

202420-MAT-0022C-24516 Syllabus

Professor: Cesar Leal Ferreira, PhD

Class Information:

CRN	Mode	Days / Time of Meetings	Campus
24516	F2F	MW / 10:00 to 11:40 AM / RM 357	Downtown Valencia/UCF Campus (DTC)

Important College Contacts

Math Coordinator: Prof. Roberta Carew – 407-582-5605 / rbrown75@valenciacollege.edu

Learning Center Manager: Ning Christopher – 407-582-1120 / schristopher6@valenciacollege.edu

Lab Supervisor: Amanda Forth – 407-582-5294 / adagiau@valenciacollege.edu

Contact Information

College Website	www.valenciacollege.edu
Department Phone Numbers	(407) – 582 – 3506
Instructor's E-mail	cferreira4@valenciacollege.edu
Preferred contact method	Canvas Inbox Mail

Office Hours:

Days	Times	Location
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MW	15 minutes long, after class	RM 357
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Course Description and Structure

Structure: Lecture

Credits: 3.

Description: This developmental course supplements the algebraic background of students prior to taking MAT1033C. This course emphasizes fundamental algebraic operations, linear equations and inequalities, properties of exponents, polynomials and factoring, introductions to rational and radical expressions, and applications of these topics. A minimum grade of C is required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree.

Major Topics/ Concepts/ Skills/ Issues

Whole Numbers

Integers

Rational Numbers

The Real Number Line

Properties of Real Numbers

Operations with Real Numbers

Geometric figures

Algebraic Expressions

Linear Equations and Inequalities

Polynomials and Factoring

Integer Exponents

Rational Expressions

Required Materials

1) MyMathLab software access code: You must purchase a MyMathLab student access kit from the Campus Store (<https://ucf-vc.bncollege.com/shop/ucf-valencia/home>) or online at www.mymathlab.com. Students can 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. **MyMathLab registration is completed during lab orientation.**

For registration difficulties, contact your instructor or Amanda Forth from the Math Open Lab at the Downtown Campus (email: adagiau@valenciacollege.edu).

2) Simple Scientific Calculator: It is very important to know how to use scientific calculator for this course. Students can borrow a calculator from the Learning Center or from the Tech Desk for the day. Longer term loans might be available at the Math Department. If the student is interested in purchasing one that will be applicable also in future courses, the **TI-30XIIS** is a good option.

Course Components

Attendance

- Attendance will be taken each class period.
- You are expected to be in class on time and to remain in class for the entire period. If you are not present when roll is taken or leave before class is dismissed you will be considered **tardy (1/2 absence)**.
- In general, aside from jury duty and military duty, all absences are counted equally toward to the attendance policy. 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 cannot be “made up.”

Homework

- Homework is assigned in MyLab Math for each section covered. Refer to the attached schedule for a list of all homework assignments and due dates.

- Homework can be completed after the due date for a **10% penalty** per day, per question.
- The **Ask the Instructor** feature in MYLAB MATH is the most effective way to contact your instructor about individual homework questions.

Lab Component: The course has a mandatory lab component. For Math courses, lab practice will mean time spent by the student practicing math problems with the availability of a tutor.

Each student must spend a minimum of **50 minutes** in the Learning Support Center (DPAC 330). Each student must log-in (or sign-in) at the front desk to receive credit for lab attendance.

Assessments: There are 5 assessments before the Final Exam (Mastery Tests, Midterm Exam and Gen Ed Assessment - see attached schedule). Students should write their work to have full grade for each question. Questions with missing or wrong work will not be graded even if the answers were guessed right (the score will be zero). There is no make-up for the tests.

Final Exam: A cumulative final exam will be given (**See Schedule attached**). The final exam must be taken in order to pass the course. If the student don't take the final exam or has a zero score in all questions, the overall grade for the course will be "F", even if the student complete all other assignments. The final exam is worth 20% of the overall grade otherwise. Questions with no work will not be graded (the score will be zero). There is no make-up for the Final Exam.

Grading Policy

Assessment	Percentage of Overall Grade
Attendance	5%
Homework	30%
Lab component	15%

Mastery Tests	30%
Final Exam	20%
Total	100%

All grades will be calculated to the nearest tenth and rounded appropriately.

Percentage	Grade
90%-100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

Make-Up Policy

Requests to make-up assignments and tests will only be considered before the Final Exam week, with outstanding and documented reason (medical condition, for example).

- For the sake of clarity, if students do not complete an assignment or test by the due date, a zero score will be automatically assigned for each incomplete question. Homework can be completed after the due date for a **10% penalty** per day on the questions completed after due date.
- The best practice is to contact the instructor **BEFORE** the due dates, if you experience any difficulties in meeting any deadlines.
- In the case of a prolonged absence due to illness, family emergency or any other extreme situation, communicate with me as soon as possible to create a plan for the best course of action.
- Make-Up Final Exam is not permitted.

Withdraw Policy

- Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who does not attend class during the first week of class will be dropped from the course by the instructor.
- Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of “W.”
 - **Important Dates and Deadlines, including withdrawal dates, may be found here:**
<https://valenciacollege.edu/academics/calendar/>
- A student is not permitted to withdraw after the withdrawal deadline.
- **Important Note:** The professor CANNOT withdraw students of the Downtown Campus - if needed, it is up to the student to process it.

Learning Support Center (LSC)

The Learning Support Center (LSC) at the Downtown campus offers free face-to-face and distance tutoring for a variety of courses, as well as free equipment rentals. Find out more about at the link:

<https://valenciacollege.edu/students/learning-support/downtown/tutoring-center.php>

Distance Tutoring & Technology Support at Valencia

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Academic Honesty

To set up a productive environment, where students learn from their work on assignments and assessments, where instructors can provide meaningful feedback that would help students' improvement, it is important to promote academic honesty. Plagiarism or cheating is extremely damaging to this environment. Possible consequences are **immediate removal from the class, an overall grade “F” and referral of the incident to the Dean of Student Affairs/Mathematics**. Examples of behavior that can be construed as cheating are: 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.

Special Accommodations

Students with disabilities who qualify for academic accommodations must provide a letter 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 proper documentation of disabilities (Testing & Accessibility Office, Union West #210).

Student Resource for Assistance

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To 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.

Conduct - Valencia Student Core Competencies

- 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. Texting is not permitted 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 with other students while work is being done at the board, 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 a determination is made on whether you will be attending class again.

Valencia Community College wants graduates to possess and demonstrate a set of global competencies including the ability to **THINK, COMMUNICATE, VALUE AND ACT**. To help you acquire and improve your ability to show the competencies this course will include activities that require you to:

1. Think clearly, critically and creatively.
2. Communicate with others in written and verbal form.
3. Make reasoned value judgments and responsible commitments.
4. Act purposefully, reflectively and responsibly.

Recording Lectures

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers' rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College's Student Code of Conduct.

Communication Policy

The instructor will only correspond with you through your Atlas e-mail or **Canvas (preferably)** only. Students are expected to **check Canvas inbox and announcements every week**. Students are expected to read and follow instructions sent by the instructor on time. The instructor will not correspond using other means as PDA, cell phone, SMS, Social Medias, or replying to non-Valencia mail accounts. All electronic communications should be respectful and professional. Students are encouraged to use complete sentences and proper grammar, but mistakes will not be judged or graded at all.

Other policies & Information

Computer/Equipment Use Policy: This course relies on the use of technology to aid in your learning. You are expected to check Canvas 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.

Canvas Help Desk: (407) 582-5600 or visit <https://valenciacollege.edu/students/learning-support/>

ATLAS Student Help Desk: (407) 582-5444 or <https://valenciacollege.edu/about/support/>

OIT Help Desk: (407)-582-5554

Amendment

These policies may be amended in favor of the student's success in the course at the instructor's discretion.

Questions

Students are welcomed to ask any questions regarding this Syllabus, using my contact information (Canvas inbox or email).

Course Schedule

Will be available on the course's Canvas Home Page.