

**202310 Developmental Math Combined MAT-0022C-15063**

**Course Syllabus**

**Fall - Full Term - 2022**

**Professor Cesar Leal Ferreira, PhD**

**Class Information:**

CRN	Mode	Time of Meetings	Campus
15063	F2F	M & W, 1:00 to 2:40 pm	Downtown Valencia/UCF Campus (DTC)

**Important College Contacts**

Executive Dean, DTC: Dr. Eugene Jones - 407-582-5508

Learning Support Services, Manager: Ning Christopher - 407-582-1120

**Instructor Information & Contacts**

Name: Cesar Leal Ferreira

Email: [cferreira4@valenciacollege.edu](mailto:cferreira4@valenciacollege.edu)

Preferred contact method: Canvas Inbox Mail

Phone for emergencies: 407-582-3521 (Catrina Semakula, Staff Assistant)

**Office Hours (online, by Zoom meeting):**

The instructor doesn't hold Office Hours. If any student need to discuss any academic matter, it is possible to schedule a chat right before or after classes. Another option to schedule a Zoom meeting, if necessary, by sending a Canvas Inbox message to the instructor.

**Distance Tutoring & Technology Support at Valencia**

You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop, or mobile device. Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Click here to access the Getting Started Guide to Online Tutoring with Zoom: [Link](#).

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit [www.valenciacollege.edu/tutoring](http://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.

Hours of Operation:  
Monday-Friday: 8 am – 10 pm  
Saturday & Sunday: 9 am – 7 pm

## Course Description and Structure

**Structure:** Lecture

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

Square Roots

### Required Textbook(s) & Materials

**REQUIRED:** MyLab Math Online Access Kit for students

Purchasing Options: Access **MUST** be purchased by one of the following methods

- Purchase a custom Valencia/UCF MyLab Math Access Kit at the [DTC bookstore](https://ucf-vc.bncollege.com/shop/ucf-valencia/home) at discounted rate through website: <https://ucf-vc.bncollege.com/shop/ucf-valencia/home>
- --OR--
- Purchase instance access through MyLab Math with a debit or credit card.
- Important Note: For this course, MyLab Math can only be accessed via the “**MyLab and Mastering**” menu item in Canvas; therefore, there is **NO COURSE ID**. Do not try to access the course via the MyLab Math website, as it will not work—it can **only** be accessed through Canvas.

Note: A virtual copy of the textbook is available through MYLAB MATH, so a physical textbook is not necessary.

**SUGGESTED CALCULATOR:** It is not necessary to use a specific calculator for this course. If student is interested in purchasing one that will be applicable also in future courses, the following are the suggestions.

- TI-30XIIS or another approved scientific calculator.

## 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 MAT 0022C Daily Topics for a list of all homework assignments and due dates. Due dates are also shown in MYLAB MATH for each assignment.
- Homework can be completed after the due date for a **10% penalty** per day. (So, homework beyond five days late can still be completed, but no credit will be awarded).
- The **Ask the Instructor** feature in MYLAB MATH is the most effective way to contact your instructor about individual homework questions.

**Lab Attendance:** This course has a mandatory lab component. 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

### Tests (including Midterm):

Four scheduled Test will be administered. Each Test is worth 10% of the overall course grade for a total of 40%.

**Final Exam:** A cumulative final exam will be given on **(See Final Course Schedule attached)** in the same classroom. The final exam must be taken in order to pass this course. The final exam is worth 20% of your grade.

**The HONORLOCK proctoring solution will be used, if necessary, which requires:**

- A laptop or desktop computer with a microphone (not a tablet or phone) .
- A webcam.
- Reliable Internet connection .
- Photo identification in the form of a Valencia-issued student ID card or government-issued ID card (i.e. driver’s license, passport).
- [Google Chrome](#) downloaded (required browser).

- [Honorlock Chrome Extension](#) downloaded.

Support access is built into Honorlock in real-time. If you encounter any issues during an exam, you can contact support by live chat within the Honorlock window in Canvas, by phone (855-828-4004), and/or by email at [support@honorlock.com](mailto:support@honorlock.com). For answers to common questions on online proctoring, visit the [Student FAQ](#) page or Honorlock's [student information website](#).

## Grading Policy

Assessment	Percentage of Overall Grade
Attendance	5%
Homework	30%
Lab Minutes	15%
Unit Exams (Mastery Tests)	30%
Final Exam	20%
Total	100%

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

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

## 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 online 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.**

## 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.

**One important procedure** to safeguard academic honesty is to keep only allowed material in the student’s desk when taking a Test or Exam. Face-to-face and Online students should follow the Test and Exam procedures. Online students will use Honorlock and should adjust the webcam to show their workspace (desk, pen, pencil, scratch paper, hands) rather than the student’s face. **DEVICES ARE NOT ALLOWED** (other than the one where the student is running Honorlock). Failing to correctly adjust the webcam will be warned, on the first scheduled assessment, and will result in a zero grade on the next assessments.

## 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 (Danelle Maschhoff, 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).

### **Attachment: Course Schedule**

**MAT 0022C - FALL 2022**  
**M W | 01:00 – 02:40 PM | DPAC RM: 357**

Dates		Lab worksheets	Due Dates (at 01:00 pm)
<b>Week 1</b>	<b>Aug 22 &amp; 24</b>	<b>1: Orientation (Aug 24 @ 1:40)</b>	8/31
	Chapter 1 (1.7 & 1.8)		
	Chapter 2A (2.1-2.3)		
	Chapter 2B (2.4 & 2.5)		
<b>Week 2</b>	<b>Aug 29 &amp; 31</b>	<b>2: Order of Operations</b>	9/7
	Chapter 4 (4.3)		
	Chapter 4 (4.4 and 4.5) Chapter 5 (5.2-5.5)		
<b>Week 3</b>	<b>Sep 7</b>	<b>3: Math Anxiety</b>	9/14
	<b>Mastery Test 1</b>		
	Section 3.1		
<b>Week 4</b>	<b>Sep 12 &amp; 14</b>	<b>4: Combine Like Terms</b>	9/21
	Chapter 3 (3.1-3.4)		
	Sections 4.8/5.6		
<b>Week 5</b>	<b>Sep 19 &amp; 21</b>	<b>5: One Variable Linear Equations</b>	9/28
	Chapter 9A (9.2-9.4)		
	Chapter 9B (9.5 & 9.6)		
<b>Week 6</b>	<b>Sep 26 &amp; 28</b>	<b>6: Me, Myself &amp; Math</b>	10/5
	<b>Mastery Test 2</b>		
	Chapter 6A (6.1 & 6.2)		
<b>Week 7</b>	<b>Oct 3 &amp; 5</b>	<b>7: Test Taking Tips</b>	10/12
	Chapter 6B (6.3 & 6.4)		
	Chapter 6C (6.5 & 6.6)		
	Chapter 6D (6.7)		
<b>Week 8</b>	<b>Oct 10 &amp; 12</b>	<b>8: Properties of Exponents</b>	10/19
	Chapter 10A (10.1-10.4)		
	Chapter 10B (10.5-10.7)		
<b>Week 9</b>	<b>Oct 17 &amp; 19</b>	<b>9: Study for Midterm</b>	10/26
	Review/Catch-Up		
	<b>MIDTERM EXAM</b>		
<b>Week 10</b>	<b>Oct 24 &amp; 26</b>	<b>10: Factoring</b>	11/2
	Chapter 11A (11.1-11.3)		
	Chapter 11B (11.4-11.6)		
October 28, 2022: Withdrawal Deadline (Deadline is 11:59 PM EST on Atlas for a grade of "W")			
<b>Week 11</b>	<b>Oct 31 &amp; Nov 2</b>	<b>11: Simplify Rational Expressions</b>	11/9
	Chapter 12A (12.1 & 12.2)		
	Chapter 12B (12.3 & 12.4)		



<b>Week 12</b>	<b>Nov 7 &amp; 9</b>	<b>12: Attitude &amp; Motivation Study Skill</b>	11/16
	<b>Mastery Test 3</b>		
	Chapter 13A (13.1 & 13.2)		
<b>Week 13</b>	<b>Nov 14 &amp; 16</b>	<b>13: Simplify Radical Expressions</b>	11/28
	Chapter 13B (13.3 & 13.4)		
	Chapter 15A (15.1-15.3)		
<b>Week 14</b>	<b>Nov 21 (Thanksgiving Week)</b>	<b>NO LAB</b>	11/30
	Chapter 15B (15.4 & 15.6) Review Chapters 1, 2 & 3		
<b>Week 15</b>	<b>Nov 28 &amp; 30</b>	<b>14: Pass It Forward &amp; STUDY FOR FINAL EXAM</b>	12/5
	<b>Gen Ed Assessment (as Mastery Test 4)</b>		
	Global Review		
<b>Final</b>	<b>Dec 5</b>		
	<b>FINAL EXAM</b>		

\* Homework may be completed after the due date with a 10% penalty.

\*\*You are required to spend 50 minutes per week in the Learning Support Center (DPAC Room 330). The full 50 minutes (or more) must be recorded by logging into the Learning Support Center to receive weekly credit. Anything less than 50 minutes will receive no credit.