

VALENCIA

INSTRUCTOR Oscar Cartaya Sainz

Course Information : *MAT 0028C – Developmental Mathematics II*

CRN: 32219 Location: room 7-216 Class Meetings: Mon/Wed from 1:15 to 2:50 pm
Lab Meetings: Wed from 3:00 to 4:00 pm at the Math Lab located in room 7-241

Contact Information:

College General Phone Number	(407) – 299 – 5000
College Website	www.valenciacollege.edu
Math Department Phone Numbers	(407) – 582 – 1625 OR (407) – 582 – 1848
Instructor’s E-mail (required)	ocartayasainz@valenciacollege.edu
Instructor’s Office Hours Location	Math Connections room at room 7-255

OFFICE HOURS

Days/ Times	Days /Times
M 10:15-11:30 am	W 4:00-6:00 pm
T/R 1:00 -3:30 pm(4:00 on R)	Sat 10:00 am - 2:00 pm

Math Center Contact Information:

Math Center Front Desk	(407) – 582 – 1633
Aditi Batra (Supervisor)	(407) – 582 – 1720
Nicolas Navarro (Supervisor)	(407) – 582 – 1780

Math Center Resource Information:

Math Center Hours & Open Lab (Building 7, Room 240):

Days	Times
Monday – Thursday	8:00 AM – 8:00 PM
Friday	8:00 AM – 12:00 PM (summer)
Saturday	10:00 AM – 3:00 PM
Sunday	CLOSED

Math Connections (Building 7, Room 255– right behind the computers lab):

Days	Times
Monday – Friday	9:00 AM – 6:00 PM
Friday	9:00 AM – 12:00 PM (Summer)
Saturday	10:00 AM – 2:00 PM
Sunday	CLOSED

SPECIAL NOTE: *Hours subject to change. Check with the Math Center for updated changes and/or closures throughout the semester.*

Course Description

This course is designed to supplement the algebraic background of students prior to taking certain courses at the college level. Topics include sets, fundamental operations with polynomials, linear equations and inequalities with applications, factoring and its use in algebra, introduction to graphing of linear equations, introduction to radicals, and the use of calculators.

Required Materials

Text: Elementary Algebra, Carson/Jordan, 3rd edition

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

Resources I am interested in your success in this class. Please ask questions 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, 8:00 a.m. to 12:00 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. Peer tutors in the Math Center are available for walk-in assistance, no appointment necessary. Peer tutors are available for individual appointments as scheduling and funding permit. Ask for details at the Welcome Desk in the Math Center. Tutors have been trained to use techniques that help you become an independent learner. They have been instructed to guide you through the problem solving process and utilize the materials you have available through your course. They may help you by asking open ended questions, walking you through examples in your text.

MATH CONNECTIONS

Resource (Located in the Math Center, room 7-255)

Math Connections is a resource exclusively made for tutoring and student success in college preparatory mathematics. Math Connections provides tutoring, assistance with homework, reinforcement worksheets, test corrections, preparation for Exams and study skills. *Math Connections will be a valuable asset in this course and will be utilized often.* Students struggling with homework and/or needs additional assistance should plan to visit Math Connections often on a regular basis.

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 to Class(weight 5%)

You are expected to attend every class meeting, unless an illness or emergency makes it impossible for you to do so.

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.

Absences are excused only at the discretion of the instructor, who may require that you prove the existence of extenuating circumstances before excusing any absence(s).

When you have more than 4 unexcused absences to class you may be subject to withdrawal for excessive absences.

You are responsible for any information and/or assignments given during class, whether you are present or not.

In-class activities can't be "made up." If you are absent on a day that an in-class activity occurs for credit or extra credit, your grade is likely to be adversely affected.

Credit is given for attendance: every student starts with 100 points in attendance the first day of the course and will lose points as follows: 10 points for every absence, 5 points for more than 10 minutes late after the beginning of the meeting. When the attendance score gets to 60% all the credit will be lost.

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, or any other communication devices 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.**

- 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:

Plagiarism or cheating of any form will be cause for immediate removal from this class, a course grade of F and referral of this incident to the Dean of Student Affairs/Mathematics. Cheating is defined by any behavior that can be construed as cheating such as blatant cheating, looking at somebody's paper, talking or whispering during a test, copying (including all take-home activities, examinations, and/or homework assignments), use of a cellular phone or other electronic device without prior permission, suspicious behavior, or failing to follow appropriate procedures for taking a test as prescribed by the instructor. **SIMPLY stated, cheating will not be tolerated.**

Grading

Partial credit won't be given on Exams with a few exceptions; in this case I will let you know. In some assignments is sometimes given, when appropriate, only at the discretion of the instructor. Grades will not be disclosed over the telephone or via e-mail, except through your Atlas account. You can meet with me if you wish to discuss your grade.

Homework

Completion of homework on a regular basis is crucial to your success in this course. I recommend to spend a minimum of 6 hours per week in Math Tasks. Since the instructor/tutor's goal is to help you become an independent learner, we will let you do the work as much as possible. The learning process requires a regular investment of your time, and patience is the key. Problems from the text and its supplements, including Online Class Homework (delivered by MyMathLab) will be assigned for completion before each class meeting. You are encouraged to seek assistance from me or/and other instructors in Math Connections if you encounter difficulties with the assigned problems.

Homework won't be collected, but every student is required to keep all his/her scratch paper on Homework in a Math portfolio, along with Exams and Labs scratch papers.

End of Chapter Exams(weight 50%)The Exams will be based on class and Homework materials. You must complete each test within the time allotted during the class period.

If you have excused absences to a Chapter Exam, you will be given a make-up test according to a schedule specified by me.

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

The last Exam in this Category is the Final Exam Preparation

Make-Up Policy: There are **NO make-up examinations** unless you are absent due to a legitimate reason approved by the instructor or a valid emergency circumstance such as an illness or death in the family. Obligations to work, child care, traffic conditions, or being sick with no documentation are not considered excused absences and make-up examinations due to these reasons will NOT be permitted! All make-up examinations should be completed immediately upon return to class. **If your absent is unexcused or timely notice was not given, you will receive a zero for any missed tests, quizzes, or in-class assignments.**

Final Exam: (weight 20%)

This is a comprehensive, departmental, online Exam (delivery via MyMathLab). It will be given near the end of the term and is required to take it in order to earn a passing grade in the course. Aids (calculators, formulas, etc) and retakes are not allowed.

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

Special Assignments (5%)

Includes topics or exercises presented by students to the class, essays, and other.

Lab Component (20%)

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

Lab assignments are required in this course

This class has a required lab component that will count for 20% of your course grade. Each student must attend lab during their assigned time (60 minutes per week for full-term classes) as well as any additional time needed during open hours.

Remedial Activities: For students with difficulties in the course, and actually for all students there are available remedial activities in two different ways

a) By receiving coaching and tutoring in Math Connections when working out class assignments, test corrections or any math exercising.

b) By working out additional assignments for Extra- Credit.

The detailed policy on the remediation activities and the recommended schedule will be given timely in class

Withdrawal: A student who did not attend the class at least once during the first week of the course will be withdrawn as "no show". The deadline for withdrawing from class with a grade of "W," if you are eligible to do so, is, Friday, June 27th, 2014 for summer 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.

College Preparatory Mathematics Competencies

The state of Florida and Valencia Community College want students exiting college prep mathematics to possess and demonstrate certain competencies:

1. Simplify Numeric Expressions
2. Simplify Exponential Expressions
3. Simplify Algebraic Expressions
4. Perform Arithmetic Operations with Polynomials
5. Simplify Square Roots of Monomials
6. Solve Linear Equations
7. Solve Linear Inequalities
8. Graph and Interpret Linear Equations
9. Set Up and Solve Word Problems
10. Factor Polynomials
11. Solve Quadratic Equation
12. Simplify, multiply, divide Rational Expressions
13. Add and Subtract Rational Expressions with monomial denominators.
14. Unit conversions across systems

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:

<u>Component</u>	<u>Weight</u>
Chapter Exams	50%
Comprehensive Final Exam	20%
Lab Quizzes	20%
Class Attendance	5%
Special Assignments	5%

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 Final Exam 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 Final Exam 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.

Other policies & Information:

Calculator Policy: Calculators are NOT permitted for this course except for certain content in Chapter 3. Students should complete all homework, on-line assignments, and lab assignments without the use of a calculator unless otherwise directed. Students that inconsistently follow the calculator policy in the math lab will be given a 0 for their lab grade. Take this policy seriously.

Computer/Equipment Use Policy: This course relies on the use of technology to aid in your learning. You are expected to check Blackboard and your e-mail at least once before class to ensure that you have the most current information. **Computers are available on campus if you do not own one. If you experience any technical issues, call the support number below.**

Blackboard Help Desk: (407)-582-5600 or
onlinehelp@valenciacollege.edu

OIT Help Desk: (407)-582-5554

E-mail Communication Policy: The instructor will only correspond with you through your atlas e-mail only. Students are expected to check their atlas e-mail daily. The instructor may send updates, announcements, changes, etc. to your atlas e-mail. Students are responsible for all messages sent to your atlas e-mail by the instructor. The instructor will not correspond with any other e-mail account, PDA, or cell phone. All e-mail correspondence must originate from your Valencia account. Grades are discussed by appointment only or through your atlas e-mail. All e-mail by students and the instructor should be respectful and professional. Students should identify their

name, class that they are in, and a complete message using respectful language, complete sentences, and proper grammar. A subject line is mandatory.

Valencia ID card: Your student ID card can be obtained in the Student Development 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.

Special Accommodations: Students with disabilities who qualify for academic accommodations must provide a notification to Instructor (NTI) form 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. Contact information: West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Student Resource for Assistance: 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.**

Important Students' Responsibilities. Disclaimer

You are responsible to read the entire Syllabus and Time Line.

Read your Atlas email systematically as I will be sending important updates and other information to my students

Changes in the syllabus, schedule, and/or assignments for this class may be made at any time at my discretion. I will let you know any updates in class and in writing in emails and your Blackboard accounts.