Course Syllabus
MAT 0028C – Developmental Mathematics II
Spring 2024, ONLINE H1, CRN - 21417

Class Modality: Traditional Online
Class Schedule: 100% Online
Class Time: Asynchronous-Online in Canvas Course
Professor's Name: Robert Arciero
Email Contact: Canvas E-mail ONLY

Course Objectives & Description
This college-preparatory course is designed to supplement the algebraic background of students prior to taking MAT 1033C Intermediate Algebra. 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, and introduction to radicals. Students are permitted to use a 4-function calculator for this course. Students are not permitted to use scientific or graphing calculators, such as the TI-84 or TI-Nspire for this course. **A minimum final course grade of C (70% or higher) is required for successful completion of this course.** This course does not apply toward mathematics requirements in general education or toward any associate degree.

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

Technology Requirements
During this online class, you must have reliable access to a **computer, internet, a web camera, a microphone, Canvas, and MyLabMath,** to successfully be able to access the course materials, as well as complete any computer-proctored testing. **Lack of access to technology will not be considered a valid reason for late submission of assignments or to request a make-up test or exam.**

Below is a list of links of the technological requirements for Canvas, Zoom, and Honorlock:

- Canvas Computer/Browser Requirements
- Zoom
  - System requirements for Windows, macOS, and Linux
    - Supported USB HID devices for the Zoom Desktop Client
  - System requirements for iOS, iPadOS, and Android
  - Zoom web client
- Honorlock System Requirements (if you scroll down the page there is a System Check button)

Academic Requirements
1) MyLabMath Course ID: This code is free of charge and is located in MLM Software Registration page in the Week 1 module of the Canvas platform for this course. Your professor can assist you with software registration. **It is critical that the correct Course ID is used** for software registration to ensure that you are registered in the correct course in MyLabMath.

Students will be granted access to the software without paying for a period of **14 days**. After the 14-day grace period expires, access to MyLabMath will be blocked until the student enters a valid access code. Please contact your professor or the Math Lab with any questions or assistance registering your software.

Students who are repeating this course from last semester and purchased a 2-year MyLabMath access code last semester, do NOT have to purchase a new MyLabMath access code. However, you MUST use the same username/password as you did last semester.

Students who are repeating this course from last semester and purchased an 18-week MyLabMath access code last semester, MUST purchase a new MyLabMath access code since access will expire before the end of the class.

If you experience any difficulties registering your software or have any questions about access, please e-mail your professor using the e-mail tool in Canvas.

2) MyLabMath software access code*: You must purchase a MyLabMath student access kit from either Valencia College's Online Bookstore or from Pearson at www.MyLabMath. The course CANNOT be completed without an access code since all the procedural homework and testing are only available on MyLabMath. This course does not have a physical textbook. Instead, this course utilizes an e-Text which is provided as part of the student's MyMathLab online account.

To Purchase Your Student Access Code

- **Credit Card** – You can purchase your student access code directly from the publisher on the MyLabMath (MLM) learning platform (https://mlm.pearson.com/northamerica/mymathlab/). There are two options pertaining to how long you want to have access to the learning platform. These two options are discussed below:

    1. **One Semester Access** – This option costs approximately $70.00 and is good for one academic semester of access to the course materials. This is a great option if you are sure that you will successfully complete the course on your first attempt. However, it is noteworthy to mention that if you do not successfully complete the course on your first attempt, and you end up having to repeat the course for a second time, you will have to purchase a new access code for your second attempt at the class.
    2. **2-Year Access** – This option costs approximately $100.00 and is good for two calendar years of access to the course materials. The 2-year term would expire exactly two years from the date of purchase. This is a good option if you are not sure if you are going to successfully complete the class on your first attempt. Under this access plan option, you would be able to take the course again without being required to buy another Student Access Code.

- **Valencia Bookstore** – You also have the option of purchasing your Student Access Code from the Online Valencia Bookstore. The following video will walk you through the process of purchasing your Student Access Code from the bookstore. The only thing that is different when buying the code from the bookstore is that the bookstore only sells 2-year Student Access Codes for approximately $100.00. You cannot buy the One-Semester Access code from the Online Valencia Bookstore.

X Are You Repeating the Class?

If you are repeating this class within the last year and your previous class used the same textbook, *Prealgebra & Introductory Algebra*, Martin-Gay, 5th edition, you **may** not need to purchase a Student Access Code if you purchased the 2-year code when you originally took the class. *When you register for MyMathLab, if you are not prompted to pay or enter in a code then you fall into this scenario.*

Everyone can access MyLabMath for FREE for 14 days. Be sure to order your Student Access Code ASAP and then register your MLM software. Make sure to opt in for the 14-day trial, so you can access the course materials immediately since there are assignments that are due at the end of Week 1. If ordering from the bookstore, do **not** wait until the trial period expires to purchase your access code since you will lose access to the software as you wait for your code to arrive. This will only end up making you behind in the course, leading to stress and frustration, so avoid that by ordering your Student Access Code today!

3) MAT 0022C Notebook/Portfolio: A 3-ring binder (3 inches recommended) with 5 subject dividers and pockets. A portfolio is strongly advised since it will provide you with a ready resource of worked problems that can be used as a guide when completing homework. The portfolio cannot be used during any of the Unit Tests or during the Midterm or Final examinations.

4) Basic 4-function Calculator: The calculator must be a basic 4-function calculator. A basic calculator will be permitted for all homework assignments, unit tests, and exams.

5) Honorlock: This course utilizes Honorlock, an online exam proctoring service, to promote academic integrity during online testing. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7. After you verify your identity and scan your room, you can begin your exam. Honorlock will record you via webcam, as well as record your screen activity. Honorlock's system also includes a process that can detect inappropriate search-engine use, while protecting the privacy of your personal information. The recorded information will be subject to the protections of the College's policy on Student Records**.** Refer to Proctored Exam Requirement section, pg. 6 of this syllabus for more details and links, plus information also in the Canvas course.

Textbook Resources

Prealgebra & Introductory Algebra, Martin-Gay, 6th edition. Please note that you have online access to the entire book through MyMathLab in the multimedia section. This is included in the cost of MyMathLab software.

Additional Resources

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

- **Valencia College Learning Support https://libguides.valenciacollege.edu/distancetutoring**
- **Valencia's Math Help 24/7: www.valenciacollege.edu/math/liveScribe.cfm**
- **Khan Academy: www.khanacademy.org**

Class Policies

Virtual Classroom

This course is being offered in a traditional online modality, **which means the course does not have a regular class schedule or regular class meetings.** The course is asynchronous, which means

students can work ahead of the class on weekly homework assignments and lab activities. However, students cannot complete unit exams or the Midterm and Final Exams ahead of assigned due dates on the assignment page of your Canvas course. The tests and exams with be completed through Honorlock and will be available for a set period of time. You may choose when to take the test, provided it is within the test availability window. Honorlock can be accessed in your Canvas course.

Attendance

This course is a traditional online course and does not have a class attendance or seat time requirement. Students' grades are not connected to attendance, Grades are assessed only through MLM computer-based homework and testing, and weekly discussions and lab activities through your Canvas course.

Communication & Student Engagement

You have a variety of options to contact me for any reason directly related to the course, including requesting additional learning support or instruction. Each option is discussed below.

E-mail - Students are invited to e-mail me with any class business or questions. All e-mails must be sent using **Canvas e-mail only**. The Canvas e-mail tool is located along the left boundary of the course page in Canvas. E-mails will be answered within 24 hours during the work week (M – F), and within 48 hours on the weekend (Sat & Sun). All requests pertaining to missed assignments and grades should be sent via Canvas e-mail.

Face-to-Face Student Engagement via Zoom - Synchronous meetings for one-on-one tutoring with me are available using the Zoom app. If you would like to meet with me on a one-to-one basis, you are encouraged to request an appointment using Canvas e-mail. In the body of the e-mail, include the date and time you are available to meet, the CRN for the math course you are taking, and your name.

Withdrawal Policy

The deadline to withdraw from this class with a grade of "W" is February 9, 2024 (11:59 PM on Atlas). **After the deadline, students will NOT be able to self-withdraw and will receive the grade earned according to the course 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. If a student does not withdraw on their own, then the student will be assigned the course grade they earned in accordance with the syllabus with all missed assignments given a grade of 0%. Policy Website Link: https://catalog.valenciacollege.edu/academicpoliciesprocedures/ courseattemptscoursewithdrawal/.

No Show Reporting Period

Any student who does not complete the introductory activities during the first week of classes (January 8, 2024 – January 14, 2024) will be withdrawn as a "No Show" and will receive a grade of "W" per college policy. The **introductory activities** will consist of completing the **Week 1 Assignments, which include MLM Software Registration, Week 1 Discussion, & Chapter 9 Homework in MLM**. Please refer to the Week 1 Module in Canvas for additional information about these assignments. The purpose of these assignments is twofold: (1) it establishes that you are an active participant in the class as required by Valencia College policy, and (2) it gives you the opportunity to self-assess your current math skills and proficiency to help you determine what you need to do to be successful in the course.

Academic Honesty
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 and could be referred to the Dean of Students for further consequences. This penalty will be imposed, no matter how minor the infraction is, as there is zero tolerance! It is important to follow all posted directions and to take agency for your own learning in this course. The professor will impose test procedures that must be followed. Any student that fails to follow the proper testing procedures as prescribed by the professor will be considered as cheating, and this policy will be enforced as stated above. Policy Website Link: https://valenciacollege.edu/students/disputes/academic-integrity.php

Online Conduct
It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your professor and peers. This requires the adoption of a code of conduct called Netiquette.

The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

It is our responsibility as a learning community to be aware of our contextual presence as it reflects upon our interactions within that community and ourselves. In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

All students are expected to:
- show respect for the professor and for all students in the class
- respect the privacy of other students and the professor (i.e., no doxxing)
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is NOT acceptable. Each item listed below may be grounds for removal from the class.

Students should not:
- Show disrespect for the professor or for other students in the class
- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Grading Policy

Category Weights

Categorties	Percent Weight
Unit Tests	20%
MyLabMath (MLM) Homework	15%
Lab Activities (worksheet & discussion)	15%
Weekly Class Discussions	10%
Midterm Exam	20%
Comprehensive Final Exam	20%
TOTAL for the course:	**100%**

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

Test Grading Policy
All unit tests and exams for this class will be given using Pearson's educational software MyLabMath during class. Students are only allowed one attempt for each unit test, the midtem exam, and the final exam. Furthermore, testing will be automatically graded by the program, and the grade will be immediately available to students to view. Students will be able to review their test submission 24-hours after the test has been completed.

Chapter Tests
The chapter tests in this course have been designed to assess conceptual understanding, adaptive reasoning, and procedureal fluency of the concepts presented in the textbook. The due date for each unit test is provided on the appropriate unit test assignment page in Canvas and again on the assignment page in MyLab Math. All the unit tests are video-proctored through Honorlock and accessed through MyLabMath. Detailed instructions on how to access and take a unit test are provided on the Canvas assignment page for each chapter test.

Chapter tests are comprised of as few as 10 questions and as many as 18 questions. All chapter tests have a time limit of 60 minutes. There are no dropped grades or replaced grades in this course; all unit test grades count towards your overall final course grade, in accordance with the syllabus grading policy.

Chapter tests may not be completed late for any reason, **including tech issues**. Any chapter test not completed within the availability window will receive a score of 0%. Therefore, I want to discourage you from waiting until the last few hours to attempt your test. Instead, complete the chapter test as early as possible, so if you do encounter a tech issue, you have sufficient time to correct the issue and complete the test before the availability windows closes, thus avoiding a score of 0% on the test. Chapter tests are worth 20% of the overall course grade.

MyLabMath Homework
To maximize your learning experience, computer-based homework assignments have been designed to reinforce concepts learned in class and complement your course work. This class has a required

lab component, and students should plan to work on the homework for a minimum of 180 minutes per week or whatever is required to complete the assigned homework for each week.

Textbook Section Videos, PowerPoints and graphics are prepared by the author of the textbook and offered as learning resources for students' personal educational use. The videos offer a section specific lecture, including worked examples, of the mathematical concepts and properties introduced in the assigned homework sections, and the PowerPoint and graphics offer additional content specific information, such as step-by-step worked examples. Please note that these electronic materials are subject to copyright, so students may use them, but they should not be downloaded or posted elsewhere, in part or entirety. The videos and PowerPoints are intended as the main lecture portion of this course and should be viewed before attempting the homework assignments. These resources are not graded and are not included in the overall course grade. Please engage in these resources because they are helpful and failure to engage with them can hinder your learning

Homework Sections are set for unlimited attempts and only the highest grade will be used in the computation of your lab grade. Students are encouraged to complete all math lab homework assignments in an organized notebook where all work is labeled, numbered, and neatly shows step-by-step solutions. This organization will greatly help you study more effectively. Also, it will help your professor pinpoint any skill gaps and help you improve and better comprehend the math concepts.

Homework should be completed on or before the assignment due date. Late homework can still be completed for partial credit until the final assignment deadline, which is Sunday, February 25, 2024, by 11:59 PM. A 10% Late Penalty will be assessed to all homework sections completed after the original assignment due date. Homework cannot be completed after the final assignment deadline of February 25, 2024, for any reason and will receive a score of 0%. The MLM Homework is worth 15% of the overall course grade.

Lab Activities

Lab Activities Assignments are a **mandatory** part of the class that consists of learning activities where mathematics are used to analyze several common real-world scenarios, such as time management or deciding what job offer to take. In these scenarios, students are expected to apply the mathematics they are learning in the classroom to help them gain a greater understanding of the world they live in by analyzing common real-world scenarios. Students are encouraged to visit the math lab at their home campus.

The lab activity assignments must be completed correctly to receive full credit. **This includes showing all of the required mathematical steps, commonly referred to as "your work" to solve each scenario.** The calculations provided in your solution must align with the scenario or it will be considered irrelevent and incomplete. Failure to show the complete work aligned with the scenario will result in the loss of 50% of points on the worksheet. Just providing a final answer without any supporting calculations is not sufficient to complete the assignment. You must show all your work to earn all the points.

Lab activities assignments should be completed on or before the assignment due date. Late lab activities can still be completed for credit within a one-week grace period which extends for 7 calendar days after the original due date. No lab activity assignments will be accepted for any reason after the 7-day grace period.

Lab activity assignments not submitted before the end of the grace period will not be accepted and will receive a score of 0%. A 10% Late Penalty will be assessed to all lab activity assignments submitted after the original due date, but within the grace period.

Lab activities are worth 15% of the overall course grade.

Weekly Class Discussions are posted in Canvas. They are additional assignments where students will participate in a class discussion on a variety of topics, including time management, study skills, testing tips, etc. Students are required to post a response to each discussion prompt AND respond to at least one of their classmates.

All discussion postings are expected to be written with complete sentences, complete thoughts, and college-level writing. Incomplete or unprofessional discussion postings will be unacceptable and will be given a grade of 0%.

Class discussions are worth 10% of the overall course grade.

Midterm Exam (1 Attempt Only)
The midterm in this course is **MANDATORY and can only be taken ONE TIME!** The midterm will cover chapters 9, 10, 11, and 13. Any student who does not attempt the midterm will receive a score of zero (0%), which will negatively impact their final average in the course.There are no make-up midterm exams. The midterm exam will be computerized and hosted in the MyLab Math software. The final exam is video-proctored using Honorlock. Students will be required to keep their web cameras on and positioned in such a manner that their workspace is in the frame for the entire test. Students are not authorized to use or interact in any fashion with class notes, text books, websites, or people (family-members, friends, enemies, other indivduals, etc.) while they are taking the test. Any violation of this policy will be considered as academic dishonesty, and will result in a grade of zero (0%) on the examination and may result in a referral to the Dean of Students for additional action.

There are no dropped grades or replaced grades in this course; all exams count towards your final grade average in accordance with the syllabus grading policy. The Midterm Exam is worth 20% of the overall course grade.

Final Exam (1 attempt ONLY)
The final examination in this course is **MANDATORY and is cumulative covering all course content**. **The final exam can be taken ONLY ONCE!** There are no make-up final exams or extensions.

The final exam will be computerized and hosted in the MyLab Math software. The final exam is video-proctored using Honorlock.. Students will be required to keep their web cameras on and positioned in such a manner that their workspace is in the frame for the entire test. Students are not authorized to use or interact in any fashion with class notes, text books, websites, or people (family-members, friends, enemies, other indivduals, etc.) while they are taking the test. Any violation of this policy will be considered as academic dishonesty, and will result in a grade of zero (0%) on the assignment and may result in a referral to the Dean of Students for additional action.

There are no dropped grades or replaced grades in this course; all exams count towards your final grade average in accordance with the syllabus grading policy. The Final Exam is worth 20% of the overall course grade.

Grading Scale (Strictly Enforced)

Percentage Scale	Course Grade
90% or higher	**A**
80% – 89%	**B**
70% – 79%	**C**
60% - 69%	**D**
Below 60%	**F**

Note: All grades are rounded to the nearest tenth and final course grades are rounded to the nearest percent. Students receive the grade they earn based on the course requirements and percentage grade earned. **There are plenty of opportunities for success in this course if you take this course seriously, use time management, complete ALL assignments on-time & with earnest effort, and take advantage of ALL support resources. Please do not contact the professor after the final exam to request extra credit points. After the final exam due date, you will receive the course grade you earned!**

Other Policies & Information

Make-Up/Extension Policy

There are no extensions given except for extenuating circumstances with required documentation. Please contact your professor **before the due date of the assignment, test, or exam** 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 his 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.

Manage your time responsibly and accordingly - - you are better off working well ahead of all posted due dates/times. Anticipate things coming up - - expect the unexpected! Any and all extensions are handled on a case-by-case basis and are given solely at the professor's discretion. **There is no extension for the final exam and there are no extra credit opportunities AFTER the final exam due date.**

Calculator Policy

Students are permitted to use a basic 4-function calculator during the class for all homework, tests, and exams. Scientific or graphing calculators are NOT authorized for this class. **The use of a cell phone as a calculator is NEVER permitted/allowed. You must purchase a basic 4-function calculator for the course.**

Extra Credit Policy

There are only two (2) extra credit opportunities in this class. See below:

- **Practice Midterm and Final Exams** – Students can earn 10 points extra credit onto their midterm and/or final exam grade by completing the practice exams with a score of 70% or greater within the two weeks immediately before an exam. See Canvas or speak to your professor for additional details.

Late Assignment Penalty: Any assignment submitted after the original due date will be assessed a 10% penalty. This penalty applies to Canvas discussions, MLM homework, and lab activities.

Technology Policy & 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.

Canvas Help Desk: (407)-582-5600 or onlinehelp@valenciacollege.edu
OIT Help Desk: (407)-582-5555
My Math Lab technical support: The number is 1-800-677-6337 (M-F 8am – 5pm CST)

E-mail Communication & Communication Policy

The professor will only correspond with you through Canvas email only. **Students are expected to check their Canvas email account on a daily basis. The professor may send updates, announcements, changes, etc. to your Atlas e-mail/Canvas without prior notice. Students are responsible for all messages sent out by the professor.** The professor will not correspond with any personal e-mail account, PDA, or cell phone text message. All e-mail correspondence must originate from your Canvas email account. Grades are only discussed by a private Zoom meeting appointment with the professor or via Canvas email. All e-mail by students and the professor 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. The subject line is mandatory.

Valencia ID Card: It is recommended that all recommends obtain a Valencia Student ID. The ID is free of charge and can be obtained at the Security Office for your home campus.

Special Accommodations: Students with disabilities who qualify for academic accommodations must provide a notification to professor by providing the professor with the (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 by Canvas email. The Office for Students with Disabilities determines accommodation 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 Policy Website Link: http://valenciacollege.edu/osd/

Student Resources 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. **Please contact your counselor as a first resource if possible!**

Disclaimer

Changes to this syllabus, course calendar, evaluation procedures, homework assignments, and/or any other documents may be made at any time. The professor will provide notice of all changes via Canvas announcement or email, so it is the student's responsibility to regularly check Canvas and email.