Grayson College Mathematics Department
Spring 2017 Faculty Instructor's Syllabus

Professor's Name: Joleen Yeager **Office Location:** SA-115 **Phone:** 903-415-2537

Email: yeagerj@grayson.edu **Office Hours:** MW 9:30AM – 12:00NOON
MW 3:00PM – 4:00PM
Or by appointment

The easiest way to contact your instructor will be through the Inbox link in Canvas. If you choose to contact me through fordd@grayson.edu, please tell me your name and the class in which class you are enrolled in the subject line of your email message

Course Title: Math Literacy for College Students **Course Number:** MATH – 0420 **Section Number:** A12

Classroom: SB-111 **Class Meeting Times:** TR 10:00AM – 11:50AM

Course Description:
Topics may include numeracy, proportional reasoning, algebraic reasoning, functions and modeling, probability and statistics.

Textbook and Required Material:
Prealgebra, Miller, O'Neill, and Hyde, 2nd Edition, McGraw-Hill Publishing, 2015

ISBN-13: 978-1-2599-9761-7 (This includes the textbook and the online access code.)
ISBN-13: 978-1-2600-3861-3 (This includes the loose-leaf textbook WITHOUT the online access code.)
ISBN-13: 978-1-2600-3860-6 (This includes the standalone online access code, complete with an e-version of the textbook.)

The ACCESS CODE is required to complete the lab assignments online. Lab assignments may be completed in the Math Hub without the access code.

Prerequisite(s): This course is designed for students whose TSI scores have placed them in MATH 0420. MATH 0420 is the exit level course for those students whose degree plan does not specifically require college algebra, but is satisfied by any core mathematics class, e.g. Math for Liberal Arts majors or Statistics. For students who must complete college algebra or a similarly algebra intensive course to fulfill degree plan requirements, this course should be followed by MATH 0340/0140 and then the required core mathematics course.

Corequisite(s): NONE

Credit Hours: 4 **Lecture Hours:** 4 **Lab Hours:** 1

Methods of Instruction: Lecture/examples of problems, homework Q&A, videos (when applicable), online materials.

Suggested Course Materials:
You must have an access code for Connect Math to complete the lab assignments online.

You may have a scientific calculator for portions of this course. You will **NOT** be allowed to use your cell phone, iPod, or any other device that can be used for any purpose other than as a calculator.

Student Learning Outcomes: *(Upon completion of this course, students should be able to do the following.)*
1. Students will apply quantitative reasoning to be able to solve problems involving quantities or rates.
2. Students will apply quantitative reasoning strategies to solve real-world problems with proportional relationships.
3. Students will construct and use equations or inequalities to represent relationships involving one or more unknown or variable quantities to solve problems.
4. Students will describe the behavior of common types of functions using expressions, graphs and tables.

Outline of Student Expectations: The following will be expected of all successful students.
1. Students will come to class prepared and on time.
   a. Reading assignments will be completed before class.
   b. Homework assignments will be completed before class.

c. Videos will be viewed as assigned.

2. Students will accept responsibility for their learning process.
   a. If an absence is unavoidable, the student will check Canvas for class notes.
   b. Students will seek help, as needed.
   c. Students will have the maturity and motivation to complete work in a timely manner.
3. Students will contribute to classroom discussions.
   a. Students will be respectful of others in the class.
   b. There are frequently different ways to think about mathematical problems; even when you are correct, it does not imply that someone else is wrong.
4. Students will use critical thinking skills and apply these to assigned work.
   a. Students will understand that problem solving skills are important in all aspects of life.
   b. Students will understand that learning involves more than rote memorization.

Method of Evaluation: *(Grade will be determined by averaging the individual components using the scale shown below.)*

Tests	70%
Quizzes	5%
Writing Assignments	5%
Homework / Daily Assignments	10%
Lab Grade	10%

Grading Scale: **A =** 89.5% – 100% **B =** 79.5% – 89.4% **C =** 69.5% – 79.4% **D =** 59.5% – 69.4% **F =** 0% – 59.4%

Grading Rubric for Math Problems:
The following table illustrates the way in which points will be deducted for errors made on assignments and exams.

Percentage of total point value to be deducted	Description of error(s)
0% - 30%	Minor Error • Correct mathematical notation was not used. • The sequence of steps was not written in a logical and organized manner. • Variables were not identified. • Units were not designated. • The method of solution is correct, but there is a sign, arithmetic, copying, or similar minor error in the work. • Correct grammar was not used when a verbal response was required.
30% - 70%	Significant Error • The method could have worked; a correct start was made, but a substantial error or errors led to the wrong conclusion. • Poor notation, organization, or handwriting made it difficult to follow and understand for the reader. • A correct method was started, but not completed.
70% - 100%	Major Error • Instructions were not followed. • Method of solution was incorrect. • Problem was left blank.

Homework / Daily Assignment Policy:

Textbook homework problems will be given and taken up as grades. These assignments will be given in class as well as posted in Canvas. Homework assignments will be given a due date. These assignments will be due at that time. **If a student is absent, the homework is due the day the student returns to class. <u>No late work will be accepted.</u>**

Daily assignments will be completed during class. These assignments can be given at any time during the class. **If a student is absent, these assignments will not be made up and the student will receive a zero**.

Math is a cumulative subject that requires frequent practice in order to develop your skills. If one topic is confusing, then the next topic is likely to be more confusing. The general rule of thumb is to spend two hours studying for every hour spent in class. This translates to six hours per week. Your proficiency with math and your success in this class will depend on active practice.

Lab Policy:

This course requires the completion of **twenty (20)** laboratory assignments designed to enhance your understanding of the material presented in class. You have two options for completing these lab assignments.

Option 1: Labs may be completed in the Math Hub on the Denison or Van Alstyne campus. When completing lab assignments in the Math Hub, you will **NOT**, under any circumstances, receive credit for more than two labs during any one week. You must spend 50 **consecutive** minutes in the Math Hub, working on math assignments to earn a lab credit. **(These lab assignments are not graded – you earn full credit for completing each assignment. Lab personnel must initial each completed lab on your lab card.)**

Option 2: Lab assignments may be completed at the www.connectmath.com website. If you wish to complete lab assignments online, you must register on the www.connectmath.com web page using the registration code that should have been packaged with your textbook. You will earn one lab credit for each homework assignment you complete with a grade of 80% or better. **Please be aware that technical problems do sometimes occur. If Connect Math's website is unavailable, this does not excuse you from completing the assignment by the deadline.** Neither your instructor nor Grayson College may be held responsible for technical difficulties you may experience during the course. Complete your assignments in a timely manner, to avoid last minute complications. **Assignments have due dates and can only be completed after that date with a password. This password must be obtained from the professor. The password will only be good during the following unit. Therefore, it is important to not wait.** The last day to register on the Connect Math site is March 6th, and the last day to complete an assignment is May 7th at 11:59PM.

You will have four Lab Checks throughout the semester (around exam time) in order to help you in completing the lab assignments in a timely manner.

- Lab Check 1 – Students must have completed at least 5 lab credits by the end of Week 4.
- Lab Check 2 – Students must have completed at least 10 lab credits by the end of Week 8. Any previous labs will count towards this total.
- Lab Check 3 – Students must have completed at least 15 lab credits by the end of Week 12. Any previous labs will count towards this total.
- Lab Check 4 – Students must have completed at least 20 lab credits by the end of Week 15. Any previous labs will count towards this total.

Quiz Policy:

There will be unannounced in class quizzes throughout the semester. The quizzes will be pencil and paper quizzes to check to see where students' strengths and weaknesses are in the material.
Quizzes cannot be made up. If a student is absent the day a quiz is given, then a grade of ZERO will be earned for that quiz.

Exam Policy:

Exams 1 – 4 will be given in the classroom during normal lecture hours – observe the tentative weekly schedule on the last page of this syllabus. The lowest exam grade will be replaced with the final exam grade if it is higher. **Make-up exams will only be given in EXTREME EMERGENCIES.**

You will **NOT** be allowed to use your cell phone, iPod, or any other device that can be used for any purpose other than as a calculator on a test. Each student is responsible for bringing their own material the day of the exam (pencil and calculator). These items will not be provided.

Make-up Policy:

A student may request a make-up exam to be administered in the campus Testing Center in the case of an EXTREME EMERGENCY. The instructor decides what constitutes an EXTREME EMERGENCY. Make-up exams must be completed before the next class meeting.

If you are absent the day of an exam, the missing grade will be the "lowest" exam grade and will be replaced by the Final Exam grade.

Notice to the instructor must be given as soon as possible in order to take an exam early.

Attendance Policy:

Regular class attendance is expected of all students. If a student is unable to attend, it is his/her responsibility to contact the instructor to obtain any assignments.

Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student.

Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

Students enrolled in developmental courses face additional consequences for poor attendance. See the Attendance section of the Academic Success Plan.

Resource Material:

Any student enrolled in this class has access to the Math Hub located in the Success Center, room SC-114, and can be reached at 903-463-8663. The lab is staffed with faculty and tutors; in addition, it offers free tutorial help, calculators, and a computer area to watch math videos or work on your online math homework. For more information on the Math Hub (including an orientation video, a video showing how to get to the Math Hub on the Denison campus and hours of operation) go to the following web site: tinyurl.com/tutoring-mathhub

Disabilities Services:

The College is committed to meeting the special needs of disabled students and coordinates with agencies such as Texas Department of Assistive and Rehabilitative Services and Texas Department of Human Resources to provide appropriate accommodations.

Students with documented disabilities should contact the Disabilities Services Coordinator in the Success Center preferably before classes start or as early in the semester as possible. Once appropriate documentation for the disability is received, the Disability Services Coordinator will coordinate delivery of approved accommodations with students and their instructors. The College makes the following services available to students with documented disabilities: tutoring, note taking, sign language interpreting, special testing conditions, taped textbooks, scribes, special/modified equipment, and other appropriate services.

Drop/Withdrawal Regulation:

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Please consult your instructor before you drop a course, and check the current Grayson Registration Guide for the last official day to drop/withdraw from a course.

Drop/Withdrawal Procedure:

To drop this course, you will need to do the following:

1. Attain a Drop/Add form from your instructor or the Admission's Office.
2. Turn in the completed Drop/Add from to the Admission's Office on or prior to the drop date.
3. Make sure your course withdrawal satisfies the college withdrawal policy.
4. You may receive an F if you do not finish this class and do not drop prior to the drop deadline.

Religious Holy Days:

Grayson College will allow students who are absent from class for the observance of a religious holiday to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The form for requesting absence for holy days may be obtained from the Vice President for Student Services. "Religious holy day" denotes a holy day observed by a religion whose places of worship are exempt from property taxation under section 11:20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Evaluation of Instructors:

Grayson College seeks to improve the learning experience of all students. To assist in evaluating courses, students will be requested to complete an online evaluation-of-instruction near the end of the semester.

Student Code of Conduct

Students are expected and required to maintain classroom decorum that includes respect for other students and the instructor. Any student not following this rule will be warned in private and if there is no change in the behavior, the student will be asked to leave the class.

Students are expected to have prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Any behavior that disrupts the learning environment will not be tolerated. Disruptive behavior includes but is not limited to talking while another student or the professor is speaking. Cell phones should be turned off during class, this includes texting. If you truly have an emergency situation, put the phone in silent or vibrate mode and leave the room to answer if you must.

GC Title IX Policy

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, nation origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator (903) 463-8714
- Dr. Dava Washburn, Title IX Coordinator (903) 463-8634
- Dr. Kim Williams, Title IX Deputy Coordinator – South Campus (903) 415-2506
- Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753
- Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
- GC Policy Department: (903) 463-8777 – Main Campus (903) 415-2501 – South Campus
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

GC ALERT & EMERGENCY MANAGEMENT

Current students of Grayson College, Faculty, Staff, and the general public can register to receive voice and email messages via GC Alert, the college's emergency notification system. This web-based service sends high-priority messages during urgent situations. Manage your contact profile to the service through GC Alert. You can update your contact information for receiving alerts, and you can add, delete, or update your devices. For more information, please visit the website at http://grayson.edu/campus-life/campus-police/emergency-management.html

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IMPORTANT DATES

January 17	Classes begin
January 17 – 20	Schedule Changes
February 1	Census Date
March 13 – 17	Spring Break (NO CLASSES)
March 24	Learning Day (NO CLASSES)
April 18	Last day to drop a class
May 8 - 11	Final Exams

The final exam for this class will be on Tuesday, May 9th at 9:30AM – 11:20AM.

Grayson County College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website:
http://grayson.edu/current-students/index.html

Course Calendar for MATH – 0420.A12 (Subject to Change)

Week 1 01/16 – 01/20	Introduction Section 1.1, 1.2	Section 1.3, 2.1 Section 2.2 2.3
Week 2 01/23 – 01/27	Section 1.5, 1.6 Section 1.7	Section 1.8 Section 2.4, 2.5
Week 3 01/30 – 02/03	Review for Exam 1	Exam 1
Week 4 02/06 – 02/10	Section 4.1, 4.2 Section 4.3	Section 4.3, 4.4 Section 4.5, 4.6 Lab Check #1
Week 5 02/13 – 02/17	Section 4.7	Section 5.1, 1.4 Section 5.3, 5.4
Week 6 02/20 – 02/24	Review for Exam 2	Exam 2
Week 7 02/27 – 03/03	Section 7.1 Section 6.1, 6.2	Section 6.3, 6.4
Week 8 03/06 – 03/10	Section 7.2, 7.3	Section 8.1, 8.2, 8.3 Lab Check #2
03/13 – 03/17	**SPRING BREAK**	**SPRING BREAK**
Week 9 03/20 – 03/24	Section 5.7, 9.3, 9.5 Section 9.4	Review for Exam 3
Week 10 03/27 – 03/31	Exam 3	Section 3.1, 3.2, 3.3
Week 11 04/03 – 04/07	Section 3.4, 3.5	Section 9.1, 9.2
Week 12 04/10 – 04/14	Intro to Functions	Slopes Lab Check #3
Week 13 04/17 – 04/21	Section 10.1, 10.2	Section 10.4
Week 14 04/24 – 04/28	Review for Exam 4	Exam 4
Week 15 05/01 – 05/05	Review for Final Exam	Review for Final Exam Lab Check #4
Week 16 05/08 – 05/12	Comprehensive Final Exam, Tuesday, May 9, 2017 at 9:30 AM – 11:20 AM	