

**MAT 0018 (2351) Developmental Mathematics I**  
**Spring Term 2016 (Term #0510)**  
**16W Online ALEKS**



St. Petersburg College

**INSTRUCTOR:**

Name: Ourania Z. Stephanides (pronounced Oor-Uh-Knee-Uh Stef-Uh-Knee-Dees)  
E-mail: Please use preferred Communication Tab in MyCourses  
Office Phone: 727-712-5885  
Office Hours/Instructor Availability: Office Hours are posted in MyCourses or Outside Office Door, LY 209  
Office Location: TS/LY 209  
Instructor Course Page: <http://www.spcollege.edu/instructors/id/1532>

**ACADEMIC DEPARTMENT:**

The Dean and Academic Chair/Program Director 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 Dean or Academic Chair/Program Director for assistance.

Academic Chair/Program Director: Beth Goodbread  
Office Location: TS/BB 007  
Office Phone: 727-712-5754

Dean: Jimmy Chang  
Office Location: SP/G 215B  
Office Phone: 727-341-4305

**COURSE INFORMATION:**

*Course Description: 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.*

*Prerequisite: Appropriate score on the SPC mathematics placement test.*

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION:**

Required Text, Publisher Information: *PreAlgebra-Ebook+ALEKS Code*, Miller/O'Neill Hyde, McGraw-Hill.  
ALEKS Class Code: **XQNDM-JXAKD** ALEKS Financial Aid Access Code: **69580-79830-75065-148C3**  
Bookstore: <http://spcollege.bncollege.com> ISBN Number: 9780077772871  
Recommended Additional Materials/Supplies: n/a

Academic Support provides resources such as tutoring, computer help, workshops, group study, and more! Please visit <http://www.spcollege.edu/support> to discover their hours and tutor schedules for this academic term.

SmarThinking is an online tutoring resource that can be accessed from your MyCourses home page.

My Courses will be used in every section of this course and will house information about this course and links to other resources such as ALEKS.

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

Resource Guide: <http://www.spcollege.edu/resourceguide/>

Academic Honesty: <http://www.spcollege.edu/academichonesty/>

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

SPC Student HelpDesk (for Technical Support with MyCourses): <http://www.spcollege.edu/helpdesk/>

ALEKS Customer Support: [http://www.aleks.com/support/contact\\_support](http://www.aleks.com/support/contact_support)

**MEETING INFORMATION:**

Class Number: 2351  
Course Location: online  
Meeting Days: online  
Class Times: online

## IMPORTANT DATES:

Course Dates: January 11, 2016 - May 5, 2016

Last Day to Drop and Receive Refund: January 15, 2016

Last Day to Withdraw and receive a letter grade of "W": March 23, 2016 (60% point)

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

## DISCIPLINE-SPECIFIC INFORMATION:

**Calculator Use:** One goal of this course is to develop and/or improve your computational skills in the real number system. Calculators may be used to check your homework; however, calculators are NOT permitted on Tests or Exams.

**Study Skills:** MAT 0018 is a developmental mathematics course. Since this course is a **prerequisite** to MAT 0028 (Developmental Mathematics II) and any college-level mathematics course, you must master this material to do well in subsequent mathematics courses and in related courses. Success depends on the effort you invest in the course. Because the course builds on itself, **you must log in several times weekly in MyCourses and in ALEKS and focus** on the course content and class activities. Ask questions. Seek extra help from your instructor or the Learning Support Commons. Try to complete all assignments and monitor your own progress. Do not let yourself fall behind. Stay on top of your game!

## ATTENDANCE:

Students are expected to sign in and work in ALEKS at least 5 hours per week. The college-wide attendance policy is also included in the Syllabus Addendum. These policies note that each instructor is to exercise professional judgment and define "active participation" (and therefore "attendance") for each course, and publish that definition in each course syllabus. For this class, attendance is defined (for Weeks 1 & 2) as the completion of the initial assessment and Module #1 in ALEKS with a minimum of 70%. Students not able to complete one of these assignments in a particular week should notify their instructor immediately. If a student fails to complete Module #4 in ALEKS and fails to take the Proctored Midterm Exam through the eCampus procedures with a minimum of 70% by the 60% point of the term (March 23, 2016), he/she will be classified as not actively participating and will be administratively withdrawn from class with a "WF." Students that do not meet the active class participation requirement will be withdrawn from the course with a failing grade.

If **you** wish to voluntarily withdraw from the course and receive a grade of "W," you must do so through MySPC prior to the 60% point (March 23, 2016). Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% (March 23, 2016) deadline will result in a course grade of "WF." Students and instructors will automatically receive an e-mail notification to their SPC e-mail whenever a withdrawal occurs.

*Dual Enrollment and Early Admission students will only be assigned withdrawals through the Dual Enrollment Office or their respective advisor.*

## 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.

## 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.

## 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 at 791-2628 or 791-2710 (CL/EPI), 341-4316 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT), to complete the intake process and determine your eligibility for reasonable accommodations. If you would like more information, you can learn more about Disability Resources at [www.spcollege.edu/dr](http://www.spcollege.edu/dr) Please also inform your teacher of any special needs or accommodations by sending a copy of your accommodations sheet to her as an email attachment.

## EMERGENCY PREPAREDNESS:

The college website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll free number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. In the event that a hurricane or other disaster causes closure of St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college web site for an announcement of the College's plan to resume operations. Our online class should not be affected, as we can continue with the online platform work.

## COURSE OVERVIEW:

You will be learning using a computer program called ALEKS rather than a traditional textbook and homework. 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.

\*Everyone starts out with an initial assessment to determine what they already know and where they are best able to start learning new material.

\*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. You can go quickly through material that is easy for you and practice as much as you need to on the harder material.

\*All your work is kept on the ALEKS servers, so you can access your account from any computer connected to the Internet. Computers are available in the Learning Support Commons and in the library. **You must be willing to work online for a minimum of 5 hours per week.**

\*This course is divided into eight (8) modules. Each module contains topics you must master to complete the course. After each module, there will be a test. If you complete the module early, you may take the test early and move on. It is possible to finish the course early.

\*The ALEKS developmental math I course contains 302 topics. Students who master these topics will have the foundation needed to be successful in future math classes and pass the final exam. You will demonstrate mastery through completing problems in the ALEKS program, taking periodic progress assessments, a midterm comprehensive assessment, and a final comprehensive assessment.

◆ If this online class does not match your learning style or personal situation, please talk to the instructor or math department about other options.

### Initial Assessment

On the first day of class, you will need to register for ALEKS. Then you will view a tutorial and take an individual assessment to determine which topics you need to study. **Do the initial assessment carefully and honestly.** It will take about an hour. Use the calculator in ALEKS if needed and paper and pencil. You do not need to have purchased your ALEKS code by the first day of class in order to get started.

### Pie Chart

The results of your assessment are shown in a color-keyed pie chart. Each slice of the pie chart relates to a particular area of math and is filled in with solid color to reflect your current mastery. Your goal is to fill in the slices of the pie chart. The dashed lines show the objectives for the module we are currently working on.

### Learning Mode

Most of your time in ALEKS will be spent in Learning Mode, working practice problems. In most cases, you will solve only a few problems in order to establish your grasp of the concept. Every time you do a problem, ALEKS will give you immediate feedback on your answer. If you do not know how to do a problem, ALEKS will provide a complete worked out solution.

### Periodic Assessments

As you make progress in ALEKS, you will be automatically reassessed at regular intervals to check retention and provide review as needed. You may lose material from your pie on automatic reassessments; this is completely normal. A review of the material should make sure you really understand it for future assessments.

## GRADING:

### GRADING RATIONALE:

#### ALEKS Hours (10%)

You are required to work in ALEKS at least five (5) hours per week during the semester. You will receive a grade for completing the required hours in ALEKS. Hours will be checked when modules are due. Your grade (up to 100%) is the number of weekly ALEKS minutes divided by the total number of ALEKS minutes due.

Example 1: Working LESS than 5 hours weekly and NOT finished with 100% on your Pie

Objectives/assignment: If you worked 4 hours and 2 minutes (4hours times 60 minutes+2minutes=242minutes) for a week in which 5 hours was required (5hours times 60 minutes=300minutes), then your score for that TIME would be 242minutes divided by 300 minutes required which equals 80.7%.

Example 2: Working MORE than 5 hours weekly: If you worked 7 hours and 2 minutes for a week in which 5 hours was required, then your score for that TIME would be 100%. The extra time may be needed to complete a topic but you do not get extra credit and it does not carry over to add to another week or topic.

Example 3: Working LESS than 5 hours weekly and earned a 100% on your Pie Objectives/Assignment: If you get a 100% on the chapter pie objectives for that chapter, then you have no more work to do for that chapter and can proceed ahead in a new chapter. If you earned the 100% on the pie objective for the assignment but have worked less than 5 hours, I will change your TIME grade to a 100% because there is no more work for you to do on that topic.

#### Homework (10%)

Topics presented will be offered as homework so that you can practice some of the harder material. You will have multiple attempts at the homework. If you do not complete the homework while it is available in ALEKS or MyCourses then you will receive a zero. These may include the Midterm Exam Review and the Final Exam Review which will be practice tests in ALEKS and MyCourses before each exam.

#### ALEKS Pie Objectives (25%)

All modules must be completed by the appropriate due dates. For the week in which they are assigned, assignments are due by Sunday at 11:59 p.m. (unless noted otherwise). Your grade is a percentage of the topics completed. ALEKS module grades are not posted in MyCourses until the Module due date closes.

#### Midterm Exam (25%)

Only students who have completed Modules 1-4 will be permitted to sit for the Midterm Exam. For all students, the Midterm Exam must be taken by the date assigned. Failure to take the Midterm by the due date will result in a zero and you will be expected to self-withdraw from the course. There are NO Make-up exams. This one-attempt exam is timed and MUST be proctored (supervised). You may not use your books, notes, calculators or any other resources while testing, including other students.

#### Final Exam (30%)

Only students who have completed modules 5-8 and the Midterm Exam will be permitted to sit for the Final Exam. For all students, the Final Exam must be taken by the date assigned. Failure to take the Final Exam by the due date will result in a zero (0). There are NO Make-up exams. This one-attempt exam is timed and MUST be proctored (supervised). You may not use your books, notes, calculators or any other resources while testing, including other students.

**Testing:** *To encourage students to make every effort to be present for all tests, no makeup tests will be allowed. Students are strongly encouraged to earn a grade of 70% or higher on each assessment.*

### GRADING SCALE:

A	90% - 100%
B	80% - 89%
C	70% - 79%
N/F	0% - 69%

A grade of "N" may be assigned to students who have completed the course and shown improvement, but did not pass. Students on their third attempt cannot withdraw from the class after the first week. 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.

### Proctored Testing Information

What is proctored testing? A proctored exam is an exam that is administered by an authorized individual who supervises the student while they are taking the exam. The proctor's function is to ensure the integrity and security of the exam in a secure testing environment. Registration using one of the 3 options is REQUIRED!

To see the detailed information, go to <http://mycoursesupport.spcollege.edu/proctored-testing-information>

Students are REQUIRED to make an appointment for both the Midterm Exam and the Final Exam. The appointments should be made during the first two weeks of the course. The testing information and procedures can be accessed by the link <http://mycoursesupport.spcollege.edu/proctored-testing-information>

Options	Spring- Midterms	Spring- Finals
SPC Location	March 18 <sup>th</sup> – 20 <sup>th</sup>	April 29 <sup>th</sup> – May 1 <sup>st</sup>
Distance	March 17 <sup>th</sup> – 20 <sup>th</sup>	April 28 <sup>th</sup> – May 1 <sup>st</sup>
ProctorU	March 17 <sup>th</sup> – 20 <sup>th</sup>	April 28 <sup>th</sup> – May 1 <sup>st</sup>

Option A: Testing at a designated SPC location is free of charge. Students who are local can test at an SPC location. Students are required to make an appointment through the Test Reservation System. Test reservations are on a first-come, first-serve basis. How to reserve a test time: Make your reservations online using the Test Reservation System. Log in using your student number and password. Choose an exam from your pre-populated class schedule. Choose a location. Choose your preferred 2 hour time block during which you wish to test. If your test is longer than 2 hours, you should reserve extra time. If you wish to take two or more exams on the same day a separate reservation must be made for each exam.

Option B: Testing at a Distance may have a testing fee which is set by the testing location you choose. Students who cannot make it to an SPC location can take their exam (midterm, final, or placement) at a local college with a testing facility. Students who choose this option are required to fill out the Designate a Proctor Form.

Option C: Option C: Testing with ProctorU has a testing fee of \$22.50 per two hour exam. ProctorU is a third party proctoring service that allows you to take proctored exams online from anywhere using a webcam and a high speed internet connection. This option is only available for some courses based on instructor discretion. Please check the Proctored Exam Course List to see if ProctorU is being offered for your exams. Create an account with ProctorU. Schedule your exam(s) at least three weeks prior to the testing dates. Pay for any testing fees.

## **STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS:**

### **INSTRUCTOR'S EXPECTATIONS OF STUDENTS:**

Your participation in this course is critical for the learning process. You should:

- (1) log in several times weekly to MyCourses and in ALEKS (minimum 5 hours=300 minutes)
- (2) read all email communications and reply if asked
- (3) complete all assignments on time and with thoughtfulness
- (4) practice academic honesty in all your work
- (5) contact the instructor promptly if there is an ongoing problem requiring special attention.

### **WHAT STUDENTS CAN EXPECT FROM INSTRUCTOR:**

The instructor will establish and maintain, with your involvement and help, a safe, comfortable learning environment in which your opinions and thoughts are valued.

The instructor will make meaningful assignments designed to broaden your knowledge and help improve your ability to problem solve utilizing the critical thinking skills developed in the study of Mathematics.

The instructor will offer you total availability to address any concerns or issues that may interfere with the learning process inside or outside of the classroom.

You can expect that the instructor will keep the course moving at a reasonable pace in order to satisfy the stated learning objectives.

The instructor will respect your thoughts, opinions and questions regarding the concepts being studied in this course and will attempt – to the best of the instructor's ability – to work with you in answering all your questions.

The instructor will supply fair, honest and timely evaluation of your progress in learning the concepts outlined in the objectives for this course.

## **SIGNATURE PAGE:**

**I have read, understand, and agree to abide fully by the parameters set in this syllabus and Syllabus Addendum.**

**Student Signature:**

**Date:**

### Tentative Course Schedule\*

\*Adjustments may be made due to differences in class meeting patterns, official college holidays, or instructor prerogative.

<b>Week #</b>	<b>Week of</b>	<b>Topics</b>	<b>Hours</b>	<b>Module</b>	<b>Homework</b>	<b>Assessment</b>
1	January 11	Module 1				<b>Initial</b>
2	January 18	Module 1				
3	January 25	Module 1	10 1/11-1/31	<b>Due: 1/31</b>		
4	February 1	Module 2	5 2/1-2/7	<b>Due: 2/7</b>		
5	February 8	Module 3	5 2/8-2/14	<b>Due: 2/14</b>		
6	February 15	Module 4				
7	February 22	Module 4				
8	February 29  Spring Break 3/6 - 3/13/2016	Module 4	15 2/15-3/13	<b>Due:3/13</b>		
9	March 14	ALEKS Midterm Exam Review MyCourses Midterm Exam Review  Module 5			<u>3/14-3/20</u> <u>3/14-3/20</u>	<b>Midterm</b> At Proctored site 3/17-3/20
10	March 21	Module 5				
11	March 28	Module 5				
12	April 4	Module 5	15 3/14-4/10	<b>Due: 4/10</b>		
13	April 11	Module 6 Module 7	5 4/11-4/17	<b>Due: 4/17</b> <b>Due: 4/17</b>		
14	April 18	Module 8	5 4/18-4/24	<b>Due: 4/24</b>		
15	April 25	ALEKS Final Exam Review MyCourses Final Exam Review		<b>Due: 5/1</b> <b>Due: 5/1</b>	<u>4/25-5/1</u> <u>4/25-5/1</u>	
16	Week of April 28- May 1st	Final Exam at a proctored site Pre-registration and appointment required				<b>Final</b> At Proctored site 4/28-5/1

**\*There will be NO CLASS MEETINGS held during the following dates:**

**Monday, January 18, 2016 (Martin Luther King, JR Day)**

**Sunday-Sunday, March 6-March 13, 2016 (Spring Break)**

**Friday-Sunday, March 25-March 27, 2016 (Spring Holiday)**