VALENCIA

Summer 2024, Face-to-Face Course
MAT 0018C – Developmental Mathematics I

Contact Information: Class Meets on Monday/Wednesday in 9-128 from 10 am to 1:30 pm CRN: 30545

Professor:	James Ellerbrock
Professor's Phone Number:	407-582-1625 (Math Department)
Professor's E-mail:	jellerbrock@valenciacollege.edu

Preferred Method of Contact: Canvas email or jellerbrock@valenciacollege.edu

There will be a 10% deduction for late submissions on MyLabMath (MLM) homework and MLM quizzes.

Office Hours Available by Appointment: Virtually through Zoom or email. Zoom Hours: Monday and Tuesday from 4 to 5 pm. Link is in canvas under the modules tab. Check it out! Also, I am in the Math Center (7-241) on Monday and Wednesday from 9 to 9:30 am.

Course Objective & Description:

This is the first course in a college-preparatory, two-course sequence (MAT 0018C and MAT 0028C) designed to prepare students for MAT 1033C, Intermediate Algebra. This course emphasizes the fundamental mathematical operations with applications to beginning algebra. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside educational settings. A minimum grade of C is required for successful completion. This course does not apply towards mathematics requirements in general education or towards any associate degree.

Prerequisites: None **Credits:** 3

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.

Required Materials:

1) MyMathLab system access code:

This access code is mandatory and required to log into Pearson website, MyMathlab.com, used for homework, tests, and exams (ISBN 1323910212). The access code may be paid for via credit card on the Pearson website or purchased from the Valencia bookstore. When registering for MyMathlab account, you may want to use the 14-day grace period to explore the course before paying for it in case you intend to drop this course. Once you pay course access through MyMathLab, there are no refunds!! However, if you intend to stay enrolled in the course after reviewing the syllabus, course requirements, and how the on-line software works, then pay for course access as soon as possible. DO NOT WAIT UNTIL THE 14TH DAY TO PAY FOR COURSE ACCESS! Pay for the course access code early to avoid being locked out of your MyMathLab account.

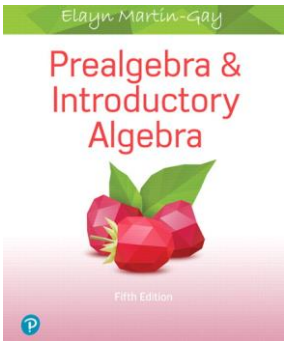
If you have previously taken this course on the West Campus of Valencia College within a year or so and have previously paid for MyMathLab course access, you will only need the course ID which will be provided in Canvas. Make sure to use your previously created MyMathlab account. The system will indicate if you are not required to pay. If you have not taken this course before on the West Campus or it has been a long time since you have taken this course, you will need to pay for course access to MyMathLab by purchasing an access code.

Please note that you have access to the entire book through MyMathLab in the Multimedia Library option.

- MyMathLab is a web-based math practice and tutorial system. This is where ALL material of the course will be conveyed to you.
- MyMathLab works BEST when using Google Chrome. The following browsers support MyMathlab: Mozilla Firefox, Google Chrome, or Safari for the MAC operating system. It works with Internet Explorer but tends to have problems.

- You are responsible for setting up your MyMathLab account during the first week of class.
- *MyMathLab will be used to:*
  - Access required online homework.
  - Access required online quizzes and tests.
  - Access required online cumulative midterm and final exams.
  - Access lecture notes/videos/online textbook/PowerPoint presentations of course material

Prealgebra & Introductory Algebra, Martin-Gay, 5th edition is the book used in this course. Please note that you will have access to the e-book in MyMathLab by clicking on the **Multimedia Library** option on the left side of your screen. This is included in the cost for MyMathLab system.



2) 4 Function Calculator

Only a 4-function calculator is permitted on chapters 3, 4, 6, 8 & 10. No calculator is permitted in chapters 1, 2 & 5. Scientific or graphing calculators are not permitted on any chapter in this course. USE OF CELL PHONE AS A CALCULATOR IS NEVER PERMITTED!

General Information/Procedures:

This is an on-line course. Students should pay special attention to all due dates in MyMathLab and attempt to work ahead of all due dates. In general, students will want to follow these steps for each topic of study:

- Log into MyMathLab and watch all videos. During the videos, take notes as if you are in a face-to-face class setting. Having an organized notebook will be helpful!
- Complete all homework assignments. Even though the assignments are on-line, you really should complete assignments in an organized notebook with all problems numbered, worked out neatly and with the name of the assignment written on the top of paper. Include all homework assignments with work shown in notebook!
- **You will have 2 attempts on each Mastery Quiz. There is a review homework if needed before second attempt.**

Technology:

You must have access to a reliable Internet connection for all videos and assignments! You will need to access MyMathLab, Canvas, Atlas e-mail, and the Valencia College's website with no issues. **Lack of access to technology will not be considered a valid reason for late submission of assignments.**

Resources:

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

- **Face-to-Face Math Open Lab, West Campus:**
  The Math Open Lab located in building 7, room 241 is available for walk-in assistance for students enrolled in MAT 0018C, MAT 0022C, MAT 0028C and MAT 1033C course at the West Campus.

  Face-to-Face Math Open Lab Hours:

Days	Times
Monday – Thursday	9 AM – 6 PM
Friday	CLOSED
Saturday & Sunday	CLOSED

- **Hands-On Math Lab, West Campus:**
  The Hands-On Math Lab located in building 7, room 256 (behind the hole in the wall in the Math Center) offers interactive assistance with manipulatives and is available for walk-in assistance for students enrolled in MAT 0018C, MAT 0022C, MAT 0028C and MAT 1033C course at the West Campus.

  Hands-On Math Lab Hours:

Days	Times
Monday – Thursday	10 AM – 6 PM

Friday	CLOSED
Saturday & Sunday	CLOSED

- **Valencia's Distance (On-line) Tutoring:**
  Math Distance Tutoring is available for students enrolled in a summer math course. Click here for more information. Also, check for the Distance/Online Tutoring link in Atlas.
  Monday-Friday: 10 AM – 9 PM
  Saturday & Sunday: 11 AM – 7 PM

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

- **Math TV:**
  Pat McKeague delivers quick video lessons on many algebraic topics here.

- **Brainfuse**: Brainfuse is accessible through your Canvas account when Math Open Lab and On-line Tutoring are unavailable.

Academic Integrity:

Students are expected to complete all course requirements honestly and as directed. Students who do not complete all course requirements honestly will be given an automatic F in this course. It is important to follow all posted directions and to take responsibility for your own learning on this course. The professor will impose test procedures that must be followed. Any student that fails to follow proper testing procedures as prescribed by the professor will be construed as cheating and the policy as stated above will be enforced. Academic Integrity Policy Website Link.

Withdrawal Policy:

The deadline to withdraw from class with a grade of "W" is **July 19 (11:59 PM on atlas) for H2 classes. After the deadline, students will NOT be able to withdraw and will receive the grade earned according to the professor's grading policy.** Students taking this course for the third time cannot withdraw after the add/drop period (first week of classes) – they must receive an actual grade per state and college policy. The professor will not withdraw a student from the course as it is the

student's responsibility to withdraw prior to the withdrawal deadline. A student that withdraws will receive a grade of "W". A student who does not participate in the introductory activity during the first week of classes will be withdrawn as a "No Show" and will receive a grade of "W" as per college policy. The professor does not withdraw students. If a student does not withdraw, then the student will be assigned a course grade in accordance with the syllabus with all missed assignments given a grade of 0**.** Withdrawal Policy Website Link.
No Show Period: June 26 to July 5

Grading Policy:

Requirements	Percent Weight
MyMathLab Homework	10%
Mastery Quizzes	15%
Canvas Activities-Breaking the Ice & Sales Tax	5%
Short Chapter Tests In-Class Activities-Whiteboard time, think-pair-share groups, etc	20% 10%
MyMathLab Comprehensive Midterm Exam	20%
MyMathLab Comprehensive Final Exam	20%
TOTAL for course:	**100%**

Incomplete Grade Policy:

Incomplete grades will not be given under any circumstances in this course. Students having a difficult time complete course requirements successfully should withdraw from the course prior to the withdrawal deadline (See above).

Chapter Tests/Exams:

You will have several chapter tests and exams throughout this course through the MyMathLab system. The best way to prepare for exams is to do the homework assignments in MyMathLab. The midterm exam is a cumulative exam given in the middle of the course covering the first four chapters. The final exam is a cumulative exam given at the end of the course and can be taken ONLY once! All exams in this course are **MANDATORY**. Students will receive a grade of 0 for any missed exam(s), which will impact the final grade in the course. There are no dropped grades or replaced grades in this course; all tests/exams count towards your final grade in accordance with the syllabus grading policy.

You have 1 attempt per chapter test/exam. The chapter tests in this course are worth 20% of the final course grade. **All tests/exams will be closed notes, closed books, and ONLY a 4-function basic calculator will be permitted on tests for chapters 3, 4, 6, 8 & 10 and on midterm and final exams. No calculator is permitted on exams for chapters 1, 2 & 5.**

Students will need access to a computer with reliable Internet connection.

MLM Homework and Quizzes (4 Function Calculator ONLY on Chapters 3, 4, 6, 8 & 10):

The homework is worth 10 % and the mastery quizzes are worth 15% of the final course grade. Students will have homework problems to complete in MyMathLab. Students have unlimited attempts on each homework problem and have resources in each problem if assistance is needed such as viewing a similar example or receiving step by step hints in MyMathLab. Students should complete all homework assignments by the respective posted due date and time.

Midterm (4 Function Calculator ONLY):

The midterm in this course is **MANDATORY.** The midterm in this course is worth 20% of the final course grade. Any student who does not attempt the midterm will receive a 0, which will impact the final grade in the course. The midterm exam is an exam given in the middle of the course. This midterm exam grade CANNOT be dropped. There is no extra credit associated with the midterm exam. The midterm exam grade is based on the number of problems answered correctly.

Final Exam (4 Function Calculator ONLY):

The final exam in this course is **MANDATORY**. The final exam in this course is worth 20% of the final course grade. Any student who does not attempt the final exam will receive a 0, which will impact their final grade in the course. The final exam is a cumulative exam given at the end of the course and can be taken ONLY once! The final exam grade CANNOT be dropped or replaced. There is no extra credit associated with the final exam. The final exam grade is based on the number of problems answered correctly.

Grading Scale (Strictly Enforced):

Percentage Scale	Course Grade
90.0% or higher	A
80.0% – 89.9%	B
70.0% – 79.9%	C
60.0% - 69.9%	D
Below 60.0%	F

Make-up/Extensions Policy:

Students are to complete all assignments on time. Homework, mastery quizzes, tests and exams must be submitted on or before the due date. Late work is NOT accepted (no excuses). There are no extensions given except for extenuating circumstances with required documentation. Please contact your professor if you have an extenuating circumstance such as a death in the family, medical emergency, etc. that prevents you from meeting your deadline(s) in this course. Your professor will attempt to accommodate all reasonable requests determined at their sole discretion. Students having difficulties adhering to due dates or having a difficult time completing course requirements successfully should consider their option of withdrawing from the course prior to the withdrawal deadline.

E-mail Communication Policy:

Please understand that e-mail and Canvas are the primary forms of communication. It is essential that you check your e-mail and Canvas announcements/messages regularly to maintain effective, timely communication.

The professor will post all important information and updates via announcements in Canvas. Students should check their announcements in Canvas regularly as well as their Atlas e-mail. Students can correspond with the professor via e-mail messages in Canvas or through their Atlas e-mail. Any issues such as grade, personal issue, etc. can be discussed with the professor via phone, Zoom or Atlas/Canvas e-mail account. To protect your privacy, all e-mail messages should NOT originate from your personal e-mail account, but should originate from your Valencia e-mail or Canvas account. Students are expected to check their Atlas e-mail and Canvas e-mail/announcements daily. Students must include their name and contact phone number in all messages and emails.

It is required for students to keep all notifications turned on in Canvas. Students take responsibility for all disbursed information whether notifications are turned on/off; so keep your notifications turned on!

Technology Policy and Support:

This course relies on the use of technology to aid in your learning. You are expected to check Canvas and your e-mail daily to ensure that you have the most current information. The professor is not responsible for any technical issues regarding a student's personal computer or personal Internet connection. If you experience any technical issues, call the support numbers below.

Canvas Help Desk: (407)-582-5600 or onlinehelp@valenciacollege.edu
OIT Help Desk: (407)-582-5555

MyMathLab Technical Support: 1-800-677-6337 (M-F 8am – 5pm CST)

ZOOM:

The professor will utilize ZOOM for virtual office meetings, review sessions, and as needed. *Our Zoom sessions will all be audio-visually recorded for students in the course 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 zoom session and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during zoom meeting, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type live questions and comments. Individual 1-on-1 meetings will NOT be recorded.*

Valencia ID Card:

Contact the security office to obtain a Valencia ID. A Valencia ID is needed for on-campus access to library services and the Math Center. For more information/assistance, you may call the West Campus Security office at (407) 582-1000.

Special Accommodations:

Students with disabilities who qualify for academic accommodations must provide a notification to professor (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. The professor will comply with all listed accommodations. Please advise OSD to list accommodations specific for your math course. Contact information: Phone: 407-582-1523; Fax: 407-582-1326; Policy Website Link: http://valenciacollege.edu/osd/

ONLY accommodation request from Valencia College OSD office will be honored. It is the student's responsibility to meet Valencia's OSD requirements for accommodations!

Student Resource for Assistance:

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 available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

College Resources and Contact:

Enrollment services:

- Call: 407-582-1507
- Email: enrollment@valenciacollege.edu

Academic Advising:

- Call: 407-582-1507
- Email: advising@valenciacollege.edu
- Link to "chat" https://valenciacollege.edu/students/advising-counseling/

Virtual Answer Center:

- Zoom Link to Virtual Answer Center
- Website for Virtual Answer Center

Financial Aid:

Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support.

Disclaimer:

Changes in the syllabus, timeline, and/or assignments for this course may be made at the discretion of your professor. The professor will provide notice of any and all changes via Atlas e-mail/Canvas. **Students are responsible for all changes made**.