

CONTACT/COURSE INFORMATION

Instructor	Yasir Khan	Semester:	Fall 2019 – H1
Phone:	(407) 582-2366	Room:	6-203
Email:	ykhan@valenciacollege.edu		

Sections

CRN	Class Meeting Time:	Building-Room:
11912	Monday 5:30pm – 8:15pm	6-203
	Wednesday 5:30pm – 8:15pm	6-203
	Lab Meeting Time:	Building-Room:
	Monday 8:30pm – 9:20pm	7-112C
	Wednesday 8:30pm – 9:20pm	7-112C

This syllabus is a contract 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 contract. It is the responsibility of the student to carefully read this syllabus/contract in its entirety and to adhere to all policies and procedures within the syllabus.

COURSE DESCRIPTION & PREREQUISITES

MAT 0018C Developmental Math I (3 credit hours)

Prerequisites: **NONE**

This is the first course in a college-preparatory, two-course sequence (MAT 0018C and MAT 0028C) designed to prepare students for MAT 1033C, Intermediate Algebra. This course emphasizes the fundamental mathematical operations with applications to beginning algebra. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside educational settings. Minimum grade of C required for successful completion. This course does not apply towards mathematics requirements in general education or towards any associate degree. (Special Fee: \$57.00)

EDUCATIONAL MATERIALS

Required

Access to a computer/internet. All homework, quizzes, and the final exam will be administered online.

Textbook: "Prealgebra" by McKeague/Pawlik. (ISBN-10: 1936368668)

Suggested

Notebook - recommend a 3 ring binder with paper and tabs
4-function calculator

INSTRUCTIONAL METHOD

This section will consist of traditional lectures with interactive computer software (**xyzHomework**) and on-demand assistance. Students will be expected to spend four hours on campus in the assigned classroom (**6-203**), at least two hours in a specified lab room (**7-112C**), and at least two additional hours per week outside of the scheduled meeting time working on required assignments.

ASSESSMENT

- | | |
|--------------------|--------------|
| A. Weekly Homework | 10% of grade |
| B. Modules/Quizzes | 5% of grade |
| C. Unit Exams | 50% of grade |
| D. Final Exam | 25% of grade |
| E. Lab | 10% of grade |

A. Homework

There will be a weekly homework assignment with a **strict deadline**. You should keep a written record of your work with the chapter, section and problem numbers in your notebook.

B. Modules/Quizzes

Most weeks there will be an assigned module/quiz with a **strict deadline**. You should keep a record of each attempt in your notebook.

C. Unit Exams

After several homework/quizzes, there will be an exam. The exams will have a **strict deadline**. Exams will be taken in the classroom.

- You are not allowed to bring in notes.
- You are not allowed to use your cell phone under any circumstances
- If you are found to be cheating by the instructor/proctor, you will receive a grade of “F” for the course.

D. Final Exam

The final exam for the course is cumulative. **Final Exam: October 16, 2019**

E. 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!**

ATTENDANCE POLICY

Attendance is expected at the weekly class meetings and the additional hours in the Mathematics Lab. Excessive unexcused absences will lead to a withdrawal from this course.

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.

GRADING SCALE

CONDITION	GRADE
Overall grade of 90% or better	A
Overall grade of 80% - 89.9%	B
Overall grade of 70% - 79.9%	C
Overall grade of 60% - 69.9%	D
Overall grade less than 60%	F

WITHDRAWAL POLICY

The deadline to withdraw from class with a grade of **W** is **September 27, 2019** (by 11:59 PM thru ATLAS) for half-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. 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**. <http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

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 | OIT Help Desk: (407) 582-5554

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.**

<http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

CORE COMPETENCIES

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.

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. Here are the campus locations and contact numbers:

East: Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222.

<https://valenciacollege.edu/students/office-for-students-with-disabilities>

VALENCIA I.D. CARDS

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.

STUDENT CODE OF CONDUCT

Although the President of Valencia holds the ultimate authority for student discipline, this authority is delegated through the Vice President for Student Affairs to each campus Dean of Students. The campus Dean of Students is responsible for implementing the student disciplinary system and may involve additional college staff or others as appropriate in seeking resolution.

Valencia may impose discipline for violation of, or an attempt to violate, any College policies or campus regulations. Violations include, but are not limited to, the types of misconduct described in Section III Grounds for Discipline and Section IV Standards of Classroom Behavior of the Student Code of Conduct policy.

Nothing in Valencia's discipline policy shall be construed as preventing college officials from taking any immediate action which may be deemed necessary.

The full text of these policies is printed in the Valencia Student Handbook and in the Valencia Policy Manual at: <http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>.

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.

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.

NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1)

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/>

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.

STUDENT RESOURCES / TUTORING

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.

<https://valenciacollege.edu/students/learning-support/east>

Math SPA: Specialized Preparatory Area

Location: 4-102

Phone: (407) 582-2865

Website: <https://valenciacollege.edu/students/learning-support/east/math/index.php>

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, workshops, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in developmental mathematics courses and is part of the Math Center. The SPA has information and study sheets for most mathematical concepts. Please check hours of availability by visiting the link above.

Math Help 24/7 (Lecture Videos)

Website: <https://valenciacollege.edu/academics/departments/math-east/math-help.php>

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 <https://valenciacollege.edu/academics/departments/math-east/math-help.php>

Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!

Online Tutoring Services (free through ATLAS)



Smart Thinking

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.

<https://valenciacollege.edu/students/learning-support/smarthinking-online-tutoring.php>

Collegewide Math Support information: <https://valenciacollege.edu/students/learning-support>

Testing Center (4-124) Hours

**** Must arrive an hour before closing ****

Monday – Thursday – 8am – 9pm

Friday – 8am – 5pm

Saturday – 8am – 4pm

COURSE LOGIN INFORMATION

This guide provides steps for registering as a new student and enrolling in a new class on XYZ Homework. For more information go to: www.xyzhomework.com/support.

Register as a New Student

1. Go to www.xyzhomework.com.
2. Click the 'Register as a New Student' button.
3. Enter the required fields.
4. Log in and Enroll in a New Class

Note: Your 15-day free trial has begun. You may activate your account by entering an access code or by making payment directly from your account. A one-year subscription for XYZ Homework is \$45 and includes unlimited courses.

Enroll in a New Class

1. Log in with your username and password on the home page.
2. Click Enroll in a New Class.
3. Enter the Course ID (20165)
4. Click Enroll Now.
5. The course name will now show up under Courses You're Taking.
6. Click on the course name to access your class.

Already have an account with XYZ?

Go to www.xyzhomework.com and log into your account. Choose Enroll in a New Course and Enter your new Course ID#

LAB ADDENDUM

This course includes a mandatory lab component that occurs once or twice each week in Building 7, Room 112 (students should refer to their class schedules for details). Each lab session will be conducted by an instructional assistant and will include an activity chosen by the course instructor.

Lab activities are designed to supplement and reinforce students' understanding of the course concepts and provide students opportunities to develop their skills. In addition to being mandatory, attendance and participation in lab activities correspond to improved performance in the course, so it is in students' best interests to treat the labs just as seriously as they regard the lectures.

While in lab, students are expected to:

- Abide by Valencia's student code of conduct policy.
<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>
- Adhere to Valencia's integrity policy.
<http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>
- Bring all textbooks, lab manuals (if provided), writing utensils, paper, and any other materials necessary to the course, including their student identification cards to allow for check out of lab equipment.
- Make appropriate use of any available lab equipment.
- Participate in lab activities for the entire duration of the lab.
- Refrain from eating, drinking, or chewing gum.
- Use cell phones only within the learning environment and only when permitted by the course or lab instructor.
- Maintain an appropriate volume of voice and respect for the learning environment. Several lab sessions may be occurring simultaneously in the lab area.
- Treat classmates, instructional assistants, faculty members, supplemental-learning leaders, and anyone else in the lab area in a professional, respectful, and civil manner.
- Follow all instructions from the instructional assistants and lab aides.

Students can expect the lab staff (instructional assistants and senior instructional assistants) to provide:

- Clear instructions for all lab activities.
- Respectful and professional assistance with all lab activities.
- Assistance with specialized equipment or materials necessary for lab activities.
- A safe environment in which to learn.

DISCLAIMER STATEMENT

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.