Math FIRS3T Intermediate Algebra: MAT 012

Anne Arundel Community College, Spring 2014

**Class** Section 093 TTh 3:30-5:15 CRSC 262 (Tues) CRCE 190E (Thurs)

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

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

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| --- | --- | --- | --- | --- |
| Monday | 1:30 - 2:00pm, 3:45 - 5:10pm |  | Tuesday | 5:15 - 7:00 pm |
| Wednesday | 1:30 - 2:00pm, 3:45 - 5:10pm |  | Thursday | 5:15 - 7:00 pm |
| Friday | By Appointment |  |  |  |

**Office Hours**

**Course Structure** This section of MAT 012 is meeting in a computer lab classroom where traditional

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

* Attend class and stay on task to maintain ≥ 90 pts. for Attendance & Participation (A & P).

3

Math First

* Complete sections in the Note Taking Guide using the online multimedia textbook.

Focused

Individualized

Resources that

Support

Student

Success with

Technology

* Work and record the online Practice Problems for each section with a score ≥ 90%.
* Get one-on-one help from your instructor while working on notes and problems.



* After the notes and problems are complete, pass the Checkpoint Quiz with a score ≥ 80%.
* To take a Proctored Quiz/Test, present the Note Taking Guide for instructor approval and have an A & P Grade ≥ 90. Your Note Taking Guide must be approved in order to test!
* Pass all Proctored Quizzes/Tests with a score ≥ 70% & Final Exam ≥ 60%. (Testing Policy pg. 3).

**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.

[](http://www.wpclipart.com/computer/people_on_computers/on_computer_rough_sketch.png)

* + Students continuing from Fall 2013 do NOT need to purchase another access code.

**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 012, Third Edition**

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

**Graphing Calculator & Earphones**

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

Grading

Course Components Weighted Percent Required Mastery Grade to Pass the Course

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

Mandatory Attendance & Participation 5% Minimum of 90 points for Attendance & Participation

8 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

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 100% Attendance & Participation.*

*A Grade of C or higher is required to enroll in future credit level math courses; however, a grade of B or higher is required for enrolling in MAT 151 Precalculus.*

90 to 100% A

80 to 89% B

70 to 79% C

Less than 70% F

**Important Dates**  Last day to drop and receive a refund Jan. 28

Last day to change to audit/credit Feb. 11

*The College may extend the term due to unexpected closings.*

Last day to withdraw and receive a grade of W Apr. 22

Last day of semester (Last day to make up A & P hours) May 9

Final Exams (Last day to take the MAT 012 Final Exam is Thursday 5/15) May 12 – 15

Last day to register for the Minimester (see pg. 4 for details) May 16

Working Inside Class: Attendance and Participation Policy (A & P)

* + 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. 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.

100 pts.

– 5 pts.

– 5 pts.

– # pts.

≥ 90 pts.

< 90 pts.

+ 5 pts.

May 9, 2014

Every student begins the course with 100 points for Attendance & Participation.

Your A & P grade will be reduced by 5 points for each class missed (or part thereof).

Your A & P 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 A & P grade by additional points if you are not on task during class time (i.e., texting, Facebook, internet surfing, other course work).

**You must have at least 90 points for Attendance and Participation in order to take any Proctored Quiz or Test.**  An A & P 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 A & P grade falls below 90 points, then you must make-up the necessary hours to restore your A & P 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 A & P**

You can always earn back 100 points of A & P by choosing to attend extra lab hours as outlined above. You can also earn above 100 points by attending extra lab hours.

Last day to make up A & P hours is Friday, May 9, 2014. If your A & P grade is below 90 pts. by 4:00pm on 5/9/14, 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 6 to 8 hours/week working outside class. NOTE: Some students may require more than 8 hours/week in order to stay on schedule.
* This course is carefully designed to be completed in one semester. Stay on track by completing each assignment by its target due date listed on the Course Schedule. Work on the Note Taking Guide outside of class in order to maximize your time for asking questions and receiving help during class.
* Students who work outside of class can accelerate and have the option of registering for a credit math course in the same semester. See you instructor for more details.

Testing Policy

* Proctored assessments can only be completed during class or in the Math Labs in Careers 190 or AMIL 206. All tests must be completed in one sitting, either by the end of class or before the lab closes.
* Leaving a computer while taking a proctored assessment may result in the lab staff/faculty submitting the unfinished Quiz or Test. Notify an instructor or the lab manager in the event of an emergency.
* You must obtain at least a 70% on every Proctored Quiz or Test to continue progressing through the course. 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 being allowed to retest (3rd Attempt Retake Prep Assignment, 5th Attempt Retake Prep Assignment, 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 book, 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.
* **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, notes, cheat sheets, or other classmates), will be reported to the college as an incident of academic dishonesty.
* If there is an academic dishonesty violation, the imposed sanction includes **every grade for the entire unit being deleted** (including the module practice sets, quiz and test preps, and quiz grades). All the work must then be repeated, 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.

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

1. **Bring a Photo ID**.
2. **Bring a green testing form (Online Quiz & Test Work Record)** that has been completed and signed by your instructor (green test forms are available in all campus labs). 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). If you do not have a testing form signed by your instructor, then the lab manager or another instructor in the lab can complete the testing form after your Note Taking Guide has been checked and approved (see step 3).
3. **Bring your completed Note Taking Guide** to be checked by your instructor, the lab manager, or another instructor working in the lab. The instructor or lab manager may write additional directions on the green testing form indicating requirements that need to be met prior to testing.
4. If your Note Taking Guide is approved, then you are allowed to start the test.
5. If your Note Taking Guide is NOT approved, you must make the required corrections and then have the notes re-checked before you are allowed to start the test.
6. **In order to retest, use an orange form (Online Quiz & Test Corrections)** to record the incorrect problems and make the necessary corrections (orange correction forms are available in all campus labs). Corrections made on the green testing form or other paper will not be accepted. All corrections must be checked and approved by your instructor, or the lab manager, in order to arrange for a retest.

**Test-Out Option**

Reserved for students who are confident in their own understanding of the mathematical concepts and skills for a particular unit and make arrangements with their instructor to determine eligibility for a unit test.

* If you successfully pass a Unit Test by scoring ≥ 80%, then a grade of 100% is entered for all practice assignments and quizzes in the entire unit and you can skip to the next unit in the course material.
* Only 1 attempt is allowed for the test-out option to demonstrate proficiency. If the score on the unit test is < 80%, then you must complete all of the required notes, practice assignments, quizzes and the test relevant to that unit at the prescribed mastery levels.

**Course Failure**

* **You must have at least 90 points for Attendance and Participation in order to pass this course.** Even if you have met the minimum passing scores on all assignments, an attendance and participation grade < 90 points will result in a failing grade (F) for 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 012 in the Math FIRS3T format (4 credit course).
  + You will not have to start the course over, but will be allowed to pick up where you left off and finish the course the following semester.
* 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.

**MAT 012 Minimester Option**

The Minimester is a 2 week (1 credit) extension course that allows students who are very near course completion to finish MAT 012.

* + In order to be eligible to register for the minimester, you must have a 90% Attendance and Participation Grade and pass the Proctored Unit #3 Test by the DEADLINE of 4:00pm on Friday May 9, 2014.

* + Obtain your instructor’s signature on the *Minimester Contract* and register for the 1 credit MAT 012E session no later than 4:00pm on Friday May 16, 2014.
  + Students who register for the minimester by the May 16th deadline will receive a temporary grade of CO (Continue) for the Spring 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 Spring 2014 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 012 (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. I am readily 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 discrimination or harassment, contact Kelly Koermer, J.D., Federal Compliance Officer, at 410-777-2607 or Maryland Relay 711.

**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.

Math FIRS3T: Lab Etiquette

* Leave ALL food and drinks outside the lab.
* Cell phone use, including texting, is not allowed.
  + Continued use may result in the phone (or other electronic device) being taken away for the duration of your lab time.
* 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 problems, show your work, or complete other items in order to be eligible to test or retest.
* Do not leave your computer during a proctored Quiz or Test or the lab staff may end/submit the unfinished assessment.
* 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.











