

Supplemental Course Information – MGF 1107
Spring, 2024
Professor Coll

RESOURCES

- Your instructor – Please ask questions regularly!
- Your peers – Many students find it extremely helpful to form study groups with their classmates. This practice is highly recommended.
- **Learning Support Center** (Downtown Campus)
 - The Learning Support Center (LSC) offers walk-in tutoring for subjects like biology, chemistry, anatomy & physiology, psychology, and mathematics. Additionally, there are equipment loans available for items such as laptops, iPads, TI-84 Plus calculators, scientific calculators, Wacom tablets, and headphones.
 - All of these services will be offered at various times within the following hours of operation:

Monday – Thursday: 9 am – 9 pm
Friday: 10 am – 2 pm
 - Learning Support Services will continue to offer Distance (online) Tutoring & Tech Support during the Summer 2023 semester in an effort to ensure students will be able to access tutoring via the modality that best fits their needs. We have a team of over 200 tutors providing live assistance across various hours:

Monday through Friday: 10 am - 9 pm
Saturday and Sunday: 11 am - 7 pm
 - The free online tutoring is available to all students enrolled in Downtown campus courses and is offered in a small group format. Online tutoring is mobile-friendly and works best with the use of a microphone and/or video; however, whiteboard and chat options are available as well.
 - **To access Distance Tutoring** and view the schedule, all Downtown campus students should visit www.valenciacollege.edu/tutoring. Online tutoring is mobile-friendly and works best with the use of a microphone and/or video; however, whiteboard and chat options are available as well.

Mental health and wellness services – Students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as relationship problems dealing with school, home, or work.

- **Valencia College:** BayCare Behavioral Health Student Assistance Program (SAP) – services are free to students and **available 24 hours a day** by calling (800) 878-5470. Free face-to-face counseling is also available. Please contact your counselor as a first resource if possible.

- **UCF:** Counseling and Psychological Services (CAPS) offers a variety of services based on many factors, including your current concerns and need. For more information please visit:
<https://caps.sdes.ucf.edu/services/>

Special Accommodations – Students with disabilities who qualify for academic accommodations should contact the Valencia Office for Students with Disabilities (OSD) or UCF Student Accessibility Services (SAS). Please feel free to discuss your specific needs with me, preferably during the first two weeks of class.

- **Valencia College:** <http://valenciacollege.edu/osd/>
- **UCF:** <https://sas.sdes.ucf.edu/>

Withdrawal: A student who withdraws from class before the withdrawal deadline will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. Any student who withdraws from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” Please do not assume you will be withdrawn by your professor. If you do not withdraw yourself by the withdrawal deadline, you will receive the final grade as calculated using all assignments through the end of the course. You **will not be withdrawn** by your professor.

Valencia College & UCF Withdrawal Deadline: March 15, 2024

Grading: Partial credit on tests and assignments is sometimes given, when appropriate, solely at the discretion of the instructor. Grades will not be disclosed over the telephone or via e-mail. However, you can review your grades and standing in the course at any time by accessing the Canvas gradebook. You may meet with me virtually or in person if you wish to discuss your grade in more detail.

Homework: Completion of homework on a regular basis is crucial to your success in this course. Homework is assigned in MyMathLab (MML) for each section covered. Refer to the Course Schedule for a list of all homework assignments and due dates. Due dates are also shown in MML for each assignment. It will not be accepted late for full credit. It is your responsibility to stay on top of due dates. Please use the “**Ask the Instructor**” feature in MML to email your instructor about specific homework questions. You are encouraged to seek assistance from the instructor and visit the Learning Support Center in DPAC 330. [Note: Technical Problems such as power outages and poor Internet connections can happen. Do not wait until the last minute to complete your assignments. Technical problems are not grounds for a due date extension. Complete each unit BEFORE the deadline to anticipate issues.]

Quizzes: Assigned in each unit in MyMathLab. Refer to the Course Schedule and MyMathLab for specific due dates. It is the student’s responsibility to stay on top of due dates. You will have up to three attempts at each quiz with a time limit of 60 minutes per attempt. The highest of the three scores will count toward the quiz grade. Quizzes can

not be completed after the due date. The average of all quiz grades (only the highest attempt of each quiz) will make up 10% of your overall grade.

Project: An optional Consumer Math (Ch. 10) project that allows you to explore finances and real-life applications of financial matters can be completed in place of Test #3 (Final Exam). This project will count equally as an individual test when computing your final course grade. More information will be given in class.

Testing: All tests are held in-person and you must complete each test within the time allotted. Every test score will be used in the computation of your progress test average. There are no “dropped” test scores. If you have documented extenuating circumstances, you may be given a make-up test according to a schedule specified by your instructor. This will be discussed on a case-by-case basis. If you do not discuss your absence for a missed test with your instructor in a timely manner, you will receive a zero on any missed exams. If you know in advance that you will miss an exam, you can arrange to take it early.

Late Work: Unless otherwise specified in class, assignments will be due on the date given on the class Canvas page, on the assignment itself, or in Course Schedule. Late work will be accepted by the instructor at the instructor's discretion. **A late penalty of 10%** will be applied for MML homework turned in late. Additional points may be deducted for errors.

[Note: Late assignments of any kind will not be accepted beyond 4/25/24 so that the grades can be turned in on time. Any exceptions to this will be solely at the instructor's discretion.]

Changes in the syllabus, schedule, and/or assignments for this class may be made at the discretion of your instructor.