are required to present a valid photo identification card to be allowed to take assessments and quizzes in the Math Open Lab.

You are encouraged to complete all lab homework and mastery quiz assignments in an organized notebook where all work is labeled, numbered, and all work is neatly shown step-by-step. This organization will greatly help you study more effectively and will help your instructor/lab instructor/Math Connections instructor to pinpoint your mistakes and help you to correctly complete the math problems(s).

Homework and Portfolio:

You will be required to maintain an organized portfolio, which should include your class notes, completed homework assignments, lab assignments, activities, your returned exams with corrections completed, and a section for reviews and miscellaneous. Your portfolio is graded based on neatness, organization, work shown, diligence, and effort. Your completed homework assignments are a major part of your portfolio.

Final Exam:

The final examination in this course is **MANDATORY**. The final exam in this course is worth 20% of the final course grade. Any student who does not attempt the final exam will receive a 0, which will impact the final average in the course. The final exam is a cumulative exam given at the end of the course and can be taken ONLY once! This is a proctored, unassisted exam and the final exam grade CANNOT be dropped or replaced. There is no extra credit associated

with the final exam. The final exam grade is based on the number of problems answered correctly!

Grading Scale (Strictly Enforced):

Percentage Scale	Course Grade
90.0% or higher	A
80.0% – 89.9%	B
70.0% – 79.9%	C
60.0% - 69.9%	D
Below 60.0%	F

***Notes:**

- All exams/quiz grades are rounded to the nearest whole number and final course grades are rounded to the nearest tenth of a percent.
- Students receive the grade they earn based on the course requirements and percentage grade earned.
- There are plenty of opportunities for success in this course if you take this course seriously!

Other Policies & Information:

Make-up Policy:

There are **NO make-up examinations** unless you are absent due to a legitimate reason approved by the instructor or a valid emergency circumstance such as an illness or death in the family. Obligations to work, child care, traffic conditions, or being sick with no documentation are not considered excused absences and make-up examinations due to these reasons will NOT be permitted! All make-up examinations should be completed immediately upon return to class. **If you're absent is unexcused or timely notice was not given, you will receive a zero for any missed tests, quizzes, or in-class assignments.**

Calculator Policy (Campus based/instructor's discretion):

Calculators will NOT be allowed during exams (including the final examination). Cell phones are not allowed to be used as calculators. If you plan on taking higher level math course, you may want to consider purchasing a TI-84+ graphing calculator. Calculators are NOT permitted for this course except for certain content in Chapter 3 & 8. Students should complete all homework, on-line assignments, and lab assignments without the use of a calculator unless otherwise directed. Students that inconsistently follow the calculator policy in the math lab will be given a 0 for their lab grade. Take this policy seriously.

Computer/Equipment Use Policy:

This course relies on the use of technology to aid in your learning. You are expected to check Blackboard and your e-mail at least once before class to ensure that you have the most current information. Computers are available on campus if you do not own one. If you experience any technical issues, call the support number below.

Blackboard Help Desk: (407)-582-5600 or
onlinehelp@valenciacollege.edu
OIT Help Desk: (407) -582-5554

E-mail Communication Policy:

The instructor will only correspond with you through your atlas e-mail only. Students are expected to check their atlas e-mail daily. The instructor may send updates, announcements, changes, etc. to your atlas e-mail. Students are responsible for all messages sent to your atlas e-mail by the instructor. The instructor will not correspond with any other e-mail account, PDA, or cell phone. All e-mail correspondence must originate from your Valencia account. Grades are discussed by appointment only or through your atlas e-mail. All e-mail by students and the instructor should be respectful and professional. Students should identify their name, class that they are in, and a complete message using respectful language, complete sentences, and proper grammar. A subject line is mandatory.

Valencia ID card:

Your student ID card can be obtained in the Student Development office on any Campus once you have registered and paid for your classes. You will need your student ID card to access campus services such as the Library and Testing Center. The first student ID card is free. There is a \$5 fee for a replacement card. Student IDs can be used for library access, testing purposes and discounts in the community.

Special Accommodations:

Students with disabilities who qualify for academic accommodations must provide a notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Contact information: West Campus, SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Student Resource for Assistance:

Valencia College is interested in making sure all our students have a rewarding and successful college experience. For that purpose, Valencia students can get

immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Changes in the syllabus, schedule, and/or assignments for this class may be made at the discretion of your instructor.