

**MGF 1107, CRN 21105, MATH FOR LIBERAL ARTS
SPRING (H2) 2014
COURSE SYLLABUS**

INSTRUCTOR: Mrs. Sonya Lenhof

E-MAIL: slenhof@valenciacollege.edu Please write the course and time your class meets in the subject line to expedite your response. This also avoids the possibility of your email being filtered.

OFFICE: Building 1, room 358

STUDENT ENGAGEMENT HOURS: MW from 7:25am–8:25am, 12:00pm–12:30pm
TR from 7:25am–8:25am, 9:50am–10:20am, 10:25am–11:25am (in 1-377), 12:50pm–1:20pm
F from 8:45am–9:45am in building 4, math support center

Online: MWR from 8:00pm–9:00pm via e-mail, slenhof@valenciacollege.edu

PHONE: 407-582-2240 (If you leave a voice mail message I also receive the message via email)

WEBSITE: <http://faculty.valenciacollege.edu/slenhof>

COURSE DESCRIPTION:

Math for Liberal Arts – MGF 1107

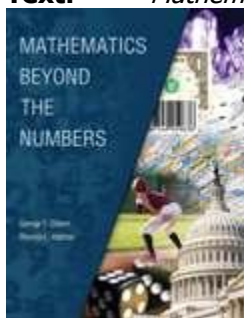
Credit Hours: 3

Prerequisite: Minimum grade of C in either MGF 1106, MAT 1033C, MAC 1105, or STA 2023 or satisfactory score on approved assessment.

Course Description: General education mathematics course which covers topics of voting techniques and apportionment, financial mathematics, networking, numeration and mathematical systems. This is a Gordon Rule course. Minimum grade of C required if MGF 1107 is used to satisfy Gordon Rule and general education requirements.

REQUIRED MATERIALS:

Text: *Mathematics Beyond the Numbers*, by Gilbert and Hatcher. Valencia Custom Version.



Calculator: A TI-83/84 or TI-83/84 plus graphing calculator. The instructor will be using a TI-84 for classroom demonstrations. A different calculator may be used, but the instructor may not be able to assist.

Optional: Student solutions manual is available but is optional.

SUPPORT MATERIALS:

There is tutoring available in Building 4, first floor (IMC). The Math Support Center (Building 4-102) is a great help!

ATTENDANCE: Attendance is required at your assigned class time. You are expected to attend every class, be punctual, and complete all assignments. **You are responsible for all work presented when you are absent. I do not withdraw students due to non-attendance; it is your responsibility to handle such matters.** Regular attendance and participation are significant factors to promote success in the course.

CLASS PARTICIPATION: Students are encouraged to participate actively and ask pertinent questions during class. Courtesy will always be observed. You should expect to spend 3-4 hours outside of class time each week preparing (reading, taking notes, completing homework, etc.) for this course.

CELL PHONES, BEEPERS, WATCH ALARMS, MUSIC & ELECTRONIC DEVICES: Please turn off all these devices before you come to class. They are a huge distraction and will not be allowed during class time. If a phone rings and is answered, that student will be asked to leave class and will be considered absent for the day.

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.

ELECTRONIC COMMUNICATION: Outside of class our communications will take place through your Atlas e-mail. Please note that any notifications of excessive absence, course progress, along with communications from me, are through Atlas. I regularly send updates on class assignments/schedule through e-mail. You are expected to check your ATLAS e-mail **at least once before each class** to ensure that you have the most current information. When you send an e-mail message, please check your spelling and grammar. Also refrain from using abbreviations or acronyms, in other words, please do not send text messaging style e-mails. Computers are available for your use on the first floor of building 4.

EMERGENCY CONDITIONS: To verify that the college is open and classes are being held, please call 407-582-1692 or sign up for Valencia Alert: Emergency Messaging System found on the Atlas homepage. You can also check the Valencia website or the local TV and radio news. If the college is open, I will hold class!

HOMEWORK/QUIZZES: When homework is assigned it is to be completed by the next class meeting so students may ask questions. Homework is not graded, however quizzes will be given on the homework – the quizzes will be approximately 10 minutes in length and may or may not be announced. The **ONLY** aid permitted during these quizzes is your **OWN** notebook. You will **NOT** be able to make up a quiz under any circumstance!! You are either present at the time a quiz is given and receive a grade, or, you are not present and will receive a **"0"** (zero). Your lowest quiz grade will be dropped. Completion of homework on a regular basis is crucial to your success in this course. Keep your worked problems in a notebook in an organized fashion to optimize the help the notebook can provide during a quiz. Show all your work, that is, include worked-out solutions for each problem, not just the final answer! It is your responsibility to bring your notebook to class each day. Using the textbook, another person's notebook, or other unauthorized sources during a homework quiz is considered cheating. Check all the answers to your homework problems and rework those that are incorrect. I encourage you to work with other classmates.

EXTRA CREDIT: Students asking for extra credit will not receive any. On VERY RARE occasions, the instructor may decide to provide extra credit for attendance on certain days of class (one or two points) or for other reasons. This decision is solely up to the instructor, and it is a distinct possibility that extra credit will not be provided at all during the semester. Basically, students should not expect extra credit for the course.

TESTS: You will have 5 chapter tests during the semester. The **ONLY** aid permitted during tests is your calculator, no notes will be allowed. Tests will be given during class time. Each test will be worth 100 points. If you know ahead of time that you have to miss a test, arrangements must be made to take the test early. There is no cumulative final exam given in this course instead you may make-up or retake **one and only one** test on the day of the final exam. Otherwise there are no make-ups during the semester.

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.

ACADEMIC HONESTY: I take academic honesty very seriously. You are allowed to work together on homework and class activities. You are **not** allowed to work together on quizzes/tests/exams. All work on quizzes/tests/exams should be your own without any outside assistance, except for assistance furnished by me. If you are caught cheating, you will, at a minimum, receive a zero on that assignment. *Receiving information from as well as giving information to another student is considered cheating!* **Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at <http://valenciacollege.edu/pdf/studenthandbook.pdf>.**

EXPECTED STUDENT CONDUCT IN THE VALENCIA STUDENT HANDBOOK: Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

COMPUTER/EQUIPMENT USE POLICY:

Use of computers in the Business, IT, and Public Service classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. 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.

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. 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.

COMPETENCIES OF A VALENCIA GRADUATE:

1. Think clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating knowledge.
2. Communicate by reading, listening, writing, and speaking effectively.
3. Make reasoned value judgments and responsible commitments.
4. Act purposefully, reflectively, and responsibly by implementing effective problem solving and decision making.

STUDENTS WITH DISABILITIES: 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 as soon as possible, preferably during the first week of class, so that accommodations can be made in a timely fashion. The OSD letter cannot be retroactively applied. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Contact information for OSD East Campus:

<http://valenciacollege.edu/osd/default.cfm>

Building 5, Room 216

Phone: 407-582-2229

Fax: 407-582-8908

TTY: 407-582-1222

Mon, Wed, Thurs 8:00am – 5:00pm

Tues 8:00am – 6:00pm EAST campus only

Fri 9:00am – 5:00pm

WITHDRAWAL: Don't just stop coming to class! If you decide to withdraw, you must follow the proper procedure (see "Atlas" for details). Students should familiarize themselves with Valencia College's withdrawal policy. Students may withdraw at any time until the withdrawal deadline, **April 11, 2014**, and receive a "W". After the deadline, students will receive the grade they earn.

COURSE GRADE CALCULATION:	Quizzes (lowest score will be dropped)	100 Points
	<u>Tests (5 @ 100 points each)</u>	<u>500 Points</u>
	Total Points Possible	600 Points

The course grade in MGF 1107 will be determined by taking the total points earned divided by the total points possible to calculate a percent average. The following scale will determine your letter grade:

A: 90 – 100% (≥ 540 Total Points)

B: 80 – 89% (480-539 Total Points)

C: 70 – 79% (420-479 Total Points, Minimum Grade to Pass this Course)

D: 60 – 69% (360-419 Total Points, This Grade will Require You to Repeat this Course)

F: below 60% (≤ 359 Total Points, This Grade will Require You to Repeat this Course)

DISCLAIMER: Changes in the syllabus, course calendar, evaluation procedure, homework assignments, and/or any other document provided by the instructor may be made at discretion of Ms. Lenhof. In case you are absent, **it is your responsibility** to find out what, if any, announcements or changes are made.