

Valencia College
MAT 0022C Developmental Math Combined
Online

CRN 33827 Credit hours: 4
Course Syllabus – Summer Term 2020
This course uses MyMathLab (MML).

You will not need a Course ID, MML is integrated with Canvas

This syllabus is an agreement between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this agreement. It is the responsibility of the student to carefully read this syllabus/agreement in its entirety and to adhere to all policies and procedures within the syllabus.

Instructor: Mrs. Stephanie Luzoro
Office: Downtown Campus
Email: Canvas Inbox (preferred) or sluzoro@valenciacollege.edu

Student Engagement Hours (office hours):

Online hours (Canvas Inbox):
Monday - Friday 9:00am -4:00pm
*Individual appointments are available upon request.
*Please visit: <https://calendly.com/sluzoro>

Course Description:

MAT 0022C. DEVELOPMENTAL MATHEMATICS COMBINED 4 credits

Pre-requisite: Appropriate score on an approved assessment. This college-preparatory course is designed to prepare students for MAT 1033 Intermediate Algebra. Topics include sets, computations with decimals, percent, integer, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, plan geometric figures and applications, graphic ordered pairs and lines and determining the intercepts of lines. This course does not apply towards mathematics requirements in general education or towards any associate degree.

Note that an online course may need more time commitment than an onsite course. Since this is an online course, the three hours a week that you would normally use to attend lectures should be spent online reading the textbook, watching lecture videos, working through practice exercises and taking tests. Any college course also requires at least two hours of study-time for every lecture hour. Thus, you should allocate at least another six hours a week on study time activities such as working on assigned homework and sample tests. This course may take more time than you expect.

I will be here to lead and guide you, and be a facilitator of learning. Since I care about your academic success, I will be providing you a quality-learning environment throughout the academic term. In this course you will have the opportunity to learn skills that will be relevant to future courses and to your professional career.

Educational Materials: This is an online course. Therefore, you must have reliable access to an internet enabled device.

REQUIRED: MyMathLab (MML) Student Access Kit

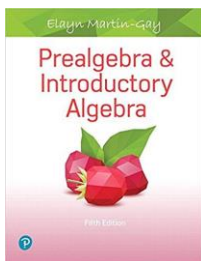
Purchasing Options:

- Purchase a custom Valencia/UCF MML Access Kit at the DTC bookstore <https://ucf-vc.bncollege.com/shop/ucf-valencia/home>
- Purchase instance access through MyMathLab with a debit or credit card. <http://pearsonmylabandmastering.com>

All students must have access to MyMathLab. To register at MyMathLab, you will need an **access code** and will sign **via Canvas**

(Very) Optional: *Prealgebra & Introductory Algebra, 5/e Ready To Go MyMathLab Course* Author(s): Martin-Gay, Elayn; Textbook **ISBN-13: 978-0-13-470763-1**

***Please note** that you have access to the entire book through MyMathLab in its entirety in the multimedia section. This is included in the cost for MyMathLab software.



Recommended Calculator: Basic “4-function” calculator such as the [Texas Instruments 503](#), [Canon LS-82Z](#) and [Casio SL-300SV](#) for example.

Some assignments will require the use of a calculator. The use of a calculator will be very limited in this course. No cell phones are allowed to be used as calculators. If you plan on taking higher math course, you may want to consider purchasing a TI-84+ graphing calculator. Financial aid may cover part of full cost of your calculator.

Online Instruction Delivery System (Course Platform):

This course is delivered via Canvas, and uses MyMathLab as a testing tool to do online homework and take your math tests. To be able to take this course, you must have a computer with Internet access and - of course- must know how to use it.

Course Access: Canvas/WebCourses

Valencia Students, Canvas course page: <http://online.valenciacollege.edu/>

UCF Students, Webcourses course page: <http://webcourses.ucf.edu/>

Course Outcomes:

- The student will be able to perform basic algebraic operations (addition, subtraction, multiplication, division) and the order of operations to all real numbers.
- The student will be able to recognize and perform operations with polynomials.
- The student will be able to recognize and simplify rational expressions.
- The student will be able to recognize and analyze linear equations in two variables.
- The student will be able to recognize and analyze geometric shapes.
- The student will be able to recognize and understand the properties of sets.

Registering for MyMathLab (MML) through Canvas:

Enter Your Canvas Course:

1. Sign in to Canvas and enter your Canvas course.
2. Then select **the MyLab & Mastering** in the Course Navigation, and then click on “Open MyLab & Mastering” on the Pearson page.

Get Access to Your Pearson Course Content:

1. Enter your Pearson account **username** and **password** to **Link Accounts**.
You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
 - If you don't have a Pearson account, select **Create** and follow the instructions.
2. Select an access option:
 - Enter the access code that came with your textbook or was purchased separately from the bookstore. **Note that if you have previously purchased an access code for this textbook, it is good for one year.**
 - Buy access using a credit card or PayPal account.
 - If available, get temporary access by selecting the link near the bottom of the page.
3. From the You're Done page, select **Go to My Courses**.
4. If you're waiting for financial aid, click **Get temporary access without payment for 14 days**, which is near the bottom of the Payment Options page. Click **Yes** when a message appears asking if you are sure you want temporary access. You will receive an email with payment instructions. **NOTE:** To stay in your course, use an access code, credit card, or PayPal *before* the temporary access ends. If you don't pay within 14 days, you will lose access to your instructor's online course and may miss deadlines or important notices from your instructor. Once you pay for full access, you are reconnected to coursework already completed.

****NOTE**:** You **MUST** purchase the MML code by the end of the second week of this course. Not receiving your financial aid on time or not paying for your access code on time will **NOT** be an excuse for not having your code. Assignments will **NOT** be re-opened after the due date has been passed.

To watch a short video on how to register, please go to:

<https://youtu.be/SXMr0zP63kU>

Note: **It is recommended you always enter your MyLab & Modified Mastering course through Canvas.**

Get Your Computer Ready

For the best experience, check the system requirements for your product at:

<http://www.pearsonmylabandmastering.com/system-requirements/>

Need help?

For help with MyLab & Modified Mastering with Canvas, go to:

<http://help.pearsoncmg.com/mylabmastering/canvas/student/en/index.html>

Upgrade Temp Access From Canvas Linked Courses:

Follow these instructions [Upgrade Temp Access to Full Access](#) when upgrading your temp access to full in Canvas linked courses to MyLab or Modified products. You should not be clicking on the "Assignments" tab in Canvas to upgrade.

Session Has Ended message in Canvas:

Safari browser settings with Canvas-integrated courses give this error message sometimes. Students must allow popups and cookies in their browsers. [Click Here](#) for browser fixes for the YOUR SESSION ENDED message in Canvas - again mostly seen in Safari. *We recommend always using Chrome or Firefox:

Clear Your Internet Cache:

If having an issue registering or getting a page asking for a CourseID when you don't need one because your course is linked to Canvas, try clearing your internet "cache" as this helps a lot of time. Here's [How to Clear Your Internet Cache](#) and if that doesn't work submit your case via the Tech Support Contact Form below to Pearson Tech Support to assist.

ACCESSIBILITY: [Pearson Accessibility Website](#)

Attendance Policy:

This online class has no required synchronous class meetings; however, missing more than six assignments or not complying with the No Show Status Policy will subject the student to being withdrawn. No Show Status Policy By the "Program Integrity and Documentation of Online Course Attendance" published by the US Department of Education (ED) and adopted by Valencia College and the University of Central Florida, any student registered in an online course must show attendance. The Department of Education has made it clear that simply logging into an online course does not constitute attendance as an "academically-related activity." The way a student shows attendance in this course is by (1) completing syllabus quiz found in Canvas in the Week 1 Module, (2) completing the following Homework assignments (in MyMathLab) Chapter 1 homework, and (3) completing the Introduction discussion assignment in Canvas.

***Caution:** if you have not logged into Canvas, completed the syllabus quiz, logged into MyMathLab, and completed all assignments due during the first week of this term you will have not complied with the ED attendance policy, and you will be withdrawn from this course as a No-Show.*

Grading Policy (read this section carefully!):

All assessments/evaluation procedures are consistent with the educational activities and will appropriately measure the stated learning outcomes and unit learning objectives.

1.) Homework and Videos: There are lecture videos within your assigned homework. Take notes while you watch each video. The videos **DO** count as a grade. Once you finish watching the videos, you will complete the online homework problems for each section to be covered. Completion of homework is crucial to student success in any math course! **Each online homework section can be attempted unlimited times up to the deadline.**

2.) Lab Component: There is a REQUIRED lab component to this class. In Canvas, there are weekly assignments posted. These are a combination of discussions and electronic assignments that are required and you will be expected to submit via Canvas. Instructions of PDF submissions are on Canvas. **Your weekly schedule has all due dates for the lab component assignments. There is a grading rubric for your assignments in your Canvas course modules.**

3.) Tests: You will take **3** unit tests. All tests can be taken from home. **There are NO make-up tests!** You will be required to submit a PDF of work done for each test. Instructions are on Canvas.

4.) Final Exam: The Final Exam can only be taken once and cannot be dropped. Failure to take the Final Exam will result in receiving a zero and will automatically result in an F grade in the course.

****Please note: The final exam will have a 3 hour time limit.**

****You will have to submit a PDF of your work via Canvas**

****There is a review for the final exam in Canvas (through MML). This review does not count toward your grade. The review is the best way to prepare for the final exam****

Schedule your test-taking dates and times efficiently! I am not limiting you when taking tests, so please do not limit yourself! Tests must be taken according to the Weekly Schedule (found in Canvas). **You can take the tests at any time on or before the deadline date, but never after!**

If you wait until the last minute to take a test, I am not responsible for last minute technical difficulties, including accessibility to a computer at your selected testing center, availability of Internet connection to Canvas, etc.

Grades: The final grade for this course will be derived from the following sources:

Tests	50%
Lab Component* (in Canvas)	10%
Homework (in MML)	20%
Final Exam	20%

The grading scale is as follows:

A 89.5-100% B 79.5-89.4% *C 69.5-79.4% D 59.5-69.4% F Below 59.5%

****Your grades and class average should always be checked in your Canvas Gradebook. Please do not check MyMathLab for a current grade. It will NOT be the correct average!****

Course Make-Up Policy:

- You can do the online homework several times up to the deadline.
- Late work for the lab component will be accepted *only* if students provide written documentation of a medical emergency or ongoing medical condition that is submitted on the first day of the student's return to the course. Typically, one week extension on assignments will be granted upon a student's return to the course. Otherwise, no extensions will be granted.
- Make-Up Exams are not permitted. ***If you miss an exam, your final exam score will replace the missed exam score (maximum of one exam).*** A zero score will be assigned for each additional missed exam. **Consider this to be your extra credit. Please do not ask for any additional extra credit.**

****Failure to take the MAT 0022C final exam will automatically result in an F grade for the course.**

Technical Problems

Technical problems such as power outages and unavailability of internet connections can happen.

Do not wait until the last minute to complete your assignments and tests. Technical problems are not an acceptable excuse for work that has not been completed by the due date. If your computer freezes, restarts, or loses its internet connection during a test, the test will be marked as "Incomplete". When you resume the test, your answers and remaining time will be loaded from your previous session.

For MyMathLab technical support:

The telephone number is 1-800-677-6337. Staff is available to troubleshoot your technical problem almost seven days a week. Alternatively, you may fill out the [Product Support form](#) to communicate your issue or request.

For MyMathLab Student Support:

<https://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/index.html>

Tips for Success:

- Set aside time for the class. Treat the online class as a face to face class with set hours. For every credit hour, you should expect to spend approximately two to three hours studying.
- Take organized notes as you work through each section. Your notes should include the section and the title of the section. Be sure to include definitions, formulas, strategies/steps for solving and any other relevant information.
- Make sure you write down and solve homework problems as if you're turning them in for credit. That way you have something to reference when preparing for your exams.
- If there's prerequisite material you have forgotten, don't be afraid to look it up on YouTube, Google, etc.
- Remember there are 2 parts to learning math-knowing what to do and knowing when to do it.
- Don't get behind. If possible, work ahead!
- Work ahead in the beginning so you have more time later in the semester.
- Use the resources that are available to you.
- Communication is key in an online class. If you need assistance, be sure to contact your instructor immediately.
- Form a study group-it makes homework more fun. You have peers and access to zoom.

Communication Policy:

Expectations of Student

- Students are expected to check their Canvas email on a regular basis throughout the week.
- Students can expect to devote 5-6 hours each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#). Some highlights from these principles are:
 - Create a hospitable and accountable community
 - Suspend judgment
 - All voices have value

Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments within 7 days.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#).
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some [guidelines](#) for behaviors.

All students are expected to:

- Show respect for the instructor and for other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

Contact Your Instructor

You may contact me in various ways during this semester.

- Virtual office hours are held via email on designated dates/times as indicated in the syllabus.
- You may contact me through the Inbox Monday-Friday. I will respond to your message within 24 hours with the exception of days and times when the college is closed.
- In your messages, please indicate your course number (CRN) so that I may better assist you.
- If you prefer to speak to me directly, please schedule a meeting with me via <http://calendly.com/sluzoro>

Not checking my emails and weekly announcements will not be accepted as an excuse for missing required tasks; missed announcements and/or emails may affect your grade and are the responsibility of the student.

Work Requirement:

Instruction in this course does not involve classroom lectures. You will learn the course math contents by using your textbook and videos provided. All instructional materials used throughout the course, as well as the scheduled activities, support and promote the achievement of the stated learning outcomes and unit learning objectives. (You can find the course learning outcomes and unit learning objectives on the Canvas course site.) I will act as facilitator and will guide you in your learning experience.

Pandemic community resources:

<https://valenciacollege.edu/alerts/coronavirus-community-resources.php>

Financial Aid: Students can email finaidoffice@valenciacollege.edu or call 407-582-1507.

Student counselors/advising: Students who want to talk with a Valencia counselor for emotional support and resources should:

- Submit a "Counseling Support Form" at: <http://bit.ly/CounselingSupport> and a counselor will reach out to you.
- Or email advising@valenciacollege.edu and indicate you want to talk with a counselor
- Or call 407-582-1507 Hours of operation: Monday – Thursday 8:00am – 8:00pm, Friday, 8:00 AM – 5:00 PM, Saturday and Sunday, 10:00 AM – 3:00 PM.

Virtual Answer Center Advisors: Advisors are available to assist with steps to enrollment, follow up on the admissions process, review and determine financial aid needs, and clarify initial educational goals.

- Virtual office hours: <https://valenciacollege.zoom.us/j/114067187>
- Hours of operation: Mon – Fri. 7:00 am – 10:00 pm, Sat. & Sun. 10:00 am – 10:00 pm
- Website: <https://valenciacollege.edu/students/answer-center/>

No-Show Policy!

Important: The U.S. Department of Education requires online students to show attendance by submitting homework during the first week of classes. To comply with this Federal law, you must successfully complete assignments by the *first Saturday* of the term. **Successfully completing assignments means to:**

- (1) Self-Enroll in MyMathLab, instructions and a video are posted on canvas and in the syllabus.
- (2) Complete the Student Introduction assignment in your Week 1 Module in Canvas.
- (3) Complete at least one Online Homework in MyMathLab (MML) through Canvas.
- (4) Complete the Syllabus Quiz located in your Week 1 Module in Canvas.

Any student that does not comply with this Federal requirement will be dropped from the course as a No-Show.

Important Dates:

- **Canvas and MyMathLab opens:** Monday, May 4, 2020
- **First day of class:** Monday, May 4, 2020
- **Department of Education Attendance Requirement deadline:** Monday, May 11, 2020 (11:59 PM)
- **No Show deadline:** Monday, May 11, 2020 (11:59 PM)
- **Drop/Refund Deadline:** Monday, May 11, 2020 (11:59 PM)
- **Withdrawal deadline:** Friday, June 26, 2020 (11:59 PM)
 - No W grade will be given after the withdrawal deadline
- **Final Exam deadline:** Tuesday, July 28, 2020 (Cumulative; 3 hour time limit).
- **College Closed:** May 25th and July 4th

Please check the Weekly Schedule in Canvas (Week 1 Module and Canvas Syllabus) for all tasks and deadlines!

STUDENT CODE OF CONDUCT: All students are expected to be in compliance with Valencia College's policy on student code of conduct.

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

ACADEMIC HONESTY: All students are expected to be in compliance with Valencia College's policy on academic honesty.

<http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

WITHDRAW POLICY: If you decide to withdraw from this course, you must follow the proper ATLAS procedure. Students should familiarize themselves with Valencia College's withdrawal policy. **The withdrawal deadline for this term is June 26, 2020. Per Valencia Withdrawal Policy, a student cannot withdraw and obtain a grade of W after this deadline. After this withdrawal deadline, students will only receive a letter grade of A, B, C, D or F.**

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

ONLINE LEARNING ASSISTANCE RESOURCES:

- **Valencia's Virtual Tutoring Service:** In response to COVID-19, Valencia's tutoring services have moved online and are available live for all math students. To get started, visit <https://online.valenciacollege.edu/enroll/N37KF9> and self-enroll in the math tutoring course in Canvas. This is where you will access the link to live tutoring (via Zoom), as well as the schedule of tutors, times, and services. There is also more information on the Tutoring Page in Canvas.
 - **Smarthinking:** Smarthinking is an online tutoring tool available to all of Valencia's students, and math tutors are available 24/7. You can access Smarthinking through the Courses tab in Atlas, in the My Courses channel. Students have a limited number of hours available, and therefore, Smarthinking is best used as a back-up to Valencia's virtual tutoring service, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices. <https://valenciacollege.edu/students/learning-support/smarthinking-online-tutoring.php>
 - **Distance Tutoring Guide and Additional Resources:** Visit <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> for more information on virtual learning support services, including links to live Valencia tutoring for other subjects.
-

STUDENTS WITH DISABILITIES: Valencia students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities. Here are the campus locations and contact numbers:

<https://valenciacollege.edu/students/office-for-students-with-disabilities>

NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1 VISA): Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's International Student Services office for more information. <http://valenciacollege.edu/international/>

CORE COMPETENCIES OF A VALENCIA GRADUATE:

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:

- 1) THINK clearly, critically, and creatively;
- 2) COMMUNICATE with others verbally and in written form;

- 3) Make reasoned VALUE judgments and responsible commitments;
- 4) ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

STUDENT FEEDBACK ON INSTRUCTION: Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only *after* grades are submitted and students' names are *not* included in the results – all responses will be anonymous.

STUDENT ASSISTANCE PROGRAM: Valencia College has contracted with a private and confidential counseling service (**Bay Care Behavioral Health Student Assistance Program (SAP)**) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

SUPPORT FOR STUDENTS WITH FOOD/HOUSING/FINANCIAL NEEDS: Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center for information about resources that may be available from the college or community.

FERPA (*Family Educational Rights and Privacy Act*): FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232G; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA, see: <http://valenciacollege.edu/ferpa/default.cfm#whatis>

TITLE IX: Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to www.valenciacollege.edu/eo or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit www.valenciacollege.edu/eo.

DISCLAIMER: Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. In case you are absent, it is **your** responsibility to find out what, if any, announcements or changes have been made.
