

Course Syllabus MAT0018C – Developmental Math I Hybrid Mode

Instructor:	Sonya Lenhof	Office:	Bldg 1, Room 358
Phone:	(407) 582-2240	Semester:	Fall 2013
E-mail:	slenhof@valenciacollege.edu include course day & time in subject line	Room:	2-305A

I will be available in the Emporium/Hybrid Computer Lab (1-377)	
Monday, Wednesday, & Friday	9:50am – 10:50am

Sections		
CRN	Meeting Time (2-305A)	MyMathLab Course ID
14477	Monday 8:30am – 9:45am	lenhof50716
14491	Wednesday 8:30am – 9:45am	lenhof25332
14495	Friday 8:30am – 9:45am	lenhof41514

Additional Office Hours:	
Monday & Wednesday	7:25am – 8:25am, 11:00am – 12:30pm
Tuesday & Thursday	7:25am – 8:25am, 12:50pm – 1:20pm, Online 8:00pm-9:00pm slenhof@valenciacollege.edu
Friday	7:25am – 8:25am

Catalog Course Description:

MAT0018C Developmental Math I

Credit Hours: 3

This is the first course in a college-preparatory; two-course sequence (MAT 0018C and MAT 0028C) designed to prepare students for MAT1033C 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 toward mathematics requirements in general education or toward any associate degree.

Materials:

Required

Access to MyMathLab. You may purchase an access code (white and red packet) from the campus bookstore sales desk or it comes inside a new textbook.



Notebook or 3 ring binder

Recommended

Textbook: PreAlgebra, 3rd edition, by Elayn Martin-Gay (Valencia Custom version) If purchased new in the bookstore then it comes with the required access to MyMathlab.

Headphones: For use when viewing videos during class and lab times.

Instructional Method:

This section will replace lectures with interactive computer software (MyMathLab) and on-demand assistance. Students will be required to spend 75 minutes on campus in the assigned classroom, at least 75 minutes in the Emporium/Hybrid computer lab room (1-377), and at least two hours per week outside of the scheduled meeting time working on required assignments.

Assessment:

A. Attendance	5% of grade
B. Weekly Homework	10% of grade
C. Weekly Quizzes	10% of grade
D. Activities	5% of grade
E. Unit Exams	45% of grade
F. Final Exam	25% of grade

A. Attendance

Students earn attendance points through two categories – class attendance with notebook and lab attendance with notebook. Students may earn up to two points each week. The instructor will be responsible for awarding students' attendance points each week. You may be withdrawn from the course after three or more absences from class and/or lab.

Class Attendance

Students will attend the scheduled weekly class session in 2-305A with their notebook. Attendance will be taken by your instructor. Students not attending will not receive the attendance point. During the class session, your instructor will provide a short lesson on the upcoming sections.

Lab Attendance

Students will spend at least 75 minutes in the Emporium/Hybrid Computer Lab room (1-377) per week. The Emporium/Hybrid Computer Lab is open Mon, Tues, Thurs from 9am-5pm, Wed from 9am-7pm, and Fri from 9am-3pm. To receive the attendance point, you must bring your math notebook and you must sign in and sign out on the designated computer in the room. While you are in the lab, you may watch instructional videos, work on homework, quiz, or activity assignments, or receive assistance from your instructor or instructional assistant.

B. Homework

There will be a weekly homework assignment with a strict deadline. You will keep a written record of your work with the chapter, section and problem numbers in your notebook. **You must achieve a grade of at least 80% on the homework assignment to open the weekly quiz assignment.**

C. Weekly Quizzes

There will be a weekly quiz assignment with a strict deadline. You will have **5 attempts** at the quiz, with only the best attempt counting toward your final grade for the course. You should keep a record of each attempt in your notebook.

D. Activities

Most weeks, there will be an assigned activity from your lab booklet with a strict deadline. These activities reinforce the skills and concepts that you are being introduced to in the coursework. You should complete these activities on paper, keeping a copy in your notebook, and submit the requested specific answers in MyMathLab.

E. Unit Exams

After several quizzes, there will be an exam. The exams will have a strict deadline. Exams may be taken in the Testing Center in Building 4 (Room 123). You must have a Valencia ID card to take an exam. When you are ready to take an exam go to the Testing Center, sign in and tell the proctor that you are taking exam (#) and that the course is MAT0018C Hybrid. The Testing Center Proctors will assign you a seat. Login to MyMathLab and access the test. The proctor will input a password to allow you to continue with the exam. Exams will have a three-hour time limit. You will have 3 attempts at each exam, with only the best attempt counting toward your final grade for the course.

- **You are not allowed to use a calculator.**
- **You are not allowed to bring in notes.**
- **You may not access other areas of MyMathLab during the exam. Viewing any other areas of MyMathLab during the exam is considered cheating.**
- **The only computer window that is allowed to be open during testing is the actual test window. Having any other computer windows open during testing is considered cheating.**
- **If you are found to be cheating by the proctors in the testing center, you will receive a grade of “F” for the course and you will be referred to the Dean of Students .**

F. Final Exam

The final exam for the course is cumulative and may be an exit exam depending on the choices you make during the semester. **You will only have one attempt at the final exam.**

Within IMathAS (<http://imathas.valenciacollege.edu>), there are modules that correlate to the major units of the course. These modules contain 10 exercise assignments that may be taken an unlimited number of times.

- If you score a 100% on each of the ten modules, then your final exam simply counts as 25% of your grade for the course.
- If you do not score a 100% on each of the ten modules, then your final exam counts as 25% of your grade for the course **AND** you must score at least a 70% on the final exam to receive a passing grade for the course.

Grading Scale	
Conditions	Grade
Overall grade of 90% or better	A
Overall grade of 80-89.99%	B
Overall grade of 70-79.99%	C
Overall grade of 60-69.99%	D
Overall grade less than 60%	F

Attendance Policy

Attendance is expected at both the weekly class meeting and the additional hours in the Open Computer Lab and is part of your grade for the course. **You may be withdrawn from this course due to excessive absences.**

Withdraw Policy

The withdraw deadline for a grade of W is **November 1, 2013**. If you decide to withdraw, you must do so through ATLAS.

Academic Honesty

You are expected to do your own work on tests and exams. Providing information to another student or receiving information concerning exam content is considered cheating. The professor reserves the right to determine the appropriate penalties within Valencia Community College's academic honesty policies.

Classroom Courtesy

It is courteous to arrive to class on time, pay attention, participate in class discussions, and respect others' opinions and learning styles. If you are disruptive, you will be asked to leave the class and will be responsible for all material covered in your absence. *Please place your cell phones on silent or turn them off, place them in your backpack or under your chair, and refrain from using them or sending/reading text messages during class.* All other electronic devices are to be turned off and placed in your backpack or under your chair for the duration of the class.

Computer/Equipment Use Policy

Use of computers in the Emporium/Open Computer lab is limited to those activities involved in completing coursework or viewing materials related to the class content only. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct.

Valencia I.D. Cards

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

Office for Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216.

Assistance outside of the classroom / lab room

Assistance with your course is available. You may visit your instructor during scheduled office hours or visit the Specialized Preparatory Area (SPA) in building 4.

Testing Center (4-123) Hours

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

Monday – Thursday 7am – 9pm

Friday - 7am – 7pm

Saturday - 8am – 3pm

Emporium/Hybrid Computer Lab (1-377) Hours

Monday, Tuesday, Thursday 9am – 5pm

Wednesday 9am – 7pm

Friday 9am – 3pm

IMathAS login instructions

Web address: imathas.valenciacollege.edu (It has to say valenciacollege.edu, NOT .com)

Username: same as Atlas username

Password: math (This is for ALL students even if you had a different one from a previous semester)

Force image bases display: Be sure to click on this button to see all IMathAS questions properly

Login: Click on it

Register for your course

**To log-in and register in CourseCompass MyMathLab, use the following procedure:
You will need a MyMathLab Access code or a credit card to complete this.**

Go to www.mymathlab.com or <http://pearsonmylab.com> or <http://pearsonmylabandmastering.com>

1. On the MyLab / Mastering homepage, click **Students** under **Register**.
2. For **Course ID**, enter the course ID for your class provided on the first page of the syllabus!
3. Sign in or create an account.
 - First, check the information on the right side of the page to ensure the course listed reflects your instructor's online course. If not, click **Enter a different course ID**.
 - Next, you will sign in or create an account.
 - You already have a Pearson account if you have used one of their online products before. Enter your username and password and click **Sign In**.
 - If you think you have a Pearson account, but can't remember your sign-in information, click **Forgot your username or password**. An email will be sent, so we suggest checking your account information before you begin your course registration.
 - If you don't have an account, click **Create**. You will create a username and password and add your contact information. Read and accept the license agreement. Click **Create an Account**. *You now have a Pearson account!* The username and password you just created can be used for all your Pearson online products.
4. Pay for access to your instructor's online course.
 - If you already bought your access code, either bundled with your textbook or as an access code kit sold individually, click **Access Code**, enter your access code, one word in each box, and click **Finish**.
 - To use a **credit card of PayPal**, instead of an access code, click the button for the access you want. Next, enter billing and payment information, then review and submit your order.
 - If you're waiting for financial aid, click **Get temporary access without payment for 17 days**, which is near the bottom of the Payment Options page. Click **Yes** when a message appears asking if you are sure you want temporary access. You will receive an email with payment instructions. **NOTE:** To stay in your course, use an access code, credit card, or PayPal *before* the temporary access ends. If you don't pay within 17 days, you will lose access to your instructor's online course and may miss deadlines or important notices from your instructor. Once you pay for full access, you are reconnected to coursework already completed.
 - You will receive a confirmation page with your account and course information. Click **Go to Your Course** to start your work. Write down your user id and password so that you don't forget them.

Sign in

Once you have entered your course ID and registered, you can sign in anytime:

1. On the MyLab / Mastering website, click **Sign In**.
2. Enter your Pearson username and password, and click **Sign In**.
Your course is listed under **MyLab / Mastering New Design Courses**. Clicking the course title will take you to the course content. You can also view announcements and other subscriptions.
3. From the course home page, you will use the course menu to navigate.

For those retaking the course please read and follow this:

You might want to enroll in another course in MyLab and Mastering if you are:

- Retaking a course
- Using the same textbook for a new semester

To enroll in another course:

1. On the MyLab / Mastering website, click **Sign In**. Enter your Pearson username and password, and click **Sign in**.
2. Select **Enroll in Another Course** above your course listings.
3. Enter the course ID for the additional course section and select **Continue**.

If you are retaking a course, or continuing with the same textbook, MyLab and Mastering recognizes your course ID, and you do not have to enter a new access code or pay online.

4. *Enrollment has been successful!* On the Confirmation page, select **Go to Your Course**.
5. The additional course section now appears under your course listings.

Forgotten password or user id

You can retrieve your username (login name) or password by using the Login Name and Password Assistance page (<https://register.pearsoncmg.com/forgotlogin/forgotLogin.fl>). After entering your email address or login name and clicking **Send My Login Name and Password**, you will be sent your login information in an email.

Note: If you have more than one account and use your email address to retrieve your account information, all accounts associated with that email address will be sent. If you use your Login Name to retrieve an account, information for only one account will be sent.

If you entered an invalid email address during registration or are otherwise unable to receive the message sent from that page, please click **Send an Email** and complete the form to contact us. In the Details section, please include as much information about your account as possible, such as the following:

Your name , Your Username (Login Name), Your Password, The email address used when registering, Your preferred email address, The approximate date upon which the account was created, The answer to the security question you chose during registration.

Disclaimer

I reserve the right to change the evaluation procedure or the syllabus at any time. I will notify you if this occurs.