



**MATH 1012  
COURSE SYLLABUS  
Online  
Fall Semester 2015**

Semester: Fall 2015  
Course Title: Foundations of Mathematics

Instructor: Dr. Bee Hart  
Office Hours:  
Term A: T,R 1:15-4:15  
Term B: T,R 9:15-11:15, 2:45-4:15  
Office Location: 323, Main Building, Vidalia Campus  
Email Address: [bhart@southeasterntech.edu](mailto:bhart@southeasterntech.edu)  
Phone: 912-538-3131  
Fax Number: 912-538-3156  
Tutoring Hours: See office hours or by appointment

Course Number: MATH 1012  
Credit Hours/ Minutes: 3/2250  
Class Location: GVTC/Angel  
Class Meets: Via Internet / 15 wks  
CRN: 20007

**REQUIRED TEXT:** Bittinger, Marvin L. (2015). Basic Mathematics (12<sup>th</sup> edition). Boston: Pearson Education, Inc. A Mathxl Access Code is required. The Mathxl Access Code is packaged with the text from the bookstore, or it can be purchased separately from the bookstore, or it can be purchased online at [www.mathxl.com](http://www.mathxl.com). Directions to register for Mathxl, including a Mathxl Course ID #, are included in your Angel Course under the Course Work Tab and have been included below in your syllabus as well.

**REQUIRED SUPPLIES & SOFTWARE:** 3-ring binder notebook, loose leaf paper, pencils, black erasable pens (optional per instructor), highlighter, and a Texas Instruments TI-30XIIS scientific calculator or any scientific calculator for limited use in the course. Additional Requirements: Daily, MTWR, access to a reliable internet connection for use with Angel, Mathxl, mySTC, and college email.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**COURSE DESCRIPTION:** Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

**MAJOR COURSE COMPETENCIES:** Topics include: Fractions, decimals, percents, ratio and proportion, measurement and conversion, geometric concepts, technical applications, and basic statistics.

**PREREQUISITE(S):** ) : Appropriate arithmetic placement test score.

**COURSE OUTLINE:**

1. Fractions
2. Decimals
3. Percents
4. Ratio and Proportion
5. Measurement and Conversion
6. Geometric Concepts
7. Technical Applications
8. Basic Statistics

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS (Online): (Students in MATH 1012 are expected to use NO CALCULATOR on chapters 1-4).** Students are expected to complete all work required by the instructor and to attend the required proctored campus event. Students must register/enroll in Mathxl during the first three days of class and use the Mathxl Software to successfully complete the course throughout the term. Students who do not register for mathXL by the end of the 3<sup>rd</sup> day of class will be No Showed. Quizzes, tests, and homework grades may be given at any time without prior notice, when needed, but most will be scheduled as part of the class. (The Course Calendar for this course can be found in Angel and should be followed **very carefully**.) Specific due dates will be given to online students for tests, homework, quizzes, etc. Failure to adhere to due dates will result in a grade of zero. Exceptions will be rare. Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours doing the required homework, quizzes, and tests. Students are expected to communicate frequently through Angel Email and through the required online class discussion boards. Students are expected to show high-quality, detailed work and/or explanations when completing additional handwritten assignments or online assignments.

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

Students will have at least one week to complete tests and assignments. All tests and assignments are due by midnight on Wednesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**ONLINE ATTENDANCE:** It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (time) on (Monday, Tuesday, or Wednesday) of each week. (Instructors...fill in the time and choose a day that assignments are due each week). Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due

to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**PROCTORED EVENT REQUIREMENT:** In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that

instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, July 14<sup>th</sup>, 3:00-5:00, room 323 and Swainsboro Campus, July 15<sup>th</sup>, 3:00-5:00, room 6218.**

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):**

*15% Homework:* No makeups are allowed on mathXL homework assignments because each mathxl homework problem offers unlimited chances and tutorials to get each problem correct up until the due date. No makeups are allowed on discussion forums.

*10% Quizzes:* No makeups are allowed on quizzes. MathXL quizzes allow multiple chances to make a good grade up until the due date.

*30% Chapter Tests:* No makeup tests are allowed, but your lowest chapter test will be replaced by your proctored exam grade.

*25% Proctored Exam:* No makeup is allowed unless a valid documented excuse has been provided. The student will still have to attend a proctored session in Vidalia/Swainsboro within one-week of the missed exam if arrangements have been made. It is not a good idea to miss this exam. *Please see the Proctoring section of the syllabus for more details.* The grade on this exam will also be used as a 30% Chapter Test category reward.

*20% Final Exam:* No makeup is allowed.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

**Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

**--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

**--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which

prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

#### **GRADING POLICY**

15% Homework  
10% Quizzes  
25% Tests  
30% Proctored Cumulative Exam  
20% Final Exam

#### **GRADING SCALE**

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-59

#### **TCSG GUARANTEE/WARRANTY**

**STATEMENT:** *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

#### **Additional Grading Information:**

**15% Homework Addendum:** Your Mathxl homework will count 15% of your overall grade and will be shown in the homework section of the online Angel Gradebook. Other homework grades will consist of the 5 Discussion Boards, the Course Introduction Discussion Board, any handwritten textbook homework that is required, and any other homework assignments that are given. The discussion boards are graded according to the rubric attached to the syllabus.

**10% Quizzes Addendum:** Your Quiz grades will be updated and displayed in Angel after major due dates. The individual quiz grades will consist of quizzes given in the mathxl program as well as several off-line quizzes that may be required by your instructor. An off-line quiz is a traditional handwritten quiz or a quiz that is done outside of mathxl. The additional off-line quizzes will be recorded in mathxl so they can be included in the overall quiz average that will be transferred to the Angel Gradebook. Your instructor will notify you by Angel Mail when additional quiz requirements are added that are not already indicated on the syllabus or calendar.

**Note about Mathxl:** Mathxl is a valuable tool that can greatly enhance your learning of the material. In addition, Mathxl will increase your ability to work in the online environment which is in high demand in today's workforce. Please take full advantage of the Study Plan Tool in Mathxl.

**Note about not giving up:** A few bad grades are never a good reason to give-up. Most students are able to turn things around after a few bad grades if they just try. Always take time to discuss things with your instructor. We have to learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

**How many hours per week should I expect this course to take me? (15 week semester)** Students should expect the course to take a minimum of 2 or 2.5 times the contact hours to complete the lecture material, homework, quizzes, tests, and study time. For this class, 2.5 hours class time per week X 2.5 = a minimum of 6.25 hours per week. (Experts say that a 3 semester hour class should take around 6-9 additional hours per week for the semester.) Therefore, students should work several days per week to learn and complete the material. **For a 9 week semester**, students should expect the course to take a

minimum of  $4.167$  hours class time per week  $\times 2.5 =$  a minimum of 10.4 hours per week.

**Are you feeling overwhelmed as you read all your course expectations for each class?** That is a natural reaction at the beginning of the semester. Just listen to and communicate with your instructors and classmates. Take time to become organized in each class, and it will all come together soon. Your instructors want you to be successful.

**Can I finish this course early?** Yes. Given the timeline for summer semester, I want you to make the most of your time and only you will know what works best for your personal schedule. I have opened all of the MathXL assignments for the course beginning on the first day of class, so you can work through the material at your own pace. You will have firm due dates for all of the assignments listed in MathXL and assignment dates will likely not be extended. Once a due date has passed, the links to your assignments will no longer be available. I strongly encourage you to work ahead this term! There will be a proctored event that you **MUST** come to either the Vidalia Campus or Swainsboro Campus for, but, other than that, you can complete the course early.

**Most of the work for this course will be carried out in MathXL; therefore, you MUST have a MathXL account set up before the end of the drop/add period. If your account is not set up by this time, you will be removed from the course. Use the information below to establish a MathXL account:**

MathXL<sup>®</sup>

## How to Register and Enroll in Your Course

Welcome to MathXL! Your instructor has set up a MathXL course for you.

The course name is: MATH 1012 - Online - Summer 2015

It is based on this textbook: *Bittinger: Basic College Mathematics, 12e*

To join this course, you need to register for MathXL and then enroll in the course.

### 1. Registering for MathXL

Before you begin, make sure you have the access code that comes with your MathXL Access Kit.

To register or buy access, go to [www.mathxl.com](http://www.mathxl.com), click the **Student** button in the Register section, and then follow the instructions on the screen.

### 2. Enrolling in your instructor's course

After registering, log in to MathXL with your username and password. To enroll in this course, enter the following Course ID:

The Course ID for your course is: XL1W-H1GY-2020-2KC2

## **Need more help?**

To view a complete set of instructions on registering and enrolling, go to [www.mathxl.com](http://www.mathxl.com) and visit the Tours page.

**The next few pages will give you an idea about how the class is structured. I have given you access to all of the online work beginning on day 1 and you will be allowed to finish the course early once you have completed all of your work! Everyone will have to come to the proctored event that is scheduled for this term (even if you have finished all of the other course work). If you miss the proctored event, then you will get an “F” in the class even if you had an “A” average otherwise (this is not what anyone wants), so DO NOT MISS YOUR PROCTORED TEST! Follow your calendar very closely as it serves as your guide for the term. Once the links for a particular week are gone – they’re gone! Do not be late with your work as you will not be able to access links that are no longer available. If you have any questions about what needs to be done or if you need help with the material itself, be sure to contact me. Also, do feel free to come by during office**



**hours! Look below for your course  
schedule and weekly calendar.**

## TUTORING OPTIONS – You Have So Many Options!!

1. Mathxl Provides a Study Plan Button which will allow you to work examples from each section of your book. It will provide hints and explanations. Many of my students have used this and have bragged about it. You must register for mathxl using your mathxl access code and the instructor's course id code before you can use this option. If your instructor does not use Mathxl, you can just use the free text website [www.interactmath.com](http://www.interactmath.com) which looks the same as mathxl.
2. Your textbook provides a tutorial website for your specific book at [www.interactmath.com](http://www.interactmath.com). The problems will look almost exactly like the Mathxl Study Plan problems. If your instructor requires mathxl, you should use the Study Plan instead.
3. STC provides tutoring. The tutors are usually campus instructors who have designated specific times they are available for tutoring. Math tutoring is available on the Swainsboro and Vidalia Campus. See Ms. Sonya Wilson for the Swainsboro Campus. See Dr. Bee Hart and Mr. Jimmy Dupree for the Vidalia Campus.
4. You may know a math tutor. As long as you are just getting help with homework and a basic learning of the material, it is fine to use your own tutor. It is not appropriate to use a tutor on things like quizzes and tests. Your complete honesty is expected. Academic Dishonesty is a serious offense. You do not want to be associated with cheating in any way. Your career could be at stake if you give in to the temptation.
5. We often have volunteer tutors within our classes. This option varies on the availability of the volunteer tutors.
6. Use the resources available on the Southeastern Technical College website, [www.southeasterntech.edu](http://www.southeasterntech.edu), or just click the Tutorials Tab in Angel. In addition, use any resources that come with your textbook. You can also go to the library tab on our website to find more resources.
7. Khan Academy Videos provide lecture with an instructor who teaches many of the concepts we are learning. This is a great resource! Using these resources will help you become an "active learner" rather than a "passive learner" because you are taking charge of your learning by using additional resources. (Note: You may need to use the web browser Mozilla Firefox instead of Internet Explorer when trying to access the Khan Academy Videos.). The web address to access the Khan Academy Math Videos is [www.khanacademy.org](http://www.khanacademy.org).
8. Swainsboro Students can see Ms. Jan Brantley to inquire about tutoring resources. Vidalia students can contact the Student Success Center on the Vidalia campus.
9. Another way to gain access to tutorial help is to form a study group with some of your classmates. The college can assist by reserving a study room for your group. Please see Ms. Jan Brantley in Swainsboro if you would like to reserve a room for your study group, or see someone in the Student Success Center in Vidalia.
10. MATH 1012 should also use the resources available in their Angel course found under the Course Work tab and Lectures/Presentations.

**MATH 1012 LESSON PLAN**  
**FOUNDATIONS OF MATHEMATICS – 12<sup>th</sup> edition**  
**Subject to Changes and Updates**

- This course is designed so students can complete all assignments earlier than the deadlines. Please work as fast as you want.
- Students are responsible for meeting all deadlines and for additional information communicated through Angel Email from the instructor.
- Students are responsible for following the course calendar provided in the Angel Course under Course Work and attached to this syllabus.

HOURS/MINUTES 2250m=37.5h	CHAPTER	OBJECTIVES	ASSIGNMENTS Use the Course Calendar from Angel!!! Also located at the bottom of the syllabus!	COMP.
Day 1	NA	First Day of Class MATH 1012	<b>Complete the Following:</b> -Login to Angel -Read Announcement -Click all Tabs and Explore the Course -Click the Course Work Tab and Open all Folders -Print & Review Important Documents -Review the Proctored Event Requirement -Print & Use the Course Calendar! -Complete the Getting Started Expectations & No Show Expectations -Complete Course Pledge Discussion -Complete Student Introduction Discussion Board -Email Instructor from Angel -Register for Mathxl with Mathxl Access Code and the Course ID# provided in Angel -Start the Chapter 1 Mathxl Homework by Day 3 -Keep Handwritten Calculations for Homework, Quizzes, & Tests in a Notebook for each chapter	
~1st – 4th hour (Instructional hours)  Please print the course calendar located in your Angel Course under the Course Work Tab or at the bottom of this document	<b>Chapter 1 Whole Numbers</b>  No calculator allowed on chapters 1 – 4	-Standard Notation -Addition -Subtraction -Multiplication -Division -Rounding and Estimating; Order -Solving Equations -Applications and Problem Solving -Exponential Notation and Problem Solving	-Read Textbook Chapter 1 -No Calculator on Ch1 -Check Angel Email Daily -Watch & Take Notes on the Chapter 1 Lecture Videos found above homework assignments in Mathxl -Complete Ch1 Mathxl Homework by due date -Complete Ch1 Mathxl Quiz(zes) -Complete Ch1 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement -Use your course calendar for the specific due dates of chapter 1. -Student Introduction Discussion Board: See Calendar -Angel Discussion Board #1: See Calendar -All Ch1 Mathxl Assignments: See Calendar	6, 7 *a,b,c,d
~4th-7th hour	<b>Chapter 2 Fractions</b>	-Factorizations -Divisibility -Fractions and Fraction Notation -Multiplication and Applications -Simplifying -Multiplying, Simplifying, and Applications -Division and Applications	-Read Textbook Chapter 2 -No Calculator on Ch2 -Check Angel Email Daily -Watch & Take Notes on the Chapter 2 Lecture Videos found above homework assignments in Mathxl -Complete Ch2 Mathxl Homework -Complete Ch2 Mathxl Quiz(zes) -Complete Ch2 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement -Angel Discussion Board #1: See Calendar -All Ch2 Mathxl Assignments Due: See Calendar	1, 6, 7 *a,b,c,d
~7th-9th hour	<b>Chapter 3 Fraction Notation and Mixed</b>	-Least Common Multiples -Addition and Applications -Subtraction, Order, and Applications	-Read Textbook Chapter 3 -No Calculator on Ch3 -Check Angel Email Daily -Watch & Take Notes on the Chapter 3 Lecture	1, 6, 7 *a,b,c,d

	<b>Numerals</b>	-Mixed Numerals -Addition and Subtraction Using Mixed -Multiplication and Division Using Mixed -Order of Operations; Estimation	Videos found above homework assignments in Mathxl -Complete Ch3 Mathxl Homework -Complete Ch3 Mathxl Quiz(zes) -Complete Ch3 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement <b>-Angel Discussion Board #2: See Calendar</b> <b>-All Ch3 Mathxl Assignments: See Calendar</b>	
~9th-12th hour	<b>Chapter 4 Decimals</b>	-Decimal Notation; Order; Rounding -Addition and Subtraction -Multiplication -Division -Converting: Fraction to Decimal -Estimating -Applications and Problem Solving	-Read Textbook Chapter 4 -No Calculator on Ch4 -Check Angel Email Daily -Watch & Take Notes on the Chapter 4 Lecture Videos found above homework assignments in Mathxl -Complete Ch4 Mathxl Homework -Complete Ch4 Mathxl Quiz(zes) -Complete Ch4 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement <b>-Angel Discussion Board #2: See Calendar</b> <b>-All Ch4 Mathxl Assignments Due: See Calendar</b>	2, 6, 7 *a,b,c,d
~12th-16th hour	<b>Chapter 5 Ratio and Proportion</b>  Start Using a Calculator but show all steps that lead to calculator use to get credit.	-Introduction to Ratios -Rates and Unit Prices -Proportions -Application of Proportions -Geometric Applications	-Read Textbook Chapter 5 -Check Angel Email Daily -Watch & Take Notes on the Chapter 5 Lecture Videos found above homework assignments in Mathxl -Complete Ch5 Mathxl Homework -Complete Ch5 Mathxl Quiz(zes) -Complete Ch5 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement <b>-Angel Discussion Board #3: See Calendar</b> <b>-All Ch5 Mathxl Assignments Due: See Calendar</b>	4, 6, 7 *a,b,c,d
<b>Online Class: See Course Syllabus and Calendar concerning the Proctored Exam &amp; Quiz for this class</b>				
~16th-20th hour	<b>Chapter 6 Percent Notation</b>	-Percent Notation -Percent and Fraction Notation -Solving Percents: Percent Equation -Solving Percents: Percent Proportion -Percent Applications -Sales Tax, Commission, Discount	-Read Textbook Chapter 6 -Check Angel Email Daily -Watch & Take Notes on the Chapter 6 Lecture Videos found above homework assignments in Mathxl -Complete Ch6 Mathxl Homework -Complete Ch6 Mathxl Quiz(zes) -Complete Ch6 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement <b>-Angel Discussion Board #3: See Calendar</b> <b>-All Ch6 Mathxl Assignments Due: See Calendar</b>	3, 7 *a,b,c,d
~20th-23rd hour	<b>Chapter 7 Data, Graphs, and Statistics</b>	-Average, Median, and Modes -Tables and Pictographs -Bar Graphs and Line Graphs -Circle Graphs	-Read Textbook Chapter 7 -Check Angel Email Daily -Watch & Take Notes on the Chapter 7 Lecture Videos found above homework assignments in Mathxl -Complete Ch7 Mathxl Homework -Complete Ch7 Mathxl Quiz(zes) -Complete Ch7 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement <b>-Angel Discussion Board #4: See Calendar</b> <b>-All Ch7 Mathxl Assignments: See Calendar</b>	1, 2, 3, 7, 8 *a,b,c,d
~23rd-29th hour	<b>Chapter 8 Measurement</b>	-Linear Measures: American Units	-Read Textbook Chapter 8 -Check Angel Email Daily	4, 5, 7 *a,b,c,d

		-Linear Measures: Metric Units -Converting between American/Metric -Weight and Mass: Medical Apps -Capacity: Medical Apps -Time and Temperature -Converting Units of Area	-Watch & Take Notes on the Chapter 8 Lecture Videos found above homework assignments in Mathxl -Complete Ch8 Mathxl Homework -Complete Ch8 Mathxl Quiz(zes) -Complete Ch8 Mathxl Test -Complete Three Methods Quiz: <b>See Calendar</b> -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement <b>-Real World Video Assignment Due in Drop Box: See Calendar</b> <b>-Three Methods Quiz Due: See Calendar</b> <b>-Angel Discussion Board #4: See Calendar</b> <b>-All Ch8 Mathxl Assignments Due: See Calendar</b>	
~29th-37.5th hour	<b>Chapter 9 Geometry</b>	-Perimeter -Area -Circles -Volume -Angles and Triangles -Square Roots and Pythagorean Theorem	-Read Textbook Chapter 9 -Check Angel Email Daily -Watch & Take Notes on the Chapter 9 Lecture Videos found above homework assignments in Mathxl -Complete Ch9 Mathxl Homework -Complete Ch9 Mathxl Quiz(zes) -Complete Ch9 Mathxl Test -Send Weekly Summary Angel Email -Meet Weekly Deadlines by each Wednesday midnight to prove Academic Engagement -Optional Study Plan/Lecture Video Reward Due: <b>See Calendar</b> <b>-Angel Discussion Board #5: See Calendar (See Real World Assignment in Angel to do this discussion &amp; to submit the assignment to the drop box in Angel.)</b> <b>-All Ch9 Mathxl Assignments: See Calendar</b> <b>-Prepare for Final Exam.</b>	6, 7 *a,b,c,d
		Final Exam	Final Exam Due: See Calendar	ALL

Notes:

\*Proctored Exam Reward Redeemed (30% Test Category)

\*Graduates should contact their advisors about the Graduation Testing that may be required.

<b>COURSE OUTLINE/COMPETENCIES:</b>		<b>**General Core Educational Competencies</b>
1. Fractions	5. Measurement and Conversion	a) The ability to utilize standard written English. (i.e. Discussion Boards)
2. Decimals	6. Geometric Concepts	b) The ability to solve practical mathematical problems. (i.e. Entire Course)
3. Percents	7. Technical Applications	c) The ability to read, analyze, and interpret information. (i.e. Entire Course, Applications)
4. Ratio and Proportion	8. Basic Statistics	d) The ability to utilize basic computer skills. (i.e. Entire Course, Mathxl)

\*\*\*\* Instructor reserves the right to change the syllabus and/or lesson plan as necessary. \*\*\*\*

There are 5 Discussion Boards and the Student Introduction Discussion Board. Due dates are scheduled for each of the 5 discussions and a 0 is given for any discussion not completed by the due date. **A clearer copy can be seen with each discussion board in Angel.**

Criteria	Achievement Level				
	20 POINTS OUTSTANDING (100%)	15 POINTS PROFICIENT (75%)	10 POINTS BASIC (50%)	5 POINTS BELOW EXPECTATIONS (25%)	0 Points (0%)
<b>CRITICAL THINKING</b> (20% Weighting)	20 percent Discussion is rich in content. Generates thought provoking questions. Shows signs of insight and analysis of subject.	15 percent Discussion is substantial in content. Shows some insight and analysis has taken place.	10 percent Discussion is generally competent. Information is thin and commonplace.	5 percent Rudimentary and superficial. No analysis or insight is displayed.	0 percent Did not complete any of the requirements
<b>CONNECTIONS</b> (20% Weighting)	20 percent Clear connections to previous or current life situations.	15 percent Connections are somewhat evident. Some connection with real life situations but not very clear or obvious.	10 percent Limited connections. Vague generalities.	5 percent No connections. Off topic.	0 percent Did not meet any of the requirements
<b>UNIQUENESS</b> (20% Weighting)	20 percent New ideas. New connections. Discussion are made with depth and detail.	15 percent Contains new ideas or discussions but lacks depth and/or detail.	10 percent Few or no new ideas. Discussions rehash or summarize other postings.	5 percent No new ideas. "I agree with..." "I like that concept..." types of statements.	0 percent Did not meet any of the requirements
<b>TIMELINESS</b> (20% Weighting)	20 percent ALL required postings are completed in advance of deadline. Discussions and replies are completed throughout the discussion to ensure that others have time to read and respond.	15 percent ALL required discussions are completed by deadline. Some replies or discussions are not completed in time for others to read and respond.	10 percent ALL required discussions are completed at the last minute without allowing time for others to read and respond.	5 percent Some or all required postings are missing.	0 percent Did not meet any of the requirements
<b>STYLISTICS</b> (20% Weighting)	20 percent 1 or 2 grammatical or stylistic errors.	15 percent 3-5 grammatical or stylistic errors.	10 percent 5 or more obvious grammatical errors. Errors interfere with discussion content.	5 percent Obvious grammatical errors that makes understanding impossible.	0 percent Did not meet any of the requirements

**May 2015**

M	T	W	R
<p><b>For MathXL Grading: Homework – unlimited attempts in MathXL while the links are up</b></p> <p><b>Quizzes – 3 attempts in MathXL while the links are up</b></p> <p><b>Tests – 2 attempts in mathXL while the links are up</b></p> <p><b>Proctored Event – 1 attempt (paper and pencil test taken on campus).</b></p> <p><b>Final Exam – 3 attempts while the link is up</b></p> <p><b>**You only have to be present for the proctored event and can finish the course early if you choose to do so!! I would strongly encourage you to work ahead.</b></p>		<p><b>20 Day 1 - Semester Begins</b></p> <p>*See the Course Announcement in Angel and <b>complete the 3-No Show Requirements by Wednesday to secure your seat in the course (I have to drop you from the course if these are not complete).</b></p> <p>*Login to our Angel Course and Explore. Print important items for your notebook.</p> <p>*Follow this calendar like clockwork, and put it in your notebook!!</p> <p>*Send the <i>Student Information Sheet &amp; Agreement</i> found in the instructions of the Course Pledge.</p> <p>*Find the Student Introduction Discussion Board in Angel.</p> <p><b>*Read the Syllabus!!</b></p>	<p><b>21 Day 2</b></p> <p>*Any Questions?</p> <p>*You have a Mathxl Access Code. The Mathxl Course ID# you need can be found in Angel under Course Work in the Start Here Section.</p> <p>*Once registered in Mathxl, start the first homework assignment found under the Homework and Tests button in Mathxl. You can enter and exit homework by saving. Thus, you can just do a few problems to see how it works.</p> <p>*Mathxl has a browser check you must run on your personal computer.</p> <p><b>*Explore the tutoring options in Mathxl. (See the Homework Help Buttons by each problem &amp; the Study Plan Button)</b></p>

<p>25</p> <p style="font-size: 2em; opacity: 0.5;">HOLIDAY</p>	<p>26</p> <p><b>End of No Show – Day 3</b></p> <p>*The three No Show Requirements should be complete by midnight, and you should be working hard in Mathxl on chapter 1 homework &amp; quizzes found under the Homework and Tests Button in our Mathxl Course. (The Study Plan is only optional, but does count as part of a reward. Keep in mind that homework already has tutorial buttons. The Study Plan is intended for extra practice as needed.)</p> <p>*Your Student <b>Introduction Discussion Board First Post is due today. This will give others time to review and respond.</b></p> <p><b>*Work Week 1 Angel Email Summary</b> needs to be sent from Angel Mail by Wed. midnight. Just send a well-written summary detailing all the work you have done in math for Work Week 1</p>	<p><b>27 -Work Week 1 Ends (WW1E) – No Calculator on Chapters 1-4</b></p> <p>*All Chapter 1 Homework, Quizzes, and the Ch. 1 Test are due by midnight tonight! (Found under the Homework and Test Button in Mathxl.) (Access will cut-off at 11:59 p.m)</p> <p>*Meet academic engagement requirements by midnight.</p> <p>*The Student Introduction Board Replies are officially due tonight.</p> <p>*WW1 Angel Email Summary due.</p>	<p>28</p> <p><b>-WW2S</b></p> <p>*<b>Work Week 2 Starts</b> means that it is time to organize your schedule this week to complete all the assignments that are due Wednesday.</p> <p>*Time to do the first post of Discussion Board #1 this week.</p>
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**June 2015**

M	T	W	R
	<p>20</p>	<p><b>3 WW2E – No Calculator</b></p> <p>*All Ch. 2 is due by midnight tonight. (Access will be cut-off at 11:59 p.m.)</p>	<p><b>4 WW3S</b></p> <p><b>**Students should be working throughout the week on Mathxl Assignments. Early Completion</b></p>

		<p>*Always Meet academic engagement requirements by midnight.</p> <p>*The First Discussion Board #1 (DB1) Original Post is due. Give other people time before you reply. Replies are due during the next Work Week.</p> <p>*WW2 Angel Email Summary Due</p>	<p><b>of the course is allowed. Late completion is not.</b></p>
8 Are you prepared to complete chapter 3 by Wednesday?	9	<p><b>10 WW3E – No Calculator</b></p> <p>*All of Mathxl for Ch. 3 is due by midnight. (Access will be cut-off at 11:59 p.m).</p> <p>*Always Meet academic engagement requirements by midnight.</p> <p>*The Replies for the First Discussion Board #1 are due today or anytime during WW3. See the Grading Rubric.</p> <p>**WW3 Angel Email Summary Due</p>	<p><b>11 WW4S</b></p> <p>*Start DB2 this week.</p>
15	16	<p><b>17 WW4E – No Calculator</b></p> <p>*All of Mathxl for Chapter 4, is due by midnight. (Access will cut-off at 11:59 p.m.)</p> <p>*Always Meet academic engagement requirements by midnight.</p> <p>*The Discussion Board #2 Original Post is due giving time for classmates to respond the next week.</p> <p>**WW4 Angel Email Summary Due</p>	18 <b>WW5S</b>
22	23 MIDTERM	<p><b>24 WW5E – No Calculator</b></p> <p>*All of Mathxl for Chapter 5 is due by midnight. Access will cut-off at 11:59 p.m.</p> <p>*Always Meet academic engagement requirements by midnight.</p> <p>*The Replies for the Discussion Board #2 are due.</p> <p>**<b>WW5 Angel Email Summary Due</b></p>	<p>25 <b>WW6S</b></p> <p><b>There is a LOT of material due July 8th (two chapters worth) so be sure to get an early start!</b></p>

**July 2015**

M	T	W	R
<p>29 HOLIDAY ALL OF CH. 6 AND ALL OF CH. 7 WILL BE DUE ON JULY 8<sup>TH</sup>. Be sure to continue working on assignments this week or work ahead. I will be out-of-town this week and may not be able to respond to emails during this time – you have no assignments due this week.</p>	30 HOLIDAY	<p><b>1 HOLIDAY WW6E</b></p> <p>No assignments due today – Ch. 6 and 7 work due next Wednesday!</p>	2 HOLIDAY WW7S
<p>6 <b>Plan to attend the proctored event NEXT WEEK</b> in either Swainsboro or Vidalia. This exam is required and failure to take it will result in an “F” for the</p>	7	<p><b>8 WW7E</b></p> <p>*All of Mathxl for Chapter 6 is due by midnight (Access will cut-off at 11:59 p.m.).</p> <p>*Always Meet academic engagement requirements by midnight.</p> <p>*The Discussion Board #3 Original Post is due.</p>	<p>9 <b>WW8S</b></p> <p><b>65% mark for the term.</b></p>



<p>class – you don't want that and neither do I!!!!</p>		<p><b>**WW6 Angel Email Summary Due</b></p> <p>*All of Mathxl for Chapter 7 is due by midnight. Access will cut-off at 11:59 p.m.          *Always Meet academic engagement requirements by midnight.          *The Discussion Board #3 Replies are due.  <b>**WW7 Angel Email Summary Due</b></p>	
<p>13  <b>YOUR PROCTORED EVENT IS THIS WEEK – YOU MUST BE PRESENT AND TAKE THIS TEST TO AVOID RECEIVING AN “F” IN THE CLASS.</b></p>	<p>14  <b>Proctored Event in Vidalia – Room 323 (Main Building). The test will begin at 3:00 and end at 5:00. Bring your student ID!!!!</b></p>	<p>15 <b>WW8E</b></p> <p>*All of Mathxl for Chapter 8 is due by midnight          *Always Meet academic engagement requirements by midnight.          *The Discussion Board #4 Original Post is due.  <b>**WW8 Angel Email Summary Due</b></p> <p><b>Proctored Event in Swainsboro – Room 6218 323 from 3:00-5:00. Bring your student ID!!!!</b></p>	<p>16 WW9S</p>
<p>20</p>	<p>21</p>	<p>22 <b>WW9E</b></p> <p>*All of Ch. 9 is due by midnight. Access will cut-off at 11:59 p.m.</p>	<p>23 WW10S</p>
<p>27</p>	<p>28</p>	<p>29 <b>WW10E</b></p> <p>*Final Exam due by midnight tonight. Access will cut-off at 11:59 p.m.</p>	