**Required Course Materials:**

* **Choose ONE option:**

**Option 1 - PreAlgebra XYZ All Access Pass:** Access to online homework through IMathAS, ebook, videos, etc. The All Access Pass can be purchased through the XYZ website ([**www.xyztextbooks.com/catalog**](http://www.xyztextbooks.com/catalog)) for approximately $45.

**OR**

**Option 2 -A new printed copy of the textbook: “Prealgebra”** by Charles P. McKeague and Kate Duffy Pawlik. ISBN-13: 978-1-936368-66-2. A code for the **XYZ All Access Pass** is included inside the front cover. With a copy of the textbook, you also have access to ebook, online homework, videos, etc. The textbook can be purchased in the east campus bookstore for approximately $68. Do NOT buy a used book. A used book will not work because you need a new code to access XYZ homework. This can be a good idea during hurricane season.

* **A simple “4-function” calculator** will be required during specific periods of the semester. The Texas Instruments 503, Casio SL-300SV, Canon LS-82Z and Sharp EL-334MB are examples of calculator models that fit this type. **(Calculators are not allowed for assessing simple operations in Chapters R,1 and 4.**

Course Description: This is the first course in college-preparatory two-course sequence ([MAT0018C](http://catalog.valenciacollege.edu/search/?P=MAT%200018C) and [MAT0028C](http://catalog.valenciacollege.edu/search/?P=MAT%200028C)) designed to prepare students for [MAT1033C](http://catalog.valenciacollege.edu/search/?P=MAT%201033C)/Intermediate Algebra, [MGF1106](http://catalog.valenciacollege.edu/search/?P=MGF%201106)/College Math, and [STA1001C](http://catalog.valenciacollege.edu/search/?P=STA%201001C)/Introduction to Statistical Reasoning. This course emphasizes the fundamental mathematical operations with application to beginning algebra. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside educational settings. Minimum grade of C required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: $57.00).

**Course Schedule**: This course will be presented with an accelerated schedule, condensing the class material into 8 weeks. Students will be required to study each week an average of 12 hours outside of class practicing skills. A tentative schedule is included at the end of this syllabus.

**Course Topics:** Operations with integers, Fractions, decimals and percents, Geometric figures and their measures, Properties of rational numbers, Operations on rational numbers, Simplification of polynomials, Equation solving techniques

**Evaluation Process: Grade Policy Grading Scale**

Tests: 50% A: 90-100%

Final Exam: 25% B: 80-89%

Homework: 10% C: 70-79%

Labs: 10% D: 60-69%

Module Quizzes: 5% F: 0-59%

Please note that a grade of “C” or higher is required for entry into MAT 0028C. Failure to meet this requirement will require you to repeat MAT 0018C.

* **Homework/IMathAS:** Homework will be completed online in XYZhomework ([www.xyzhomework.com](http://www.xyzhomework.com)). Students will register in XYZHomework during the first lab.
* You have unlimited attempts at each question without a penalty. However, after three incorrect attempts, you must click on “Try a similar problem.” This will allow you to try a new problem for full credit. Homework due dates appear in XYZ. Late homework will not be accepted. The directions to create and access your XYZ homework account are provided at the end of this document. The Course ID for this class is: 20258 .
* **Module quizzes:** The modules quizzes are taken online throughXYZ homework. The purpose is to assist you in preparing for your final exam. They will be assigned throughout the semester. Module due dates appear in XYZ. Late modules will not be accepted. You have unlimited attempts.
* **Lab work**: This course includes a mandatory lab component that occurs **twice** each week. 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. Your lab grade will be determined by your participation during lab. These are facilitated to reinforce concepts learned and to gain addition practice. If your lab instructor records that you are late to lab or are not participating fully, you will lose points in your lab grade.
* **Tests:** There will be three tests. The material for each test is listed on the schedule. The syllabus contains resources to support your learning. If you know ahead of time that you will miss the day of a test, contact me to schedule a time prior to the scheduled day to take the test. Calculators will not be allowed on all tests. Instead, your instructor will announce which tests/portions of tests will allow a simple “four function” calculator. You may not use your phone as a calculator during a test. Phone use during a test will be considered cheating. This will result in a zero on that test**.**
* **Final Exam**: The final exam will be cumulative. It is your responsibility to know when and where the final exam is scheduled and to be present and on time. If you do not take the final exam, then you will receive a zero. The final exam for the class is during regular class times on the last day of class which is on October 17, 2019. The final exam will be held in the TESTING CENTER in building 4. The final exam will be administered online via XYZ. **There is only one attempt allowed.** The final exam will consist of two parts. Part 1 will not allow the use of any calculator. Part 2 will allow the use of a simple “four function” calculator. You may not use your phone as a calculator during the final exam. Phone use during a test will be considered cheating. This will result in a zero on that test**.**

**Attendance Policy:** Attendance will be taken daily at the beginning of each period. Absence from class or lab for more than three days will result in your withdrawal from the course before the withdrawal deadline. Students will not be withdrawn after the withdrawal deadline. If you must miss a class, YOU are responsible for class concepts and homework assignments. You should contact a fellow student to find out what was covered, copy notes, etc. If you have an extenuating circumstance, please discuss this with your instructor. All students are required to attend each class punctually and to remain in class until dismissed by the instructor. If you are more than 10 minutes late, you will be marked as absent.

Makeup Policy for Exams/Labs: There are no makeup tests without documentation of an extenuating circumstance (jury duty, military service, hospitalization, etc.). If you know ahead of time that you will miss the day of a test, contact me before the test to schedule a time prior to or up to 2 class days after the scheduled day to take the test.

* One missed test will be replaced with the student’s final exam grade. Any further missed tests will receive a grade of zero.
* Module quiz deadlines will not be extended.
* Homework deadlines will only be extended in extreme extenuating circumstances and only at the discretion of the instructor.
* In class Quizzes cannot be made up. One quiz grade will be dropped at the end of the semester.
* Labs cannot be made up. Two lab grade will be dropped at the end of the semester.
* The final exam cannot be made up.

Important Dates:

Drop/Add Refund Deadline: September 3, 2019

No Show Reporting Period: September 4-13, 2019

Withdrawal Deadline: September 27, 2019

College Closed: September 2, November 11, November 27-December 1

Final Exam and Last Day of Class: October 17, 2019 **.**

**Email Communication:** I will communicate through your CANVAS e-mail account; it is important that you check it on a regular basis.

**Course Conduct Policy:** Learning should be fun and active. I always expect a classroom environment conducive to learning. If either I or a fellow student is presenting information, please be polite and do NOT engage in personal intercommunication. If asked to participate in a group activity or discussion, you must do so. **Issues relating to grades or progress should be discussed privately with the instructor.** Disruptive or noncompliant students will be asked to leave the classroom and may be readmitted only by the instructor after a conference. Cell phones and other devices are disruptive to learning in a classroom. Therefore, cell phones and other devices must be turned off during all class activities not requiring a cell phone to be used. You will be asked to leave class any time you do not adhere to this policy. You will not be allowed back into the class without first meeting personally with the instructor.

**Academic Honesty:** Students have a responsibility to maintain the academic integrity of the school and to meet the highest standards of academic conduct. I encourage students to work together on any homework assignments. However, all students are expected to complete their assessments independently. Academic misconduct is subject to disciplinary action, including zero grades and course failure. Please refer to your student handbooks for details.

Valencia Identification Cards: Your student ID card can be obtained in the Security 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 the Library and Testing Center. The first student ID card is free. There is a $5 fee for a replacement card. Student IDs can be used for library access, testing purposes and discounts in the community. For more information: <http://catalog.valenciacollege.edu/studentservices/studentidcard/>

**Department Communication:**

Math Department: 407-582-2366

Mathematics Web Site: [https://valenciacollege.edu/academics/departments/math-east](https://valenciacollege.edu/academics/departments/math-east/)

**STUDENT CODE OF CONDUCT:** All students are expected to be in compliance with Valencia College’s policy on student code of conduct.

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

**ACADEMIC HONESTY:** All students are expected to be in compliance with Valencia College’s policy on academic honesty.

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

**WITHDRAWAL POLICY:** <http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

**EAST CAMPUS LEARNING ASSISTANCE RESOURCES:** Tutoring services are provided on Valencia College’s East campus at the Learning Support Center in Building 4 – Room 101. The East Campus Learning Support Center strives to provide a safe, inclusive learning environment that motivates students to maximize learning opportunities, grow toward independence, and discover the lifelong learner within. [https://valenciacollege.edu/students/learning-support/east](https://valenciacollege.edu/students/learning-support/east/)

* **Math Support at the Learning Support Center**: The Math Center in Building 4 – Room 102 provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, group tutoring, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in entry level mathematics courses including study sheets for most mathematical concepts. Please check hours of availability at the following link: <https://valenciacollege.edu/students/learning-support/east/math/index.php>
* **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 <https://valenciacollege.edu/academics/departments/math-east/math-help.php> 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 an 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. <https://valenciacollege.edu/students/learning-support/smarthinking-online-tutoring.php>
* **Collegewide Math Support information:** <https://valenciacollege.edu/students/learning-support>

**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: Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222. Here are the campus locations and contact numbers: [https://valenciacollege.edu/students/office-for-students-with-disabilities](https://valenciacollege.edu/students/office-for-students-with-disabilities/)

**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. <http://valenciacollege.edu/international/>

**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.

**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](mailto: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 valenciacollege.edu/eo.

**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 lab 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.

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.

**INSTRUCTOR: Delete this paragraph if you are not part of the CARE program with a CARE Coach in your class.**

**CARE+ PROGRAM:** This class is enhanced by CARE, which stands for Continuous Assessment & Responsive Engagement and represents Valencia’s faculty-led early alert program. CARE+ is an extension of CARE and is Valencia’s new learning support program that provides your class with a CARE trained instructor and a trained peer CARE coach who will work together to support you individually and in groups, connecting you to resources that can address academic and non-academic issues. Your CARE Coach will host **group study sessions** outside of class each week, allowing you to review course content, practice success skills, and participate in campus life with other students in your class. CARE coaches will also be available to provide non-academic support, helping you **overcome barriers when life gets in the way**. The most important part of the CARE program is that your caring peer coaches and faculty will follow-up with you, encouraging you **stay on a path to success** every step of the way.

**DISCLAIMER:** Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. In case you are absent, it is **your** responsibility to find out what, if any, announcements or changes have been made.

**MAT0018C: Tentative schedule H1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Week No.*** | ***Date*** | ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** |
| 1 | 8/26 | Syllabus  R1 Place Value  R2 Addition Whole Numbers  R3 Rounding  R4 Subtraction Whole Numbers | R5 Multiplication Whole Numbers  R6 Division Whole Numbers | R7 Exponents and Order of Operations  Assign Module 1 | 1.1 Positive and Negative Numbers  1.2 Adding Integers  1.3 Subtracting Integers |
| 2 | 9/2 | **NO CLASS** | 1.4 Multiplication Integers  1.5 Division Integers 1.6 Simplifying algebraic expressions  Assign Module 2 | 2.1 Fractions  2.2 Prime Numbers/Factors  Assign Module 8 | 2.3 Multiplication Fractions  2.4 Division Fractions |
| 3 | 9/9 | 2.5 Addition/Subtraction Fractions | 2.6 Mixed Numbers  2.7 Multiplication Mixed Numbers  2.8 Addition/Subtraction Mixed Numbers | 2.9 Combined Operations and Complex Fractions | **Test 1**  **(R, Chapter 1 and 2**) |
| 4 | 9/16 | 3.1 Distributive Property and Algebraic Expressions  3.2 Addition Property of Equality  Assign Module 3 | 3.3 Multiplication Property of Equality  3.4 Linear Equations in One Variable  Assign Module 10 | 3.6 Evaluating Formulas | 7.1 Unit Analysis Length  7.2 Unit Analysis Area/Volme  7.3 Unit Analysis Weight |
| 5 | 9/23 | **Test 2**  **(Chapter 3 and 7.1-7.3**) | 4.1 Decimal Notation/Placevalue | 4.2 Addition/Subtraction Decimals | 4.3 Multiplying Decimals  4.4 Dividing Decimals  Assign Module 5 |
| 6 | 9/30 | 4.5 Fractions and Decimals  4.6 Equations with Decimals  Assign Module 4 | 5.1 Ratios  5.2 Rates  5.3 Proportions | 5.4 Applications  5.5 Similar Figures  Assign Module 9 | **Test 3**  **(Chapter 4 and 5**) |
| 7 | 10/7 | 6.1 Percents, Decimals, Fractions | 6.2 Basic Percent Problems | 6.3 General Applications  6.4 Sales Tax/Commission  Assign Module 6 | 8.1, 8.2  Assign Module 7 |
| 8 | 10/14 | **Test 4**  **(Chapter 6 and 8** ) | Final Exam Review | Final Exam Review | **Final Exam** |

**This is an approximate schedule what will be covered during each class.**

**Homework dates (and homework) will be at xyz homework.com.**

**You should be doing some homework daily. To give some accommodation for work and other commitments, due dates will be Mondays and Thursdays .(with some exceptions for certain skills). You may work ahead in each chapter.**







