***MAT 0018C – Developmental Mathematics I***

***Course Syllabus***

**CRN 25197**

**Course Description**

An entry-level course in mathematics emphasizing the fundamental mathematical operations with application to beginning algebra. This is the first course of two designed to prepare students for first-year college-level mathematics. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside education settings.

**Instructor: Nicolas Navarro**

**Phone: 4075821780**

**E-mail address: nnavarro1@valenciacollege.edu**

**Office: 7-240**

**Office Hours: Given during the first day of class**

Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Materials**

Text: PreAlgebra by Elayn Martin-Gay (Valencia Custom version, 3rd ed.)

**MyMathLab Course Compass Student Access Kit:** included with new book purchase. You may purchase a MyMathLab Course Compass student access kit from the bookstore or online.

MAT0018C Developmental Math I **Portfolio**

**POWERPOINTS:** Students must print ALL POWERPOINTS. There are mandatory and will count 5 points for each chapter. The Power Points are located on Blackboard.

**Resources**

* Your instructor is interested in your success in this class. Please ask questions of her regularly!
* Many students of algebra find it extremely helpful to form study groups with their classmates. This practice is highly recommended.
* The West Campus Math Center is in building 7, room 240. It is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday, from 8:00 a.m. to 7:00 p.m. Friday, from 10:00 a.m. to 3:00 p.m. Saturday. There you will find Valencia math department staff, peer tutors, study rooms and other comfortable work areas for study group meetings, computer-based tools as available for your text, and support materials for check-out with your VC identification card.
* With the purchase of a new text book, you will receive a Student Access Kit to get access to MyMathLab. It is also possible to purchase a Student Access Kit for MyMathLab from the Valencia bookstore or through coursecompass.com. You must take your MyMathLab Student Access Kit with you to your Open Lab orientation to register in MyMathLab. This software will be used to complete the require work and it is part of your lab experience.
* **The Math Connections, located in the Math Center, 7-255,** is a learning community for increasing mastery of the math competencies associated with your course. Various instructors work with and coach community members according to the schedule posted on the Math Connections window. Visit early; visit often!

***In order to receive credit in your* quizzes and test corrections, you must go to Math Connections and get a stamp from the instructors.**

* **The Hands-On Math room, located in the Math Center, 7-256**, is an additional resource where you can practice mathematical concepts through the use of manipulatives.

**Class Policies**

**Attendance**

* **Class roll will be call during the first 5 minutes of class**.
* **You are expected to attend every class meeting**, unless an illness or emergency makes it impossible for you to do so.
* **Absences are excused solely at the discretion of the instructor**, who may require that you prove the existence of extenuating circumstances before excusing any absence(s).
* **You are responsible for any information and/or assignments given during class, whether you are present or not**.
* **In-class activities cannot be “made up.**” If you are absent in class activity, you cannot make the activity and will lose the points.
* **You are expected to be in class on time, and to remain in class for the entire period unless permission to leave early has been granted by the instructor.** It is disruptive to arrive or depart while class is in session.
* **If a Student leaves during the class without permission, it will be count as an absence.**
* **If the student is absent for more than three class meetings without an excuse, the instructor has the right to withdraw the student.**

**Conduct**

* You are encouraged to actively participate and ask pertinent questions during class. Courtesy will be observed at all times.
* **Your attitude will greatly affect your ability to succeed in this course**. It will also affect your classmates’ attitudes should you choose to participate in class discussions. Always consider this carefully before you speak or act.
* Cell phones, pagers, or other devices that are audible are not permitted to be on during class. Unplug yourself and make the most of class time! **Personal electronic devices disrupt your learning** as well as the learning of other students. **In case of a cell phone goes off, the student must turn it off. If it is a repetitive case, the student will be asked to leave the classroom immediately.**
* To create a good environment for learning, avoid sidebar conversations with other students while work is being done at the board, rude comments or remarks, raised voices or confrontational comments. Follow instructions given by your instructor, who serves as your classroom manager.
* If your actions in class are deemed by your instructor to be disruptive, you will be asked to leave class immediately. If you are ever asked to leave class, you **may** be permitted to return to future class meetings after consultation with your instructor outside of class. You may also be required to arrange a conference with another college official before attending class again.

**Academic Honesty**

* Honesty and integrity reward you in many ways, including avoidance of the grade of zero that is assigned to any student who cheats on any test or assignment. A report to the Dean of Students will be send informing the violation of Valencia`s student conduct.

**Lab assignment Honesty:**

* Cheating at the Open Lab is unacceptable; you are not allowed to have calculators out while working on the assignments. Please remember, the lab instructors are there to help. But, they will inform the instructor if they find any suspicious activity.

**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, except through your Atlas account**.
* You must meet with the instructor if you wish to discuss your grade.
* Honesty and integrity reward you in many ways, including avoidance of the grade of zero that is assigned to any student who cheats on any test or assignment. This includes cheating in the Math Lab. It is not acceptable to cheat when taking the Quiz. If you find yourself in this situation, think before you act.
* Portfolios will be graded when there is a class test. This means students must have the portfolio when coming to class. Every chapter will be scored out 40 points.

**Homework**

* **Completion of homework on a regular basis is crucial to your success in this course**.
* Class homework will be online and it is located on Mymath lab.
* You are encouraged to seek assistance from the instructor if you encounter difficulties with the assigned problems or visit the Comp House in building 7-255.

**Testing**

* You must complete each test within the time allowed during the class period.
* **You must complete the class Homework, Lab Homework and Lab Quiz on time. If you fail to complete the assignments, a 20% deduction on your class test will be awarded. No exceptions!**
* Every test score will be used in the computation of your progress test average. **There are no “dropped” test scores**.
* If you have an excused absence for **one progress test, your score on the corresponding section of the final exit exam will be used in place of the missing progress test score for computation of your progress test average.**
* If you have excused absences for more than one progress test, you will be given make-up tests according to a schedule specified by your instructor for all but the first progress test missed. **Your score on the corresponding section of the final exam will be used in place of the first missing progress test score for computation of your progress test average.**
* It is your responsibility to make a timely request for an excused absence should you misses a test. If you do not request an excused absence for a missed test, or your request for an excused absence is denied, you will receive a zero on that test.
* All materials in your work area during testing, including electronic memory, are subject to thorough and unannounced inspection by the instructor.
* It is your responsibilities to make a timely request for an excused absence should you miss a test. If you do not request an excused absence for a missed test, or your request for an excused absence is denied**, you will receive a zero on that test.**
* All materials in your work area during testing, including electronic memory, are subject to thorough and unannounced inspection by the instructor.

**Lab Component**

In order to maximize your learning experience, **lab activities** are designed to reinforce concepts learned in class and complement your course work.

* This class has a **required lab component** that will count **for 20%** of your course grade. Visit the Math Center’s Open Lab in 7-240 for a minimum of 50 minutes per week, document your time properly on an in-lab computer, and work with Lab Instructors as directed to earn your lab grade.
* The Open Lab hours are:

 Monday through Thursday from 8:00 a.m. to 8:00 p.m.

 Friday from 8:00 a.m. to 7:00 p.m.

 Saturday from 10:00 a.m. to 3:00 p.m.

**Withdrawal**

The deadline for withdrawing from class with a grade of “W,” if you are eligible to do so, is**, March 22nd, 2013** for Spring Full term classes. During the first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, before the Withdrawal Deadline, 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. If you do not withdraw prior to the Withdrawal Deadline or fail to take the required final examination, the professor will assign your grade based on your performance in the course at the time of withdrawal.

**Valencia Core Competencies**

Valencia Community College wants graduates to possess and demonstrate a set of global competencies including the ability to **THINK, COMMUNICATE, VALUE AND ACT**. In an effort to help you acquire and improve your ability to demonstrate the competencies this course will include activities that require you to:

 1. Think clearly, critically and creatively.

 2. Communicate with others in written and verbal form.

 3. Make reasoned value judgments and responsible commitments.

 4. Act purposefully, reflectively and responsibly.

**Course Grade Determination**

**For students who complete all lab quizzes in the first, second, or in the third attempt with instructor approval with a passing score of 70% or better:**

Component Weight

Chapter Tests 50%

Comprehensive Final Exam 20%

Lab Attendance/Quizzes 20%

Portfolio/Homework 10%

**IMPORTANT:**

**If the student does not complete all lab quizzes with a score of 70% or better, the Comprehensive Final Exam will be an Exit Exam with a minimum passing score of 70%. A grade of C or better in the coursework is required to pass the course.**

**If the student completes all lab quizzes with a score of 70% or better, the Comprehensive Final Exam will not be an Exit Exam and no minimum passing score is required. A grade of C or better in the coursework is required to pass the course.**

**Failure to take the Comprehensive Final Exam will result in a grade of F.**

The following scale will be used for graded assignments as well as for computation of the course grade:

90 - 100% A

80 - 89.9% B

70 - 79.9% C

60 - 69.9% D

Below 60% F

Scores on all tests and assignments will be rounded to the nearest percent. End-of-term averages are rounded to the nearest tenth of a percent.

**Special Accommodations**

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 the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, extension 1523).

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