

# St. Petersburg College

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## COURSE SYLLABUS

Developmental Mathematics

MAT 0022, Section # 1233

0625: Fall 2023

(Mo Tu We Th 12:00PM - 1:10PM)

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View [Syllabus Addendum](#) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

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## WELCOME

Welcome to my class! I am very excited about the opportunity to work with you this term. Believing in your ability to perform well, the course requirements will be academically and personally challenging, yet it can be accomplished. It is my expectation that you will grow as a learner this semester via increased knowledge and the ability to think critically as well as applying and integrating the information you have learned. It is also my hope that you will experience success now and in the future. Since you will be learning 32 weeks of material in 16 weeks, you can expect this semester to be very demanding and fast-paced. I am looking forward to a terrific semester with you. I want to welcome everyone, and I would encourage you to send me an email [Ridgeway.Ilona@mycourses.spcollege.edu](mailto:Ridgeway.Ilona@mycourses.spcollege.edu) introducing yourself, tell me why you are taking the class and what you hope to get from it.

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## INSTRUCTOR

**Name:** Professor Ridgeway

**Email:** [Ridgeway.Ilona@mycourses.spcollege.edu](mailto:Ridgeway.Ilona@mycourses.spcollege.edu)

**Phone:** (727) 712-5787

**Office and Online Chat Hours:** After classes and by appointment

**Office Location:** TS-NU460

**Instructor Web Page:** <https://webapps.spcollege.edu/instructors/id/ridgeway.ilona>

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## ACADEMIC DEPARTMENT

### DEAN

**Name:** Jimmy Chang

**Office Location:** SP/G SA 215B (St. Petersburg/Gibbs Campus)

**Office Phone Number:** 727-341-4305

**Email:** [chang.jimmy@spcollege.edu](mailto:chang.jimmy@spcollege.edu)

### ASSISTANT DEAN

**Name:** Pelagia Kilgore, Ph.D

**Location:** Tarpon Springs BB 020A Clearwater NM120

**Office Phone Number:** 727-398-8493 Office

**Email:** [kilgore.pelagia@spcollege.edu](mailto:kilgore.pelagia@spcollege.edu)

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## COURSE INFORMATION

### [Curriculum Guide](#)

**Course Description:** This is a course in the college-preparatory sequence that combines the objectives of both MAT 0018 and MAT 0028 and is designed to prepare students for college-level mathematics courses. This course is a study of the basic skills and concepts of basic algebra from the view of a college student who needs an understanding of basic 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.

### Learning Outcomes and Objectives:

Learning Outcomes and Objectives:

1. The student will utilize basic concepts of the set of rational numbers by: a. classifying sets of numbers. b. identifying and applying the properties of real numbers. c. identifying place value and rounding whole numbers. d. identifying place value and rounding decimals.
2. The student will utilize mathematical operations (addition, subtraction, multiplication, division, absolute value, and square root) on problems involving rational numbers by: a. applying the order of operations to simplify algebraic expressions, including those with parentheses and integer exponents. b. evaluating expressions involving whole number exponents. c. simplifying fractions. d. comparing the magnitude of real numbers. e. writing the prime factorization of a number. f. applying the order of operations to evaluate algebraic expressions, including those with parentheses and integer exponents. g. adding and subtracting rational expressions with monomial denominators. h. simplifying, multiplying and dividing rational expressions. i. converting terms involving fractions, decimals, and percentages. j. simplifying radical expressions involving square roots only. k. adding, subtracting, and multiplying radical expressions containing monomial radicands with square roots only. l. rationalizing denominators containing radical expressions with monomial radicands with square roots only. m. converting between scientific notation and standard decimal notation. n. converting units of measurement across measurement systems. o. converting units of measurement within the same measurement systems.
3. The student will apply mathematical operations on polynomial expressions by: a. adding, subtracting, multiplying, and dividing polynomial expressions (division by monomials only; excluding division by binomials). b. factoring polynomial expressions using methods which include the Greatest Common Factor. c. factoring trinomials in the form of  $x^2 + bx + c$  and in the form of  $ax^2 + bx + c$ . d. factoring the difference of squares.
4. The student will apply algorithmic and algebraic processes to linear, literal and quadratic expressions or equations by: a. simplifying algebraic expressions involving one variable (e.g.  $2x + 5x$ ) b. simplifying an expression by collecting like terms (multivariable). c. evaluating algebraic expressions (e.g. find the value of  $7x$  given  $x = 2$ ). d. evaluating mathematical formulas by substituting rational numbers into assigned variables. e. solving linear equations in one variable using manipulations guided by the rules of arithmetic and the Addition and Multiplication Properties of Equality. f. solving literal equations for a given variable with applications (geometry, motion [ $d=rt$ ], simple interest [ $I=prt$ ]). g. solving quadratic equations in one variable by factoring.
5. The student will determine components and solution sets of lines and inequalities by: a. graphing linear equations using table of coordinate values, intercepts, and slope-intercept form. b. identifying the intercepts of a linear equation. c. identifying the slope of a line including the use of the following methods: the Geometric-Definition and Algebraic-Definition Slope Formulas, a provided graph, and a provided linear equation. d. solving linear inequalities in one variable using manipulations guided by the rules of arithmetic, the Addition and Multiplication Properties of Inequality, and graphing the solution set on a number line. e. graphing simple linear inequalities on a number line (e.g.  $x < 2$ ).
6. The student will apply problem-solving strategies by: a. solving proportional relationship problems, inclusive of ratios and rates. b. solving application problems involving geometry (circumference of circle, perimeter of polygons, area of triangle, parallelograms, circle). c. solving

geometric problems (e.g. perimeter, area, square root, Pythagorean Theorem) with algebraic expressions. d. solving multi-step problems involving fractions, decimals, and percentages (including situations such as simple interest, tax, markups/markdowns, gratuities, commissions, fees, percent increase or decrease, percent error, and expressing rent as a percentage of take-home pay). e. performing operations on whole numbers (with applications, including area and perimeter). f. performing operations with integers (with applications). g. performing operations with fractions (with applications). h. performing operations with decimals (with applications). i. solving percent equations with applications. j. setting up and solving ratios and proportions with simple algebraic expressions. k. defining variables and writing an expression to represent a quantity in a problem.

**Criteria Performance Standard:** Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures.

**Other Critical Course Expectations:** This course does require proctored Quizzes, Midterm Exam and a proctored Final Exam. You must be able to read cursive writing.

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## REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

**Required Textbook:** Miller/O'Neill/Hyde: Prealgebra & Introductory Algebra, 2nd Edition

**Publisher Information:** McGraw Hill, eBook

**ISBN:** 9781264373383     [Barnes & Noble Purchase Course Materials](#)

This course is part of the **First Day™ Inclusive Access Program**. **First Day™** is a partnership between Barnes & Noble College, SPC and the Publisher to bring your course materials to you through MyCourses at a discounted price. **If you purchased the E-Book elsewhere you can opt-out (as described below). You will need the E-Book to complete assignments in this class.**

- With First Day™ you are prepared with immediate access to your required materials on the first day of class.
- You have the option to opt out of the program within the first week of class if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The Opt-out date is 7 days after the first day of class.**
- The materials that are accessed through My Courses are **NOT** included in your tuition.
- If you do not click on the button to opt out as described in STEP 2, SPC will bill your student account at the First Day price (\$75.00) **after the opt-out deadline passes-approximately 2 weeks after your class starts**. This will show as a bookstore charge. You will pay this to the SPC business office.
- If you are using a 3<sup>rd</sup> party vendor for your course materials such as Chapter 31, Vocational Rehabilitation, Dual Enrollment, etc. we will bill the 3<sup>rd</sup> party vendor for you.
- First Day™ course materials are digital versions of the physical textbook that may include additional educational resources such as workbooks, problem sets, tutorials, video, simulations, and interactive software. Digital textbooks have many features that allow you to interact with

your course content like never before. Depending on the course materials used, features may include highlighting, annotation, search functions, and multimedia links. All First Day™ materials are easy to access through MyCourses.

- First Day™ materials are accessible through the internet, so it goes where you go, on whichever device you want.

## BARNES AND NOBLE CUSTOMER CARE CONTACT INFORMATION

Customer Care is available to help students with questions about accessing their course material, using eTextbooks, or opting out of the First Day program.

Hours of operation are 12am Monday – 1am Saturday (Eastern Time)

Phone assistance is available Monday-Friday, 9am to 9pm (Eastern Time)

- Link to Customer Care website and FAQ's: <https://tinyurl.com/firstdayfaq>
- Open a ticket Online for the Customer Care team: <https://tinyurl.com/customercarerequest>
- Email the Customer Care team: [bookstorecustomercare@bncollege.com](mailto:bookstorecustomercare@bncollege.com)
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

## MCGRAW HILL SUPPORT

Contact the Customer Experience Group for tech support and questions that need immediate attention, such as technical problems and common course management tasks.

- <https://mhedu.force.com/CXG/s/>
- 800-331-5094 (general instructor & student)
- Their hours of operation [Eastern]:

Sunday 12pm – 12am

Mon-Thurs 24 hours

Friday 12am - 9pm

Saturday 10am - 8pm

Questions? Tiffany Harrison [sm8047@bncollege.com](mailto:sm8047@bncollege.com)

**\*Please note that for McGraw Hill Courseware (Connect, SIMnet, or ALEKS) you must activate your enrollment in your McGraw Hill Courseware section (with our username/password or by creating a new Connect account) within the first week of class. Failure to complete this step may result in hitting a "paywall" in the future - even though you remained in the First Day Program.**

## Required Technology

Reliable access to a computer and the internet is necessary for this course. You must also have the ability to either scan or take pictures of your work to submit electronically. For example, you may use a scanner to scan as a .pdf, save your written work in pencil to your computer, and then upload to the appropriate dropbox. Scan multiple pages as a .pdf and save as 1 document to submit. You may also

use your phone to take a picture of your written work in pencil and save it as a .jpg or .gif and then upload your work to the appropriate dropbox. Take 1 photo of multiple pages and save as 1 document (.jpg or.gif) to submit.

ALEKS system requirements: [http://www.aleks.com/support/system\\_requirements](http://www.aleks.com/support/system_requirements)

### **Recommended Technology**

You are allowed to purchase and use a calculator in this course during your completion of homework and the final exam only. The calculator must be capable of performing only basic arithmetic, limited to only the following 6 arithmetic functions: addition, subtraction, multiplication, division, square root, and percent. The calculator must NOT be able to perform the Order of Operations because that is one of the skills students are strengthening in this course.

One such approved calculator model is the Texas Instruments Model TI-108 and is described on the following webpage:

<https://education.ti.com/en/us/products/calculators/elementary-calculators/ti-108/tabs/overview>.

View the [Textbooks](#) site.

View the [Libraries](#) site.

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## **LEARNER SUPPORT**

### **SParC**

You are enrolled in a course where a 3 part system called **SPC's Pertinent And Reliable Communicator** is being used. This system allows your instructor to easily identify and quickly communicate with students who have any issues that may affect their success as a SPC student. The goal is to streamline processes your instructor does each and every day to address your barriers to success and help you get back on track.

### **Tutoring**

Your instructor is available for questions and assistance. You are strongly encouraged to post any questions that you have to the corresponding discussion area, in MyCourses, for each module. Tutoring in math, reading, and writing is also available free of charge, on each of the main SPC campuses as well as online. For more information, view the [On-Campus and Online Support](#) site.

### **Accessibility Services**

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

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to **contact their instructor by the first week of the semester**. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please view the [Accessibility Services](#) site.

### **Student Services**

View the [Academic Support](#) site that can help you succeed.

View the [Student Services](#) site to learn how to obtain the resources that are available to you.

### **Mental Health Awareness**

As an SPC student it's vital that you know Titans Care. You can access resources through our [Student Assistance Program](#) (SAP). If you need support, advice, or just a friendly ear, help is only a phone call away. This service is offered FREE to SPC students and is a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

### **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

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## **IMPORTANT DATES**

**Course Dates:** View the [Academic Calendar](#).

**Drop Date:** View the [Academic Calendar](#).

**Withdrawal Date:** View the [Academic Calendar](#).

**Proctored Exam Dates:** View the [Proctored Testing Information](#).

**Financial Aid Dates:** View the [Financial Aid Dates](#).

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## DISCIPLINE-SPECIFIC INFORMATION

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.

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## ATTENDANCE

View the college-wide attendance policy included in [How to be a Successful Student](#).

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 date/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.

**For this class, attendance is defined as:**

### Week 1 Attendance

- Complete BEGIN HERE Steps 1 - 8
- Complete the ALEKS initial knowledge check

### Week 2 Attendance

- Complete Module 1 – ALEKS Hours (at least 5 hours)
- Complete Module 1 – Concept Check
- Complete Module 1 - ALEKS Objectives (at least a 70%)
- Complete Module 1 - Quiz 1

### Weekly Attendance

- Completion of at least 5 hours within ALEKS
- Updated within MyCourses

**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 may be administratively withdrawn with a grade of "WF". **Active class participation for this class is defined**



as responding to emails and completing all assignments by the required deadlines. Those students who do not complete Modules 1-4 in ALEKS (with at least a 70% on each module), ALEKS Midterm Exam Review and MyCourses Midterm Exam Review, and the Midterm Exam as scheduled may be disabled from the course in ALEKS, classified as not actively participating, and are subject to being administratively withdrawn from class with a failing grade. Students unable to complete these requirements should notify their instructor immediately.

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## GRADING

Students enrolled after the withdrawal deadline will receive a course letter grade based on the following grading scale (rounding shall be at the instructor's discretion):

Grading Scale: A = 90 - 100%, B = 80 - 89%, C = 70 - 79%, F or N = 0 - 69%

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.

\*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 withdraw deadline. Students on their third attempt cannot withdraw from the class after the first week. **You must be able to read cursive writing.**

Late Assignments and Make-Up Policy: All course work must be completed as scheduled. A grade of zero will be assigned to any course assignment not completed as scheduled.

**ALEKS Pie** - 25% of overall grade

ALEKS is integrated with a textbook to set up Intermediate Objectives/Topics based on Modules. Students receive credit based on the number of goal topics completed out of the total number of goal topics assigned for each module. As you make progress in ALEKS, you will be automatically reassessed at regular intervals (after the completion of each module and usually after every 8-10 hours of material or after 20-22 topics have been mastered) to check retention and provide review as needed. These Progress Assessments tend to focus on your recent learning history and are intended to check your retention of material recently learned. If the assessment 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/topics that were removed from your pie, those objectives/topics 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. Module ALEKS Objectives grades will be posted to the Grades area in MyCourses after each corresponding due date. **Your lowest ALEKS Objectives grade will be dropped during the course of the semester.**

**ALEKS Hours** - 10% of overall grade

For each module, you will be required to work in ALEKS at least five (5) hours per week during the semester. If you finish a module before completing the 5 hour requirement, then continue working in another module until you have met the requirement. There is no penalty for working ahead. You will receive a grade for completing the required hours in ALEKS. This is also your attendance for the week. Hours will be checked when modules are due. Your grade (up to 100%) is the number of weekly

ALEKS hours divided by the total number of ALEKS hours due. **Your lowest ALEKS Hours grade will be dropped during the course of the semester.**

#### **Concept Check - 5% of overall grade**

For each module, you will be required to work out in pencil and solve specific questions. It is important that your work is completed in pencil in an organized manner, clearly showing all steps, and your final answer. Using a pencil as opposed to pen is not designed to be punitive so be sure you are following the directions. Writing in pencil allows you to more clearly articulate steps shown in submitted answers. Writing in pen allows for greater chance for mistakes to be made, thereby allowing for the work displayed to be more messy and difficult to read. You must either scan as a .pdf (scan multiple pages and convert to 1 document) or take a picture as a .jpg or .gif (take 1 photo of multiple pages) of your written work in pencil and upload it to the corresponding dropbox as 1 submission (not 2 or more) here in MyCourses. It is important that you review the feedback and correct answers provided by your instructor. Grading criteria is provided for each set of concept check questions. **Your lowest Concept Check Questions grade will be dropped during the course of the semester.**

#### **Quizzes - 15% of overall grade**

There will be 8 Quizzes in ALEKS; one for each module. These quizzes are timed and must be taken in class as scheduled. You will have two attempts on each quiz. Second attempts will be proctored in class on scheduled make up days **should time permit**. If classes are canceled by the college, make up days are the first to be cut from the class schedule. You are expected to take these quizzes without the use of a book, notes, or other resources. Only an approved calculator is allowed. Failure to take the quizzes by the scheduled due date/time will result in a grade of zero. Your quizzes will be graded automatically in ALEKS and you will then be able to review your submission and go over each question. Module Quiz grades will be posted to the Grades area in MyCourses after each corresponding due date. There are no make-ups given for missed quizzes. **Your lowest quiz grade will be dropped at the end of the semester.**

#### **Reviews - 5% of overall grade**

The Midterm Exam Review and Final Exam Review will be completed in MyCourses and ALEKS. These reviews must be completed as scheduled. It is advised that you take each review multiple times in order to best prepare for the corresponding exam. You may use notes and your ebook while completing these reviews in preparation for the corresponding exam. However, you will not be permitted to use a book, notes, or any other resources other than an approved calculator, on the actual exams. You will have unlimited attempts on each review up until the deadline and only your highest score on each review will count toward your overall grade. It is recommended that you complete each review with at least a 75% or higher before you take the corresponding exam. Your reviews will be graded automatically in MyCourses and ALEKS and you will be able to review your submission to go over each question. The review assignments will be graded and updated in the Grades area in MyCourses.

#### **Midterm Exam - 20% of overall grade**

The Midterm Exam will be completed in MyCourses and will cover material from Modules 1 - 4. The Midterm Exam is timed and must be taken in a proctored environment (see testing information in the syllabus) and completed as scheduled. No books, notes, or other resources are permitted. Academic

honesty policies will be strictly enforced. Failure to take the Midterm Exam as scheduled will result in a grade of zero. Your exam will be graded and updated in the Grades area in MyCourses. There are no make-up exams.

### **Final Exam - 20% of overall grade**

The Final Exam will be completed in MyCourses and will cover material from Modules 1 - 8. The Final Exam is timed and must be taken in a proctored environment (see testing information in the syllabus) and completed as scheduled. No books, notes, or other resources are permitted. Only an approved calculator is allowed. Academic honesty policies will be strictly enforced. Failure to take the Final Exam as scheduled will result in a grade of zero. Your exam will be graded and updated in the Grades area in MyCourses. There are no make-up exams.

<b>ALEKS PI (Homework)</b>	<b>250 points</b>
<b>ALEKS Hours</b>	<b>100 points</b>
<b>Concept Checks and Discussions</b>	<b>50 points</b>
<b>ALEKS Quizzes</b>	<b>150 points</b>
<b>Midterm &amp; Final Exam Reviews</b>	<b>50 points</b>
<b>Midterm</b>	<b>200 points</b>
<b>Final Exam</b>	<b>200 points</b>
<b>Total 1000 points</b>	

Understand that the Aleks Quizzes, Midterm Exam and the Final Exam **MUST** be taken in a proctored environment as scheduled. Failure to complete an exam as scheduled will result in a grade of zero

**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 ALEKS tech support for problems with ALEKS (see technical support section for contact information).

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## **ASSIGNMENTS**

In this course you will have recommended and required assignments in both ALEKS and MyCourses. All coursework and assignments must be completed as scheduled. Please refer frequently to the Assignment List and Calendar in MyCourses to maintain awareness of assignment due dates and testing dates. It is important that you are working on your assignments on a regular basis throughout each week in order to allow yourself time to address any questions that you may have and to complete your assignments as scheduled. A grade of zero may be assigned to any course requirement not completed as scheduled.

## **TESTING INFORMATION**

**Online Proctored Exams Information:** **SHOULD IT BE NEEDED**

A proctored exam is an exam that is administered by an authorized individual who supervises you while you are taking the exam. The proctor's function is to ensure the integrity and security of the exam in a

secure testing environment. In order to make sure that you are prepared for your proctored exam, please visit: <http://mycoursesupport.spcollege.edu/proctored-testing-information>

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. Check out [Honorlock's Support for Test-Takers](#) to learn more. This service is free and you DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at

[www.honorlock.com/extension/install](http://www.honorlock.com/extension/install) . When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking Launch Proctoring will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. Good luck!

Honorlock support is available 24/7/365. If you encounter any issues, you may contact us by live chat, phone ( 844-243-2500 ), and/or email (support@honorlock.com ). If you encounter issues within MyCourses, you may contact SPC's Technical Support.

#### **Requirements:**

- A computer (Windows 8+ (Note: Honorlock may not be compatible with some Windows 8 devices), Mac OS 10.9+, or Chrome OS)
- A webcam & microphone (Don't have a webcam but need to take an Honorlock assessment? Here are some [options](#) that may help.)
- Google Chrome browser ([download Google Chrome](#))
- The Honorlock Chrome Extension ([download extension](#))
- A stable high-speed internet connection
- A quiet and bright location to take a proctored exam

If you are unable to meet these requirements, please contact the [SPC Technical Support Desk](#) for assistance.

#### **Additional Proctored Testing Information or Requirements**

This course may require one or more of your quizzes/exams in MyCourses to be virtually proctored. Proctoring will be conducted using an online proctoring service called Honorlock (HL). You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set to take them. To take an HL quiz, you will need the following: A computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [Honorlock's Support for Test-Takers](#) to learn more or for technical assistance.

#### **Room Scan & ID Information**

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be

aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or other government-issued identification. No examination will be permitted to start without a proper ID check.

### **What is my responsibility?**

For courses that utilize Honorlock, students are responsible for paying a proctoring fee (see options below). When starting your first assessment, a prompt will appear requesting payment. Choose the option that best matches your testing requirements for your course and enter your debit or credit card information. Be sure to give yourself some extra time when taking your first test to enter your credit or debit card information.

**Pay-Per-Course Option (\$9.95\*):** This option covers the cost for **ALL** proctored assessments in your course. **NOTE: This is the best value option if the course requires 2 or more proctored assessments. How many proctored assessments do I have? Contact your instructor or check the course content area of the syllabus.**

**Pay-Per-Exam Option (\$4.45\*):** This option covers the cost for **ONE** proctored assessment in your course.

\*Students will be required to pay sales tax based on their physical address.

### **Accessibility Services Students**

If you are an Accessibility Services student who needs accommodations please see below for further instructions based on the testing option you have chosen. If you are a student who needs assistive technology please contact your [Accessibility Coordinator](#). If you have a documented disability, please e-mail your accommodation(s) to [distancetesting@spcollege.edu](mailto:distancetesting@spcollege.edu). Your accommodation(s) will be documented and only visible to the Honorlock proctor.

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

### **REQUIRED INTERACTION**

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

Students are required to check MyCourses email daily, carefully read and respond to all emails as requested and complete assignments as scheduled.

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

1. log in to MyCourses and ALEKS several times weekly
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.

## **PARTICIPATION, CONDUCT, & NETIQUETTE**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to be a Successful Student](#).

## **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.

The instructor's goal is to be as responsive and helpful to you as possible. **Be mindful that your instructor is not online 24 hours a day.** Students may expect to receive replies to emails within 24 hours Monday - Thursday and within 48 hours Friday - Sunday. Feedback and grades for assignments which are not automatically graded may be expected within 48 hours Monday - Thursday and within 72 hours Friday - Sunday.

## **ACADEMIC HONESTY**

View the [Academic Honesty Policy](#).

## **COPYRIGHT**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov).

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## **TURNITIN**

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing,

integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

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## 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.

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## TECHNOLOGY

### MINIMUM REQUIREMENTS

View the [MyCourses Minimum Technology Requirements](#).

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Adobe Acrobat file (PDF) or image file (GIF, JPG, PNG) so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

**Minimum Technical Skills:** Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

### ACCESSIBILITY OF TECHNOLOGY

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [ALEKS ADA Compliance and Accessibility](#)

### PRIVACY

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [YouTube Privacy](#)
- [ALEKS Privacy Statement](#)

## TECHNICAL SUPPORT

Technical support is available via the [Technical Support Desk](#).

ALEKS customer support is available at: [http://www.aleks.com/support/contact\\_support\\_highered](http://www.aleks.com/support/contact_support_highered)

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## INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg 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 phone 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. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

**Class 1233**

**Assignment Calendar**

**Fall 2023**

**Start: 08/14/23**

**12:00 pm to 1:10 pm**

**Mo Tu We Th**

The following is the tentative semester calendar of the general course content and may be adjusted as need permits throughout the semester. All assignments are NOT listed here. See MySPC course contents for all assignments and their due dates.

August 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



13 WEEK 1	14 First day of class Orientation	15 Chapter 1.1-1.3	16 Chapter 1.4-1.6	17 Chapter 1.7-1.	18 Last Day to Drop With A Refund WEEK 1 GRADES DUE	19
20 WEEK 2	21 Review chapter 1	22 <u>Mod1</u> <u>ends</u> QUIZ 1	23 Chapter 2.1-2.3	24 Chapter 2.4-2.5 &3.1	25 WEEK 2 GRADES DUE	26
27 WEEK 3	28 Chapter 3.2-3.5	29 Review Chapters 2 & 3	30 <u>Mod2</u> <u>ends</u> QUIZ 2	31 Chapter 4.1-4.4		

## September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 3					1	2
3 WEEK 4	4 Labor Day No School	5 Chapter 4.5-4.8	6 Chapter 5.1-5.3	7 Chapter 5.4-5.6	8	9
10-Grandparent's Day WEEK 5	11 Review Chapters 4 & 5	12 <u>Mod3</u> <u>ends</u> QUIZ 3	13 Chapters 6.1- 6.2	14 Chapter 6.3-6.4	15	16
17 WEEK 6	18 Chapter 6.5-6.6	19 Chapter 6.7-6.8	20 Review Chapter 6	21 <u>Mod4</u> <u>ends</u> QUIZ 4	22	23
24 WEEK 7	25 <u>Midterm</u> <u>exam</u> <u>review</u>	26 <u>Midterm</u> <u>exam</u>	27 Makeup day mods 1-4	28 Chapter 7.1-7.3	29	30

## October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 WEEK 8	2 Chapter 7.4-7.6	3 Chapter 7.7-7.8 & 9.1	4 Chapter 9.2-9.4	5 Chapter 9.5-9.7	6	7

8 WEEK 9	9 Review Chapters 7&9	10 <u>Mod5</u> <u>ends</u> QUIZ 5	11 Chapter 12.1- 12.3	12 Chapter 12.4- 12.5	13	14
15 WEEK 10	16 Chapter 12.6- 12.7	17 Chapter 13.1- 13.2	18 Chapter 13.3- 13.4	19 Chapter 13.5- 13.6	20 60% Grade Due	21
22 WEEK 11	23 Chapter 13.7- 13.8	24 Review Chapters 12&13	25 <u>Mod6</u> <u>ends</u> QUIZ 6	26 Chapter 10.1- 10.2	27	28 Last Day to withdraw with Grade of "W"
29 WEEK 12	30 Chapter 10.3- 10.4	31-Halloween Discovery Day No Classes				

## November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 12			1 Chapter 10.5- 10.6	2 Chapter 14.1- 14.2	3	4
5-Daylight Saving Time Ends WEEK 13	6 Chapter 14.3- 14.4	7-Election Day Chapter 14.5- 14.6	8 Chapter 14.7	9 Review Chapters 10 & 14	10 Veterans Day (observed)	11-Veteran's Day
12 WEEK 14	13 <u>Mod7</u> <u>ends</u> QUIZ 7	14 Chapter 15.1- 15.2	15 Chapter 15.3- 15.4	16 Chapter 15.5- 15.6	17	18
19 Thanksgiving No School	20 Thanksgiving No School	21 Thanksgiving No School	22 Thanksgiving No School	23-Thanksgiving Thanksgiving No School	24 Thanksgiving No School	25 Thanksgiving No School
26 WEEK 15	27 <u>Mod 8</u> <u>ends</u> QUIZ 8	28 Makeup day mods 5 - 8	29 <u>Final</u> <u>exam</u> <u>review</u>	30 <u>Final</u> <u>exam</u> <u>review</u>		

## December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 15					1	2

3 WEEK 16	4 <b><u>Final Exam</u></b> 1 PM-2:50 PM	5	6 Last Day to withdraw with Grade of "WF"	7	8	9
Created at <a href="http://www.CalendarHome.com">www.CalendarHome.com</a> !						

## FALL 2023 ACADEMIC CALENDAR

	FALL FULL TERM	1ST 8- WEEK SESSION	WEEKEND COLLEGE	12-WEEK EXPRESS SESSION	2ND 8- WEEK SESSION
TERM/SESSION DATES					
First day of term/session	Aug. 14	Aug. 14	Aug. 18	Sept. 11	Oct. 9
Last day of term/session	Dec. 7	Oct. 6	Dec. 3	Dec. 7	Dec. 7
ADMISSIONS					
Application deadline for non-health programs, including Bachelor's programs	Admission to programs are aligned to students' first term (or session) at SPC and do not observe specific deadlines.				
Health programs admissions deadlines	<a href="#">Dates vary by program. View Health Admissions website for details.</a>				
International students application deadline	June 1	June 1	June 1	June 1	June 1
Last day to apply for Study Abroad trips	<a href="#">Dates vary by trip. View Study Abroad website for details</a>				
REGISTRATION					
View classes	April 10	April 10	April 10	April 10	April 10

	FALL FULL TERM	1ST 8- WEEK SESSION	WEEKEND COLLEGE	12-WEEK EXPRESS SESSION	2ND 8- WEEK SESSION
View textbook and General Education course syllabi	June 30	June 30	June 30	June 30	June 30
Special programs registration begins	April 17	April 17	April 17	April 17	April 17
Registration for all students begins	April 19	April 19	April 19	April 19	April 19
Senior citizens/state employees	Aug. 11	Aug. 11	Aug. 11	Aug. 11	Aug. 11
Last day to add a class	Aug. 16	Aug. 14	Aug. 23	Sept. 12	Oct. 9
TUITION/FINANCIAL AID					
Tuition/Fee payment due	July 12	July 12	July 12	Sept. 1	Sept. 29
FAFSA priority deadline date	May 1	May 1	May 1	May 1	May 1
Many funds are awarded on a first-come, first-serve basis, so the earlier you submit your FAFSA, the more funds you could be awarded.					
Payment Plan enrollment deadlines	<a href="#">View all tuition payment plan dates</a>				
Financial aid deadlines	<a href="#">View all financial aid deadlines</a>				
LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT					
Last Day to Drop With A Refund	Aug. 18	Aug. 18	Aug. 25	Sept. 15	Oct. 13
LAST DAY TO WITHDRAW *WITH GRADE OF "W"					
Last Day to withdraw with Grade of "W"	Oct. 28	Sept. 20	Oct. 27	Nov. 6	Nov. 14

	FALL FULL TERM	1ST 8- WEEK SESSION	WEEKEND COLLEGE	12-WEEK EXPRESS SESSION	2ND 8- WEEK SESSION
LAST DAY TO WITHDRAW *WITH GRADE OF "WF"					
Last Day to withdraw with Grade of "WF"	Dec. 6	Oct. 5	Dec. 2	Dec. 7	Dec. 7
* FINANCIAL ASSISTANCE RECIPIENTS:	If you completely withdraw from the College anytime on or before the dates of your session, you may incur repayment of Financial Assistance funds. See financial aid withdrawal deadlines.				
EXAMS					
Mid-term exams (online)	Oct. 6-8				
Final exams (online)	Dec. 1-3				
Final exams	Dec. 4-7		Nov. 30- Dec. 2	Dec. 4-7	
GRADUATION					
Fall Commencement TBD.					
NO CLASSES FOR STUDENTS (ALSO SEE COLLEGE CLOSED DATES BELOW)					
Discovery Day	Oct. 31	Oct. 31	Oct. 31	Oct. 31	Oct. 31
Winter Break	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024
COLLEGE CLOSED					
Labor Day	Sept. 4	Sept. 4	Sept. 4	Sept. 4	Sept. 4
Veterans Day (observed)	Nov. 10	Nov. 10	Nov. 10	Nov. 10	Nov. 10

	FALL FULL TERM	1ST 8- WEEK SESSION	WEEKEND COLLEGE	12-WEEK EXPRESS SESSION	2ND 8- WEEK SESSION
Thanksgiving Break	Nov. 19-25	Nov. 19-25	Nov. 19-25	Nov. 19-25	Nov. 19-25
Winter Break	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024
<b>FACULTY SCHEDULE</b>					
Report for duty	Aug. 10	Aug. 10	Aug. 10	Aug. 10	Aug. 10
Students may access their classes on MyCourses at the latest by the Friday prior to the first day of classes.					
Last working day	Dec. 8	Dec. 8	Dec. 8	Dec. 8	Dec. 8
Final grades due in PS by 2 p.m.	Dec. 8	Oct. 6	Dec. 8	Dec. 8	Dec. 8
Discovery Day	Oct. 31	Oct. 31	Oct. 31	Oct. 31	Oct. 31

## Time Management

When I was lamenting to a friend about how to get students to manage their time better she sent me this.

"One day an expert in time management was speaking to a group of students and, to drive home a point, used an illustration those students will never forget. As he stood in front of the group of high-powered over achievers he said, "Okay, time for a quiz." Then he pulled out a one-gallon, wide-mouthed Mason jar and set it on the table in front of him. Then he produced about a dozen fist-sized rocks and carefully placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes." Then he said, "Really?" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar causing pieces of gravel to work themselves down into the space between the big rocks. Then he asked the group once more, "Is the jar full?" By this time the class was on to him. "Probably not," one of them answered. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand into the jar and it went into all of the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?" No!" the class shouted. Once again he said, "Good." Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. Then he looked at the class and asked, "What is the point of this

illustration?" One eager beaver raised his hand and said, "The point is, no matter how full your schedule is, if you try really hard you can always fit some more things in it!" "No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all." What are the 'big rocks' in your life? Your children; Your loved ones; Your education; Your dreams; A worthy cause; Teaching or mentoring others? Remember to put these BIG ROCKS in first or you'll never get them in at all. "

Source: <http://www.law.du.edu/daustin/lawyer/balancing.doc>

The reason I am having you read this is: Before it is too late you need to organize your jar and make sure to leave the appropriate amount of room in it for your math class. If there is no room in your jar for more, this class maybe better if taken at a different time. I can help you with all of your math questions but I cannot make more time, if I could I would be younger.