**MAT 0022C: Developmental Math Combined**

Spring 2018 Syllabus CRN 272990

**Professor:** Eve Gassman

**Math Dept. Phone Number:** (407) 582-2366

**Email:**  [egassman@valenciacollege.edu](mailto:%20egassman@valenciacollege.edu)

**Class Times:**

|  |  |
| --- | --- |
| Day | Time |
| Monday  Wednesday  Friday | 11:30am-12:45pm  11:30am-12:45pm  11:30am-12:20pm |

*(Building 7 Room 122)*

**Lab Time:**

|  |  |
| --- | --- |
| Day | Time |
| Friday | 12:30pm-1:20pm |

*(Building 7 Room 112C)*

**Office Hours:** By Appointment, Call Math Dept.

**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.**

**Course Description:**

**MAT0022C Developmental Math Combined Credit Hours: 4 Contact Hours: 3 Lab: 1**

Prerequisites: NONE. This developmental math course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percent, 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)

**Important Dates:**

Class Begins: January 8 Final Exams: April 23- April 29

Drop/Refund Deadline: January 16 Term Ends: April 30

Withdrawal Deadline: March 30 Grades Available: May 2

Class Ends: April 22 Class Does Not Meet: Jan. 15, Feb. 9, Mar. 12-16

**Course Materials:**

*Textbook:*

***Developmental Math Combined*** by Al Groccia ISBN: 978-1-60797-456-7

Publisher: Linus Books. This textbook is available in the campus bookstore.

*Labs:*

All lab assignments will be distributed to students online through Valencia College’s OneDrive

(No Lab Manuals)

*Other Materials:*

3 Ring Binder, calculator, pencil, paper, ruler, graph paper

*Access To:*

*Atlas Email:*

Check your email every day. Any notifications of course progress is done through Atlas. **Please only email instructor via Atlas**.

*IMathAS:*

The Homework & Quizzes for this course is located in *IMathAS*. To

log in, go to: htpp://imathas.valenciacollege.edu. The username is your atlas username and the password is: math (When you first log in, be sure to change your password.)

*Blackboard:*

Some assignments & instructions may be published online here. htpps://learn.valenciacollege.edu/

**Valencia Core Competencies:**

This course seeks to reinforce the following Valencia Student Competencies:

* **Think** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims.
* **Reflect** on your own and others’ **values** from individual, cultural and global perspectives.
* **Communicate** by reading, listening, writing and speaking effectively.
* **Act** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

**Attendance and Withdrawal Policy:**

*Attendance:*

* **You are expected to attend every class meeting** unless an illness or emergency makes it impossible for you to do so.
* **YOU are responsible for any information and/or assignments** given during class, whether or not you are present. Absences are excused solely at the discretion of the instructor. **Excessive absences (more than 3)** will lead to poor performance in the course and **you may be withdrawn from the course.**
* In-class activities can’t be “made up.”
* **You are expected to be in class on time, and to remain in class for the entire period** unless permission to leave early has been granted by the instructor.
* Policy Website Link: [*http*://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75](http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75%20)

*Withdrawal:*

Deadline to withdraw with a grade of “W” is **March 30, 2018 11:59 PM**.

**After the deadline, students will NOT be able to withdraw and will receive the grade earned according to the instructor’s grading policy.** Students taking this course for the third time cannot withdraw after the first week of classes – they must receive an actual grade per state and college policy. A student with excessive absences (more than 3) may be withdrawn by the instructor at the instructor’s discretion.

Policy Website Link:<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>

**Grading Policy:**

Your grade for this course will be determined by grades on Homework & Quizzes, Labs, Class Tests, and a Comprehensive Final Exam. Grades will not be disclosed over the telephone or via email, only through your Atlas or IMathAS accounts. You must meet with the instructor if you wish to discuss your grade.

|  |  |
| --- | --- |
| Component | Weight |
| Homework& Quizzes | 15% |
| Labs | 10% |
| Class Tests | 50% |
| Comprehensive Final Exam | 25% |
| Total | 100% |

The following scale will be used for graded assignments as well as for computation of the course grade:

|  |  |
| --- | --- |
| Percentage | Letter Grade |
| 90% or higher | A |
| 80% – 89% | B |
| 70% – 79% | C |
| 60% – 69% | D |
| Below 60% | F |

*Homework & Quizzes:*

Homework and Quizzes are facilitated online through IMathAS. Access to the online homework & Quizzes is free**. It is very important that you do homework on a regular basis**. Studies indicate that you should spend at least two hours on homework outside of class for every hour spent in class. Students will be expected to have access to a computer. **The due dates will NOT be extended so please plan accordingly.** The website for online homework and Quizzes is: <http://imathas.valenciacollege.edu/>

# *Labs:*

# This course includes a mandatory lab component that occurs once a week in Building 7, Room 112C. 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 in class course concepts and provide students opportunities to practice their skills. It is in students’ best interests to treat the labs just as seriously as the lectures.

*Class Tests:*

There will be class tests that will count for 50% of the course grade. You are not permitted to have any assistance on the exam. This means that you may not use notes, formula sheets, calculators, cell phones, etc.

*Comprehensive Final Exam:* **Final Exam week is April 23 – April 29, 2018**

The final examination in this course is **MANDATORY** and is worth 25% of the final course grade. 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.

**Make-Up Policy:**

There are **NO make-up examinations or late work 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.

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. Late work is accepted solely at your instructor’s discretion.

**Technology Policy:**

*Calculators:*

Calculators will NOT be allowed during exams (including the final examination). **Students should complete all homework, on-line assignments, and lab assignments without the use of a calculator unless otherwise directed.**

*Computer Use:*

This course relies on the use of technology to aid your learning. **You are expected to check** **IMathAS and your email** **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 numbers below.

Blackboard Help Desk: (407)-582-5600 or [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu)

OIT Help Desk: (407)-582-5554

*Email:*

**The instructor will only correspond with you through your Atlas email.** The instructor may send updates, announcements, changes, etc. to your atlas email. Students are responsible for **checking Atlas email on a daily basis**. The instructor will not correspond with any other email account including Gmail, Yahoo, etc. All email by students and the instructor should be respectful and professional. Students should identify their full name, class that they are in, and a complete message using respectful language, complete sentences, and proper grammar.

**Tentative Course Plan:**

|  |
| --- |
| Week 1: Pre Chapter A/B |
| Week 2: Pre Chapter B/C |
| Week 3: Pre Chapter D/E |
| Week 4: 1.6, 1.7, Pre Chapters +1.6, 1.7 Test |
| Week 5: 2.1, 2.2, 2.5 |
| Week 6: 2.6, 2.7, 3.1, 3.2 |
| Week 7: 3.3, 3.4, 3.5, Chapter 2/3 Test |
| Week 8: 4.1, 4.2, 4.3 |
| Week 9: 4.4, 4.5, 4.6, 4.7 |
| Week 10: Chapter 4 Test, 5.1, 5.2, 5.3 |
| Week 11: 5.4, 5.5, 5.6 |
| Week 12: 5.7, 5.8, 5.9, 5.10 |
| Week 13: Chapter 5 Test, 6.1, 6.2 |
| Week 14: 6.3, 6.4, 6.5, Chapter 6 Test |
| Week 15: Final Exam |

NOTE- This is a “Tentative” Course Plan and it may change. Therefore **if you miss class a class, please email your instructor** to make sure you know what we covered and if and when a test or quiz is due.

**Tips for Success in MAT0022C:**

* **Read each section in the textbook before class**. When you read the sections, work out the textbook practice problems/examples with pencil and paper. You should try to complete these practice problems/examples before moving on to the homework. **Previewing the material will help you prepare for the upcoming class.**
* Come to class on time and ready to learn. Don’t miss lab time.
* **Work through ALL IMathAS homework problems and bring questions/concerns with you to class**. When doing homework, check your answers and redo the problems that are incorrect. View “Video Help” in Homework sections for some lesson content reviews.
* Manage your time and make a weekly schedule where 2 to 3 hours is set aside regularly for your math work/lab work beyond class time and your assigned lab time.
* **Ask questions regularly and get extra help as needed**. Your professor is interested in your success in this class and is only successful if you are successful. Please do not hesitate to ask for assistance. You can meet with your professor during office hours, make an appointment, email or call for assistance.
* Use all of your resources for additional help. This includes going to the math lab for tutoring.
* Form study groups or find a study buddy. Working with fellow classmates can foster learning and understanding of the material throughout the semester.

**Academic Honesty:**

**Plagiarism or cheating of any form will be cause for immediate removal from this class, a course grade of an F, and a referral of the incident to the Dean of Student Affairs/Mathematics.** Cheating is defined by any behavior that can be construed as cheating such as blatant cheating, 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. **SIMPLY stated, cheating will not be tolerated.** Policy Website Link: [http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=1](http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=180)

**Expected Student Conduct:**

* You are encouraged to actively participate and ask pertinent questions during class. Courtesy will be observed at all times.
* **Cell phones, pagers, ear buds, 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. ANY cell phone use during a test, no matter the reason, will be considered cheating and will result in a 0 on that test or you may be withdrawn from the course.
* To create a learning environment, please avoid sidebar conversations with other students. Rude comments or remarks, raised voices and/or confrontational comments are not permitted. Follow the instructions given by your instructor who serves as your classroom manager.
* Disorderly conduct or persistent disruption will not be tolerated. If your actions in class are deemed by your instructor to be disruptive, you will be asked to leave class immediately. If you are 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 attending class again.
* You will find more information about the Student Code of Conduct in the current Valencia Student Handbook. For more information about Valencia’s Student Code of Conduct, visit <http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>

**Tutoring and Support Materials:**

The Tutoring Center (building 1 room 230) has *Free* tutors available for walk-in assistance, no appointment necessary. Tutors have been instructed to guide you through the problem solving process and utilize the materials you have available through your course. Since the tutor’s goal is to help you become an independent learner, he/she will let you do the work as much as possible. The learning process requires a regular investment of your time, and patience is the key. For more information, visit: [http://valenciacollege.edu/lakenona/math.cfm](https://webmail.valenciacollege.edu/owa/redir.aspx?C=-3IuzN3Fk0C73wIBqXGp9gfkH7eGPtEI6S9-MtYc-mP26gcGKuvf41zdPuijqE5pV7E6Ex_KzL0.&URL=http%3a%2f%2fvalenciacollege.edu%2flakenona%2fmath.cfm)

*Tutoring Center Fall/Spring Hours:*

**Tutoring Center:** Monday – Thursday: 9 am – 7 pm, Friday 10 am – 4 pm

**Open Access Computer Lab and Library:** Monday – Thursday: 8 am – 9 pm, Friday: 8 am – 5 pm

*College-Wide Resources:*

Valencia College provides many resources for extra help in your courses. Take advantage of these resources:

* **Valencia's Math Help 24/7:** [www.valenciacollege.edu/math/liveScribe.cfm](file://C:\Users\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\XBTZ6M0Z\www.valenciacollege.edu\math\liveScribe.cfm)

Valencia Math professors have created pen-casts and videos of common lessons to aid your learning.  Click on **Developmental Math I or II** to expand the topics.  Some lessons have more than one professor's perspective; so don't hesitate to watch more than one!

* **Khan Academy:** [www.khanacademy.org](file://C:\Users\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\XBTZ6M0Z\www.khanacademy.org)

The Khan Academy has video lessons on developmental math topics (and many other academic topics!) as well as interactive learning tools.  You can create an account if you want to save your progress.

* **SmartThinking by Pearson:**

You can locate this resource by logging into Atlas and clicking on the courses tab. It is labeled as “Tutoring (online) – Smart Thinking” on center of the page.

**Special Accommodations:**

Students with disabilities who qualify for academic accommodations must provide a notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Contact information: Osceola Campus Building 2, Rm. 102 Phone: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222 Policy Website Link:<http://valenciacollege.edu/osd/>

**Valencia ID Cards:**

Your student ID card can be obtained in the Student Development office on any Campus once you have registered and paid for your classes. You will need your student ID card to access campus services such as Library and Testing Center.

**Student Assistant Program (SAP):**

Valencia College is interested in making sure all students have a rewarding and successful college experience. Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, relationships, or any other problems associated with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and are available 24 hours a day by calling (800) 878-5470.

# 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. For further information  [http://valenciacollege.edu/ferpa/default.cfm#whatis](https://webmail.valenciacollege.edu/OWA/redir.aspx?SURL=JKVSomnXPEx-4tktSRfyRf4ksbKYplMStaf48ccQ9tg1VwTojhPTCGgAdAB0AHAAOgAvAC8AdgBhAGwAZQBuAGMAaQBhAGMAbwBsAGwAZQBnAGUALgBlAGQAdQAvAGYAZQByAHAAYQAvAGQAZQBmAGEAdQBsAHQALgBjAGYAbQAjAHcAaABhAHQAaQBzAA..&URL=http%3a%2f%2fvalenciacollege.edu%2fferpa%2fdefault.cfm%23whatis)

# 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](https://webmail.valenciacollege.edu/OWA/redir.aspx?REF=AFy_B9ct6CsTnIdNFncL04NfGn1dCHJCOerrdZlMW0dBqK5ZbnfTCAFtYWlsdG86cmthbmU4QHZhbGVuY2lhY29sbGVnZS5lZHU.). If you would like to report to law enforcement, you may visit Campus Security or call 911.

**Disclaimer:**

Changes to this syllabus may be made in the best interest of student performance. Your instructor reserves the right to make changes to the syllabus.