Math FIRS3T Beginning Algebra: MAT 011

Anne Arundel Community College, 13 Week Session, Fall 2016

**Class** Section 092 M/W 2:00 – 4:00 pm CRSC Rm. 190

**Professor** Dr. C.S. Davis Email: csdavis@aacc.edu

 410-777-2563 Office Math 231-F FAX: 410-777-2012

**Office Hours** Mon 11-12n, 1:10-2pm, Tues 6-7pm, 8-9pm,

 Wed 11-12n, 1:10-2pm, Thurs by appointment, Fri 11-12n

**Course Structure** This section of MAT 011 meets in a computer lab classroom where traditional lecture

 will be replaced with in-class opportunities to learn and practice mathematics.

**Course Materials MyLabsPlus Student Access Code**

* + Purchased from the bookstore or online at [www.aacc.mylabsplus.com](http://www.aacc.mylabsplus.com)
	+ Included with the purchase of a NEW textbook (not included with used textbooks).
	+ Free temporary access is available for the first week of class to get started. You must purchase a valid access code before the temporary access expires.



* + Students with a MyLabsPlus account may not need to purchase another access code.

**A new MyLabsPlus code allows access to MAT 005, 010, 011, and/or 013B.**

 **Textbook** Beginning and Intermediate Algebra, 5th Ed., by Elayn Martin-Gay, 2012

* + Interactive E-Book: Included in MyLabsPlus at no additional cost.
	+ Hard Copy (Optional): Purchased in the bookstore.

 **AACC Note Taking Guide for MAT 011, Fifth** **Edition**

* Available in the college bookstore. A 3-Ring Binder is needed to organize the notes.
* Loose leaf paper or a notebook is needed to record the online homework problems.

 **Graphing Calculator & Earphones**

* TI-84 or TI-83 + is highly recommended (TI-89/92 not allowed).
* Bring a pair of earphones for listening to instructional videos during class time.

Grading Policy

Course Components Weighted Percent Required Mastery Grade to Pass the Course

Unproctored Practice/Prep Assignments 10% Minimum of 90% on each Unproctored Assignment

Mandatory Participation 5% Minimum of 90 points for Participation Grade

6 Unproctored Checkpoint Quizzes 5% Minimum of 80% on each Unproctored Quiz

4 Proctored Quizzes 5% Minimum of 70% on each Proctored Quiz

4 Proctored Unit Tests 50% Minimum of 70% on each Proctored Test

 (or ≥ 75% for Testing-Out of any Unit)

Proctored Cumulative Final Exam 25% Minimum of 60% on Final Exam

Grading Scale

*In order to pass, the required mastery levels must be met for each component listed above. To maximize success, students should strive for a Participation Grade of 100%.*

**A Grade of C or higher is required to enroll in MAT 012 or MAT 013B.**

**A Grade of A is required to enroll in MAT 013A / MAT 141.**

90 to 100% A

80 to 89% B

70 to 79% C

Less than 70% F

**Participation Policy**

* + **Engaged Attendance and Participation is mandatory during your scheduled class times.**
* Attendance will be taken at each class meeting and becomes part of your college record. This class is NOT for part-time attendance; students are expected to arrive on time and stay for the entire class.

* Participation includes actively working on task during each class period and passing all proctored assignments by the required due dates listed in the Course Schedule.

**Electronic Device Policy**

* **The use of personal electronic devices, including (but not limited to) cell phones, iPods, and smart watches, is NOT permitted**. Listening to music, or spending class time on non-approved websites, is also NOT allowed.
* **Electronic devices (including cell phones)** **must be kept on silent and stowed out of sight**. To avoid distractions, you are NOT permitted to leave an electronic device on the desk or computer station.
* If you have an emergency and need to use your cell phone, you may step out of the lab for a few minutes to do so. Failure to return to class after 5 minutes will result in loss of participation points.
* The use of unapproved electronic devices in the lab or classroom can result in the following penalties:
* A loss of participation points (see the chart below outlining participation scores);
* A loss of any make-up hours earned for that day;
* You will be asked to leave the lab/classroom.

 100 pts.

 – 5 pts.

 – 5 pts.

 – # pts.

 ≥ 90 pts.

 < 90 pts.

 + 5 pts.

 + 5 pts.

Dec. 9, 2016

Every student begins the course with 100 points for Participation.

The Participation grade will be reduced by 5 points for each class missed (or part thereof).

Your Participation grade will be reduced by 5 points if you do not ATTEMPT a Proctored Quiz/Test by the Drop Dead Date listed on the Course Schedule, and you will receive an initial grade of 0 for the missing assignment. You will not lose the 5 points if you take the Quiz/Test by the Drop Dead Date and do not pass (< 70%). However, for any score < 70% (including grades of 0) you must re-take the Quiz/Test to earn a passing score ≥ 70% in order to continue the coursework.

Your instructor will reduce your Participation grade by additional points if you are not on task during class time (i.e., cell phone use, listening to music, other course work).

**You must have at least 90 points for Participation in order to take any Proctored Quiz or Test.**  A Participation grade lower than 90 points will block access to all proctored assignments until you have completed the necessary make-up hours and provided documentation to your instructor or the lab manager.

If your Participation grade falls below 90 points, then you must make-up the necessary hours to restore your grade to 90 points or higher. Make-up hours can only be completed in a campus Math Computer Lab in Careers 190 or at AMIL 206.

**2 hours of certified lab make-up time = + 5 points Participation**

You can always earn back 100 points of Participation by attending extra lab hours as outlined above. You can also earn above 100 points by attending extra lab hours.

Your Participation grade will be increased by 5 points if you attempt a Proctored Quiz/Test at least one day before the Drop Dead Date listed on the Course Schedule, so plan accordingly to get extra Participation points!

Friday, Dec. 9, 2016 is the last day to take any Proctored Quizzes or Tests or make-up Participation hours in the lab. If your Participation grade is below 90 pts by 4:00pm on 12/9/16, then you will not be allowed to take the Final Exam and you will fail the course. No make-up hours during Final Exam Week.

**Working Outside Class: One Semester Success Plan**

* To finish this course successfully, MyLabsPlus work must be completed outside of class time either at home or in one of the campus computer labs. Plan to spend 8 to 10 hours/week working outside class. NOTE: Some students may require more than 10 hours/week in order to stay on schedule.

* Stay on track by completing each assignment by its target due date listed on the Course Schedule.

* Students who work outside of class can accelerate and have the option of completing more than one developmental course in a single semester for no additional tuition charge.

**What is a Drop Dead Date?**

* *Drop Dead Date* is a legal term used in business contracting which sets the date that a project MUST be completed.  If the project is NOT completed by the Drop Dead Date, it will trigger a penalty.

* In college, registering for a course is similar to entering a contract where students are expected to complete the course by the end of the semester.
* In the Math FIRS3T program, if a student does not attempt a Proctored Quiz or Test by the Drop Dead Date, the resulting penalty is a score of 0% for the first attempt of the Proctored Quiz or Test and the loss of 5 Participation points.
* The student is still able to catch up and MUST successfully pass the Proctored Quiz or Test for which they received a 0%; however, it now takes extra time and determination to get back on track.

* Thus, it is much better to avoid the Drop Dead penalties and uphold the contract of following the course schedule in order to successfully complete the course by the end of the semester.

Testing Policy

* Proctored assessments can only be completed during class or in the Math labs in CRSC 190 or AMIL 206. All tests must be completed in one sitting, either by the end of class or before the lab closes.
* Do NOT leave the testing area during a Proctored Quiz or Test or the lab staff will submit/end the unfinished assessment. Leaving your computer during a Proctored Assessment may be considered an academic integrity violation. Notify an instructor or the lab manager in the event of an emergency.
* You must obtain at least a 70% on EVERY Proctored Quiz/Test to progress through the course (OR ≥75% for Testing-Out, see pg. 4 for details). The minimum score for passing the Proctored Final Exam is 60%.
* If you do not meet the minimum passing scores on a proctored assessment, you are required to retest until a passing score is obtained.
	+ **In order to retest, you must re-work all incorrect problems on an Online Quiz & Test Corrections form to show an understanding of your mistakes.** All corrections must be approved before you will be allowed to retest.

* + **Additional assignments may also be required prior to retesting** (additional Retake Prep assignments or other necessary preparatory work as determined by your instructor).
* If you miss a Drop Dead Date, you will earn an initial grade of 0 on the proctored assessment which counts as the first attempt of the Quiz or Test. After you have completed the missing Quiz/Test with a passing score, only the BEST grade from any retake will be used for computing your course average.
* For Proctored Quizzes, Tests and the Final Exam there are no notes, no books, no talking, no online help features, and no access to other web pages via the computer or a cell phone. **Cell Phones Are Not Permitted** while taking any proctored assessments (See pg. 5 for more details about Proctored Testing).

**Academic Integrity Violations**

* **Cheating on a Proctored Assessment**, by accessing it in an unauthorized setting or using unauthorized aids (including but not limited to cell phones, pagers, electronic devices, smart watches, notes, cheat sheets, or other classmates), will be reported to the college as an incident of academic dishonesty.

* If an academic dishonesty violation occurs during a Proctored Quiz or Test, the imposed sanction includes **deleting every grade for the entire unit** (including the module practice sets, quiz/test preps, and quiz grades). All work must then be repeated, with passing scores, before a retest will be considered**.**
* If an academic dishonesty violation occurs during a Proctored Test-Out attempt, the imposed sanction includes no longer being eligible to Test-Out of that unit. All work for the unit must then be completed, with passing scores, before a retest will be considered.
* If there are multiple incidents of academic violations on file with the College, a more severe punishment may be applied. Copies of all materials and decisions related to academic dishonesty matters will be placed in the student’s academic file. Student files relating to academic dishonesty shall be retained for five years, after which they shall be destroyed.

Understanding the Guidelines for Testing Out of Proctored Quizzes and Unit Tests

* Consider trying to Test-Out of any Proctored Quiz or any Proctored Unit Test for which you are familiar with the content.
* **Requirement 1:** Record each problem, and its worked solution, from the Test-Out Practice using the pages provided in the Note Taking Guide. Your instructor, or the lab staff, will check and approve this work prior to a Test-Out attempt.
* **Requirement 2:** Complete the Test-Out Practice to 90%. Please be aware that the Test-Out Practice only provides an overview of the concepts being tested. There may be problems on the Test that are not included in the Test-Out Practice. Do NOT complete the other Module assignments.
* Some students find it very beneficial to complete ALL of the Notes for the sections in the Note Taking Guide up to the required Quiz /Test Prep. This provides a more in-depth review of each topic to better prepare for Testing Out.
* If you cannot complete the prep activities quickly, then STOP the Test-Out attempt. Return to the required Notes and online assignments in order to stay on track and master the material.
* You are still required to meet the Drop Dead Dates listed on the course schedule, so you must successfully Test-Out or complete the notes and online coursework by the stated deadlines.
* **Requirement 3:** Pass the Test-Out for the Proctored Quiz and Proctored Unit Test with a 75% or higher on the first attempt. **You only get 1 attempt to Test-Out**, so make certain you are fully prepared before you take the Quiz or Test.
* If you do not earn a 75% or higher on the Proctored Quiz or Unit Test-Out, then return to working in the Note Taking Guide and the online practice assignments in order to meet the next Drop Dead Date.
* Your Test-Out grade will count as your Proctored Quiz /Test grade for that unit. You are welcome to re-take a passing Test-Out attempt (75% or higher) in order to earn a better score.
* If you successfully Test-Out, then move on to the next module. Your instructor will assign grades of 100% to all assignments covered by a passing Test-Out Grade.

Course Failure

* **You must have a Participation Grade of at least 90 points in order to pass this course.** Even if you have met the minimum passing scores on all assignments, a Participation Grade < 90 points will result in a failing grade (F) for this course.
* **You must pass Test #4 and make-up any Participation hours by the required date in order to pass this course.** Friday December 9th is the last day to take any Proctored Quizzes or Tests or make-up Participation hours in the lab.During Final Exam Week, December 12-15, you are only allowed to take the Proctored Final Exam **(No Quizzes, Tests, Tutoring, or Make-up Hours are possible after 12/9/16)**.
* **You must pass EVERY Proctored Quiz and Test with a 70% or higher to pass this course.**
* **You must pass the Final Exam with a 60% or higher to pass this course.**
* If the course is NOT completed before the end of the semester, the result is a failing grade (F)**.**

* + A failing grade requires re-registering and re-paying for another full semester of MAT 011 in the Math FIRS3T format (4 credit course).
* If you stop attending at or before the midpoint of the course, and do not withdraw according to College Policy, you will receive a failing grade (FX) for this course.

**How to Take a Proctored Quiz/Test in a Campus Math Computer Lab:**

1. **Bring a Photo ID**.
2. **Bring a signed GREEN testing form (Online Quiz & Test Work Record).**

* 1. Your instructor will complete the first page of the green testing form in ink, filling in the required student information as well as signing and dating the form (forms completed in pencil will NOT be accepted).
	2. If you do not have a testing form signed by your instructor, then the lab manager or another instructor in the lab can sign the testing form after your Note Taking Guide has been checked and approved (see step 3 below).
	3. The first page of the green testing form must be completed and signed before you login to a testing computer in the Math Lab and obtain a password for the proctored Quiz or Test.
	4. All of the other pages of the green testing form MUST be blank in order to take a test. Any additional information found on the green testing form, prior to password entry, will be considered a violation of the College’s Academic Integrity Policy.
	5. Green test forms are available in all campus labs and Math FIRS3T classrooms.

1. **Bring your completed Note Taking Guide** to be checked by your instructor, the lab manager, or another instructor working in the lab.

**NOTE: You will be required to show the completed pages of your Note Taking Guide plus the corresponding MyLabPlus practice/prep problems for each section. You must use additional paper (loose leaf or spiral notebook) for recording your work on the MyLabsPlus practice/prep problems.**

1. If the Note Taking Guide and the corresponding MyLabsPlus practice/prep problems are approved, then the instructor or lab manager will sign the test form and you will start the test.
2. If the Note Taking Guide and the corresponding MyLabsPlus practice/prep problems are NOT approved, you must make the required corrections and then have the notes re-checked before you are allowed to start the test.
3. Do not stay in the testing area while completing any additional work in your Note Taking Guide. Please return to the classroom/working area of the Math Lab.
4. **Login at a Testing** **Computer** and when you are ready for a password raise your hand. Before a Lab Worker enters the password, they will check the following items:
	1. Photo ID and approved signature on the green testing form.
	2. Open the green sheet to ensure that it is blank.
	3. Remove the lid from your calculator.
	4. Ask you to place your phone/smart watch face-down on the ledge, or store it away during the test.
5. **Remain in your seat until the Proctored Quiz or Test is completed and submitted for a grade.**
	1. For any grades less than 70%, or to retest for a higher score, see step 6 below.
	2. **Do NOT leave the testing area during a Proctored Quiz or Test** or the lab staff will submit/end the unfinished assessment.
	3. Leaving your computer during a Proctored Assessment may be considered an academic integrity violation.
	4. Notify an instructor or the lab manager in the event of an emergency.
6. **In order to retest, use an ORANGE form (Online Quiz & Test Corrections).**
	1. Return to the working area of the Math Lab to complete your quiz or test corrections form.
	2. Record all of the incorrect problems from your quiz or test on the orange Online Quiz & Test Corrections form and make the necessary corrections for each problem.
	3. Do NOT make corrections on your green testing form.
	4. Your instructor, or the lab workers, can assist you with quiz and test corrections to help identify mistakes and improve your understanding.
	5. All corrections must be checked and approved by your instructor, or the lab manager, in order to arrange for a retest. You may be asked to show your original green testing sheet with the orange corrections sheet to ensure that you are ready to re-test.
	6. Orange correction forms are available in all campus labs and Math FIRS3T classrooms.

**MAT 011 Minimester Option**

The Minimester is a 2 week (1 credit) extension course that allows students who are very near course completion to finish MAT 011.

* **In order to be eligible to register for the minimester, you must have a 90% Participation Grade and pass the required assessment listed on the Minimester Contract by the DEADLINE of 4:00pm on Friday December 9, 2016**.
* Obtain your instructor’s signature on the *Minimester Contract* and register for the 1 credit MAT 011E session no later than the time and date listed on the *Minimester Contract*. Students who register by the contract deadline will receive a temporary grade of CO (Continue) for the semester.
* Your transcript will only show the grade of CO until the completion of the 2 week mimimester, at which point the CO will automatically change to same letter grade as the minimester final grade. If you fail the minimester, then you will also receive a failing grade (F) for the Fall 2016 semester.
* If you receive a CO grade and do NOT register or attend the minimester, your CO will be changed to a failing grade (F). A failing grade will require re-registering and re-paying for another full semester of MAT 011 (4 credits) in order to complete the course.

**Warning:** *Any option for extending the course will cost additional tuition credits and slow progress toward graduation. Repeating or continuing the same course can also reduce financial aid and/or impact VA benefits.*

**Additional Information**

**Available Help:** Please do not wait until the week we have a test to start getting help. Instructors are available throughout the week to answer questions about the material presented in the videos or the practice assignments. Information about the campus Math Tutoring Labs and accessing online tutoring through *SmartThinking.com* is available on the College website. Both day and evening hours are available for tutoring on a first-come-first-serve walk in basis. For a current schedule, or to request a peer tutor, go to [*www.aacc.edu/tutoring/mathlab*](http://www.aacc.edu/tutoring/mathlab).

AACC Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

Disability Support Services:  The Disability Support Services Office (DSS) provides equal access to educational opportunities for qualified students with disabilities. Students interested in course accommodations must provide relevant documentation in order to receive accommodations. For information, please call Courtney Sales, Program Manager for DSS, at 410.777.2306, email her at [cjsales@aacc.edu](https://owa.aacc.edu/owa/redir.aspx?C=S2kI0hm3zxgoFbM-HVzBHgvccnMp3y4YA7gwMnu4S0f9KkKypJfTCA..&URL=mailto%3acjsales%40aacc.edu) or visit [*www.aacc.edu/disability*](https://owa.aacc.edu/owa/redir.aspx?C=rQL8av-g4Vq--oskkgfXnpKbf0qeWZd-5C18QGlSiwz9KkKypJfTCA..&URL=http%3a%2f%2fwww.aacc.edu%2fdisability). Deaf and hard of hearing students can reach the office by calling Maryland Relay 711 or by emailing [dss@aacc.edu](https://owa.aacc.edu/owa/redir.aspx?C=aQ1nl8vKqWjJbZSNv1ko8ayioiIX4CHVZ2D88pgh0NL9KkKypJfTCA..&URL=mailto%3adss%40aacc.edu).

**MyLabsPlus ADA Compliance:** MyLabsPlus includes information regarding accessibility topics such as screen readers, resolution, magnification software, contrast settings, keyboard use, print media and videos, and closed captioning at [*www.mymathlab.com/accessibility*](http://www.mymathlab.com/accessibility). For further information, please contact Customer Support at *www.mymathlab.com/contactus.html* or by calling 1-800-677-6337 and pressing #1 for technical assistance.

**Student Conduct:** Anne Arundel Community College is built on the commitment to excellence, engagement in the learning process, and mutual respect and courtesy. As a member of the AACC community, you have the obligation to accept responsibility for your conduct. This includes respecting the rights of all members of the campus community by not disrupting or obstructing the teaching and learning process. Disruptive behavior can result in you being removed from the class. Please mute/ turn off all cell phones before class. It is your responsibility to read the Student Conduct Code in the College Catalog for complete policies and procedures.

**Academic Integrity:** Your success in meeting your academic goals is the utmost importance to the college. Therefore, it is important that you be aware of the College’s Policy on Academic Integrity:

Anne Arundel Community College, with a central mission of producing learning and a belief that individuals be given the opportunity to fully develop their potential, is committed to upholding rigorous and fair standards of student learning and achievement. Achieving successful student learning is dependent upon a dedication to academic integrity on the part of all members of the college community. Without academic integrity, students gain unfair advantage over others and impede their own development. In support of this aim, Anne Arundel Community College requires all students to exhibit academic integrity in all their academic work.A culture of academic integrity, a unifying principle in this and all academic communities, is built upon respect for others’ work, commitment to doing one’s own work, and intolerance for academic dishonesty in all its forms.Acts of academic dishonesty include, but are not limited to:

1. **Cheating,** which is the use or attempted use of unauthorized material, information, electronic device, implement or study aid in an academic exercise or assignment without the instructor’s permission;
2. **Plagiarizing**, which is the unacknowledged or improperly cited adoption or reproduction of the ideas, words, data or statements of others, including fellow students and internet sources;
3. **Fabricating or falsifying**, which is the unauthorized falsification or invention of any data, information or citation in an academic exercise;
4. **Impersonating**, which is assuming another student’s identity or allowing another student to do so for the purpose of fulfilling an academic requirement;
5. **Facilitating**, which is helping or attempting to help another commit an act of academic dishonesty.

**Emergency Procedures:** The E2 Campus Message System instantly provides an emergency text message to your cell phone, wireless PDA, pager, or email address. If you are not signed up for this system, go to [www.aacc.edu/stayinformed](http://www.aacc.edu/stayinformed) to enroll today. Public Safety can be reached at 410-777-1818.

**Inclement Weather Policy:** The main campus provides a telephone recording detailing any closings of the campus during inclement weather: 410-777-2222. If you are enrolled in the E2 Campus Message System, you will also receive a text message regarding any delays or closings due to inclement weather.

**Note:** If the college is officially closed for any reason, you should still continue to work on MyLabsPlus assignments according to the due dates listed on the Course Schedule. **The drop dead dates for completing each Proctored Quiz or Test will remain the same**, unless the College Calendar is officially extended. In this circumstance, your instructor will provide specific details.

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 **Math FIRS3T is:**

**Focused** class time for hands-on learning.

**Individualized** instruction for each student.

Resources for online help and open tutoring labs on campus.

Support and assistance from a Professor during every class.

Student centered approach to build confidence and understanding.

Success due to mastery of the content in each assignment.

Technology that enhances student engagement and achievement.

Math FIRS3T: Lab Rules

* Leave ALL food and drinks outside the lab.
* Any use of personal Electronic Devices, including cell phones, iPods, and smart watches, is NOT allowed in the lab.
* Listening to music, or spending class time on non-approved websites, is also NOT permitted.
	+ Use will result in loss of make-up hours and participation points.
* You may be asked to leave the lab if you are not on task.
* Sign IN and Sign OUT when using the lab outside of class time.
	+ Sign in and out on BOTH the Computer and in the Binder.

* Failure to sign in and sign out results in no make-up time.
* If the lab is busy, you may need to wait and have the make-up hours form stamped on your next visit.
* Respect all lab tutors, faculty and staff.
	+ It is not acceptable to raise your voice or speak rudely to any lab tutor, faculty or staff member.
* You may be asked to leave the lab and/or an incident report will be filed for disrespectful behavior.
* The lab is a quiet environment conducive to learning.
* Do not argue with the lab staff if you are asked to fill in missing notes or homework in order to be eligible to test or retest.
* Do not leave your computer during a proctored Quiz or Test or the lab staff will submit/end the unfinished assessment and it may be considered an academic integrity violation.
* Be patient – you are not the only student seeking help.
* Faculty teaching a class in the lab may not be available to help you as their own students take priority.
* You may need to wait longer than normal for help during high volume lab times, such as:
	+ Peak Hours [mid-morning until mid-afternoon].
	+ Drop Dead Dates [usually on Fridays].
* Plan enough lab time to include waiting for help, completing corrections, retesting, or additional assignments.
* Come to the lab prepared with organized notes (both the guide pages and written homework problems).
* Complete work ahead of time (rather than at the last minute) to reduce your stress, meet the Drop Dead Dates, and ensure you finish the course successfully.



 

 

 



 