

## VALENCIA COLLEGE – EAST CAMPUS

### MAT 1033C (ONLINE COURSE)

#### SYLLABUS

Term/Year:	Fall 2018
<b>CRN:</b>	<b>16482</b>
<b>Class Key:</b>	<b>valenciacollege 5047 8807</b>
Professor:	Dr. Agatha Shaw
E-mail:	Canvas E-Mail or ashaw17@mail.valenciacollege.edu
Office:	8-249 ext: 2117
Student Engagement Hours (OFFICE):	Tuesday and Thursday: 11:55 PM - 2:25 PM
Student Engagement Hours (EMAIL):	Monday and Wednesday: 8:30 PM - 10:30 PM Friday: 8:30 PM – 9:30 PM
Preferred Contact:	Canvas E-Mail
Personal Web Page	<a href="http://faculty.valenciacollege.edu/ashaw17/">http://faculty.valenciacollege.edu/ashaw17/</a>
WebAssign Student Guide	<a href="http://www.webassign.net/manual/student_guide/">http://www.webassign.net/manual/student_guide/</a> .
WebAssign Technical Support	(800) 955-8275

This syllabus is a contract between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract in its entirety and to adhere to all policies and procedures within the syllabus.

#### COURSE DESCRIPTION

Prerequisite: A minimum grade of C in either MAT 0022C or MAT 0028C or MAT 0055 or MAT 0056 or an appropriate score on an approved assessment. This course presents algebraic skills for MAC 1105. Topics include linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, factoring, algebraic functions, rational equations, radical and rational exponents, complex numbers, quadratic equations, scientific notation, applications of the above topics and the communication of mathematics. Applications emphasizing connections with disciplines and the real world will be included. This course carries general elective credit but does not satisfy either Gordon Rule or general education requirements. (Special Fee: \$59.00).

#### REQUIRED TEXTS AND INSTRUCTIONAL MATERIALS

##### e-Textbook and Access Code:

Intermediate Algebra - Connecting Concepts Through Applications, 2/E, by Mark Clark and Cynthia Anfinson, with a valid WebAssign Access Code.

WebAssign Access Code (You will need a valid WebAssign Access Code and the **Class Key** to register at <http://www.webassign.net> for your graded course homework and quizzes.)

**Required Calculator:** TI-84 Plus; this calculator will be allowed for your proctored exam.

This class is taught using the required text and instructional materials as mentioned above. You will be required to participate actively in the discussion forums, and complete all homework, quizzes and tests online. In addition, you are required to take a comprehensive final exam on the scheduled final exam day (last class meeting).

#### COURSE PLATFORM FOR LEARNING ACTIVITIES/ASSIGNMENTS

In this course, you will use the Canvas course system and a web-based math practice and tutorial system called WebAssign.

## DISCUSSION FORUMS: ONLINE STUDY GROUP SESSIONS

Three to five Questions will be posted for each week on the discussion board that you must answer. The discussions will take many forms. All postings must be in sentence and paragraph format and also should be checked for spelling and grammar. The discussion forum is a platform designed for you to collaborate (think, share and learn) with your classmates in a constructive manner.

When participating in a discussion forum, please conform to the rules of netiquette. The main purpose of this learning activity is to prompt you to keep up with the weekly required readings, besides creating a positive learning environment through peer group support.

For each weekly discussion topics, you are expected to make at least one original posting for the questions posted and reply to at least three peers with substantial responses, supported by page numbers from your textbook.

## TIME COMMITMENT

Any college course requires at least three to four additional hours of "study-time" for every lecture hour. Thus, you should allocate **at least another 9 to 12 hours** a week on "study-time" activities. These include reading your textbook, solving suggested textbook homework problems, working on assigned homework and projects, taking quizzes and tests and participating in your online study group sessions (make postings and respond to postings).

## COMMUNICATION PLAN

Since this is an online class, we will communicate through the **Canvas Course E-Mail** and **Atlas E-mail**. I will try my best to answer your e-mails as soon as possible - usually within the same day. More importantly, you must check for my e-mails to you regarding the online course on a daily basis.

Feedback on gradable assignments:

Homework	within 3 days after the due date
Progress Test	within 3 days after the due date
Quiz	within 3 days after the due date
Final Exam	within 3 days after the due date
Discussions (Part 1 and Part 2)*	within 1 week after the due date
Project	within 1 week after the due date

\* Part 1 includes discussions for the first six modules; Part 2 includes discussions for the last six modules.

Please note that you are responsible for all posted announcements at Canvas. Please try to check frequently!

Should you have any questions, send me an e-mail. If you ask a question (in e-mail) that may be of interest to your classmates, I may post the question and answer it on the discussion forum, under "Q & A" for the respective module.

## GRADING POLICY

**Homework:** The homework can be attempted multiple times until you achieve a mastery level of 80% or better. The highest score will count as your grade. Note that you won't be able to access the respective quiz/test until you have achieved a mastery level of 80% or better in your homework. Please plan to start working on your homework as early as possible.

**Quizzes:** The quizzes are timed for 60 minutes. Once started, you must complete the quiz in 60 minutes. Quizzes can be taken only once. **Do not wait until the last minute** because computer problems will not be a valid excuse.

**Progress Tests:** The scheduled progress test will be closed-book with no notes allowed. Each progress test can be taken only once. Problems not answered within the time limit will be counted as incorrect. Test 1 and Test 2 will be proctored at the testing center.

**Final Exam:** The scheduled final exam will be closed-book with no notes allowed and will be proctored at the testing

center. Final Exam can be taken only once. Problems not answered within the time limit will be counted as incorrect. **Any student that does not pass the scheduled final exam will receive an F grade for this course.**

Your performance will be determined by homework, four quizzes, four progress tests, final exam, project, discussions, class participation and lab participation according to the distribution of percents as follow:

Homework	30%
Four Progress Tests	20%
Final Exam/Project	30%
Four Quizzes	10%
Discussions	10%
Total Percentage	100%

## EVALUATION POLICY

Your final letter grade will be determined according to the scale as follow:

A	90% – 100%
B	80% - 89%
C	70% - 79%
D	60 – 69%
F	0 – 59%

## MAKE-UP POLICY

No make-up test/exam will be given. If a scheduled test is missed because of a medical emergency or legal situation, your final exam grade will be used in place of the missed test score. Only ONE test can be missed with a valid excuse. Please note there is no make-up final exam. Note that failure to take the scheduled final exam automatically results in an **F** grade for this course.

## ATTENDANCE POLICY

In this course, your attendance will be tracked by your participation in the discussion forums at Canvas. You are expected to log on to Canvas three times a week and to respond to the posted discussion topics for that week.

If you do not log on to **Canvas** anytime within a 14-day period, then you will be withdrawn from the course, unless you provide a documented excuse.

## WITHDRAWAL POLICY

Please see **Important Dates** for the withdrawal deadline for a **W** grade. If you decide to withdraw from this course, you may withdraw through ATLAS up to the withdrawal deadline.

Based on the new Valencia Withdrawal Policy (4-07), a student cannot withdraw after the withdrawal deadline; students will only receive the appropriate grade earned: A, B, C, D or F. No other grades can be given.

## TECHNICAL PROBLEMS

Technical problems such as power outages and the unavailability of internet connections can happen. Do not wait until the last minute to complete your assignments, quizzes, and tests. Technical problems are not an acceptable excuse for work that has not been completed by the due date. You should have a backup plan should your system or your internet provider fail you.

If your computer freezes, restarts or loses its internet connection during a quiz, the quiz will be marked as "Incomplete". When you resume the quiz, your answers and the remaining time will be loaded from your previous session.

**For WebAssign technical support:** The telephone number is 1-800-955-8275.

## **VALENCIA I.D. CARDS**

Valencia ID cards are required to access campus services such as the Library and Testing Center. The first student ID card is free and can be obtained from the Security office.

<http://catalog.valenciacollege.edu/studentservices/studentidcard/>

## **CORE COMPETENCIES OF A VALENCIA GRADUATE**

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:

1. THINK clearly, critically, and creatively;
2. COMMUNICATE with others verbally and in written form;
3. Make reasoned VALUE judgments and responsible commitments;
4. ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

## **EAST CAMPUS LEARNING ASSISTANCE RESOURCES:**

Tutoring services are provided on Valencia College's East campus at the Academic Success Center in Building 4-Room 101. The East Campus Academic Success Center strives to provide a *safe, inclusive learning environment* that motivates students to *maximize learning opportunities, grow toward independence, and discover the lifelong learner within.*

<http://valenciacollege.edu/east/academicsuccess/>

## **MATH SUPPORT AT THE LEARNING SUPPORT CENTER**

(FORMERLY KNOWN AS ACADEMIC SUCCESS CENTER)

The Math Center in Building 4-Room 102 provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, group tutoring, final exam reviews, workshops, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in entry-level mathematics courses including study sheets for most mathematical concepts. Please check hours of availability at the following link:

<https://valenciacollege.edu/east/academicsuccess/math/>

## **VALENCIA'S MATH HELP 24/7**

Valencia Math professors have created pen-casts and videos of common lessons to help you learn the concepts being presented in class. This resource is located at: <https://valenciacollege.edu/math/liveScribe.cfm> Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!

## **SMART THINKING (ONLINE TUTORING)**

Smarthinking is an online tutoring tool available to all of Valencia's students, and math tutors are available 24/7. Students can access Smarthinking through the Courses tab in Atlas. Students have an eight-hour limit of usage per semester, and therefore Smarthinking is best used as a back up to on-campus services and support, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices.

<https://valenciacollege.edu/east/academicsuccess/onlineTutoring.cfm>

## **STUDENT WITH DISABILITIES**

Valencia Students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities. Contact Information: Bldg.: 5-216; Ph: 407-582-2229; Fax: 407-582-8908; TTY: 407-582-1222. <https://valenciacollege.edu/office-for-students-with-disabilities/default.cfm>

## **STUDENT FEEDBACK OF INSTRUCTION**

Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only after grades are submitted and students' names are not included in the results - all responses will be anonymous.

## **STUDENT CONDUCTS**

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. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. 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 the 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.

<https://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

## **STUDENT ASSISTANCE PROGRAM**

Valencia College has contracted with a private and confidential counseling service (Bay Care Behavioral Health Student Assistance Program (SAP)) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

## **FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACTS)**

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA see: <https://valenciacollege.edu/ferpa/default.cfm#whatis>

## **TITLE IX**

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to [valenciacollege.edu/eo](http://valenciacollege.edu/eo) or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing [rkane8@valenciacollege.edu](mailto:rkane8@valenciacollege.edu). If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit [valenciacollege.edu/eo](http://valenciacollege.edu/eo).

## **NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1 VISA)**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services](#) office for more information.

## **ACADEMIC HONESTY**

All students are expected to be in complete compliance with Valencia College's policies on academic honesty. Any form of academic dishonesty will result in an **F** grade for this course.

<http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

## **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 the 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 computer inappropriately may be subject to dismissal from class or banishment from the lab. The subsequent offense may be sent to the campus administration for further disciplinary action.

## **IMPORTANT DATES**

October 1: First Day of Class

October 8: Drop/Refund Deadline (11:59 PM)

October 11: College Night (College Closed)

November 16: Withdrawal Deadline for a **W** Grade (11:59 PM)

November 21-25: Thanksgiving (College Closed)

December 15: Day and Evening Classes End

December 15: Final Exam **8:00 AM** (Testing Center)

### **DISCLAIMER**

Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at the discretion of the professor. If you are absent, it is **your** responsibility to find out what, if any, announcements or changes have been made.