

# Developmental Mathematics I (MAT 0018)

Fall Term 2014- 490

Section 2834



St. Petersburg College

## Instructor Information

Name: Mrs. Paula Ralph

Office: SE-TL 104G

Contact Information: Use the D2L email system. Please see "Email Instructor" Module within D2L/MyCourses to easily email instructor. (preferred method of communication)

Secondary email address: [ralph.paula@spcollege.edu](mailto:ralph.paula@spcollege.edu) (please use this email only if D2L/MyCourses is unavailable)

Phone: 727-394-6961

Instructor Web Page (including office hours): <http://www.spcollege.edu/instructors/id/855>

## 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](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:

- ALEKS access (ISBN: 9780077772871) which includes the full eBook (Prealgebra by Miller/O'Neill/Hyde) and media.

Note: Only licenses purchased through the college bookstore are valid for 2 years. The license is valid for MAT 0018 only. Licenses purchased through a different vendor are valid for the timeframe stated by that vendor. This implies that if a license is not purchased at one of SPC's bookstores and a student repeats the course, he/she may need to purchase a new license.

- ALEKS system requirements: [http://www.aleks.com/support/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/pages/dynamic.aspx?id=800>

Deadline to drop with refund: 08/22/2014

Deadline to withdraw without refund: 10/23/2014

Proctored Midterm Exam: For distance students, 10/09 – 10/11/2014. For local students testing at SPC, 10/10 – 10/12/2014

Proctored Final Exam: For distance students, 12/04 – 12/06/2014. For local students testing at SPC, 12/05 – 12/07/2014 (see eCampus page for details: [http://www.spcollege.edu/ecampus/cyberadvisor/testing\\_dates.htm](http://www.spcollege.edu/ecampus/cyberadvisor/testing_dates.htm))

## 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.

### Class Calendar Policy:

Students are responsible for following the class calendar/schedule provided in D2L/MyCourses. Consult your schedule before you start a new topic.

### Tutoring:

I am available for questions and assistance in my office. Always feel free to post questions to the discussion forum in ANGEL or feel free to call or email me to arrange for help.

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:

- ANGEL/D2L/MyCourses requirements: <http://www.spcollege.edu/ecampus/help/technical/index.htm>
- SPC helpdesk: 727-341-4357 [onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu) or <http://www.spcollege.edu/pages/dynamic.aspx?id=2147484236>
- ALEKS customer support: [http://www.aleks.com/support/contact\\_support\\_highered](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 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.

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

#### **For Week 1 attendance**

- All activities within the Getting Started Folder by 8 am on Thursday, August 21<sup>st</sup>.
- Register for ALEKS and complete the initial assessment by 11:55 pm on Sunday, August 24<sup>th</sup>.

#### **For Week 2 attendance**

- Complete Module 1 (with a minimum of 70%) by 11:55 pm on Sunday, August 31<sup>st</sup>.

**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 **October 23<sup>rd</sup>**.

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 Module grade will be dropped.

### **Assignments**

All course work/assignments must be completed by the appropriate due dates. For the week in which they are assigned, assignments are due by Sunday, 11:55 p.m. (unless noted otherwise). A grade of zero will be assigned to any course requirement not completed in time. It is your responsibility to check the list of assignments and course calendar in ANGEL for all scheduled due dates/times.

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 SMARTHINKING 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.

#### ALEKS 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.

#### Tests (in ALEKS) – 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 D2L/MyCourses) – 5% of overall grade (multiple attempts)

The Midterm Review and Final Exam Review are located in ANGEL and 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% or higher, 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 (in D2L/MyCourses) – 30% of overall grade

You should complete the Midterm Review (in D2L/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 D2L/MyCourses) – 40% of overall grade

You should complete the Final Exam Review (in D2L/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:

[http://www.spcollege.edu/ecampus/cyberadvisor/testing\\_dates.htm](http://www.spcollege.edu/ecampus/cyberadvisor/testing_dates.htm)

If you need any assistance with testing arrangements or have questions about off-site testing, call (727) 394-6006 or e-mail [distancetesting@spcollege.edu](mailto:distancetesting@spcollege.edu).

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 their instructor sufficiently in advance of any need.

## **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](http://www.spcollege.edu/central/ossd)

## **Student's Expectations**

Course Policies and Procedures:

The student is responsible for knowing all course policies listed in the syllabus and discussed in class.

Class Participation and Etiquette:

The student is responsible for participating in class and coming to class prepared. The student will respect the rights of other students to learn. The student will communicate with others in a courteous and respectful manner at all times, including the instructor. This includes emails and discussion forums. Please refer to SPC's Online Student Participation and Conduct Guidelines at: <http://www.spcollege.edu/ecampus/help/conduct.htm>.

Assignment Due Dates and Procedures:

The student is responsible for knowing when assignments are due, the formats required, and the procedures for completing and submitting assignments.

Academic Honesty:

The student is expected to know the SPC Academic Honesty Policy and to act above suspicion at all times with regard to academic issues.

Attendance:

The student is responsible for attending following the attendance policies as outlined in the course syllabus.

## **Instructor's Expectations**

Course Policies and Procedures:

The instructor is responsible for providing a syllabus the first day of class that clearly explains all course policies. The instructor will provide a Student Survey of Instruction for fall and spring semesters. The instructor will post grades in MySPC by the end of the semester.

Class Participation and Etiquette:

The instructor will create a learning environment in the classroom that engages students and facilitates learning. The instructor is responsible for coming to class prepared. The instructor will enforce the right of all students to learn. The instructor will communicate with students in a courteous and respectful manner at all times. The instructor will respond to emails within 48 hours, 5 of 7 days per week.

#### Assignment Due Dates and Procedures:

The instructor will provide clear guidelines and information regarding when assignments are due, the format required, and the procedure for completing and submitting assignments. The instructor will grade all assignments within 7 days of each due date, with additional time for late assignments, if accepted.

#### Academic Honesty:

The instructor will enforce SPC Academic Honesty policies at all times.

#### Attendance:

The instructor will begin and end class on time. The instructor will maintain student attendance records in ANGEL for students to access and review. The instructor will maintain weekly office hours or come to class one half hour early for questions, as determined by college policy.

#### **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.

#### **Syllabus Addendum**

<http://www.spcollege.edu/central/asa/addendum.htm>