Syllabus – Developmental Math II (MAT0028)

# Course Information

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| **CRN** | 16077 |
| **Class Location** | EC 6-203 |
| **Class Meeting Times**  | MTWR 7:00 A.M. to 8:15 A.M. |
| **Lab Location** | EC 7-112A |
| **Lab Meeting Times** | MW 8:30 A.M. to 9:20 A.M. |

# Contact Information

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| **Instructor** | Stephen Stull |
| **Instructor’s Phone Number** | (407) 582-2808 |
| **Instructor’s Email** | sstull@valenciacollege.edu |
| **Instructor’s Office Location** | EC 7-112 (East Campus Math Lab) |
| **Instructor’s Office Hours** | By appointment only |
| **College General Phone Number** | (407) 299-5000 |
| **College Web Site** | [www.valenciacollege.edu](http://www.valenciacollege.edu) |
| **Math Department Phone Numbers** | (407) 582-2454 or (407) 582-2366 |

# Important Dates

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| --- | --- |
| **Labor Day (class does not meet)** | September 7 |
| **Faculty Work Day (class does not meet)** | October 8 |
| **Final Exam** | October 22 |

# Course 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, introduction to radicals, and use of calculators to enhance certain concepts. A passing score on the basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. This course does not apply towards mathematics requirements in general education or towards any associate degree. (Special Fee: $59.00).

# 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 their 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.

# Lab Requirement

This course contains a lab component that composes one part of the overall course grade.

# Valencia’s Developmental Math II Competencies

Valencia College students are expected to possess and demonstrate the following competencies:

* Operations with rational and polynomial expressions
* Linear equations and inequalities with applications
* The graphing of linear equations
* Geometry
* Sets
* Radicals
* Unit conversion
* Operations with fractions and decimals
* Long division and multiplication facts
* Simplification of algebraic expressions and the order of operations, including exponents

# Required Materials

* Textbook: Developmental Math II by All Groccia (ISBN: 978-1-60797-455-0)
* IMathAS: Students will be registered in IMathAS prior to the start of classes

# Recommended Materials

* Notebook/Portfolio: A three-ring binder (3” recommended) with five subject dividers and pockets
* Calculator: The use of calculators will be restricted in this course, though calculators may be allowed or required for some assignments. Calculators are available for loan from the math department office, and financial aid may cover some or all of the cost of a calculator. Cell phones may not be used as calculators.

# Available Resources and Assistance

Valencia College provides students with many resources to help them with their classes.

## Learning Support Centers—East Campus

The testing center, Specialized Prep Area (SPA), and Math Support Center (MSC) on East Campus are all located on the first floor of Building 4 in the Academic Success Center (ASC).

### Testing Center (EC 4-123)

Students should arrive at the testing center at least one hour prior to its closing time.

#### Testing Center Hours

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| --- | --- |
| Monday–Thursday | 7:00 A.M. to 10:00 P.M. |
| Friday | 7:00 A.M. to 8:00 P.M. |
| Saturday | 8:00 A.M. to 4:00 P.M. |

### Specialized Prep Area (EC 4-102)

The SPA provides students resources to assist them in developmental math courses as well as a great place to do their homework. Tutors are available on a first-come-first-served basis. The SPA also has information and study sheets for most mathematical concepts.

#### SPA Hours

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| --- | --- |
| Monday–Thursday | 8:00 A.M. to 10:00 P.M. |
| Friday | 8:00 A.M. to 5:00 P.M. |
| Saturday | 8:00 A.M. to 4:00 P.M. |

## Online Resources

### Valencia’s Math Help 24/7

[www.valenciacollege.edu/math/liveScribe.cfm](http://www.valenciacollege.edu/math/liveScribe.cfm)

Valencia’s math professors have created videos of common lessons to aid students’ learning. On the site, students can click Developmental Math II to see the topics related to this course. Some lessons have more than one professor’s perspective, so students can benefit from watching multiple videos on each topic.

### Khan Academy

[www.khanacademy.org](http://www.khanacademy.org)

The Khan Academy has video lessons on developmental math topics—among many other academic topics—as well as interactive learning tools. Students can create accounts on the site if they wish to save their progress through the lessons. Students can get started by clicking Learn on the top-left corner of the page or click Knowledge Map for interactive practice navigating the site. For video lessons relevant to this course, student should click Expand Topic List and then choose Algebra I or Arithmetic/Prealgebra.

### Math TV

[www.mathtv.com](http://www.mathtv.com)

Pat McKeague delivers quick video lesson on many algebra topics. Students can expand the lists of topics by clicking on the names of the subjects covered.

### SmartThinking

Students can find these resources by logging into Atlas and looking under the Online Tutoring heading on the right side of the page.

# Class Policies

## Attendance

* Students are expected to attend every class meeting unless illness or emergency makes it impossible for them to do so.
* Absences are excused solely at the discretion of the instructor. Proof of extenuating circumstances must be provided for any absence to be excused.
* Students are responsible for all information or assignments given during class regardless of whether they are present at the time the material is presented.
* In-class activities cannot be made up.
* Students are expected to arrive to class on time and remain present for the entire class period unless the instructor grants them permission to leave early. Arriving and departing while class is in session is disruptive to the other students.
* Excessive absences (more than three) will lead to poor performance in the course and potential withdrawal from the class. Students who are excessively absent may not be permitted to make up examinations and must take full responsibility for any class material that is missed. Valencia’s attendance policy can be found at [http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75](http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75%20).

## Conduct

* Students are encouraged to actively participate and ask pertinent questions during class. Courtesy shall be maintained at all times.
* Students should always carefully consider their attitudes before they speak or act. A student’s attitude can greatly affect his or her ability to succeed in the course. It can also affect the attitudes of classmates should the student choose to participate in class discussions.
* Cell phones, pagers, and other devices that are audible are not permitted during class. Personal electronic devices disrupt the learning environment for all the students in class.
* Students should avoid side conversations with other students. Rude comments or remarks, raised voices, and confrontational comments are not permitted.
* If a student’s actions in class are deemed by the instructor to be disruptive, the student will be asked to leave class immediately. Any student who is asked to leave class may be permitted to return to future class meetings after consulting with the instructor outside of class. He or she may also be required to arrange a conference with another college official before attending class again.
* Students can find more information about the student code of conduct in the current Valencia student handbook or at <http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>.

# Tips for Success/Study Skills

* Read each section of material each week in the textbook before class. When you read the sections, work out the textbook practice problems and examples with pencil and paper. You should try to complete these practice problems and examples before moving on to the homework. When doing homework, check your answers and redo the problems that are incorrect. Get help with any problems that are a struggle for you.
* Watch the useful media and videos, read the sections, and take notes before coming to class. Previewing the material will help you prepare for the upcoming class.
* Work through homework problems and bring your questions or concerns with you to class.
* Come to class on time and ready to learn. Do not miss lab.
* If you do not do any prep work (reading the text, practicing the problems, watching the useful media) before attempting the homework assignments, then you may have a rough time.
* Do not wait until the deadline to start working. Spread out the work over several days. This will help you learn the material better. Do not rely on the Watch It help buttons; make sure that you are trying to learn how to do the work yourself, or you may have a rough time on the exams.
* Retake the practice exams again and again until you pass them before you take your real exam.
* Manage your time and make a weekly schedule that includes at least two or three hours for your class work and lab work beyond class time and your assigned lab time.
* Ask questions regularly and get extra help as needed. Your professor is interested in your success in this class and is only successful if you are successful. Please do not hesitate to ask for assistance. You can meet with your professor during office hours, make an appointment, email, or call for assistance.
* Use all of your resources for additional help. This includes meeting with your student learning (SL) leader (if available for your class) and going to the math lab for tutoring on your campus.
* Form study groups or find a study buddy. Working with fellow classmates can foster learning and understanding of the material throughout the semester.

# Academic Honesty

Plagiarism or cheating of any form will be cause for immediate removal from this class, a course grade of an F, and a referral of the incident to the Dean of Student Affairs and the Dean of Mathematics. Cheating is defined as any behavior that can be construed as academic dishonesty such as blatant cheating, looking at somebody’s paper, talking or whispering during a test, copying (including all take-home activities, examinations, and 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. More information on Valencia’s academic honesty policy can be found at <http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=180>.

# Withdrawal Policy

The deadline to withdraw from this class with a grade of W is October 9, 2015 (at 11:59 P.M. on Atlas). After the deadline, students will not be able to withdraw and will receive the grade earned according to the instructor’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. A student with excessive absences (more than three) may be withdrawn by the instructor at the instructor’s discretion. A student who is withdrawn will receive a grade of W. More information on Valencia’s withdrawal policy can be found at <http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>.

# Grading Policy

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| --- | --- |
| In-Class Work—Individually Proctored/Unassisted | 25% |
| In-Class Work—Assisted/Proctored | 25% |
| Out-of-Class Work | 15% |
| Lab | 10% |
| Comprehensive Final Exam | 25% |
| **Total for the Course** | **100%** |

## In-Class Work—Individually Proctored/Unassisted

This includes quizzes and exams conducted in class without help from anyone. No calculators, cheat sheets, or other learning aids are permitted.

## In-Class Work—Assisted/Proctored

This includes quizzes, warmups, review activities, test corrections, worksheets, or group activities. These are activities that are completed during class in which learning aids are permitted (such as cheat sheets, calculators, notes, partners, and so forth).

## Out-of-Class Work

This includes any activities not required to be completed during class, such as projects, portfolios, and homework.

## Lab

Lab attendance is mandatory. All lab work must be completed during lab. Students may work together during lab but must turn in their own individual work. No late work will be accepted.

## Comprehensive Final Exam

The final examination in this course is mandatory and worth 25% of the final course grade. Any student who does not attempt the examination will receive a grade of 0%, which will impact the final average in the course. The final exam is a cumulative exam given at the end of the course and can be taken only once. This is a proctored, unassisted exam, and 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

All exam and quiz grades are rounded to the nearest whole number, and final course grades are rounded to the nearest tenth of a percent.

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| **Percentage** | **Grade** |
| 90.0% or higher | A |
| 80.0–89.9% | B |
| 70.0–19.9% | C |
| 60.0–69.9% | D |
| Below 60.0% | F |

# Other Policies and Information

## Make-Up Work

There are no make-up examinations,and late work will not be accepted unless a student is absent due to a legitimate reason approved by the instructor. Valid absences can include emergency circumstances such as an illness or death in the family, but work obligations, child care, traffic conditions, or illness without documentation will not be considered excused absences; late work will not be accepted for these reasons. Late work may be accepted but only with an excused absence and timely notice to the instructor. Any test, quiz, or in-class assignment that is missed due to an unexcused absence will receive a grade of 0%.

## Calculators

Calculators will not be allowed during any exams—including the final examination. Cell phones may not be used as calculators. Students who intend to take higher-level math courses should consider purchasing a TI-84+ graphing calculator. Students should complete all homework, online assignments, and lab assignments without the use of a calculator unless otherwise directed. Students who violate the calculator policy in the math lab will earn 0% for their lab grades.

## Computer and Equipment Use

In this course, students will rely on the use of technology to aid their learning. They are expected to check Blackboard and their email at least once before class to ensure that they have the most current information. Computers are available on campus for students who do not own them. Students who experience technical issues should contact the Blackboard help desk at (407) 582-5600 or the Office of Information Technology (OIT) help desk at (407) 582-5554. Students can also email onlinehelp@valenciacollege.edu.

## Email Communication

The instructor will only correspond with students using their Atlas email accounts. All email messages to the instructor should include the student’s name, the student’s class, and a complete message using respectful language, complete sentences, and proper grammar. Class announcements will be sent to students’ Atlas email addresses, so students must check their Atlas email accounts on a daily basis.

## Valencia Identification Card

Once they have registered and paid for their classes, students on Valencia’s East Campus may obtain their student identification (ID) cards at the Security office upstairs in Building 5. A student ID card is required in order to access campus resources such as the library and the testing center, and the card also provides discounts in the community. A student’s first ID card is free; any subsequent cards will incur a $5 fee for replacement.

## 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 week of class. The OSD determines accommodations based on the appropriate documentation of disabilities. On Valencia’s East Campus, the OSD is located in Building 5, room 216, and the office can be contacted by any of the following means:

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| --- | --- |
| Telephone | (407) 582-2229 |
| Fax | (407) 582-8908 |
| TTY | (407) 582-1222 |
| Web Site | <http://www.valenciacollege.edu/osd/>  |

## Student Resource for Assistance

Valencia College wants to ensure that 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 are available twenty-four hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

## Disclaimer

Changes to this syllabus may be made in the best interests of student performance. The instructor reserves the right to make changes to the syllabus and timeline and will notify students if this occurs.