Instructor’s Location:
Valencia College (West Campus)
1800 S. Kirkman Road (MC 4-23)
Orlando, FL 32811
Office: Building 5, Room 247
Phone: (407) 582-1475

Instructor: Dr. Ryan Kasha
Email: rkasha@valenciacollege.edu
Office: 5-247 on West Campus of Valencia College located in Orlando, FL
Website: http://frontdoor.valenciacollege.edu/?rkasha

Preferred Method of Contact: E-mail through Canvas or rkasha@valenciacollege.edu

Office Hours:
Monday & Wednesday: 7:30 AM – 10:00 AM on campus by appointment or via e-mail
Tuesday & Thursday: 8:00 AM – 8:30 AM and 11:15 AM – 12:00 PM
Friday: 7:30 AM – 10:00 AM via e-mail ONLY!
Available by appointment on campus or via e-mail (checked everyday M – F)!

Testing Information: You are required to take several proctored exams including a proctored final exam at one of the Testing Centers of Valencia College or an approved alternative proctored site (pre-arrangement is required during the first week of classes) with a basic calculator after EXAM #1. State ID and Valencia ID card will be required to take all proctored exams, including the final exam.

There are 5 Proctored Exams and a Proctored Final Exam for this course! There are no take-home exams for this course except for the practice final exam!

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
MAT 0022C Developmental Math Combined Syllabus
CRN 21838 & 23224 ON-LINE
SPRING 2020

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

**Educational Materials:**

**Textbook:** Prealgebra & Introductory Algebra by Martine-Gay, Elayn 5th edition (the text will be used as an e-book in MyLab Math)

**No purchase of textbook is necessary as it is provided in MyMathLab!**

**Calculator:** 4-function basic calculator ONLY (not permitted for Exam #1)

**MyMathLab Access Code:** Required to log in to Pearson website used for homework and exams (ISBN 1323910212)
Can be purchased at West Campus bookstore or paid for via credit card on the website.

**Website Access:** mymathlab.com

Make sure that the correct ISBN number is listed on MyLab Math (MyMathLab).

**Course ID: kasha67002** (provides access to correct course and 14-day grace period). Access code is required after 14-day grace period or access can be gained with a credit card payment on the software’s website.

DR. KASHA 2
You may want to use the 14-day grace period to explore the course before paying for it in case you intend to drop this course. Once you pay course access through MyMathLab, there are no refunds!! However, if you intend to stay enrolled in the course after reviewing the syllabus, course requirements, and how the on-line software works, then pay for course access as soon as possible. **DO NOT WAIT UNTIL THE 14TH DAY TO PAY FOR COURSE ACCESS!** Pay for the course access code early to avoid being locked out of your MyMathLab account.

If you have previously taken this course on the West Campus of Valencia College recently and have previously paid for course access, you will only need the course ID. **The system will indicate if you are not required to pay.** If you have not taken this course before on the West Campus or it has been a long time since you have taken this course, you will need to pay for course access to MyMathLab by purchasing an access code from the West Campus’s bookstore or paying via credit card through MyMathLab.com.

In MyMathLab, you will be able to access all tutorial videos for the course, all assignments, and all proctored exams. The proctored exams will require a password, which will be entered in by a testing center personnel when you take your exam. A Valencia and state ID is required for all exams in the testing center. In addition, there is access to the e-textbook, PowerPoint presentations, and other resources to aid in your learning.

**Basic 4-function calculators** are permitted for any assignments, quizzes, or exams except for CH 1, 2, 4, 5 homework and Exam #1.

**Class Policies:**

**General Information/Procedures:**

This is an on-line self-paced course. Students should pay special attention to all due dates in MyMathLab and attempt to work ahead of all due dates. In general, students will want to follow these steps for each topic of study:

- Log into MyMathLab and watch all videos. During the videos, take notes as if you are in a real class setting. Having an organized notebook will be helpful!
- Complete all homework assignments. Even though the assignments are on-line, you really should complete your assignments in an organized notebook with all problems numbered, worked out neatly and with the name of the assignment written on the top of your paper. Include all homework assignments with work shown in your notebook!
- You will need to get 100% on all corresponding videos and an 80% on all corresponding homework to access the study guides. The study guides are required and should be completed like a regular homework. You
should work on the study guide until you can get an 80% or higher without any assistance or notes including viewing an example or receiving hints!

- Take your exam at your designated testing center! You have ONLY 1 attempt per exam, so do your best and demonstrate what you have learned! Contact your instructor with any issues you experience with testing ahead of time!

Technology and Resources:

You must have access to a reliable Internet connection for all videos and assignments! You will need to be able to access MyMathLab, Canvas, e-mail, and the Valencia College’s website with no issues. If you have issues accessing your assignments from home, make alternate arrangements to complete your videos and assignments from a reliable internet connection!

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
- Khan Academy: www.khanacademy.org
- Net Tutor: www.nettutor.com

Tutoring: In addition to regular tutoring available on every campus, SmartThinking online tutoring is available in every subject including higher-level mathematics courses (up to 8 hours can be accessed for free every semester). It can be accessed in Atlas.

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 minor how the infraction is, as there is zero tolerance! It is important to follow all posted directions and to take responsibility for your own learning in this course. The instructor will impose test procedures that must be followed. Any student that fails to follow proper testing procedures as prescribed by the instructor will be construed as cheating and this policy will be enforced as stated above. 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 March 20, 2020 (11:59 PM on atlas) for full-term 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. The instructor will not withdraw a student from the course as it is the student’s responsibility to withdraw prior to the withdrawal deadline. A student that is withdrawn/withdraws will receive a grade of “W”. A student who does not participate in the introductory activity during the first week of classes will be withdrawn as a “No Show” and will receive a grade of “W” as per college policy. The introductory activity will compose of you posting on the discussion forum in Canvas, completing the e_math ready program with a certificate, agreeing to the syllabus requirements/contract in MyMathLab, and getting registered in MyMathLab and beginning the first assignment! The instructor does not withdraw students. If a student is NOT withdrawn, then the student will be assigned a course grade in accordance with the syllabus with all missed assignments given a grade of 0.

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

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

Grading Policy:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>POINTS</th>
<th>Percent Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctored Exams (5 total and a practice final)</td>
<td>550 POINTS</td>
<td>55%</td>
</tr>
<tr>
<td>Lab Component – MML Homework</td>
<td>200 POINTS</td>
<td>20%</td>
</tr>
<tr>
<td>Comprehensive Final Exam (PROCTORED – No calculator)</td>
<td>250 POINTS</td>
<td>25%</td>
</tr>
<tr>
<td>Extra Credit (Student Feedback of Instruction Survey)</td>
<td>10 POINTS</td>
<td>1%</td>
</tr>
<tr>
<td>TOTAL for course:</td>
<td>1000 POINTS</td>
<td>100%</td>
</tr>
</tbody>
</table>

Proctored Exams and Final Exam (1 attempt ONLY):

You will have several proctored examinations throughout this course through the software MyMathLab. The best way to prepare for exams is to do the homework assignments in MyMathLab. The final exam is a cumulative exam given at the end of the course and can be taken ONLY once! All exams in this course are MANDATORY. Students will receive a grade of 0 for any missed exam(s), which will impact the final average in the course. There are no
dropped grades or replaced grades in this course; all exams counts towards your final grade average in accordance with the syllabus grading policy.

You have 1 attempt per exam. All exams will be closed notes, closed books, and ONLY a 4-function basic calculator will be permitted except for Exam #1 (CH 1, 2, 4, 5). No calculator is permitted for Exam #1!

All exams must be taken at a testing center at Valencia College or any other testing site approved by the instructor. The student must identify their choice of testing site during the first week of classes (completed through syllabus agreement in MyMathLab). Students who do not specify their testing site of choice with instructor’s approval will be defaulted to taking all exams at Valencia College’s testing center (located in Orlando, FL area).

All due dates and times are listed next to each exam and are Eastern time (USA)!

MML Homework (4-function basic calculators ONLY except for CH 1, 2, 4, 5):

Students will have videos and homework problems to complete in MyMathLab. Students must open each video link to be given credit for the video. Students have unlimited attempt on each homework problem and has resources in each problem if assistance is needed such as viewing a similar example or receiving hints step by step in MyMathLab. Students should complete all homework assignments by the respective, posted due date and time. Students may work on the homework past the due date with no grade penalty until the last week of the course prior to the final exam. The purpose is to provide students an opportunity to improve their homework grade and continuously study the course content.

It is important to note that students must score a grade of 100% on corresponding video assignments and 80% or higher on all corresponding homework assignments to gain access to the review homework/study guide. The review homework/study guide is required and counts towards your homework grade. The review homework/study guide is a good guide to the format and types of questions to expect on the actual exam. All of the previous homework assignments and tutorial videos will help you prepare and gain the skills necessary for the review homework and actual exam. It is crucial that all corresponding video/homework assignments are completed ahead of the due dates to allow ample time to complete the review homework/study guide and corresponding exam.

All due dates and times are listed next to each exam and are Eastern time (USA)!
Extra Credit:

Course Survey (SFI): Near the end of the semester (last few weeks), you will receive an invitation to complete a course survey. Your feedback, input, and opinions are important and do make a difference in making this course better for future students. Your perception adds value and insight to improving the course. If you complete the course survey and send proof to your instructor via the “Send Proof” link after completing the survey, you will receive 10 bonus points for doing it (1% of course grade). Please note that the actual results of the survey are completely anonymous and are not received until after the semester is over.

Grading Scale & Criteria (Strictly Enforced):

<table>
<thead>
<tr>
<th>Percentage Scale (Points Scale)</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.0% or higher (900 – 1000 pts)</td>
<td>A</td>
</tr>
<tr>
<td>80.0% – 89.9% (800 – 899 pts)</td>
<td>B</td>
</tr>
<tr>
<td>70.0% – 79.9% (700 – 799 pts)</td>
<td>C</td>
</tr>
<tr>
<td>60.0% - 69.9% (600 – 699 pts)</td>
<td>D</td>
</tr>
<tr>
<td>Below 60.0% (0 – 599 pts)</td>
<td>F</td>
</tr>
</tbody>
</table>

Note: All grades on all on-line assignments (homework/exams) are rounded to the nearest hundredth of a percent. All final course grades are rounded to the nearest hundredth of a grade (nearest tenth of a percent).

There are plenty of opportunities for success in this course if you take this course seriously and work hard. I always hope that all students will be successful! All grades in this course are earned, not given! So if you do well, be proud of your hard work, effort, and time that has contributed to you doing well.

Make-Up/Extensions:

There are no extensions given except for extenuating circumstances with required documentation. Please contact your instructor 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 instructor 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 instructor’s discretion. There is no extension for the final exam.
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E-mail Communication Policy:

Please understand that e-mail and Canvas are the primary forms of communication. It is essential that you check your e-mail and Canvas announcements/messages regularly to maintain effective, timely communication!

The instructor will post all important information and updates via announcements in Canvas. Students should check their announcements in Canvas regularly as well as their atlas e-mail. Students can correspond with the instructor via e-mail messages in Canvas or through their atlas e-mail. Any private issues such as grade, personal issue, etc. can only be discussed by office appointment or through your atlas e-mail account. Grades are discussed in person by appointment ONLY or via your Canvas or atlas e-mail ONLY! **To protect your privacy, all e-mail messages should NOT originate from your personal e-mail account, but should originate from your Valencia e-mail or Canvas account ONLY! Students are expected to check their atlas e-mail daily and Canvas for e-mail/announcements.**

It is required for students to keep all notifications turned on in Canvas. Students take responsibility for all disbursed information whether notifications are turned on/off; so keep your notifications turned on!

In your e-mail message: Include a fully written, clear message, a relevant subject line, your name, your course, and a contact phone number!

Misunderstandings or frustration can sometimes occur quickly via written communication and/or in online environments without the face-to-face opportunity for clarification. If you feel lost, confused, upset, or frustrated we’ll try our best together to change that. You may email me at any time (E-MAIL THROUGH CANVAS is preferable). I will try to answer within 48 hours (M-F), but often sooner. Please know that I as your instructor am doing my best as well!

Technology Policy and 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. Computers are available on campus if you do not own one. If you experience any technical issues, call the support numbers below. The instructor is not responsible for any technical issues regarding a student’s personal computer or personal Internet connection. For students experiencing issues with their computer/Internet should consider their option of completing their work on campus.

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)
Valencia ID card:

Your student ID card can be obtained in the Security Office on any Campus once you have registered and paid for your classes. You will need your Valencia student ID card to access campus services such as the Library and Testing Center. In addition, students will be required to have their Valencia ID in order to take a mastery quiz in the lab. Furthermore, Valencia ID may be required for any in-class exams or quizzes (including the midterm and final exam). **All students will need a Valencia ID and state ID (such as a driver’s license) to take all exams including the final exam.** The testing center or site will be required to check and verify all IDs (no exceptions).

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. The instructor will comply with all listed accommodations. Please advise OSD to list accommodations specific for your math course. 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/](http://valenciacollege.edu/osd/) **ONLY accommodation request from Valencia College OSD office will be honored. It is the student’s responsibility to meet Valencia’s OSD requirements for accommodations!**

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.

**Disclaimer:**
Changes in the syllabus, course calendar, evaluation procedure, homework assignments, and/or any other documents may be made at any time. The instructor will provide notice of any and all changes via e-mail/Canvas. **Students are responsible for any and all changes made!**
Content covered in the course (01/06/2020 to 04/22/2020):

<table>
<thead>
<tr>
<th>Course Overview, E‐math ready certification, syllabus contract, Canvas discussion, and MyMathLab registration (Week 1); due 01/10/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch 1 &amp; 2: Introduction to algebraic expressions, evaluating expressions, order of operations, integers, absolute value</td>
</tr>
<tr>
<td>Ch 4 &amp; 5: Review of fractions and decimals; integrated problems containing fractions and decimals</td>
</tr>
<tr>
<td>Exam #1 (CH 1,2,4,5) will be due by January 24, 2020 (ONE ATTEMPT ONLY!)</td>
</tr>
<tr>
<td>Ch 3/9: Solving Equations; Problem Solving, Translations, Formulas, Inequalities</td>
</tr>
<tr>
<td>Ch 6: Problem Solving with Percent Applications, Ratio, Proportions, Simple Interest</td>
</tr>
<tr>
<td>Exam #2 (CH 3, 6, 9) will be due by February 15, 2020 (ONE ATTEMPT ONLY!)</td>
</tr>
<tr>
<td>Ch 10: Exponents, Scientific Notation, and Polynomials</td>
</tr>
<tr>
<td>Exam #3 (CH 10) will be due by February 28, 2020 (ONE ATTEMPT ONLY!)</td>
</tr>
<tr>
<td>Ch 13: Graphing Linear Equations, x/y‐intercepts, slope, horizontal/vertical lines</td>
</tr>
<tr>
<td>Ch 15: Square Roots, Simplifying, Operations, Pythagorean Theorem</td>
</tr>
<tr>
<td>Exam #4 (CH 13, 15) will be due by March 20, 2020 (ONE ATTEMPT ONLY!)</td>
</tr>
<tr>
<td>Ch 11: Factoring</td>
</tr>
<tr>
<td>Exam #5 (CH 11, 12) will be due by April 10, 2020 (ONE ATTEMPT ONLY!)</td>
</tr>
<tr>
<td>Final Exam Practice will be due by April 22, 2020 (Unlimited attempts in MyMathLab; must be completed before actual final).</td>
</tr>
<tr>
<td>Final exam will be due by April 22, 2020 (ONE ATTEMPT ONLY!)</td>
</tr>
</tbody>
</table>

All specific due dates/times can be found in MyMathLab next to each assignment (Eastern time USA). Log in and work regularly. Keep track of ALL due dates!!

Direct Website Access: mymathlab.com

Do not wait until the last minute, as unexpected circumstances or computer problems should be anticipated – work ahead of due dates!

NOTE:

January 13, 2020: Drop/Refund Deadline 11:59 PM on atlas
January 20, 2020: MLK Day (No Classes – College Closed!)
February 14, 2020: Learning Day (No classes – College Closed!)
March 9 – 15, 2020: Spring Break (No classes – College Closed!)
March 20, 2020: Withdrawal Deadline (Deadline is 11:59 PM on atlas for a grade of “W”)
April 19, 2020: Full Term Classes End
April 20 – 26, 2020: Final Exam Week
April 28, 2020: Final Course Grades viewable in Atlas

Consult http://www.valenciacollege.edu/calendar/FinalExam.cfm for more information!

More Important Dates can be found here: http://valenciacollege.edu/calendar/
Testing Center Contact Information:

West Campus: (407) 582-1323; Building 11, Room 142
East Campus: (407) 582-2428; Building 4, Room 124
Osceola Campus: (407) 582-4149; Building 4, Room 248
Winter Park: (407) 582-6086; Building 1, Room 104
Lake Nona: (407) 582-7104; Building 1, Room 206

General Website: [http://valenciacollege.edu/testing-center/](http://valenciacollege.edu/testing-center/)

State ID/Valencia ID required for all testing sites (NO EXCEPTIONS!)

*Be aware of testing center operating hours and plan ahead to allot the time necessary to complete the midterm and final exam. In addition, anticipate the unexpected and plan to complete your assessments ahead of the due date(s)!*
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MAT 0022C Grade Calculation Sheet – Required for Grade Appointments/Discussion

| CH 1, 2, 4, & 5 EXAM Grade | /100 points |
| CH 3, 6, 9 EXAM Grade | /100 points |
| CH 10 EXAM Grade | /100 points |
| CH 11, 12 EXAM Grade | /100 points |
| CH 13, 15 EXAM Grade | /100 points |
| Final Exam Practice (Highest Attempt) • 0.5 | /50 points |
| On-line Homework (AVERAGE) • 2 | /200 points |
| Final Exam • 2.5 | /250 points |
| Extra Credit Points (Course Survey) | /10 points |
| TOTAL (Add all grades from above) | /1000 points |

900 – 1000 PTS = A; 800 – 899 PTS = B; 700 – 799 PTS = C; 600 – 699 = D; below 600 PTS = F

To figure out your grade at any point in the course, log into MyMathLab, select gradebook, and click on SEE OVERALL SCORE. Click on SEE CALCULATIONS for a break-down of points earned in each component and total points/overall grade. In addition, you can also track your grades in Canvas.

NOTE: All past due assignments do not count against your overall grade until those assignments are converted to a grade of zero during periodic updates. Once past due assignment(s) are converted to a zero during a periodic update, they are included in your overall points and grade average.
Syllabus Contract and Acknowledgment (last page of syllabus)

I have read the syllabus, letter from the dean (posted on instructor’s website), and have printed the syllabus including the timeline for my notebook/records. I understand that I am responsible for all the content within these documents and that I will be expected to uphold my responsibilities of being an active student learner at Valencia. I further understand that I am responsible for all course requirements and due dates/times. In addition, I understand the course policies and all consequences on missed assignments, quizzes, assessments, and late work policy as described in the syllabus.

Also, I understand that purchasing an access code for the course software is a requirement as the software contains all required assignments that are graded. I take responsibility for getting and maintaining access to the course software as any and all missed assignments will be recorded as a grade of 0. I understand that not purchasing the software is not an acceptable excuse for late/missed assignments.

I further understand that I must take all exams including the final exam at the testing site location at Valencia College or must seek instructor’s approval for a different testing site during the first week of classes. I understand that only a basic calculator is permitted except for CH 1, 2, 4, 5 and Exam #1.

You will agree to this syllabus contract electronically through MyMathLab as your first assignment (non-graded)!

More information is provided through the syllabus contract agreement through MyMathLab.

Note: This form must be electronically completed/agreed to by the end of the first week of classes to stay actively enrolled in your course.

Any student who does not complete this assignment/agreement in MyMathLab will be withdrawn as a No-Show student and will receive a grade of W for the course. This is due before the beginning of the second week of classes!