MAT0018C Developmental Math I

CRN 33627 Course Syllabus

Summer Term 2012

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| Instructor: Diana Maria Antolinez  Phone: 407-582-5408  E-mail: dantolinez@valenciacollege.edu (preferred)  Office location: 7-256 Hands-on Math room.  Office Hours: By appointment. | Supplemental Learning Leader (SL):  Armando Fernandez  E-mail: afernandez41@mail.valenciacollege.edu  Office location: SL room at 7-240.  SL hours: TBA |

Course Description

This is an entry-level course in mathematics emphasizing the fundamental mathematical operations with application to beginning algebra. This is the first course of two designed to prepare students for first-year college-level mathematics. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside education settings.

Required Materials

Class Text: PreAlgebra, 2nd edition

Author: Elayn Martin-Gay (Valencia Custom version)

**Notebook: Any college-ruled notebook will suffice.**

**Calculator: Calculator usage in this course is not recommended. However, you will be allowed to use a calculator ONLY for Chapter 7!**

Open Lab: ☞MyMathLab Student Access Kit (included with new book purchase)☜

You may purchase a MyMathLab from the bookstore or online if you do not have a redemption card.

Class Attendance

* You are expected to attend every class meeting, unless an illness or emergency makes it impossible for you to do so. However, regardless of the nature of the excuse, you are solely responsible for the content covered in class and/or any announcements.
* You are expected to be punctual. It is extremely rude to come in to class once class has started. If you are continually late, I will have a private conference with you in order to remediate the situation. If you fail to comply with any agreements set henceforth, you will be liable to be withdrawn from class due to lateness.
* You are expected 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.
* You are allowed three (3) unexcused absences in one term. Any extra absences will be excused at my discretion. Some examples of excusable absences are: illness of yourself, immediate family member or family member to whom you are the caregiver. Absences are excused solely at my discretion, and I will require documentation that proves the existence of extenuating circumstances before excusing any absence(s).

**Lab Component**

This class has a **required lab component** that will count for **15% of your course grade**. Visit the Math Center’s Open Lab at building 7, room 240, **for a minimum of 60 minutes** per week, document your time properly on an in-lab computer, and work with Lab Instructors as directed to earn your lab grade.

The Open Lab consists of both attendance and assigments and are worth 4% and 11% respectively towards your lab grade. Thus, **attendance is mandatory** and assigments that are not completed by the due date **will not count**.

**The Open Lab hours are:**

Monday through Thursday from 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 12:00 p.m.

Saturday from 10:00 p.m. to 3:00 p.m.

Testing

* You must complete each test within the time allotted during the class period. The only exception to this rule would be if you have documentation from the Office for Students with Disabilities letting me know that you need more time and thus, will be taking your tests at the Testing Center (11-142).
* Your Comprehensive Final Exam grade will replace the lowest test grade. There are no other dropped scores.
* It is your responsibility to make a timely request for an excused absence (Please make it no more than a day before the absence), should you miss a test. If you do not request an excused absence for a missed test, or your request for an excused absence is denied, you will receive a zero on that test.
* All materials in your work area during testing, including electronic memory, are subject to thorough and unannounced inspection by the instructor.

Homework: Completion of homework on a regular basis is crucial to your success in this course. Specific homework problems are assigned in *MyMathLab* for each section covered.

Notes: I expect to see legible notes parallel to the class timeline. These are to be kept in a college-ruled notebook. I will check your notes each test day.

Digital portfolio: You will keep record of homework, notes and test correction grades in your digital portfolio on blackboard. You will also be assigned a Chapter Reflection that will be submitted through Blackboard as journal entry.

Grading

**The College Wide Final Exit Exam** is required of all MAT0018C students. Students must pass this exam with a score of 80%. The passing of this test is necessary but not sufficient for passing MAT0018C.

For students who pass the Final Exit Exam with a score of 80% or better, the course grade will be determined using a weighted average of four components:

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| 7 Chapter Tests 50%  Notes/Digital Portfolio 10%  Test corrections 10%  Lab Masteries 15%  **Comprehensive Final 15%** | Grading Scale  90 – 100% A  80 – 89.9% B  70 – 79.9% C  60 – 69.9% D  Below 60% F |

* I will give partial credit on tests/quiz questions and, when appropriate, solely at my discretion.
* Scores on all tests and assignments will be rounded to the nearest percent. End-of-term averages are rounded to the nearest tenth of a percent.
* Grades will not be disclosed over the telephone or via e-mail, except through your Atlas account. If you wish to discuss your grade, you will need to meet with me personally.

**Withdrawal Rules and Procedures**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **June 29 2012** for Fall Full Term classes will receive a grade of “W.” **A student is not permitted to withdraw after the withdrawal deadline.** A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” During the first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, before the Withdrawal Deadline, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. If you do not withdraw prior to the Withdrawal Deadline or fail to take the required final examination, the professor will assign your grade based on your performance in the course at the time of withdrawal. For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75.

Classroom 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. If you fail to conform to this policy, I will be forced to ask you to leave the class.
* To create a good environment for learning, avoid sidebar conversations with other students, rude comments or remarks, raised voices or confrontational comments while work is being done at the board. I will serve as a classroom manager and I expect for you to follow my instructions
* If your actions in class are deemed by me to be disruptive, I will ask you to leave class immediately. If you are ever asked to leave class, you may be permitted to return to future class meetings after consulting with me outside of class. You may also be required to arrange a conference with another college official before attending class again.

Resources

## *The Math Connections*, located in the Math Center, 7-255, is a learning community for increasing mastery of the math competencies associated with your course. Various instructors work with and coach community members according to the schedule posted on the Math Connections window. Visit early; visit often!

*The Hands-On Math* room, located in 7-256, can help you understand a concept through the use of manipulatives. Be ready to use your hands and enjoy the learning process! Hours of operation are posted at the door.

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty included, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at http://valencia.cc.fl.us/policies/PDF/10-16.pdf.

**Repeated Attempts**

You may have only three attempts at Valencia per course including the original grade, repeat grades, and withdrawals at any point in the term beyond the Drop/Refund Deadline. **Upon the third attempt, you will be charged the full cost of instruction fee; and you will not be permitted to withdraw.** Permission to register for a fourth or subsequent attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be processed by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog. Further information about these processes is available in Student Services on each campus.

**Religious Observances**

You shall notify me no later than one week prior to the holy day. You will be excused from class without penalty to observe a religious holy day that follows your religious faith. However, you are responsible for any material that may be covered in class that day. If you happen to miss a quiz or test, I will place it on the Testing Center and you will have no more than one week to take it. (Refer to Valencia Policy 6Hx28:10-19)

**Valencia Core Competencies**

Valencia Community College desire their graduates to possess and demonstrate a set of global competencies including the ability to **THINK, COMMUNICATE, VALUE AND ACT**. In an effort to help you acquire and improve your ability to demonstrate 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.

**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 appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

DISCLAIMER: **The instructor reserves the right to make changes to the syllabus, course outline, homework and schedule. In the event of any of these, the instructor will announce them during class and in writing.**

| ***Week #*** | ***Dates*** | ***Topics*** | ***Textbook Sections and Plans*** | |
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| ***Tuesday*** | ***Thursday*** |
| 1 | May  7 – 12 | Course Introductions, Lab Orientations, Standard Notation, Addition, Subtraction, Rounding and Estimating. Perimeter. | Syllabus Orientation 1.2, 1.3 | Lab Orientation |
| 2 | May  14 – 19 | Multiplying and Dividing. Area. Simplifying Exponential Notation and Order of Operations.  Introduction to Variables, Algebraic Expressions and Equations. | 1.4, 1.5, 1.6 | 1.7, 1.8 |
| 3 | May 21-25 | Introduction to Integers. Addition of Integers. ***Lab Chapter 1: Due Monday, May 21*** | ***Exam***  ***Chapter 1*** | 2.1, 2.2 |
| 4 | May 28-June 2 | Subtracting Integers. Multiplication and Division of Integers. Order of Operations.  Solving Equations: The Addition and Multiplication Properties. | 2.3, 2.4 | 2.5, 2.6 |
| 5 | June  4 – 9 | Simplifying Algebraic expressions. Solving Equations and Problem Solving.  ***Lab Chapter 2: Due Monday, June 4*** | ***Exam***  ***Chapter 2***  3.1, 3.2 | 3.3, 3.4 |
| 6 | June  11 – 16 | Introduction to Fractions and Mixed Numbers. Factors and Simplest Form.Multiplication and Division of Fractions.  ***Lab Chapter 3: Due Monday, June 11*** | ***Exam***  ***Chapter 3*** | 4.1, 4.2, 4.3 |
| 7 | June  18 – 23 | Addition and Subtraction of Fractions. Order of Operations and Solving Equations Containing Fractions. | 4.4,4.5 | 4.6, 4.7, 4.8 |
| 8 | June 25-30 | Introduction to Decimals. Addition and Subtraction of Decimals. Multiplication of Decimals.  ***Lab Chapter 4: Due Monday, June 25*** | ***Exam***  ***Chapter 4*** | 5.1, 5.2,5.3 |
| 9 | July  2 – 7 | Division of Decimals. Fractions, Decimals, and Order of Operations. Equations containing decimals. Percent, Decimals and Fractions. Solving Percent Problems with Equations.  ***Lab Chapter 5: Due Thursday, July 5*** | 5.4, 5.5, 5.6 | ***Exam***  ***Chapter 5***  7.1, 7.2 |
| 10 | July  9 – 14 | Applications of Percent. Percent and Problem Solving. ***Lab Chapter 7: Due Wednesday, July 11*** | 7.4,7.5, 7.6 | ***Exam***  ***Chapter 7*** |
| 11 | July  16 – 21 | Addition and Subtraction of Polynomials. Multiplication Properties of Exponents.  Multiplying Polynomials. Area and Volume. | 10.1, 10.2 | 10.3, 9.3 |
| 12 | July  23 –28 | ***Lab Chapters 9/10: Due Monday, July 23*** | ***Exam***  ***Chapters 9/10*** | Review |
| 13 | July  30 – 31 |  | Final Exam |  |

May 28: College closed (Memorial Day)

July 4: College closed (Independence Day)