

Valencia College
Syllabus for MAT 1033C Intermediate Algebra – Spring 2023

Course Section, Course Type, and Final Exam

CRN	Course Type	Final Exam
26266	Online	Tuesday, April 25, 2023
26267	Online	Tuesday, April 25, 2023
26268	Online	Tuesday, April 25, 2023
26270	Online	Tuesday, April 25, 2023

Welcome to MAT 1033C and my course! I look forward to a productive and enjoyable semester together with each of us working towards your success. Please read through the following information (and reread it periodically throughout the semester) in order to be aware of important course information. Even though we are not in a classroom together, I promise I will do my best to make your learning experience both informative and engaging! Please do not hesitate to let me know if you need anything to facilitate your learning experiences in this course. I am here to help you be successful! I wish you a great academic term in all your classes!

Instructor: Dr. Gisela Acosta

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Email: gacosta@valenciacollege.edu

Lab instructor: Ms. Erika Diaz

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Required Educational Materials:

1. This is an online course. Therefore, you must have reliable access to an Internet-enabled device.
2. **Great news:** Your textbook for this class is available for **free** online! You do **not** have to purchase any book! **The textbook pages we will be using are already integrated into your course in [Canvas](#).** Students will also enroll via Canvas in a **free** online math platform, IMathAS (Internet Mathematics Assessment System).

This is the free textbook: [Intermediate Algebra from OpenStax](#), ISBN 1-947172-03-4. If you wish to access the whole book, you have these options:

[View online](#), [Download a PDF](#), or [Order a print copy](#)

You can use whichever formats you want. Web view is recommended - the responsive design works seamlessly on any device. **Please note that the textbook pages you will need are already included in the modules in your course in Canvas.**

3. **A graphing calculator is required for this course.** TI-84, TI-84+ models are recommended; older TI-83 models may also be used. Calculators that do symbolic manipulations like TI-89, TI-92, Voyage 200, TI-Nspire CAS, etc. will not be allowed on tests. The Math Department at East Campus (7-142) has a limited number of calculators available for loan; please check your home campus for more information.

Students who choose to use a calculator other than the recommended will be responsible for learning how to use it. Tutorials for the graphing calculator will also be provided via the course Canvas page. These tutorials are very user-friendly and provide a step-by-step guide on how to use the calculator.

Notes on the graphing calculator:

- If you do not already have a graphing calculator, the TI emulator software is **free** for 90 days; this may be a good option. You can download TI-SmartView™ CE Emulator Software for the TI-84 Plus (*free*) by clicking: [TI-84 Plus - 90 Days Trial Software](#)
- If you have already **used** the free TI emulator software for 90 days, you can also access an online graphing calculator (*free*) by clicking: [Desmos Graphing Calculator](#). (You do **not** need to create an account to use the Desmos calculator.)

4. Additional requirements: Materials frequently needed in any math course, such as pencils, erasers, a notebook, graph paper, ruler, etc.

Graphing Calculator Online Workshop:

In addition to all the resources provided to help you with the graphing calculator via lessons and the online tutorials posted in Canvas, I am planning to offer an online workshop on the use of this calculator, where I will give you a "live" demonstration on how to use the grapher features needed for this class. **Students will need to use the graphing calculator throughout this course, including homework, labs, quizzes, and tests.**

Please check my emails for details on the online "live" graphing calculator workshop via Zoom. **The virtual graphing calculator workshop is optional, not a mandatory activity for this class. However, please consider taking advantage of this learning opportunity; it will help you!**

Course Description:

MAC 1033C Intermediate Algebra - 3 credit hours, 4 contact hours

Prerequisite: Minimum grade of C in MAT 0022C or MAT 0028C or appropriate score on an approved assessment.

This course presents algebraic skills for MAC1105. Topics include linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, factoring, algebraic fractions, rational equations, radicals and rational exponents, complex numbers, quadratic equations, scientific notation, applications of the above topics and the communication of mathematics. Applications emphasizing connections with disciplines and the real world will be included. For the A. A. degree, this course carries general elective credit but does not satisfy either Gordon Rule or general education requirements. For the A. S. degree, this course can fulfill general education mathematics requirements if a minimum grade of C is earned. (Special Fee)

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

Please do not assume that this class is undemanding because it is an online course. This course is convenient but it could be challenging at times. However, do not worry, the math lessons are clearly explained and you will have the learning resources to help you. I recommend that you stay organized, study the lessons as assigned, and follow all tasks responsibly. I want you to be successful in this online course!

I will be here to lead and guide you, and be a facilitator of learning. **Since I care about your academic success, I will be in constant communication and will provide you with a quality learning environment throughout the academic term!**

Major Learning Outcomes:

At the end of this course, you will:

- Be able to use algebraic properties to write expressions in equivalent forms.
- Be able to solve algebraic statements.
- Have a developing understanding of relations and functions.
- Be able to read in a mathematical context.
- Demonstrate appropriate college readiness skills.

Time Commitment:

Note that an online course may need more time commitment than a traditional course. Since this is an online course, the on-site class hours a week that you would normally use to attend lectures should be spent online reading/studying the lessons, watching the provided videos and learning resources, working through practice exercises, completing homework assignments, lab activities, quizzes, and taking tests. Any college course also requires at least two to four hours of study time for every lecture hour. **For this online course, you should allocate another 6-10 hours a week for the corresponding tasks. This course may take more time than you expect.** Please program your study-time accordingly so that you can learn the material without rushing at the end.

Attendance/Withdrawal Policy:

Due to the nature of this online course, there are no required synchronous class meetings with Dr. Acosta. However, the frequency of your visitations to the course sites will be monitored. In the event of an extended absence -that is, not logging onto this course sites for more than **3** days, **or** missing more than **3** required assignments, **or** not replying to my emails in a timely manner (**within 48 hours**)- the student may be withdrawn for noncompliance with the attendance requisites of the course.

A student who withdraws from class before the established deadline for a particular term will receive a grade of "W". If you decide to withdraw from this course, you must follow the proper ATLAS procedure. Students should familiarize themselves with Valencia College's withdrawal

policy. The withdrawal deadline for this term is **March 24, 2023** (11:59 p.m.). Per Valencia Withdrawal Policy, a student cannot withdraw and obtain a grade of W after this deadline.

Policy on Class Attendance and Withdrawals

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." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

No-Show Policy:

The U.S. Department of Education and Valencia College require online students to show attendance by submitting classwork during the first week of classes. The Department of Education has made it clear that simply logging into an online course does not constitute attendance as an "academically-related activity."

To comply with this Federal law in my class, you must successfully complete and submit 3 assignments during the first 3 days of the academic term. These assignments will be graded as part of this course:

1. First email to Dr. Acosta Assignment, with content assigned via Canvas (10 points)
2. Student Introductions Discussion (10 points)
3. Getting Acquainted with IMathAS Quiz (10 points)

The First Week **Orientation Module** in Canvas will provide you with the details on each of these three required activities.

A student who does not comply with the Federal requirement -as specified above- must be withdrawn from this course as a No-Show! If you are withdrawn as a No-show, you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course. Please do not let this happen to you. You enrolled in my course because you want to be successful!

Online Instruction Delivery System (Course Platform):

This course is delivered via Canvas and IMathAS (Internet Mathematics Assessment System). You will login to Canvas to complete all your lessons, online homework, labs, quizzes, and tests; access to IMathAS will be via Canvas as well. All your grades will be reported in Canvas.

Computer and Internet Requirements:

This is an online course. Therefore, you must have reliable access to an internet enabled device. Login for Canvas: [Access to Canvas](#) (Use your ATLAS Username and Password.) Once you login, locate our course on your dashboard and click on it to have access to all the course materials. (If you have any trouble accessing any of the content, please send me an email immediately at gacosta@valenciacollege.edu.)

Make sure you run the Canvas Browser Requirements Check. Canvas lists [minimum computer specifications](#) and [supported browsers](#) to ensure compatibility.

NOTE: If you use a Mac, your best route is to access IMathAS with Firefox.

Updates and course information will be posted via Canvas announcements. It is important that you set your Notifications in Canvas so that you can receive all class Announcements! (Make sure to check Canvas regularly and change your Canvas settings so you are notified when announcements are posted.

If you are new to Canvas, I recommend taking the [Canvas 101](#) tutorial course. This is a free self-paced course available for students to learn more about using the Canvas learning management system we are using for this course. You are also encouraged to install the Canvas app on your [Android](#) phone or [iPhone](#) in order to receive mobile notifications and to access your courses via your mobile device.

Technical Skills:

In order to navigate successfully through the technologies associated with this online math class, you should possess basic computer technical skills. Here is a brief self-inventory to help you assess your level of proficiency.

These are 12 minimal technical skills that you should possess:

- I know how to click on a given link to locate, open, minimize, maximize, or close a file.
- I know how to send, retrieve, save, and delete email messages.
- I know how to open emails with attachments.
- I know how to copy and paste documents or files.
- I know how to download and upload files.
- I know how to scan a document.
- I know how to send attachments via email.
- I can distinguish between a website URL and an email address.
- Given a URL, I can go to that website.
- I know how to use different browsers.
- I know how to turn off pop-up blockers.
- I know how to use an equation editor.

If you can do all of the above, then your technical skills and experiences are adequate to navigate through the technologies associated with this online class; if not, you should develop your computer literacy and technical skills to increase your opportunities for success in navigating through the technologies associated with this online class.

You may contact Dr. Acosta to discuss your individual circumstances regarding the basic computer technical skills needed for this course.

Communications:

We will communicate mainly electronically, via email, and through the course site (Canvas). **Please check your ATLAS emails and the course announcements in Canvas regularly as to not miss any important messages from the instructor!** Make sure to set up the notifications tool in Canvas so that you receive all my messages.

To Contact Your Instructor:

Please use my email address to communicate with me: gacosta@valenciacollege.edu This guarantees that you will receive a **faster reply**.

Please remember to include “**Online 1033C**” on the subject line of the email, followed by the nature of your message, so that your email will have priority. To protect my computer from any virus, I will delete -without opening- any email with no subject.

I will be sending all my communications to your Valencia email account. Please remember that you must delete old messages from your mailbox. If you exceed the quota, your Valencia mailbox may not accept any more and you will not receive my daily/weekly emails. I have no control over your email account, so please check this regularly.

Communication Promotes Success! 😊

I highly recommend that you check your Valencia official email at least 2-3 times a week; **daily during the first two weeks of the term!** I suggest that you do not forward your Valencia mail to an outside account like Gmail, etc. because an email from Valencia may be tagged as spam and not delivered. **If you decide to forward your Valencia email to a personal email account, make sure that it is not rejected!**

All emails and/or phone calls will receive my response in a timely fashion. You should expect my reply within a 24-48 hr. period, excluding Saturdays and Sundays (unless there is an emergency). If time permits, I will also get back to you during weekends. On the other hand, when you receive an email from me that requires your response, I expect you to reply in a timely fashion as well; you need to reply within a 24-48 hr. period. Again, I will be communicating with you **on a regular basis**, therefore, it is crucial that you **check your emails** and any announcements via Canvas frequently, so that you are always on track.

Very Important: Not checking my emails will not be accepted as an excuse for missing required tasks. Please do not email me an hour before an assignment is due with concerns over technological issues. Plan ahead and expect that there may be a technology issue, so that you can allow yourself time to get it resolved before the due date and time.

Netiquette:

All communications should follow appropriate etiquette. Email should be used in a professional way. Always put identifying information in the subject line. Use appropriate language and include your name so that I know who you are. Be brief, but include all necessary information.

Think before sending your e-mail to more than one person, or before you click "reply to all" (are you sure everyone needs to see your message? do you really want all the students to see your response?). In summary, should any of my emails require a response from you, just kindly press the "reply" key.

Work Requirements:

This is an online course, and instructional content is delivered via media links in Canvas. Instruction in this course does not involve classroom lectures. You will learn the course math contents via interactive computer lessons and other learning resources presented in Canvas.

You are required to read the textbook sections and **view the assigned media** (videos) **prior to attempting the online homework**. You should take notes and write down any questions you have for your instructor.

Assignments will be completed in Canvas using the IMathAS program, and Canvas worksheets and quizzes. Your grades will be kept in the Canvas gradebook, which updates weekly; make sure to monitor your own course grade.

This course's approach has the potential to accommodate your individual learning style. All instructional materials used throughout the course, as well as the scheduled activities, support and promote the achievement of the stated learning outcomes and unit learning outcomes. I will act as a facilitator and will guide you in your learning experience! I want you to be successful in my class, and I really mean it!

Weekly Schedule and Course Material Guide:

I will provide you with a detailed orientation to help you right from the start! In addition to the syllabus, in Canvas you will find a **Weekly Schedule** of tasks and deadlines. This will explain how the learning process is structured in this online course and will give you detailed information on all the course's requisites. You will also find a weekly **Course Material Guide** that indicates the required topics you need to complete according to the Weekly Schedule.

- **Do not spend time on material that is not assigned!** Please follow the Weekly Schedule and the Course Material Guide and you will be fine.
- I have also included in Canvas a brief **Summary of Deadlines**, which I **highly recommend you print and post on a visible place**. This will help you keep on schedule!

Lab Requirements and Activities:

This course includes an online mandatory lab component that must be completed weekly; students should refer to the class Weekly Schedule for details. Lab activities are designed to supplement and reinforce students' understanding of the course concepts. Labs are assigned by the course Professor and are conducted by Instructional Lab Assistants.

The support sessions give students an opportunity to receive assistance with their work. Attendance is mandatory for face-to-face classes and is **highly encouraged** for online classes. Links to support sessions that are held via Zoom will be posted in Canvas and/or sent to your Canvas email.

While in Lab Support Sessions, students are expected to:

- ☐ Abide by Valencia's [student code of conduct policy](#).
- ☐ Adhere to [Valencia's integrity policy](#).
- ☐ Follow all instructions from the Professor and Instructional Lab Assistants.
- ☐ Ask questions and actively participate.

Students can expect the Instructional Lab Assistants to provide:

- ☐ Clear instructions for all lab activities.
- ☐ Respectful and professional assistance.
- ☐ A safe learning environment.

I highly recommend that you work with your classmates and Lab Instructor during her regularly scheduled hours each week to complete these requirements. You will access all lab activities via Canvas.

It is important that you complete the activities on paper, keeping a copy in your notebook. **Most times you will be asked to upload and submit via Canvas your written work for the designated lab activity.**

The Lab Activity assignments will either be an IMathAS assignment, a Canvas "quiz" assignment, or a discussion component (each discussion assignment will detail the specific instructions on how to submit your posting).

Discussions:

You will have course activities that will require a posting on the Canvas Discussion Board. The discussions will take many forms, and I will help you with each of them. Each discussion assignment will detail the specific instructions on how to submit your posting. All postings must be in sentence and paragraph format and should be checked for spelling and grammar. The discussion forum is a platform designed for you to collaborate (think, share, and learn) with your classmates in a constructive manner. When participating in a discussion forum, please conform to the rules of netiquette.

- **HB 7: Individual Freedom (House Bill 2023)**

This class requires participation in discussion to meet course-learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don't agree, listening to different points of view may give you further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

Assessment and Evaluation - Please read this section carefully!

In this course, you will have the opportunity to learn skills that will be relevant to future courses and to your professional career. All assessments/evaluation procedures are consistent with the educational activities and will appropriately measure the stated course learning outcomes and unit learning objectives. **No extensions will be granted; please do not ask for any extension.**

1. Using **Canvas** and **IMathAS**, you will study the required material, examples, and videos; you will complete online homework problems from IMathAS for the sections to be covered. It is important to submit each required homework section according to schedule. Completion of homework is crucial to student success in any math course! Each assigned online homework must be submitted by 11:59 p.m. (E.S.T.), no later than the specified deadline

indicated on the Weekly Schedule. The online homework will count towards the course grade.

To help you in this learning journey, you can do the online homework with no time limit (no later than the corresponding deadline). You will have 3 attempts per question and only the highest score will count. The homework assignment will close once the corresponding deadline has passed.

2. You will have lab activities to be completed weekly. Each lab activity must be submitted by 11:59 p.m. (E.S.T.), no later than the specified deadline indicated on the Weekly Schedule. You will have 3 attempts to complete each lab activity and only the highest score will count. The lab activity will close once the corresponding deadline has passed. The lab component will count towards the course grade.
3. You will take unit tests and a final exam. Each test/exam can only be taken *once*. No retakes are allowed. You may take each test from your home computer. The tests will be submitted electronically via Canvas. There will be a 90-minute time limit for each test. Problems not answered within the time limit will be counted as incorrect. Each test must be completed by 11:59 p.m. (E.S.T.), no later than the specified deadline indicated on the Weekly Schedule. The tests will count towards the course grade.
4. As soon as you submit each test, you must upload your written work within 20 minutes of submitting the assessment.

Important:

- Only files that are jpeg, pdf, png, or word will be accepted (HEIC files will not be accepted).
- Make sure your written work is legible; if I cannot read it, you will get a 5% reduction from your test score for each unreadable part.
- **If you fail to upload your work within 20 minutes, you will receive a 30% reduction from your score for the corresponding test.**

All tests must be taken according to the **Weekly Schedule**. You can take tests on or before the deadline date, but never after! If you wait until the last minute to take a test, I am not responsible for last-minute technical difficulties, including the availability of Internet connection to Canvas, IMathAS, etc. **I highly recommend that you never wait until the due date to take a test.** Each test will be available at least 2 days prior to the corresponding deadline.

More information on the test-taking procedure will be offered via Dr. Acosta's emails.

Final Exam:

Following is a Valencia Policy: "To receive credit for a course for which you are registered, you must take the final examination. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. You may be absent from a final examination or deviate from the examination schedule only with approval by the professor. If you do not take the final examination, you will receive the grade you have earned in accordance with the requirements of each faculty member as outlined in the course syllabus."

In this course, the Final Exam will be submitted electronically via Canvas, and you will have a 120-minute time limit. Problems not answered within the time limit will be counted as incorrect.

The Final Exam must be completed by 11:59 p.m. (E.S.T.), no later than the specified deadline indicated on the Weekly Schedule.

As soon as you submit the Final Exam, you must upload your written work within **20 minutes** of submitting the assessment.

Important:

- Only files that are jpeg, pdf, png, or word will be accepted (**HEIC files will not be accepted**).
- Make sure your written work is legible; if I cannot read it, you will get a **5%** reduction from your Final Exam score for each unreadable part.
- **If you fail to upload your work within 20 minutes, you will receive a 30% reduction from your score for the Final Exam.**

Failure to take the final exam in my class will automatically result in an F grade.

Academic Integrity:

Students have a responsibility to maintain the academic integrity of the school and to meet the highest standards of academic conduct. **Academic misconduct is subject to disciplinary action, including zero grades and course failure.**

Should I question the ethical nature of your work (discussion board postings, homework, quizzes, lab assignments, tests-including Final Exam), the problem(s) in question will receive a score of zero. I will notify you and request a virtual meeting where you will have the opportunity to work on a similar problem for me, LIVE. If you do not agree to a virtual meeting or fail to make it happen in a timely manner, that score will remain a zero.

Late Work/Makeup Policy:

Late work **will not** be accepted in this course. **There will be no make-up for any required assignment.**

Special Note:

Late work may be accepted **only** in case of **extreme emergencies**. Within this policy, the students must provide written documentation of a medical emergency or ongoing medical condition that is submitted on the first day of the student's return to the course. Your instructor will determine the corresponding final decision.

Extra Credit:

You can do the online homework with no time limit (no later than the corresponding deadline). You will have 3 attempts per question and only the highest score will count. You can do all the lab activities -no later than the corresponding deadline- with no time limit and will have 3 attempts per activity; only the highest grade will count. You can earn additional credit for discussion board postings for each test/exam (see Canvas for details). **Please do not ask for any additional extra credit.**

Evaluation Sources:

The final grade for this course will be derived from the following sources:

Evaluation

Component	Weight
1 st Week Work	5%
Homework	10%
Lab Work	10%
Tests	50%
Final Exam	25%

Grading Scale:

A 90-100% B 80-89% C 70-79% D 60-69% F Below 60%

Your grades can always be checked in your Canvas Gradebook.

Note:

It is the student's responsibility to work ahead of the Weekly Schedule in order to build some flexibility into the schedule. If you wait until the last minute to perform the required tasks, your instructor should not be responsible for last-minute technical difficulties, or other unforeseen circumstances. In case of an *extreme emergency*, please contact Dr. Acosta:

gacosta@valenciacollege.edu

Important Dates:

First day of classes/course available in Canvas	January 9, 2023
First email assignment deadline	January 10, 2023 (11:59 p.m.)
Student introductions discussion	Various steps: January 10-11, 2023 (11:59 p.m.)
Getting Acquainted with IMathAS Quiz	January 11, 2023 (11:59 p.m.)
Drop/Refund deadline	January 17, 2023 (11:59 p.m.)
No-Show requisites reporting deadline	January 19-28, 2023 (11:59 p.m.)
Withdrawal deadline (via Atlas)	March 24, 2023 (11:59 p.m.) No "W" grade will be given after this deadline!
Credit classes do not meet	January 16, 2023 (MLK, Jr. Day) February 10, 2023 (Learning Day) March 13-19, 2023 (Spring Break)
Final Exam deadline	April 25, 2023

Zoom Recording Policy:

Class sessions/group discussions may be recorded for students in the class to refer back, and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. To play a previously recorded Zoom session you will need a password. More information about possible Zoom sessions will be offered via Dr. Acosta's emails.

Intellectual Freedom and Viewpoint Diversity:

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, 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.

Valencia College Resources:

Valencia College cares about the holistic wellness and success of every student. [Check out the resources available to support you academically](#) and to achieve your goals.

Student Services:

The [Student Services departments \(answer center, advising, counseling, etc.\)](#) schedule contains in-person and virtual office hour information.

Financial Aid:

Students can email [Financial Aid](#) or call 407-582-1507.

Advising and Counseling:

The [Advising & Counseling website](#) provides

- Student Counselors: Students who want to talk with a Valencia counselor for emotional support and resources should:
 - Submit a [Counseling Support Form](#) and a counselor will reach out to you.
 - Or [email Advising](#) and indicate you want to talk with a counselor
 - Or call 407-582-1507.

For general enrollment questions, assistance is available through our [Answer Center](#) — which is available on-campus and online. Our student services advisors can answer your questions about financial aid, assessment, transcripts, residency and more.

- Advisors are available to assist with steps to enrollment, follow up on the admissions process, review and determine financial aid needs, and clarify initial educational goals.
- [Connect on Zoom Virtual Answer Center and Virtual Advising Center:](#)

Student Conduct Policy:

All students are expected to be in compliance with Valencia College's policy on the [Student Code of Conduct](#).

Academic Honesty:

All students are expected to be in compliance with Valencia College's policy: [Academic Honesty](#). Integrity is a character trait that you alone have complete control over. It is yours to protect, or it is yours to give away. My hope is that you will protect it fiercely by approaching all assignments in this course with complete honesty. What does this mean? All tests and the Final Exam should be completed without any assistance, including online resources or any person. If I question the legitimacy of your assessment, I will contact you to demonstrate your understanding over the phone or live on ZOOM. You will receive a Zero if you cannot demonstrate competency in line with your submission or if you do not reply to my request for a meeting within 48 hours. It is your responsibility to maintain the academic integrity of the college and to meet the highest standards of academic conduct. Academic misconduct is subject to disciplinary action, including zero grades and course failure.

Withdrawal Policy:

Visit the link for additional information on the [Withdrawal Policy](#). Please start by speaking with me first! I might be able to help you and share some resources with you. If you are considering withdrawing from the course, then please reach out to advising to determine how this may impact your future registration, financial aid, student status, etc. Being informed is the first step in making the right decision for you.

Learning Assistance Resources:

In-Person Tutoring: Valencia's East Campus Learning Support Center offers in-person math tutoring services at the Math Center located in 4-102.

These are the East Math Center Spring 2023 hours:

- Monday, Tuesday, Wednesday, Thursday: 9:00 a.m. - 7:00 p.m.
- Saturday: 10:00 a.m. - 4:00 p.m.

Visit the [East Math Center website](#) to learn more and [East Learning Support Center website](#) for additional services and for links to services on all of Valencia's campuses.

Distance Tutoring & Technology Support at Valencia: Students can easily access Valencia's free distance tutoring from a computer, laptop, or mobile device. Distance tutoring services are fully online via Zoom and provide real-time via a Valencia tutor for mathematics, sciences, accounting & economics, computer programming, EAP, foreign languages, and writing. To get started using the Distance Tutoring services, students can visit the [Distance Tutoring Home page](#). Through this site, students can view the schedule of tutors, find available times, learn more about the services, access tech support, and a collection of supplemental resources

that are available 24/7. If you have questions regarding college-wide tutoring services, please contact tutoring@valenciacollege.edu.

Brainfuse: Brainfuse is a 24/7 online tutoring and learning hub available to all of Valencia's students. This service is best used as a backup to Valencia's virtual tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting the [Distance Tutoring Home page](#) and selecting the Brainfuse tab.

Valencia's Math Help 24/7: Valencia Math professors have created [pen-casts and videos](#) of common lessons to help you learn the concepts presented in class. Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!

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. East: Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222. Here are the [campus locations and contact numbers](#).

Note to International Students (F-1 OR J-1 VISA): Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services office](#) for more information.

Core Competencies of a Valencia Graduate: Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to 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;
- 4) ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning 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.

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.

Support for Students with Food/Housing/Financial Needs: Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to complete a form at [Counselor in the Advising Center](#) or call 407-582-1507.

Student Accommodations of Religious Observances: The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. Faculty are committed to providing educational opportunities to students of all belief systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. Please contact your professor within the first two weeks of the first-class meeting and at least seven calendar days prior to the holy day(s) to allow time for fair and reasonable adjustments as determined by the professor to the schedule and/or tasks. Visit this link for Valencia College's policy on [Student Accommodations of Religious Observances](#).

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. Visit this link for further [information on FERPA](#).

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 or you may prefer [assistance](#) on campus, or email Valencia College's Title IX and Equal Opportunity Officer, [Ryan Kane](#). 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. Visit this link if you have more [questions about Title IX](#) or the College's response.

Disclaimer:

Changes in the syllabus, schedule, material guide, evaluation procedures, and/or homework and lab assignments may be made at any time at the discretion of the professor. In case you are absent from the virtual classroom, it is **your** responsibility to find out what, if any, announcements, or changes have been made. Check your Valencia email account and Canvas messages regularly!