

Developmental Mathematics I (MAT 0018)

Spring Term 2014- 495

Section 2270



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:

3 credit hours

This is the first course in the college-preparatory two-course sequence (MAT 0018 and MAT 0028) designed to prepare students for college-level mathematics courses. This course is a study of the basic skills and concepts of pre-algebra from the point of view of the college student who needs an understanding of pre-algebra. Major topics include operations with integers, fractions, decimals, percents, geometric figures and their measures (including application problems), and other pre-algebra topics. A minimum course grade average of C (minimum 70% accuracy) is required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree. 47 - 62 contact hours.

Course Goals and Objectives:

http://spcollege.edu/se/academics/math_docs/courses/mat/mat_0018/MAT_0018_Course_Objectives_bot20112.pdf

Prerequisites:

All students must possess basic computer skills.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

Required Textbook & Other Resource Information:

• ISBN: 9780077772871

You will be purchasing **ONLY** an ALEKS 360 **subscription card** containing a Student Access Code providing access to the ALEKS online learning environment and to the following **electronic** textbook (NOT a printed-on-paper textbook):

Miller/O'Neill/Hyde: Prealgebra, 2nd Ed.

Publisher: McGraw Hill, **eBook**

Note: Only ALEKS licenses purchased through the SPC bookstore are valid for 2 years. The license is valid for MAT 0018 only. Licenses purchased through a different vendor are valid for the time frame stated by that vendor. This implies that if your ALEKS license is not purchased at an SPC bookstore at this time and you need to repeat this course for any reason, you may need to purchase a new ALEKS license at the time of that future repeated attempt of this course.

- ALEKS system requirements: http://www.aleks.com/support/system_requirements
- Access to a computer and the internet

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)

Proctored Midterm Exam: For distance students, 3/19 – 3/22/2015. For local students testing at SPC, 3/20 – 3/22/2015 (requires travel to an SPC campus or an SPC-approved testing location). You must make a reservation to take your Midterm Exam within the first 2 weeks of this course. Visit the following eCampus webpage for information about how to make your reservation: http://www.spcollege.edu/ecampus/ecampus/proctored_testing.

Proctored Final Exam: For distance students, 4/30 – 5/3/2015. For local students testing at SPC, 5/1 – 5/3/2015 (requires travel to an SPC campus or an SPC-approved testing location). You must make a reservation to take your Midterm Exam within the first 2 weeks of this course. Visit the following eCampus webpage for information about how to make your reservation: http://www.spcollege.edu/ecampus/ecampus/proctored_testing.

Active Participation Requirement: ALEKS Modules 1 - 4, ALEKS Test 1, and the MyCourses Midterm Exam (Proctored) MUST be completed by 3/25/2015 to be considered actively participating in the course. (See Attendance Requirements section of syllabus for details)

Course Overview

In this course, you will use a computer program called ALEKS. ALEKS is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what you know and don't know in the course, and then provides instruction on the topics you are most ready to learn.

When you use ALEKS, you complete only the learning tasks that you need and not those somebody else needs. Everyone will have a different individual learning plan.

Since the subject matter is delivered by your interaction with the computer software, keep in mind this is neither self-paced nor an independent study class. It is guided, student-centered, computer-delivered curriculum which fosters early completion of a course. This is not a self-paced or independent study class.

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 ANGEL and should contact ALEKS tech support with problems with the ALEKS 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 may **NOT** be used in this course and are prohibited on all assignments, and the final exam.

Tentative Schedule/Class Calendar Policy:

Students are responsible for following the class calendar/schedule provided in MyCourses (via the Calendar Tab and List of Assignments). 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 from the Course Home page in MyCourses. 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.

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>
- ALEKS customer support: http://www.aleks.com/support/contact_support_highered

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 MyCourses 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.

To be considered “in attendance” for this course, you must complete the following:

For Week 1 attendance

- Complete each step of “START HERE” (in MyCourses) as directed. This includes achieving a 100% on the Syllabus Quiz/User Agreement as scheduled (by 11:55 pm on Wednesday, 1/14/15), posting your introduction, and registering for ALEKS and completing the Initial Diagnostic Assessment.

For Week 2 attendance

- Schedule two reservations in the eCampus Testing Reservation System; one for the Midterm Exam and one for the Final Exam (see START HERE, Step 10 for details). If you are a distance student testing outside of Pinellas County, you must forward a copy of your proctor approval by MyCourses email.
- Complete Module 1 in ALEKS (with a minimum of 70%) as scheduled (by 11:55 pm on Sunday, 1/25/15).

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 Modules 1 – 4 in ALEKS (with at least 70% on each module), Test 1, and the Midterm Exam as scheduled may be disabled from the course in ANGEL, 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 a course letter grade based on the following grading scale (rounding shall be the instructor's discretion):

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 Module grade will be dropped.

Assignments

All course work/assignments must be completed by the published due dates. For the week in which they are assigned, assignments are due by Sunday at 11:55 p.m. (unless noted otherwise). Please refer frequently to the **List of Assignments** and **Calendar in MyCourses** to maintain awareness of assignment due dates and testing date(s). A grade of zero may be assigned to any course requirement not completed by its due date. Please note that you have graded assignments and testing in **BOTH ALEKS and in MyCourses!!!**

Students are required to **check MyCourses e-mail daily, read for understanding and respond to all e-mail as requested**, and to participate in class discussions. Students are STRONGLY encouraged to register and log on to SMARTHINKING at least one time in the first 2 weeks of class or visit the tutors in the Learning Support Commons.

Students are expected to complete 100% of all homework assigned.

ALEKS Homework (Objectives and Assessments) – 15% of overall grade

ALEKS is integrated with a textbook to set up Intermediate Objectives based on Modules. Students receive points for meeting the Module deadlines and for each objective completed within the Module. As you make progress in ALEKS, you will be automatically reassessed at regular intervals to check retention and provide review as needed. These Progress Assessments tend to focus on your recent learning history and is intended to check your retention of material recently learned. If the reassessment comes at a time when you cannot concentrate, log off and return later. You may lose material from your pie on Progress Assessments; this is completely normal. Once you have reviewed and shown mastery on any objectives that were removed from your pie, those objectives will then be added back. Grades (from ALEKS) will be based on "completing assignments accurately and on time. Your grade will be adversely affected if you are NOT on schedule.

ALEKS Tests – one attempt (10% of final grade)

There are 2 required Tests that are located in ALEKS. These are timed tests in which you will have 1 attempt. You are expected to take these Tests without the use of a book, notes or a calculator. Failure to take the Tests by the due date will result in a student receiving a zero (0). There are no make ups given for missed assignments.

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

The Midterm Review and Final Exam Review are located in MyCourses. It is your responsibility to complete the reviews by the deadlines designated by your instructor (please refer to the MyCourses Calendar for due dates). It is advisable that

you take each review multiple times in order to better prepare for the actual upcoming exam. 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 Midterm Exam or Final Exam. Only your highest score on each review will count toward your overall grade.

Midterm Exam (in MyCourses) – 30% of overall grade

You should complete the Midterm Review (in MyCourses) with a 75% or higher before taking the Midterm Exam. The Midterm Exam is timed and must be taken as scheduled in a proctored environment (see testing information in syllabus). No books, notes, calculators, or any other resources are permitted on the Midterm 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 (in MyCourses) – 40% of overall grade

You should complete the Final Exam Review (in MyCourses) with a 75% or higher before taking the Final Exam. The Final Exam is timed and must be taken as scheduled in a proctored environment. 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.

Testing Information

Online Proctored Exams Information:

Students living in or near Pinellas County should plan to take their Midterm Exam on one of SPC's designated campuses using the information found on the following eCampus

webpage: http://www.spcollege.edu/ecampus/ecampus/campus_testing.

Students living far away from Pinellas County, should plan to take their Midterm Exam at an educational institution near them, and MUST designate a test proctor using the information found on the following eCampus

webpage http://www.spcollege.edu/ecampus/ecampus/offsite_testing within the first 2 weeks of the course.

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

All students requiring special testing arrangements because of a documented disability must first coordinate with SPC's Disability Resources. Students accommodated by SPC's Disability Resources with special testing arrangements must schedule their test/exam with the Testing Center, and the *professor*, sufficiently within the first 2 weeks of the course. If you have an SPC-documented disability, please e-mail your Accommodation Sheet to your professor and to eaton.lindsey@spcollege.edu within the first 2 weeks of the course.

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 727-791-2628 or 727-791-2710 (CL and EPI), 727-341-4316 (SP/G), 727-394-6289 (SE), 727-712-5789 (TS), 727-341-3721 (HEC), 727-341-4532 (AC), or 727-341-7965 (DT). If you would like more information, you can learn more about Disability Resources on our website: <http://www.spcollege.edu/dr/>.

All students requiring special testing arrangements because of a documented disability must first coordinate with SPC's Disability Resources Department and provide a current Accommodations Sheet to their instructor within the first two weeks of the course. Students accommodated by SPC's Disability Resources with special testing arrangements must schedule their test/exam with the Disability Resources Department, and their *instructor*, at least one week in advance of upcoming testing dates.

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/>

ALEKS CUSTOMER SUPPORT (for Technical Support with ALEKS):
http://www.aleks.com/support/contact_support_highered

ALEKS Home Page / Sign In Page:
<http://www.aleks.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/>

Proctor Request Information
http://www.spcollege.edu/ecampus/cyberadvisor/testing_outside.htm

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/>