This syllabus is an agreement between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this agreement. It is the responsibility of the student to carefully read this syllabus/agreement in its entirety and to adhere to all policies and procedures within the syllabus.

Instructor: Steve Francis  
Phone: 407-582-2515  
Office Location: 1-354  
Email: sfrancis17@valenciacollege.edu

Student Engagement Hours:

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>1:00 pm - 2:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Only</td>
<td>T</td>
<td>2:00 pm - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>1:00 pm - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>8:00 am - 9:00 am</td>
</tr>
<tr>
<td>Email/Office</td>
<td>M, W</td>
<td>4:00 pm - 6:30 pm</td>
</tr>
<tr>
<td></td>
<td>T</td>
<td>10:00 am - 11:00 am</td>
</tr>
</tbody>
</table>

Materials:

- MyMathLab Access Code (this is required for homework and contains an e-book) Available at east campus bookstore or you can also purchase the code online at http://pearsonmylabandmastering.com (Optional - A Survey of Mathematics with Applications 10th ed. by Angel, Abbott, & Runde.)
- Calculator: A graphing or scientific calculator will be useful in this course to assist with decimal calculations and some numerical manipulations. A TI-83/84 (Plus) is recommended and is what your instructor will use for demonstrations. Other TI models and other manufactured brands are acceptable as well, but may not follow the same keystrokes.
- Pencils, Erasers, Notebook, graph paper, etc: A notebook is recommended to hold notes and assignments.
- You should bring your notebook and calculator, along with paper and pencil, to class every day.
Course Description:
Prerequisite: Minimum grade of C in MAT 1033C or MAC 1105 or MGF 1106 or STA 2023 or appropriate score on an approved assessment. This course covers topics chosen from problem solving, numeration and mathematical systems, financial mathematics, voting techniques and apportionment, chaos theory, graph theory, knot theory, tilings and polyhedra, game theory, number theory, connections to other disciplines, and other special topics in mathematics. Gordon Rule course. Minimum grade of C required if course is used to satisfy Gordon Rule and General Education Requirements.

Evaluation Process:

Grading Scale:

A 89.5-100%  B 79.5-89.4%  C 69.5-79.4%  D 59.5-69.4%  F Below 59.5%

Homework (20%): Completion of homework is crucial to student success in this course. There is a homework assignment for each section. After each class, you should spend a considerable amount of time practicing problems and working the homework assignments before you attend the next class period. All homework should be worked out on paper and kept as a reference. Do not email me for an extension. You will incur a 25% penalty on all exercises completed after the original due date.

Quizzes (20%): Quizzes are assigned at the end of each chapter. Quizzes can be taken three times. Do not wait until the last minute because computer problems will not be a valid excuse. Each quiz will have a 90 minute time limit. Do not email me for an extension. You will incur a 25% penalty on all exercises completed after the original due date.

Chapter Tests (40%): You will be taking 5 chapter tests. There will be no make-up tests. If you inform me that you will be unable to attend a test day PRIOR to that day (48-hour notice needed-excluding Saturdays & Sundays), we can make arrangements for you to take your test in the testing center at an earlier time.

Mini-Projects (20%): You will be assigned 5 mini-projects during the semester. Each mini-project corresponds to one of the chapters covered in class. Please show ALL work in order to receive full credit, answers only will receive 1 point. Mini-Projects are due within the first five minutes of the start of class on the due date, otherwise the Mini-Project is considered late. Mini-projects can be turned in up to one week late with a 4 point penalty. There is a 4 point penalty for emailed Mini-Projects.

Final Exam: A comprehensive final is optional to replace a low or missed test. (See syllabus header for Final Exam Date & Time)

Attendance Policy:
Participation in class discussions plays a significant role in your success in this course. Students are responsible for all course material or announcements presented in class. Arriving late or leaving class early is disruptive to others and should be kept to a minimum. As a courtesy to others it is also necessary to turn off all cell phones and other electronic devices before entering the classroom. I do not withdraw a student because of lack of attendance. If your intention is to withdraw from the course, please withdraw through ATLAS before the withdraw deadline.
Withdrawal Policy:
The withdraw deadline for a grade of W is **March 22, 2019**. If you decide to withdraw, you must do so through ATLAS. You may be withdrawn from this course if you are absent more than three times from class.

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

Makeup Policy:
**Homework:** Do not email me for an extension. You will incur a **25% penalty** on all exercises completed after the original due date.

**Quizzes:** Do not email me for an extension. You will incur a **25% penalty** on all exercises completed after the original due date.

**Tests:** There will be no make-up tests. If you inform me that you will be unable to attend a test day PRIOR to that day (48-hour notice needed-excluding Saturdays & Sundays), we can plan for you to take your test in the testing center at an earlier time.

**Final:** There will be an optional comprehensive final exam at the end of the course, during the final exam period. If you miss a test, then your final exam score can replace one missed test.

**Mini-Projects:** There are no make-up Mini-Projects. Mini-Projects are due within the first five minutes of the start of class on the due date, otherwise the Mini-Project is considered late. Mini-projects can be turned in up to one week late with a 4 point penalty. There is a 4 point penalty for emailed Mini-Projects.

**Important Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/21/2019</td>
<td>College Closed – MLK Day</td>
</tr>
<tr>
<td>02/15/2019</td>
<td>College Closed – Learning Day</td>
</tr>
<tr>
<td>03/11/2019 - 03/17/2019</td>
<td>College Closed – Spring Break</td>
</tr>
<tr>
<td>03/22/2019</td>
<td>Withdrawal Deadline -“W” Grade (11:59 p.m.)</td>
</tr>
<tr>
<td>04/22/2019 - 04/28/2019</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>04/30/2019</td>
<td>Final Grades Viewable in Atlas</td>
</tr>
</tbody>
</table>
Course Outline:

- **Chapter 4**: Systems of Numeration (4.1, 4.2, 4.5)
- **Chapter 9**: Mathematical Systems (9.1, 9.2, 9.3)
- **Chapter 10**: Consumer Mathematics (10.1, 10.2, 10.3, 10.5, 10.6)
- **Chapter 13**: Graph Theory (13.1, 13.2, 13.3, 13.4)
- **Chapter 14**: Voting and Apportionment (14.1, 14.2)

**Email Communication**: Other than face-to-face contact in the classroom, email will be our primary form of communication. When messaging your professor, please include an appropriate subject line and identifying information (full name, class, day, time) so that I may respond efficiently. All student-to-faculty communication should receive a response from me within 36 hours, excluding Saturdays and Sundays. I also expect that students will reply in a timely manner. You are responsible for any information conveyed through your ATLAS email account. For this reason, it is important that you check ATLAS on a regular basis.

**Personal Electronic Devices**: Students are required to turn off all personal electronic devices (cell phones, pagers, headphones, etc.) before the beginning of class. If a cell phone or pager vibrates or is audible, the student may be asked to turn it off or leave for the remainder of the class. If there is an emergency situation warranting the use of a cell phone or pager during class time, the student must notify the professor in writing prior to the beginning of class. During a testing situation, if a cell phone or pager vibrates or is audible, the student’s quiz, test, or examination will be collected, and the student will be asked to leave without an option for completion. Please turn off these devices before you come into class. Unplug yourself and make the most of class time! These devices disrupt your learning as well as the learning of other students.
To register for the online homework (MyMathLab)

1. Go to www.mymathlab.com
2. Under Register, click Student.
3. Notice you’ll need 3 things. Click OK, Register Now!
4. Enter the course ID francis16026 and click Continue.
5. If you have used MyMathLab before and have a Pearson account, enter your username and password and click Sign in. If you don’t have a Pearson account, click Create an Account.
6. Register by selecting one of the following options:
   - Select Use an Access Code if you have already purchased an access code. OR
   - Select Pay with Credit Card or PayPal if you are buying your access code now.
   - Click the link at the bottom for temporary access, if you’re waiting on financial aid.
7. Complete your account set up by entering your name (as Valencia College knows you), ATLAS email address, a username and password, and any other required information.
8. Click Create Account.

Congratulations, you are now ready to start Math for the Liberal Arts through Pearson's MyMathLab.

Help & Support
For help with MyMathLab technical difficulties, click on Help & Support in the top right hand corner of the screen (while logged in.) Note: If you’ve already registered for this course (with the same textbook) during a previous semester, go through your Pearson Account Profile to enroll. You do not need to buy a new access code or make a payment.

To Access Homework
- Log at www.pearsonmylabandmastering.com and click on your math class.
- Click on Do Homework on the left side.
- Select the appropriate section and work the exercises on scrap paper. Pay close attention to the directions for entering your answers.
- When you are done, make sure to click Submit Homework. You may submit the homework as many times as needed until the deadline. Therefore, you can work on the homework until you get a perfect score!

Note: If you ever have problems accessing the site through the above link, then go to www.mathxl.com and log in through there as a MyMathLab user. You can contact Technical Support at 1-800-677-6337 (M-F 8am-5pm CST).
Tests 2 will be done at testing Center.
Test 2 - Chapter 9 Dates: 02/09/18 - 02/21/18

<table>
<thead>
<tr>
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<th>Date (F)</th>
<th>Objective</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
<td>01/18/2019</td>
<td>4.2/4.5, Mini Project #1</td>
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<td>4</td>
<td>02/01/2019</td>
<td>9.1, 9.2</td>
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<td>5</td>
<td>02/08/2019</td>
<td>9.3, 10.1, Mini Project #2</td>
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<td>02/22/2019</td>
<td>10.2, 10.3, Mini Project #2 DUE</td>
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<td>9</td>
<td>03/08/2019</td>
<td><strong>Test 3 – Chapter 10</strong>, Mini Project #3 DUE</td>
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<td>11</td>
<td>03/22/2019</td>
<td>13.1, 13.2</td>
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<td></td>
<td>03/22/2019</td>
<td><em>Withdrawal Deadline -&quot;W&quot; Grade (11:59 p.m.)</em></td>
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<td>13.3, 13.4, Mini Project #4</td>
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<td>04/05/2019</td>
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<td><strong>Test 5 – Chapter 14</strong>, Mini Project #5 DUE</td>
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<td>16</td>
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<td><em>Final: CRN20602  1:00-3:30pm</em></td>
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<tr>
<td>17</td>
<td>04/30/2019</td>
<td><em>Final Grades Viewable in Atlas</em></td>
</tr>
</tbody>
</table>
EAST CAMPUS MATHEMATICS REQUIRED COMMON SYLLABUS CONTENT

STUDENT CODE OF CONDUCT: All students are expected to be in compliance with Valencia College’s policy on student code of conduct. http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf

ACADEMIC HONESTY: All students are expected to be in compliance with Valencia College’s policy on academic honesty. http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf


EAST CAMPUS LEARNING ASSISTANCE RESOURCES: Tutoring services are provided on Valencia College’s East campus at the Learning Support Center in Building 4 – Room 101. The East Campus Learning Support Center strives to provide a safe, inclusive learning environment that motivates students to maximize learning opportunities, grow toward independence, and discover the lifelong learner within.

- Math Support at the Learning Support Center: The Math Center in Building 4 – Room 102 provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, group tutoring, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in entry level mathematics courses including study sheets for most mathematical concepts. Please check hours of availability at the following link: http://valenciacollege.edu/east/academicsuccess/math/

- Valencia’s Math Help 24/7: Valencia Math professors have created pen-casts and videos of common lessons to help you learn the concepts being presented in class. This resource is located at http://www.valenciacollege.edu/math. Click on your course to view your lessons. Some lessons have more than one professor’s perspective; watch more than one!

- Smart Thinking (Online Tutoring): Smarthinking is an online tutoring tool available to all of Valencia’s students, and math tutors are available 24/7. Students can access Smarthinking through the Courses tab in Atlas, in the My Courses channel. Students have an eight hour limit of usage per semester, and therefore, Smarthinking is best used as a back up to on-campus services and support, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices.

- Collegewide Math Support information: http://valenciacollege.edu/learning-support/

STUDENTS WITH DISABILITIES: Valencia students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on
appropriate documentation of disabilities. East: Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222. Here are the campus locations and contact numbers: http://valenciacollege.edu/osd/default.cfm

NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1 VISA): Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s International Student Services office for more information. http://valenciacollege.edu/international/

CORE COMPETENCIES OF A VALENCIA GRADUATE:
Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:
1) THINK clearly, critically, and creatively;
2) COMMUNICATE with others verbally and in written form;
3) Make reasoned VALUE judgments and responsible commitments;
4) ACT purposefully, reflectively, and responsibly.
Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

STUDENT FEEDBACK ON INSTRUCTION: Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students’ experiences in courses and helps them to continually improve their courses. The results are released only after grades are submitted and students’ names are not included in the results – all responses will be anonymous.

STUDENT ASSISTANCE PROGRAM: Valencia College has contracted with a private and confidential counseling service (Bay Care Behavioral Health Student Assistance Program (SAP)) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

FERPA (Family Educational Rights and Privacy Act): FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232G; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA, see: http://valenciacollege.edu/ferpa/default.cfm#whatis

TITLE IX: Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are
pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College’s Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College’s response, please visit valenciacollege.edu/eo.

**DISCLAIMER:** Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. In case you are absent, it is your responsibility to find out what, if any, announcements or changes have been made.