Course Information:

<table>
<thead>
<tr>
<th>CRN: 28150</th>
<th>Location: 107</th>
<th>Class Meetings: Tuesday &amp; Thursday 5:15 PM – 6:55 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: 132</td>
<td>Lab Meetings: Tuesday 7:00 PM – 7:50 PM</td>
<td></td>
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</tbody>
</table>

Contact Information:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Professor Lisa Keeton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor’s E-mail</td>
<td><a href="mailto:lkeeton@valenciacollege.edu">lkeeton@valenciacollege.edu</a></td>
</tr>
<tr>
<td>Instructor’s Phone Number</td>
<td>(407) 582-6817</td>
</tr>
<tr>
<td>Winter Park Math Dept. Phone Numbers</td>
<td>(407) 582-6817 OR (407) 582-6870</td>
</tr>
<tr>
<td>College Website</td>
<td><a href="http://www.valenciacollege.edu">www.valenciacollege.edu</a></td>
</tr>
<tr>
<td>College General Phone Number</td>
<td>(407) 299-5000</td>
</tr>
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Office Hours:

Office hours are available on an appointment only basis. The best way to contact me is by email at lkeeton@valenciacollege.edu.

Course Objective & Description:

Course Description:

This developmental math course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percents, integers, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, plane geometric figures and applications, graphing ordered pairs and lines and determining the intercepts of lines. 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: 4

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.
Valencia Developmental Math Combined Competencies:

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

- Operations with Rational and Polynomial Expressions
- Linear Equations with Application
- 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

Required Materials:

1) MyMathLab software access code:

A MyMathLab software access code can be purchased from the Valencia’s bookstore or on-line at www.pearsonmylabandmastering.com. A Course ID is required and can be found in Blackboard in the “Course Information” folder. Be sure to enter the course ID that corresponds to the course you are enrolled in. Students will be granted access to the software without paying for a period of 14 days. After the 14 day grace period, access will be blocked until the student enters a valid access code.

*Note: Students that have taken this course within the last semester and are repeating this course do NOT have to pay for MyMathLab access as long as the same username/password from the previous course is used. This applies to students who have previously paid for the software and received a grade of D, F, or W. For registration difficulties, contact any Math Support Center staff member on the Winter Park Campus room 138.

2) MAT 0022C Notebook/Portfolio (Instructor’s discretion):

A 3-ring binder is recommended with 5 subject dividers and pockets.

3) Basic or scientific calculator: (Instructor’s Discretion)

Some assignments will require the use of a calculator. The use of a calculator will be very limited in this course and might be used on some activities and homework assignments. Although calculators may not be used daily, they will be used periodically and are available for purchase in the bookstore and for check-out from the library. Financial aid may cover part or the full cost of your calculator. Cell phones CANNOT be used as calculators!
Recommended/Additional Resources:

*Integrated Arithmetic and Basic Algebra*, Jordan/Palow, 5th edition. Pearson, 2011. Older editions of the book are acceptable. Please note that you have access to the entire book through MyMathLab in the multimedia section. This is included in the cost for MyMathLab software. ISBN: 9780321747389

College-Wide Resources:

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

- **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!

- **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 by Pearson**: [https://www.smarthinking.com/](https://www.smarthinking.com/)
Math Center Resource Information:

The Winter Park Math Support Center is located in room 138. The MSC provides tutoring to all Valencia students from any campus. The MSC provides homework help and also has computers, DVD’s, tip sheets, textbooks and calculators for student use. The Winter Park Library has calculators available for check-out for 4 hours and DVD’s for check out overnight. If you have additional questions please call the Math Support Center at 407-582-6912 or 407-582-6817.

Hours of the Math Support Center for Spring are:

Monday - Thursday: 8 am - 7 pm
Friday: 8 am – 3 pm

Class policies:

Attendance:

- You are expected to attend every class AND lab 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.
- 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 4 for class and lab combined) 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

Available Resources and Assistance:

- Ask questions regularly and see me for extra help as needed. I am interested in your success in this class and only consider myself successful if you are successful. Please do not hesitate to ask for assistance. You can meet with me during office hours, make an appointment, e-mail me, or call me.
- Use all of your resources if you need 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 as well as help you throughout the semester.

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.
MAT 0022C – Developmental Math Combined Syllabus Spring 2016

- 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 or confrontational comments are not permitted while work is being done at the board. 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 the 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 problems that you are struggling with.
- 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 time.
- 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.

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 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 April 1, 2016 (11:59 PM on atlas) for full term spring 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 4) may be withdrawn by the instructor at the instructor’s discretion. A student that is withdrawn will receive a grade of “W”.

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

Grading Policy:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Percent Weight</th>
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<tbody>
<tr>
<td>Chapter Tests</td>
<td>50%</td>
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<tr>
<td>Labs and Quizzes</td>
<td>12%</td>
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<tr>
<td>Homework</td>
<td>13%</td>
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<tr>
<td>Comprehensive Final Exam</td>
<td>25%</td>
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<tr>
<td>TOTAL for course:</td>
<td>100%</td>
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Exams:

You will have several examinations throughout this course. They may be a combination of short answers and/or multiple choice. Partial credit is given solely at your instructor’s discretion. The best way to prepare for exams is to do the homework assigned by your instructor. Exams are worth 50% of your course grade.

Homework, Lab Assignments, activities, take-home assignments:

You will have daily homework, labs weekly, in class and take home quizzes, as well as various activities throughout the semester. All homework, labs and assignments must be turned in on time and will be a total of 25% of your overall class grade.

Final Exam:

The final examination in this course is MANDATORY. The final examination in this course is worth 25% of the final course grade. Any student who does not attempt the examination will receive a 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 (Strictly Enforced):

<table>
<thead>
<tr>
<th>Percentage Scale</th>
<th>Course Grade</th>
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<tbody>
<tr>
<td>90.0% or higher</td>
<td>A</td>
</tr>
<tr>
<td>80.0% – 89.9%</td>
<td>B</td>
</tr>
<tr>
<td>70.0% – 79.9%</td>
<td>C</td>
</tr>
<tr>
<td>60.0% - 69.9%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60.0%</td>
<td>F</td>
</tr>
</tbody>
</table>

*Notes:

- All exam/quiz grades are rounded to the nearest whole number and final course grades are rounded to the nearest tenth of a 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!

Other Policies & Information:

Make-Up Policy (Instructor’s discretion):

There are **NO make-up examinations or late work 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. **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.** Late work is only accepted solely at your instructor’s discretion.

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. Calculators are NOT permitted for this course except for certain content. 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 numbers 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. 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 their 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: Linda Villar, Winter Park Campus, Room 212 Phone: 407-582-6887 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 available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.