



**Professor Troy Hawk**

**Course Information:**

**Meeting Times/Location:**

**Class Meetings:** Monday-Thursday 8:30 – 9:45 am

**Lab Meetings:** Mon/Wed from 10:00-11:20 am

**Contact Information:**

IMathAs Website	<a href="http://imathas.valenciacollege.edu/">http://imathas.valenciacollege.edu/</a>
Math Department Phone Numbers	(407) – 582 – 7139 <b>OR</b> (407) – 582 – 7777
Instructor's E-mail	thawk@valenciaCollege.edu
Instructor's Office Location	In class - Before and After

**Office Hours:**

Immediately before and after class, and daily contact through email.

**Course Objective & Description:**

**Course Description:**

This developmental math course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, order of operations, exponents, unit conversions, simplifying and solving linear equations and inequalities with applications, graphing linear equations and inequalities, simplifying and operations with rational and polynomial expressions, factoring and solving polynomial equations, plane geometric figures and applications, and an introduction to radicals. A minimum final course grade of C is required for successful completion of this course. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: \$42.00)

**Prerequisites:** NONE

**Credits:** 3

**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.

## **MAT 0028C – Developmental Math II Syllabus**

- **Act** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

### **Lab Requirement:**

This course contains a lab component which is part of the overall course grade.

### **Valencia Developmental Math II Competencies:**

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

- Operations with Rational and Polynomial Expressions
- Linear Equations with Applications
- Inequalities
- Introduction to Graphing Linear Equations
- Geometry
- Sets
- Radicals
- Unit Conversion
- Operations with Fractions/Decimals
- Long Division/Multiplication Facts
- Simplifying Algebraic Expressions and Order of Operations/Exponents

### **Required Materials:**

- 1) **Textbook:** Developmental Math II -2<sup>nd</sup> edition by Al Groccia. ISBN: 978-1-60797-455-0. This book is available in the bookstore.
- 2) **IMathAS:** Access to online homework through <http://imathas.valenciacollege.edu/>. Access to IMathAS is free! You do not need to enroll yourself in IMathAS-students are registered prior to the beginning of the semester.
- 3) **Lab Book:** An activity booklet for labs which will be handed out during the first lab.

### **Math Resources and Assistance:**

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

- 1) **Learning Support Centers (East Campus):**

**Testing Center (4-123) Hours:** <http://valenciacollege.edu/east/academicsuccess/testing/hours.cfm>

**SPA (4-102) Hours:** <http://valenciacollege.edu/east/academicsuccess/spa/hours.cfm>

## **MAT 0028C – Developmental Math II Syllabus**

**SPA (Specialized Prep Area):** The SPA provides resources to assist students in developmental mathematics courses. This is a great place to do your homework! Tutors are available on a first-come, first-served basis. The SPA has information and study sheets for most mathematical concepts.

<http://valenciacollege.edu/east/academicsuccess/spa/>

### **2) College Wide Resource(s):**

- Valencia's Math Help 24/7: [www.valenciacollege.edu/math/liveScribe.cfm](http://www.valenciacollege.edu/math/liveScribe.cfm)

Valencia Math professors have created pen-casts and videos of common lessons to aid your learning. Click on Developmental Math I or II to expand the topics. Some lessons have more than one professor's perspective, so don't hesitate to watch more than one!

### **3) Online Resources:**

- Khan Academy: [www.khanacademy.org](http://www.khanacademy.org)

The Khan Academy has video lessons on developmental math topics (and many other academic topics!) as well as interactive learning tools. You can create an account if you want to save your progress. Or to get started, just click Learn in the top left corner of the home page. For video lessons, click Expand topic list - - > Algebra I or Arithmetic/Pre-Algebra. For interactive practice, click Knowledge Map and navigate the knowledge map using the zoom and scan tools in the top left corner of the map.

- Math TV: [www.mathtv.com](http://www.mathtv.com)

Pat McKeague delivers quick video lessons on many algebraic topics. Just click the subjects on the left to expand the lists of topics.

- SmartThinking:

You can locate these resources by logging into Atlas. They are under the "Online Tutoring" heading on the right side of the page.

## **Class policies:**

### **Attendance:**

- 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. Proof of the existence of extenuating circumstances must be shown for any absence(s) to be excused.
- You are responsible for any information and/or assignments given during class, whether or not you are present.

## MAT 0028C – Developmental Math II Syllabus

- In-class activities can't be "made up."
- 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.
- **Excessive absences (more than 3) will lead to poor performance in the course and may lead to a withdrawal by the professor. 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.**

Policy Website Link:

<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>

### 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.
- To create a learning environment, please avoid sidebar conversations with other students. Rude comments or remarks, raised voices and/or confrontational comments are not permitted. Follow the 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 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.
- You will find more information about the Student Code of Conduct in the current Valencia Student Handbook. For more information about Valencia's Student Code of Conduct, visit <http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>.

### Tips for Success:

- Read each section of material each week in the textbook before class. When you read the sections, work out the textbook practice problems/examples with pencil and paper. You should try to complete these practice problems/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, 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 questions/concerns with you to class.
- Come to class on-time and ready to learn. Don't miss lab.

## MAT 0028C – Developmental Math II Syllabus

- If you do not do any prep work (reading the text, practice problems, watching the useful media) before attempting the homework assignments, then you may have a rough time.
- Don't wait until the deadline to start working. Spread out the work over several days. This will help you learn the material better. Don't 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.
- Always pass (not just take) a practice exam before you take your real exam.
- Manage your time and make a weekly schedule where 2 to 3 hours is set aside regularly for your math work/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, e-mail or call for assistance.
- Use all of your resources for additional help. This includes meeting with your 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/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.** Policy Website Link: <http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=180>

### Withdrawal Policy:

The deadline to withdraw from class with a grade of "W" is February 20, 2015 (11:59 PM on Atlas) for full-term fall classes. **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 3) may be withdrawn by the instructor at the instructor's discretion. A student that is withdrawn will receive a grade of "W".

Policy Link: <http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>

### Grading Policy:

Labs (10 points each):	10%
Homework:	10%
Modules:	5%
In-class tests (100 points each):	50%
Final Exam:	25%
<hr/>	
	100%

## MAT 0028C – Developmental Math II Syllabus

**\*\*** In class quizzes may be given on a random, unannounced basis, to determine and/or encourage your progress. Additional assignments will be included in your homework grade.

### Homework/IMathAS:

Homework will be facilitated online through **IMathAS**. Access to the online homework is free. It is very important that you do homework on a regular basis. Studies indicate that you should spend at least two hours on homework outside of class for every hour spent in class. Students will be expected to have access to a computer. **The due dates will not be extended so please plan accordingly.** Homework for each section is due the Sunday evening at 11:59 pm after the section is covered in class. Each homework problem can be repeated three times within the specified time period.

The website for online homework is: <http://imathas.valenciacollege.edu/>

\*Unless you have enrolled in this course within one week of classes starting, you should already be a registered user. Your assigned user name is the same as your Atlas user name. The default password is "math". Please log in and change your password. If you recently signed up for this course and are unable to login using the information above, please let me know.

<b>Username:</b> Same as your ATLAS username
--

<b>Password:</b> math
-----------------------

### Daily Assignment:

Purpose: To Create an Outline that can be used as a Study Guide

Goal: To Organize the material you have learned

Outline the material you have learned during lecture. Your outline should include the major topic, followed by subtopics. The purpose is to connect the concepts you were taught to make studying more manageable. Your outline should include at least one example for each subtopic and any steps/strategies needed to answer the question. You may want to make a separate page for general vocabulary.

Your outline should be organized and neat so that others can read it. The outline will be graded based on completeness, neatness, ease of use, and accuracy. It should include everything you need to pass a test/quiz/final exam on the material. This should be a reference sheet, not a set of notes. Your outline should not be too long. **DO NOT make a copy of the lecture notes.**

### Lab:

Lab attendance is mandatory. All labs must be completed during lab. You may work together during lab but must turn in your own individual work. **NO LATE WORK WILL BE ACCEPTED!**

### Final Exam:

## MAT 0028C – Developmental Math II Syllabus

There is a mandatory final exam that will be delivered electronically, via IMathAS. There are 40 questions on the final exam and retakes are NOT allowed. Calculators are **NOT** allowed during the final and formulas will not be provided. The final exam counts towards 25% of your overall grade. There are 7 learning modules in addition to a practice test in IMathAS to help you prepare for the final exam.

### Grading Scale:

Percentage Scale	Course Grade
90.0% or higher	A
80.0% – 89.9%	B
70.0% – 79.9%	C
60.0% - 69.9%	D
Below 60.0%	F

### Other Policies & Information:

#### Make-Up Policy:

There are **no** make-up examinations, and late work is **not** accepted 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. Work obligations, child care, traffic conditions, or illness without documentation are not considered excused absences and make-up examinations/late work due to these reasons will NOT be permitted! All make-up examinations should be completed immediately upon return to class. Late work is accepted solely at your instructor's discretion **If your absence is unexcused or timely notice was not given, you will receive a zero for any missed tests, quizzes, or in-class assignments.** If you must miss a test, you may take it early if the instructor is notified in advance. Otherwise, you must take a cumulative final exam to replace the missing grade, and this will be done for at most one missed test-NO EXCEPTIONS!!

#### Calculator Policy:

**Calculators will NOT be allowed during exams (including the final examination).** Cell phones are not allowed to be used as calculators. If you plan on taking higher level math course, you may want to consider purchasing a TI-84+ graphing calculator. 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.

#### 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.

#### Computer/Equipment Use Policy:

This course relies on the use of technology to aid 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 numbers below. Blackboard Help Desk: (407)-582-5600 or [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu) OIT Help Desk: (407)-582-5554

## **MAT 0028C – Developmental Math II Syllabus**

### **E-mail Communication Policy:**

The instructor will only correspond with you through your atlas e-mail. The instructor may send updates, announcements, changes, etc. to your atlas e-mail. Students are responsible for checking daily their atlas e-mail on a daily basis. The instructor will not correspond with any other e-mail account including Gmail, Yahoo, etc. 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.

### **Special Accommodations/Office for Students with Disabilities:**

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 Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Contact information: Building 5, Room 216; Phone: 407-582-2229; Fax: 407-582-8908 TTY: 407-582-1222 . Policy Website Link: <http://valenciacollege.edu/osd/>

### **Student Resource 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 are available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

### **REMINDER:**

Feel free to ask questions!!! Class participation is encouraged and is essential for comprehension of course material.

### **Disclaimer:**

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

### **Final Exam:**

Wednesday, March 4, 2015.