

MAT022C Developmental Math Combined

Poinciana Campus

Course Syllabus & Classroom Policies

Spring 2018: 01/18/2018-04/29/2018

PROFESSOR: Liza Pettett
OFFICE LOCATION: Poinciana Campus #319
OFFICE PHONE: 407-582-6100
CELL PHONE: Optional
EMAIL: lmarrerozamora@valenciacollege.edu

CRN: 26286
CREDIT HOURS: 4
PREREQUISITES: A Minimum grade of C in MAT 0020C or MAT 0024C or appropriate score on an approved assessment
CLASS MEETINGS: R 5:30p-9:00p in 1-300

DEVELOPMENTAL MATH OVERVIEW

Required Materials/Textbooks

1. **Textbook:** *Developmental Math Combined* by Al Groccia
2. 3-ring binder with 4 tabs to maintain all work, handouts, & activities: Course Syllabus, Notepaper, Handouts, Assignments.
3. Resources:
 - AMAZING Tutors are provided to Valencia students in the **The Plaza (231)**.
 - www.khanacademy.org
 - Library
 - Please contact your professor during office hours and do not be afraid to ask for help. To succeed in this or any course, you will need to practice outside of class, and get your questions answered.

Course Description

This college preparatory course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percent, integer, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, plane geometric figures and applications, graphic ordered pairs and lines and determining the intercepts of lines. A final course grade of C is required for successful completion of this course. This course does not apply towards mathematics requirements in general education or towards any associate degree.

Course Outcomes

- Operations with Rational and Polynomial Expressions
- Linear Equations with Applications
- Introduction to Graphing Linear Equations
- Geometry
- Sets

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 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; and (4) act purposefully, reflectively, and responsibly. Due to the nature of these global competencies, many problems activities will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively how to arrive at an appropriate solution for the problem.

BlackBoard

While this is a face-to-face course, you will be exposed to the BlackBoard (BB) learning system throughout the semester. You will need to access BlackBoard for the detailed course assignment instructions, take quizzes, and do homework. I will post Announcements through BB and you can set your phone to receive alerts when there is a post; contact BB phone/support for details: 407-582-5600. Please check your Atlas email regularly. I will send information to students via email. Sometimes, **students have their atlas emails forwarded to a hotmail, Gmail, or yahoo account. In many cases, the emails do not go through and I receive an error message.** Please be aware of the fact that you may not get my emails if your emails are forwarded. You are still responsible to find out any communications I send via ATLAS email.

COURSE CLASSROOM POLICIES

Attendance

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. Therefore, attendance is required for every class:

- Arrive ON TIME, complete all assignments, and remain in the class for the entire time except for scheduled breaks.
- **Three (3) absences without adequate excuses and documentation may result in withdrawal from the course.** Students who do not maintain regular attendance will be withdrawn by the professor unless other arrangements have been made with the professor. Missing the equivalent of more than three classes for any reason, other than absences excused in accordance with Valencia's policies, is excessive and a basis for withdrawal.
- Students are responsible for all work presented when they are absent, and are also responsible for any announcements made in class. Communication is critical when you are unable to attend class. If you miss a class due to an emergency, it is your responsibility to find out what was missed by communicating! Please call or email so that we can work together to help you get caught up.

“No Show” Status

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week 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.

Tardiness/Talking/Other Class Disruptions

Tardiness is considered rude so please be on time to every class. Students who persist on being tardy or leaving early will be dealt with on an individual basis. Additionally, talking to others or leaving the room during a presentation or lecture is unacceptable. Questions during class are always accepted as long as they are relevant to the lecture. Persistent disruption will be cause for removal from the classroom. You will be given a break during the class so please plan accordingly.

Class Preparation/Make Up & Late Work

- Students are expected to bring all course materials, book, pencil/pen, and paper to each and every class.
- **NO LATE WORK.** You have all your assignments and enough time to do each one so you can work it into your schedule. All incomplete assignments will have a zero grade after the due date. The 3 lowest homework grades, 2 lowest quiz grades, and one lowest lab grade will be dropped at the end of the semester. If you fail to submit any assignments on time, then these will be your dropped grades up to the number stated. Extensions will not be granted unless there is a documented extreme circumstance.
- **Technology problems are no excuse for lateness** (for example: “My printer broke...ran out of ink...etc.). Please use the computer labs on campus, when needed.
- **Special Note:** Absences during the semester due to pregnancy and any related conditions are excused absences. Pregnant students need to see me to discuss alternative arrangements for any anticipated pregnancy-related absences. If this is not possible, they need to see me upon their return.

Electronic Devices

All electronic devices MUST BE TURNED OFF during class unless otherwise instructed. This also means no beeping, buzzing, or vibrating sounds, NO headphones, and NO texting. If you have an emergency situation that requires your cell phone to be on, please notify your professor at the beginning of class.

Class Participation and Conduct

You should consider being a student as a full-time job. You should attend all classes, study sessions, participate in class, ask relevant questions, turn in assignments when they are due, and ask for help when needed from a professor, tutor, or another student.

Do not use profanity or hostile gestures or confrontational comments. Give your classmates and yourself the full opportunity to learn.

Do not use the class time to read other books or do homework or assignments for other classes. Do not use your laptop or tablets or iPad during class time unless I have documentation showing that you must use a computer in class. **Sleeping in class is unacceptable, at any level, especially college.** The instructor reserves the right to dismiss a student disrupting the classroom-learning environment.

Note to International Students (F-1or J-1Visa):

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 requirements of 12 credit hours. Consult the International Student Service office for more information.

EVALUATION AND GRADING

Evaluation and Course Grading

Course evaluation is divided into five categories; together these categories will comprise the final grade.

COMPONENT	WEIGHT
Competency Checks	5%
Homework (IMathAs)	15%
Labs and Activities	10%
Quizzes	20%
Midterm Exam	20%
Mock Final Exam	5%
Final Exam	25%
TOTAL	100%

Grading Scale

Final course grades of "A", "B", "C", "D", or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination.

1. A – 90%-100%
2. B – 80%- 89%
3. C – 70%- 79%
4. D – 60% -69%
5. F - below 60%

Showing Mastery of State Competencies

To pass this course, you must show mastery of the state competencies by maintaining a grade of "C" or higher in the course. **Be advised 75% of assessments are proctored.**

COURSE ASSIGNMENTS

Course Assignments

Make-up Exams:

Make-up exams will be given only for emergency situations provided the instructor is notified in advance. Upon your absence and its approval, the exam will be placed in the testing center. Exams must be made up before the next class meeting. Any test missed will have adverse effect on your grade, and make-up test will not be given unless approved by the Professor prior to the date of schedule test. Final exam is required! A no show on that day will result in an F for the session.

SHOWING MASTERY OF STATE COMPETENCIES

CALCULATORS

Calculators are NOT permitted in class or on any assignments unless specifically indicated

HOMEWORK

Homework in mathematics is **not optional**. If you do not do it, you will ensure your failure in any math course including this one. Therefore, my advice to you is to **Practice! Practice! Practice!** Homework is provided by IMATHAS and each assignment is linked directly in Blackboard. You will not need to directly access IMATHAS. You have unlimited attempts to work on this until the due date for the section. You may visit the **The Plaza (231)** for assistance while working on your homework.

Competency Checks: There is a **REQUIRED** Competency Check component to this class. Competency Checks are designed to reinforce required outcomes of this course. There are a total of 9 short assessments (10-20 questions) to be taken. These will remain open through the entire course and it is highly recommended that you continue to work on them until you have earned a 100% on each assessment.

Lab Requirement: There is a **REQUIRED** lab component to this class. Paper labs will be given in class with the midterm and final exam review through IMATHAS and will be used for your lab requirement. You have unlimited attempts for the reviews but must be completed by the due. You may (or must-instructor preference) use the **Library (331) or The Plaza (231)** to do these assignments.

Quizzes: Every section will have a corresponding mini-quiz to be completed in Blackboard. You will be allowed 2 attempts on each quiz until the due date for the section with the highest score recorded.

The due date for all homework, competency checks, quizzes, labs, and exam reviews are in your tentative schedule. Refer to the schedule.

Tests: There is midterm exam and a final exam for a total of two assessments (in class). At the end of the semester your Mock Final Exam will replace your Midterm Exam grade if the percentage scored is higher.

FINAL EXAM

There will be a comprehensive Final Exam (College wide) that must be taken during the final exam week. Failure to take the final exam will result in a zero for the exam. The Final Exam can only be taken once, cannot be dropped, and accounts for 25% of your final grade. Failure to take the Final Exam will result in receiving a zero and significantly impact your final grade for this course.

If you miss the final exam due to an emergency, it is your responsibility to contact me and inform me of the situation. If I am not contacted as soon as possible, preferably during the week of the final exam, I will assign you the final grade earned after entering a zero for the final exam.

Final exam Date and Time for this course: **April 26, 2018, 5:00pm – 7:30pm** <http://valenciacollege.edu/calendar/FinalExam.cfm>

During testing, all materials in your work area, including electronic memory, are subject to thorough and unannounced inspection by the instructor.

Extra Credit Assignments

Extra credit in may be assigned throughout the semester. However, the availability of extra credit opportunities is at the discretion of your professor.

VALENCIA COLLEGE POLICIES

Important Valencia Website Links

- College Calendar: <http://valenciacollege.edu/calendar/>
- Important Dates & Deadlines: <http://valenciacollege.edu/calendar/documents/Important-Dates-Calendar-2017-2018.pdf>
- Final Exam Schedule: <http://valenciacollege.edu/calendar/FinalExam.cfm>
- College Catalog: <http://valenciacollege.edu/catalog/>
- Valencia Policy and Procedures: <http://valenciacollege.edu/generalcounsel/policy/>
- FERPA: <http://valenciacollege.edu/ferpa/>

Important Course and College Dates (Spring 2018)

- January 8: Classes begin
- **January 15: College closed**
- January 16: Drop/Refund deadline (midnight)
- January 26: Change of Program deadline
- **February 9: VC Learning Day (no classes)**
- February 20: Summer registration begins
- March 3: Half-way through the semester!
- **March 12-18: Spring Break (no classes)**
- March 30: Withdrawal deadline
- April 20: Last day of classes
- **April 23: Final exam week begins**
- April 30: Grades due
- May 1: Grades viewable in Atlas

NOTE: Visit the following website for the dates in the current academic year: <http://valenciacollege.edu/calendar/>

Withdrawal Policy

The withdrawal deadline for **Spring 2018** receiving a non-punitive grade of "W" is **March 30, 2018**. During a first or second attempt in the same course at Valencia, if you with withdraw or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. **Students are not permitted to withdraw after the withdrawal deadline.** After the withdrawal deadline, a faculty member MAY withdraw a student up to the beginning of the final exam period for EXTREME circumstances and in this case the student will receive a grade of "W." The faculty member decides what is considered "extreme circumstances". Bottom line, after the withdrawal deadline, a student should expect to earn a letter grade in this class. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you will receive a grade of W.

See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid.

Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but it is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

You are expected to do all your own work on all tests. Giving or receiving information concerning exam content is considered cheating. In NO instance will cheating of any type be tolerated. All work must be your own; any student involved in cheating or plagiarism (including the use of another student's work) may receive a grade of "F" on a specific assignment, examination, or project, or may be assigned a grade of "F" for the course. The professor (s) reserves the right to determine penalties within Valencia College's academic

honesty policies. In addition, please follow college policy relating to children on campus. Please make arrangements for childcare outside the classroom.

Academic Honesty

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. At Valencia, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with policy 6Hx28: 8-11 upheld by the Vice President of Student Affairs (<http://valenciacollege.edu/generalcounsel/policy/>). Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. These penalties may include, but not be limited to, one or more of the following:

- loss of credit for an assignment, examination, or project;
- reduction in the course grade;
- or a grade of "F" in the course.

At the option of the professor, the appropriate administrator of the campus may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties that may include warning, probation, suspension, and/or expulsion from the college.

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with their professor, preferably during the first two weeks of class. <http://valenciacollege.edu/osd/>

Student Assistance Program

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing 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.

Valencia I.D. cards

Possession and utilization of a Valencia ID is mandatory in order to obtain services at campus centers.

Disclaimer

The syllabus, assignments, and due dates are subject to change at the discretion of the professor.

Course Schedule MAT 0022C: Dev. Math Combined (CRN 26826, R) Spring 2018

Week	Date	Material to Cover	Quizzes	Labs	IMathAS
1	Thu 1/11	Syllabus Overview & Diagnostic A.1: Place Value and Rounding A.2: Adding/Subtracting Whole Numbers A.3: Multiplying and Dividing Whole Numbers A.4: Exponents and Order of Operations with Whole Numbers			Practice Assignment A.1 A.2 A.3 A.4
2	Thu 1/18	Fractions B.1: Explanation B.2: Adding and Subtracting B.3: Multiplying and Dividing B.4 Order of Operations Decimals C.1: Decimal Place Values and Rounding C.2: Adding and Subtracting C.3: Multiplying and Dividing	Quiz 1 1/18- 1/21	Lab 1	B.1 B.2 B.3 B.4 Comp Check 1 C.1 C.2
3	Thu 1/25	C.4: Order of Operations D.1: Convert among Fractions and Decimals D.2: Explanation of Percent D.3: Application of Percent	Quiz 2 1/25- 1/28	Lab 2	C.3 C.4. D.1 D.2 D.3
4	Thu 2/1	E.1: What is an Integer? E.2: Adding and Subtracting Integers E.3: Multiplying and Dividing Integers E.4: Order of Operations with Integers/Exponents 1.7: Algebraic Expressions	Quiz 3 2/1-2/4	Lab 3	E.1 E.2 Comp Check 2 E.3 E.4 1.7
5	Thu 2/8	2.1: Simplifying Algebraic Expressions 2.2: Solving Equations 2.6: Solving Inequalities 2.3: Proportions 2.4: Convert Units of Measure across	Quiz 4 2/8-2/11	Lab 4	2.1 2.2 2.6 Comp Check 3 2.3 2.4
6	Thu 2/15	Measurement Systems 2.5: Formulas 2.7: Problem Solving Graphing 3.1: Rectangular Coordinate System 3.2: Linear Equations Using Table of Values 3.3: Linear Equations Using Intercepts	Quiz 5 2/15- 2/18	Lab 5	2.5 2.7 3.1 3.2 3.3
7	Thu 2/22	3.4: Slope of a Line 3.5: Slope Intercept Midterm Review	Quiz 6 2/22- 2/25	Lab 6: Midterm Review IMATHAS	Comp Check 4 3.4 3.5

8	Thu 3/1	Mid-Term			
9	Thu 3/8	4.1: Rules for Exponents 4.2: Zero and Negative Exponents 4.3: Scientific Notation Polynomials 4.4: Polynomials 4.5: Adding/Subtracting 4.6: Multiplying 4.7: Division	Quiz 7 3/8-3/11		Comp Check 5 4.1/4.2 4.3 4.4/4.5 4.6 4.7
10	Thu 3/15	SPRING BREAK			
11	Thu 3/22	Factoring 5.1: GCF and Grouping 5.2: Trinomials Form $x^2 + bx + c$ 5.3: Trinomials Form $ax^2 + bx + c$ 5.4: Difference of Two Squares and Perfect Square Trinomials 5.5: Using Multiple Methods	Quiz 8 3/22- 3/25	<i>Lab 7</i>	5.1 5.2 5.3 Comp Check 6 5.4
12	Thu 3/29	5.6: Solve Quadratic Equations by Factoring 5.7: Factoring Applications 5.8: Simplifying Rational Expressions 5.9: Multiply/Divide Rational Expressions 5.10: Add/Subtract Rational Expressions with Monomial Denominators	Quiz 9 3/29-4/1	<i>Lab 8</i>	5.6 5.7 5.8 5.9 5.10 Comp Check 7
	Fri 3/30	Withdrawal Deadline (by 11:59pm)			
13	Thu 4/5	6.1: An Introduction to Square Roots 6.2: Simplify Square Roots 6.3: Adding and Subtracting Radical Expressions 6.4: Multiplying and Dividing Radical Expressions 6.5: Rationalizing the Denominator 6.6: Solving Radical Equations 6.7: Higher Order Roots	Quiz 10 4/5-4/8		6.1 6.2 6.3 6.4 6.5 Comp Check 8 6.6 6.7
14	Thu 4/12	Review for Final Exam			Comp Check 9
15	Thu 4/19	Mock Final Exam (comprehensive)			
16	Final Exam – Thursday 4/26/18 5:00pm-7:30pm				

Notes:

- All online assignments: IMathAS Homework and Competency Checks; as well as Blackboard Quizzes, are due at 11:59 pm on Sunday of the specific week.
- You are **not** allowed to get help on Quizzes.