

Developmental Mathematics (MAT 0022)

Spring Term 2015- 495

Section: 4214



St. Petersburg College

Instructor Information

Name: Mrs. Paula Ralph

Office: SE-TL104G

Email: Please use **ONLY** the **MyCourses E-mail System** inside this course by first clicking on **Communicate** - > **Email** -> **Compose**, then **Address Book** to find your professor's name and add it to the **To:** field.

Secondary email address: ralph.paula@spcollege.edu (please use this email only if MyCourses is unavailable)

Phone: 727-394-6961

Instructor Web Page (including office hours): <http://www.spcollege.edu/instructors/id/ralph.paula>

Academic Department

The Academic Chair and Dean are available to answer questions about math-related academic requirements. Concerns or issues specifically related to this class should first be discussed with the instructor before contacting the Academic Chair or Dean for assistance.

Academic Chair: Lisa Borzewski

Office: SE – UP 337F

Phone: (727) 394-6170

Dean: Jimmy Chang

Office: SP/G – SA 215B

Phone: (727) 341-4305

Course Information

Course Description:

This is a developmental mathematics course which combines the two-course sequence MAT 0018 and MAT 0028, designed to prepare students for college-level mathematics courses. This course combines the study of the basic skills and concepts of pre-algebra with the basic skills and concepts of elementary algebra from the view of a college student who needs an understanding of both pre-algebra and elementary algebra. Major topics include operations with integers, fractions, decimals, percents, geometric figures and their measures (including application problems), and other pre-algebra topics, and operations with signed rational numbers, simple linear equations and inequalities in one variable, operations on polynomials (including beginning techniques of factoring), integer exponents, brief introduction to radicals, introduction to graphing, applications, and other elementary algebra topics. 5 credits.

Course Goals and Objectives:

[MAT 0022_Aproved Course Outline](#)

Required Textbook & Other Resource Information:

ISBN: 9780133910551

You will be purchasing MYMATHLAB SAC Pkg.

The package contains a Student Organizer and Student Access Code providing access to the MyMathLab (MML) online learning environment.

The following electronic textbook (NOT a printed-on-paper textbook) is contained and accessible through the MyMathLab (MML) program: **Elayn Martin-Gay: Prealgebra & Introductory Algebra, Fourth Edition Publisher: Pearson, eBook**

Recommended Text (optional, not necessary):

ISBN: 2810050007892

Binder 1.5" for Loose-leaf Text

Note

MyMathLab (MML) access/license purchased through the SPC bookstore at <http://spcollege.bncollege.com> or online through Pearson is good for courses based on the same book and same edition, not a length of time. Licenses purchased

through different vendors are often valid for the time frame or policies as stated by those vendors. This implies that **if** your MyMathLab (MML) license **is not purchased at an SPC bookstore or through Pearson** at this time and you need to repeat this course for any reason and you have purchased from a different vendor, you **may** need to purchase a new MyMathLab (MML) license at the time of that future repeated attempt of this course. Also, it is up to the location that you purchased your access from to deny or accept returns, so you will need to check with the vendor policy before opening and using your purchased package, as some do not allow for returns once the package is opened. It is VERY IMPORTANT for you to not open the package purchased if you are not sure whether you are actually staying with the course

Meeting Information:

We will be meeting on Tuesdays and Thursdays from 9:30 am – 11:45 am in LI 117 on the Seminole Campus.

Important Dates:

Academic Calendar: <http://www.spcollege.edu/calendar/>

Financial Aid: <http://www.spcollege.edu/getfunds/>

Deadline to drop with refund: 1/16/2015

Deadline to withdraw without refund: 3/25/2015 (60% point in the term)

Final Exam Schedule: <http://www.spcollege.edu/FinalExamSchedule/>

IMPORTANT: Students are responsible for finding an alternate means to complete the assignments should they experience hardware, software, or internet failure and/or problems. **Deadline extensions will not be given.** Instructors are unable to assist students with computer problems. Students should contact the SPC Helpdesk for problems with MyCourses and should contact Pearson/MyMathLab tech support with problems with the MyMathLab software (see technical support section for contact information).

Calculator Use:

One goal of this course is to develop/improve your computational skills in the real number system. As a result, calculators will **NOT** be used in this course and are prohibited on all assignments, and the final exam.

Class Calendar Policy:

Students are responsible for following the class calendar/schedule provided in MyCourses. Consult your schedule before you start a new topic.

Tutoring:

I am available for questions and assistance in my office. I strongly encourage you to post any questions that you have to the corresponding discussion forum in MyCourses for help and assistance. You may also feel free to call or email me to arrange for help on campus during my posted office hours.

Tutoring in math, reading, and writing is also available free of charge, on each of the main SPC campuses. For more information please visit: <http://www.spcollege.edu/gethelp/>

The college also provides free access to online tutoring via Smarthinking. You must access Smarthinking using the button on the Welcome Page (Notices Tab) once you log into the course within ANGEL. For more information please visit: <http://smarthinking.com/>

Note: The free assistance offered by our student tutors is NOT guaranteed by St. Petersburg College. Although the college attempts to ensure that you receive quality instruction from our tutors, they are students just like you. We encourage our tutors to inform students whenever they are uncertain about a topic. If at any time you are unsure about the instruction you have received from a tutor, contact your instructor for more assistance.

Early Alert:

You are enrolled in a course where the Early Alert System is being used. This system allows the instructor to notify student support specialists of any issues that may affect your success as a SPC student. If you are contacted by a student support specialist then the two of you will be able to address your barriers to success. You will also be informed about campus and community resources available to you.

Internet Usage and Electronic Devices:

Students will use the internet on campus to access class-related resources only. Students using computers and the internet on campus may be subject to electronic monitoring. Inappropriate use will result in disciplinary action.

All electronic devices such as cell phones, beepers, pagers, and related devices are to be turned off prior to entering any classroom, library or laboratory. Use of any device in these areas is a violation of College Policy and subject to disciplinary action.

Technical Support:

- MyCourses requirements: <http://www.spcollege.edu/ecampus/help/technical/index.htm>
- SPC helpdesk: 727-341-4357 onlinehelp@spcollege.edu or <http://www.spcollege.edu/pages/dynamic.aspx?id=2147484236>
- Pearson/MyMathLab customer support: <http://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/index.html>

Attendance

The college-wide attendance policy is included in the Syllabus Addendum

<http://www.spcollege.edu/webcentral/policies.htm>. The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

Students are required to logon to ANGEL on a regular basis, complete all assignments on or before the due dates/times, and to interact with your instructor and peers. Instructors will verify that students are in attendance each week during the first two weeks of class. Students classified as “No Show” for **both** of the first two weeks will be administratively withdrawn.

Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF”. Active class participation for this class is defined as responding to emails and/or posting to the discussion board as required by your instructor as well as completing all assignments by the required deadlines **Those students who do not complete each MML homework assignment with at least a 70% and complete the Midterm Exam as scheduled, may be disabled from the course, classified as not actively participating, and are subject to being administratively withdrawn from class with a failing grade.** Students not able to complete assignments should notify their instructor immediately.

If you have any questions regarding the attendance requirements for this class, please contact your instructor immediately for clarification.

Withdraw Policy

The last day a student can withdraw from this course and receive a grade of W is **March 25th**.

It is the responsibility of the student to withdraw from the course themselves by the withdrawal deadline. Any student wishing to withdraw from the course should do so online at: <http://my.spcollege.edu>. In accordance with college policy, no student can withdraw from a course after the withdrawal deadline. Do NOT ask your instructor to withdraw you from the course. It is your responsibility.

Third attempts: Students attempting this course for the third time (or more) cannot withdraw (State of Florida regulation), and failing to meet the attendance requirement will result in a grade of WF.

Grading

Students enrolled after the withdrawal deadline will receive one of the grades below.

Grades of “I” (Incomplete) are NOT given in this course. If you do not complete the course by the scheduled final exam date, you will receive an “F” for the course.

Grading scale:

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, F or N = 0 – 69%

Note: An N (not complete) will only be given to those students who put significant effort into the course and comply with the attendance policy. UNDER NO CIRCUMSTANCES will a student receive a W grade after the withdrawal deadline. Students on their third attempt cannot withdraw from the class after the first week.

Late Assignment and Make-Up Policy

All course work must be completed by the scheduled due dates/times. A grade of zero will be assigned to any course requirement not completed as scheduled. At the end of the semester your lowest Test grade may be replaced by your grade on the Final Exam.

Assignments

All course work/assignments must be completed by the appropriate due dates. A grade of zero will be assigned to any course requirement not completed in time.

Students are required to read and respond to all email and to participate in class discussions. Students are **STRONGLY** recommended to register and logon to SMARTTHINKING at least one time in the first 2 weeks of class and then as necessary throughout the remainder of the course.

Students are expected to read each assigned chapter or resource and complete any and all assigned homework.

Attendance/Class Participation – 5% of overall grade

Students are expected to attend class regularly, participate in class discussions, and stay on task. Students will be marked absent for the day if they are more than five minutes late for class, if they are not on task in class, or if they leave before class is dismissed. It is important that you come to class with your Student Organizer each day so that you can follow along with in-class discussions and assignments. If you must be absent from class, you may contact your instructor via MyCourses email **prior to the next class meeting** in order to receive an additional assignment to be completed and turned in by the **next class meeting**. Successful completion (minimum 70%) of the additional assignment will allow you to regain your attendance grade for the day that was missed. Each student will be allowed two “free” absences.

MML Homework and In-Class Assignments – 10% of overall grade

MyMathLab is integrated with a textbook, multimedia, and homework assignments. Students are expected to **complete all assignments and activities** as scheduled. Individual and/or group assignments may be assigned in class. Your grade will be adversely affected if you are NOT on schedule.

Tests in MML – 20% of overall grade (one attempt)

These are timed tests in that will be completed in class as scheduled. You will have one attempt on each test. No books, notes, or calculators will be allowed on tests. Failure to take tests by the scheduled due date will result in a grade of zero (0). There are no make-up tests.

Midterm Review and Final Exam Review – 5% of overall grade (multiple attempts)

The Midterm Review and Final Exam Review must be completed prior to taking the corresponding Midterm and Final Exam. It is advisable that you take the reviews multiple times and achieve at least a 75% in order to better prepare for the actual exam. Only your highest score on each review will count toward your overall grade. You may use all notes and your book in completing this review in preparation for the exam. However, you will NOT be permitted to use a book, notes, or a calculator on the actual exams.

Midterm Exam – 30% of overall grade

You should complete the Midterm Review with a 75% or higher before taking the Midterm Exam. The Midterm Exam is timed and must be taken as scheduled in class. No books, notes, calculators, or any other resources are permitted on the Final Exam. Academic honesty policies will be strictly enforced. It is the responsibility of the student to act above suspicion while taking tests/exams. Failure to take the Midterm Exam by the scheduled due date will result in a zero (0). There are no make-up exams.

Final Exam – 30% of overall grade

You should complete the Final Exam Review with a 75% or higher before taking the Final Exam. The Final Exam is timed and must be taken as scheduled in class. No books, notes, calculators, or any other resources are permitted on the Final Exam. Academic honesty policies will be strictly enforced. It is the responsibility of the student to act above suspicion while taking tests/exams. Failure to take the Final Exam by the scheduled due date will result in a zero (0). There are no make-up exams.

All OSSD students must provide appropriate documentation if they need special arrangements for testing.

Disability Resources

Disability Resources at SPC wants to help you succeed. If you have a documented disability or think that you may have learning or other disability and would like to request accommodations, please make an appointment with the Learning Specialist on your campus. If you will need assistance during an emergency classroom evacuation, please contact your campus learning specialist immediately about arrangements for your safety. Disability Resources staff can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4316 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT). If you would like more information, you can learn more about Disability Resources on our website:

www.spcollege.edu/central/ossd

Course Links

MyCourses Log In:

<https://mycourses.spcollege.edu/>

SPC Student HelpDesk (for Technical Support with MyCourses or anything computer-related at SPC):

<http://www.spcollege.edu/helpdesk/>

MyMathLab Customer Support (for Technical Support with MYMATHLAB):

<http://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/index.html>

MyMathLab/Sign In Page:_

www.mymathlab.com

Syllabus Addendum:

<http://www.spcollege.edu/addendum/>

Student Survey of Instruction

The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Additional SPC Support Services

eCampus

<http://www.spcollege.edu/ecampus/>

SPC's Academic Calendar

<http://www.spcollege.edu/calendar/>

M.M. Bennett Libraries

<http://www.spcollege.edu/libraries/>

Career Development Services

<http://www.spcollege.edu/careerservices/>

International Student Services

<http://www.spcollege.edu/internationalstudents/>

Learning Resources

<http://www.spcollege.edu/support/>

Learning Support Commons (Free Tutoring Services)

<http://www.spcollege.edu/tutoring/>

Veterans Services

<http://www.spcollege.edu/veterans/>