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| MAT 0022C: Developmental Math Combined - Fall 2016 |
| **Professor:** | Damika Sanders |
| **Phone#:** | (407) 476-8516 |
| **E-Mail:** | Dsanders8@valenciacollege.edu |
| **Website:** | <http://frontdoor.valenciacollege.edu/?dsanders8>  |
| **Office (Hrs):** | Office hours are by appointment only. |
| **CRN:** | 14832 |
| **Class Time & Days:** | Friday: 3:30pm – 7:05pm; East Campus - Rm 8-248 |
| **Lab Time & Day:** | Fri: 2:30pm – 3:20pm // ROOM 7-112C |

This syllabus is a contract 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 contract.  It is the responsibility of the student to carefully read this syllabus/contract in its entirety and to adhere to all policies and procedures within the syllabus.

**Prerequisites.** None.

**Course Description.** This developmental math course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percentages, integers, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, plane geometric figures and applications, graphing ordered pairs and lines and determining the intercepts of lines. A minimum final course grade of C is required for successful completion of this course. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: $42.00.)

Topics learned in this class include: Operations with Rational and Polynomial Expressions/Inequalities, Linear Equations with Applications, Introduction to Graphing Linear Equations, Geometry, Sets, Radicals, Unit Conversion, Operations with Fractions/Decimals, Long Division/Multiplication Facts, Simplifying Algebraic Expressions and Order of Operations/Exponents

**Required Materials:**

**Textbook:** Developmental Math Combined by Al Groccia ISBN: 978-1-60797-456-7 Publisher: Linus Books.

**ImathAS:** Online homework account. Each student will be registered with an account for the course. Further information will be discussed under “Homework”.

**3 Ring Binder:** This will be referred to as your Portfolio and is any 3 ring binder with a minimum of 4 tabs. Further information will be discussed under “Portfolio”.

**Atlas Email:** Please note that any notifications of excessive absence and or course progress are done through Atlas.  Be sure to check your email at least twice a week.  It is recommended that you do not forward your Valencia mail to an outside account like hotmail or yahoo etc. due to the fact that email from Valencia may be tagged as spam, therefore not delivered.

**Grading Policy:** Attendance/Participation: 6%

 Homework/Portfolio: 16%

 Labs: 10%

 Tests : 40%

 Quizzes: 8%

 Final Exam: 25%

**Grading Scale:** A: 90-100%

 B: 80-89%

 C: 70-79%

 D: 60-69%\*

 F: 0-59%\*

 \*These grades will require you to repeat MAT0018C before continue in your math courses.

**Attendance/ Participation**. Consider being a student as a full-time job. You should attend each class and lab, participate in class, ask relevant questions, turn in assignments when they are due, and ask for help when needed from the instructor, a tutor, or another student. Expect to spend at least 10- 15 hours a week on this course in addition to class time. Time management practices should be used to prevent tardiness. Excessive tardiness may result in the deduction of points and in the worst case withdrawal from the course. If absent, it is your responsibility to find out about announcements and changes, if any. If you miss 3 or more classes/labs you may be withdrawn from the course. Participation of this course includes pre-lecture assignments that include note-taking, writing down and working out problems and labeling material that needs additional attention. Any work requested by the professor should becompleted and turned in pencil only on the due date; late work is handled on a case-by-case basis. Working together is encouraged, but individual work must be turned in.

**Homework**. Homework will be assigned after each section. It is imperative that you do the homework, as this serves as practice material for the tests. Exercises to be turned will not be accepted if late.

**Logging In for IMathAS.** Many of you are already be registered in this online homework program. You will use your Atlas username and password to log in. The instructions are below. If you are not already registered, contact the professor.

**Logging In.** Make sure you are at the correct web address: <http://imathas.valenciacollege.edu> You should see “VALENCIA” written across the top of the page. If you do not see this you are on the incorrect website. At the Login page, you will be asked to supply your login credentials: Atlas username and password. You will also be able to select a Viewing/Accessibility option. You should choose: Force image-based display. (Upon first logging in a default password will be provided by your professor. Once you have logged in, go to settings and change the password to your Atlas password such that logging in here should be the same credentials as any other Valencia related log-in.)

**Home Page**

The home page lists the classes you're currently taking, and also has options for enrolling in a course, changing your password, changing your user info, or logging out of the system.

**Portfolio**. Organization is imperative for success, as such, you will be keeping a binder with at least 4 tabs/dividers for the following material: Notes, Homework/Quizzes, Lab/Activities and Test/Test Corrections. Your portfolio will be graded 4 times throughout the semester approximately around the period of each test throughout the semester. **Please keep all of your work in place in your portfolio.** If you “foresee” an absence on that day, then please make prior arrangements to have your portfolio graded. No late portfolios will be accepted.

# LAB

This course includes a mandatory lab component that occurs once or twice each week in Building 7, Room 112 (students should refer to their class schedules for details). Each lab session will be conducted by an instructional assistant and will include an activity chosen by the course instructor.

Lab activities are designed to supplement and reinforce students’ understanding of the course concepts and provide students opportunities to develop their skills. In addition to being mandatory, attendance and participation in lab activities correspond to improved performance in the course, so it is in students’ best interests to treat the labs just as seriously as they regard the lectures. **Your lab text site and log-in procedure will be given to you on the first day of labs.** All labs must be received complete and in pencil only on the due date; late work is handled on a case-by-case basis. Working together is encouraged, but individual work must be turned in. Lab Assignment Web Address: <http://bit.ly/eastmathlabs>

While in lab, students are expected to:

* abide by Valencia’s student code of conduct policy.

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

* adhere to Valencia’s integrity policy.

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

* bring all textbooks, lab manuals (if provided), writing utensils, paper, and any other materials necessary to the course, including their student identification cards to allow for attendance verification and equipment check out.
* make appropriate use of any available lab equipment.
* participate in lab activities for the entire duration of the lab.
* refrain from eating, drinking, or chewing gum.
* use cell phones only within the learning environment and only when permitted by the course or lab instructor.
* maintain an appropriate volume of voice and respect for the learning environment since lab sessions may be occurring simultaneously in the lab area.
* treat classmates, instructional assistants, faculty members, supplemental-learning leaders, and anyone else in the lab area in a professional, respectful, and civil manner.
* follow all instructions from the instructional assistants and lab aides.

Students can expect the lab staff (instructional assistants and senior instructional assistants) to provide:

* clear instructions for all lab activities.
* respectful and professional assistance with all lab activities.
* assistance with specialized equipment or materials necessary for lab activities.
* a safe environment in which to learn.

**Tests**. There will be four tests with **strict deadlines**, that must be taken in the Testing Center (4-123) comprising the following material. Test 1: Pre-Chapters A-E, 1.6 &1.7. Test 2: Chapters 2 & 3. Test 3: Chapter 4. Test 4: Chapter 5. The lowest test score will be replaced by the final exam. Each of these will comprise your “Tests” grade. You are responsible for knowing and understanding the material on each test. There are no make-up tests under any circumstance. A test must be done on or before the scheduled test date displayed on ImathAS. If you have an absence/zero for one (1) test then the Final Exam will be used in place of the missing exam. All other missing grades will result in a zero. You must have a Valencia ID card along with your VID number to take an exam. When you are ready to take the exam you will sign in at the Testing Center and tell the proctor that you are taking exam (#) and that the course is MAT0022C Sanders Classroom. The Testing Center proctors will assign you a seat.

* No calculators will be allowed.
* Notes are not allowed.
* If you are found to be cheating by the proctors in the testing center you will receive a grade of “F” for the course.

**Quizzes**. Weekly quizzes will be assigned and completed during class time covering previous material for each chapter. They may be on paper or on the computer. You are responsible for knowing and understanding the material on each quiz as it is meant to test your knowledge and prepare you for tests.

**Learning Modules.** There are 12 learning module activities provided online through iMathAS that correspond with the material taught in this course. A module may be started at any time however the problems will not be saved\*. Credit will be given and saved for correctly answered problems on specifically assigned modules. Any incorrect problems will not be saved and a new problem will be given upon the next access. After initial submission two columns of scores will be shown: Those on the left show what you scored on the current module, and on the right show which problems you have scored correctly throughout all your attempts. In order to re-work only the problems missed at the bottom you want to select “[Reattempt test](http://imathas.valenciacollege.edu/assessment/showtest.php?reattempt=canimprove) on questions that can be improved where allowed”. In order to re-work all the problems for additional practice select “[Reattempt test](http://imathas.valenciacollege.edu/assessment/showtest.php?reattempt=all) on all questions where allowed”. Modules have an unlimited number of trials and thus the best score will be accepted on due dates. The exercises completed through the modules serves as practice material for tests as well as the Final Exam. \*Note: The “Save” button does not work so only use the “Submit” button.

**Final Exam**

The final exit exam is a fill-in-the-blank test that must be taken online in the Testing Center or other pre-determined computer lab and is 25% of your course grade. The final examination in this course is **MANDATORY**. Any student who does not attempt the examination 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, there will be 40 questions and there is no minimum passing score. The final will be factored in with all other grades to give an overall course grade. No calculators are allowed on this exam.

* **The scheduled day and time for our class to take the exam is: \_\_Friday, Dec 16 5pm – 7:30\_\_\_\_.**

**Important Dates:** Drop/Refund Deadline: Sept 6

 Withdrawal Deadline: Nov 11

 Classes End: Dec 11

 Final Exam:

 Final Exam Period: Dec 12 –18

 Grades Available: Dec 20

 Class Does Not Meet: Sept 5, Nov 23 - 27

**Helpful Links:** Math Center Hours: <http://valenciacollege.edu/east/academicsuccess/math/>

 SPA: <http://valenciacollege.edu/east/academicsuccess/spa/>

 Math Help 24/7: <http://valenciacollege.edu/math/liveScribe.cfm>

 iMathAS Login: <http://imathas.valenciacollege.edu/>

 Final Exam Schedule: <http://valenciacollege.edu/calendar/FinalExam.cfm>

**Online Resources:** Khan Academy: [www.khanacademy.org](http://www.khanacademy.org)

 Math TV: [www.mathtv.com](http://www.mathtv.com)

 Smart Thinking: You can locate these resources by logging into Atlas. They are under the “Online Tutoring” heading on the right side of the page.

**Attendance Policy.** Your attendance is mandatory unless an emergency makes it impossible to do so. More than three (3) absent days may result in your withdrawal from the course without notice. If absent, it is your responsibility to find out about announcements and changes, if any. Time management practices should be used to prevent tardiness. Excessive tardiness may result in the deduction of points and in the worst case withdrawal from the course. Three (3) days of tardiness will result in one (1) absence.

**Make-Up Policy.** There are **no** make-up examinations,and late work is **not** accepted 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. Work obligations, child care, traffic conditions, or illness without documentation are not considered excused absences and make-up examinations/late work due to these reasons will NOT be permitted! All make-up examinations should be completed immediately upon return to class. Late work is accepted solely at your instructor’s discretion **If your absence is unexcused or timely notice was not given, you will receive a zero for any missed tests, quizzes, or in-class assignments.**

**Withdrawal Policy.** Always seek advice from me or from an academic advisor prior to withdrawing from this course, as it may affect any financial aid you may receive. If you decide to do so, Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **November 11, 2016** 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.”  Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”  For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>

**Cell phone Policy.** Because of the importance of class time, distractions will not be accepted, therefore the access of cell phones\*\* is prohibited except for special cases discussed with the professor in advance. Once a cell phone has been spotted one warning will be given. This warning may be directed at the offending student but still serves as a general warning to all students in the classroom. No second warning will be given. Any student found to be in offence of the cell phone policy after the first warning will require the student to place his/her cell phone device at the front of the classroom until the remainder of the class. Should the student decide not to part with his/her cell phone the student will then accept the option to leave class and receive zero credit in attendance for the day. The instructor of the class will not be held liable for electronic devices that are forgotten or misplaced. Any items left in the classroom will be turned over to security.

\*\*The term “cell phone” shall be used to reference cellular phones as well as other electronic devices not permitted for use during class time including but not limited to cell phones, iPods, iPod Touch, mp3 players, palm pilots, PDAs, etc.

**LEARNING ASSISTANCE RESOURCES & Testing Center Location:**

* ***Free*** tutoring servicesare provided on Valencia College’s East campus at the Academic Success Center in Building 4-Room 101. The East Campus Academic Success Center strives to provide a safe*,*inclusive learning environmentthat motivates studentstomaximize learning opportunities*,*grow toward independence*,* and discover the lifelong learner within*.* <http://valenciacollege.edu/east/academicsuccess/>

**Math support at the academic success center**

* The Math Center in Building 4-Room 102-B provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, workshops, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in developmental mathematics courses. The SPA has information and study sheets for most mathematical concepts. Normal hours for the Math Center are Monday – Thursday from 8am-9pm, Friday from 8am-5pm, and on Saturday from 8am-4pm**.** Please check hours around holidays and special events and during the summer terms.

<http://valenciacollege.edu/east/academicsuccess/math/>

* **Valencia's Math Help 24/7:** Valencia Math professors have created pen-casts and videos of common lessons to help you learn the concepts being presented in class. This resource is located at: [www.valenciacollege.edu/math/liveScribe.cfm](http://www.valenciacollege.edu/math/liveScribe.cfm) Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!

**Smart Thinking (Online Tutoring):**

* Smarthinking is a FREE online tutoring tool available to all of Valencia’s students, and math tutors are available 24/7. Students can access Smarthinking through the Courses tab in Atlas. Students have an eight hour limit of usage per semester, and therefore Smarthinking is best used as a back up to on-campus services and support, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices. <http://valenciacollege.edu/east/academicsuccess/onlineTutoring.cfm>
* **Testing Center (4-123) Hours: \*\*** Must arrive an hour before closing

Monday – Thursday 8am – 10pm\*\*

Friday 8am – 6pm\*\*

Saturday 8am – 4pm\*\*

**Academic Honesty.** You are expected to do your own work on tests and exams. Providing information to another student or receiving information concerning exam content is considered cheating. The professor reserves the right to determine the appropriate penalties within Valencia Community College's academic honesty policies. <http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

**Expected Student Conduct.** Valencia College is dedicated not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. By enrolling, you assumed the responsibility for becoming familiar with and abiding by the general rules of conduct. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed to leave the class; violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. You can find the Student code of Conduct in the current Valencia Student Handbook. <http://valenciacollege.edu/generalcounsel/policy/documents/8-03-NF-NN-Student-Code-of-Conduct.pdf>

**Office for 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. **Contact Information: Bldg.: 5-216; Ph: 407-582-2229; Fax: 407-582-8908; TTY: 407-582-1222.** [**http://valenciacollege.edu/osd/default.cfm**](http://valenciacollege.edu/osd/default.cfm)

**Valencia Student Core Competencies.** Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success.  This course will help you 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; and (4) **act** purposefully, reflectively, and responsibly. Due to the nature of these global competencies, many problems in math and activities will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively how 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. College's academic honesty policies. <http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

**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.

**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 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](http://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. If you are absent, it is **your** responsibilityto find out what, if any, announcements or changes have been made.

***MAT 0022C – Developmental Mathematics Combined Tentative Friday Class Timeline for Fall Term 2016****\*\* schedule subject to change.*



