Community Colleges of Spokane

SYLLABUS
MATH 90 Online – Prealgebra
Winter 2017

Instructor:	Mrs. Beverly Vredevelt
Class Times & Location:	Online
Office:	SFCC Campus 18-212F
Office Phone:	509-533-3247
E-mail:	Beverly.Vredevelt@sfcc.spokane.edu
Office Hours:	10:30 am – 11:30 pm Monday, Tuesday, Wednesday,
	And by appointment

Official First Day of Class: Tuesday, January 1st

Last day to drop with W on transcript: February 17th

Final Exam Dates for course: Friday, March 17th – Monday, March 20th

Last Day of Class: Thursday, March 16th (last day to submit any work for grading)

Grades Available Online: by Wednesday, March 22nd

Course Description: A course intended for students who have studied arithmetic but who are not ready for elementary algebra. Numerous introductory topics from grades 9 through 12 are covered which may include operations with signed numbers and rational numbers, simple algebraic equations, properties of real numbers, prime numbers and factoring, exponents and roots, geometric concepts, basic graphs, metrics, basic inequalities, or absolute value.

Prerequisite: Appropriate placement score. (SFCC)

Required Text: **PreAlgebra** by Elayn Martin-Gay, 7th edition with MyMathLab access. It is strongly recommended that you purchase the text shrunk wrapped with Student Starter Kit (which includes the MyMathLab Student Access Code) from the SFCC bookstore.

Required Materials: A scientific Calculator is required. No graphing calculators or symbolic manipulators will be allowed. No other electronics will be allowed on quizzes or exams. This means no cell phones, tablets or computers, even if you have used them as calculators!!

Mathematics is not a spectator sport!!
So, the more time you spend with the material, the better.

Student Participation: Participation is the key to a successful online course; for each section:
- Watch the video presentation of the material
    - [Found in *Chapter Contents>>ChapterX>>SectionX>>Video*]
    - I also suggest using the **Video Orgainizer** to help you get the most from watching the videos, these are pdf pages that help you take notes on the material
    - [Found in Video Organizer>>Click the link at top of page>>ChapterX]
- Read the text and use the textbook exercises to prepare for the online homework
    - If you are using the online text
    - [Found in Chapter Contents>>Chapter X>>SectionX>>Multimedia Textbook]
    - I also recommend using the **Student Organizer** to help you get the most from the text—these are pdf pages you can print
    - [Found in Student Organizer>>click the link at top of page>>ChapterX}
- Do the online homework
    - [Found in *Homework>>SectionX*]
- Post questions and answers to questions in the Discussion Board
    - [*Discussion Board>>SectionX*]
- Take the online quizzes by the due date listed in the calendar
    - [*Quizzes and Tests>>Quiz #*]
- Email the four required worksheets. These help prepare you for the final.
- Take the exam for each chapter(s) by the due date
    - [*Quizzes and Tests>>Chapter #*]
- Arrange for a proctor for your final and take the final.

Email:
- You are expected to read all emails promptly. I generally will communicate missing asssignments, deadline extensions and other important information to you in any emails sent.
- If you have questions about your grade or any other personal matter, email me at **Beverly.Vredevelt@sfcc.spokane.edu** or use the EMAIL function in MyMathLab by clicking Email in the main menu. Please use **90/Your Name/Your Topic** as the subject line(unless you use MyMathLab, then your class shows, so just your topic)—I teach several classes and don't want to give you information about the wrong class. Be sure to use the address given. Otherwise it may not reach me.

The Discussion Board:
- This is where class interaction takes place. You are required to post messages in the various discussion board homework forums requesting or providing help on the online homework or the textbook problems. This participation increases your ability to get a higher grade in the class.
- You will receive two points for each <u>day</u> you make at least one thoughtful post in one of the Discussion Boards, up to <u>50 points for the quarter</u>. The post may be in the form of a question about an <u>even-numbered problem from the text,</u> or the steps to a solution to an even-numbered problem from the text, or a response to another student's question.
- The Discussion Board functions as the classroom discussion so read all postings just as you would listen to all questions and comments made in a classroom. Frequently you will find answers for questions you didn't anticipate.
- Read your classmates posts! As mentioned above, you may find answers to your questions. Be sure you are not repeating posts by watching the subject lines of other posts.
- You can post on **any day of the week** . That means weekends and holidays are acceptable.
- **Please do not post about the problems from the online homework, quizzes, tests, or the worksheets.** If you have a question about an online homework question, in the upper left of the homework window, you will see the reference number, that will help you locate a problem similar from the text. So reference number 2.2.53 would be Chapter 2, sections 2, problem 53—so question 52 or 54 will be similar.
- <u>Do not use the forums as a chat room!</u> All your posts should contribute to your classmates. Students don't want to waste time reading posts that are not helpful. Questions about the class (i.e. procedures or expectations are acceptable, "Wow this is hard" is not).
- Please read *CLASS DETAILS—START HERE>>ASSIGNMENT DETAILS>>scroll to DISCUSSION* for more details.

Worksheets: These are extremely important. They serve as part of the review for the exam and are the best examples of what to expect on the final. They are due on the same day as each of the exams. This will give you insight into what the final will look like as well as an opportunity to receive feedback on "what you are doing" as opposed to just inputing answers. The count for more points then your online homework so NOT completing them will hurt your grade. This homework you will NOT have opportunity to "redo" to improve your score. You will receive a copy of the key along with the "graded" homework so that you can see what the answer should "look like". If you have any questions, you can email me directly or set up an appointment to come see me to discuss your work.

Grading: Grading and assessment always seems to be one of the toughest topics for all online courses. The main question is: How does one ensure authentic work and quality learning? It should not be necessary to state that you are expected to do all your own work. Failure to do so will result in failing the class and being reported for disciplinary action. As with most online courses, this course will have a substantial amount of reading, assignments, quizzes, exams, and online discussion. Points assigned to each of these items will be used to determine your overall grade for the course.

There will also be a proctored final exam. **You must pass the Final with at least a 63% to pass the course.** Since it will be the only time your identity will be verified, **it is important that your performance is consistent with the rest of your performance in the class**. There have been instances where the student enrolled in the course isn't doing the work independently. As you progress through the quarter, make a practice of learning the material well enough you don't need to refer to the text. Don't make the mistake of relying on your text and notes for the exams; you'll not be prepared for the final. Remember, the final is to assess how well you have learned the material. To get a 2.0, you must score at least a 63% on the final and have at least a 73% overall average after the final. A 1.0 requires at least a 53% on the final and 63% overall.

Homework, quizzes and exams must be completed **on time** as outlined in the course schedule to receive full credit. I will usually give permission for late work, but it will always incur a penalty. Lack of participation for more than two weeks will result in an immediate 0.0 and loss of access to the course.

Your overall grade in this course is based upon the following point system:

25 days of Discussion Board Postings @ 2 points per day	50 points
40 MyMathLab Section Assignments @ 4 points apiece	160 points
4 written Worksheets @ 25 points apiece	100 points
11 MyMathLab Quizzes @ 15 points apiece	165 points
4 MyMathLab Exams @ 100 points apiece	400 points
Proctored Final Exam	200 points
First Assignment Email	5 points
Your final exam proctor information Email (on time)	5 points
Total:	1085 points

Grading Scale: Your final grade for this class will be a decimal grade. The following is a mathematical explanation of how your percentage grade for this class will be changed into a decimal grade for the class. Suppose x is your percentage grade.

1) If $93 \leq x \leq 100$, your grade is 4.0.
2) If $0 \leq x \leq 62$, your grade is 0.0.
3) If $63 \leq x \leq 92$, your grade is $\frac{x-53}{10}$.

Supplemental Help: There are many resources available in MyMathLab. **Be sure to use the videos, the sample exams, the study guide, the Organizers and don't rely on the "show me how to do this" feature in the homework**. Read the text carefully and note that the _answers to the odd problems_ are in the back of the text. Some students have found buying and using the **Students Solutions Manual** to help. It shows completely worked out problems selected from the text.

- SFCC provides free online tutoring 24/7 at **www.etutoring.org**.
- SFCC also provides peer tutoring: **http://www.spokanefalls.edu/InetShare/TutorSchedules/MathSched.pdf**.
- You are welcome to ask for assistance on specific problems or use the computers in the Math Learning Center (18-213). Remember you may not ask about quiz, test, or worksheet questions. The hours will be posted.
- You may also visit me; my office is located at SFCC in 18-212F. I recommend that you email me first to set up an appointment to be sure I will be there.

Student Withdrawal "W" Grades: Students may withdraw from class without instructor permission until **Friday, February 17th** (with W on transcript). Students who fail to withdraw themselves by the withdrawal deadline and quit attending class, remaining on the active class roster, may receive a grade of "0.0".

Special Withdrawal after the College Withdrawal Deadline "Z" Grades: "Z" (special withdrawal) grades will be given after the official College withdrawal date provided the following:

> _**A Z grade will be awarded to a student provided they are receiving a 60% or better, have taken all exams, and provide a written request explaining why they'd like a Z grade. This arrangement will be accepted up to taking the final where the student would rather take a Z instead of the grade earned.**_

Compliance Statement: If any student has a health condition or disability that may require accommodations in order to effectively participate in this class, please do one of the following:

1) Contact me before/after class begins by email or
2) Contact Dissability Support Services at SFCC in Building 17, room 201, or
3) Phone 509-533-4166 (DSS)

Information about a disability or health condition will be regarded as confidential.

Cheating: Mrs. Vredevelt reserves the right to give a 0.0 _**for the assignment and/or course**_ for any form of _**cheating**_.

Caveats: Mrs. Vredevelt reserves the right to make changes to the syllabus or schedule and will notify you immediately.