



Math 0090 Learning Support Math
COURSE SYLLABUS
Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: Swainsboro, Building 6, Room 6218
Class Meets: 9:30-10:45 PM, TU/TH
CRN: 20054

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Sonya Wilson
Office Location: Swainsboro Building 6 Room 6218
Office Hours: MW 1:00-5:00, TR 2:30-4:30
Email Address: swilson@southeasterntech.edu
Phone: 478-289-2298
Fax Number: 912-538-3156
Tutoring Hours (if applicable): 2:30-3:30 TU or By Appointment

REQUIRED TEXT

This class includes both students who are enrolled as Technical Certificate of Credit (TCC) with no General Education requirements and students taking either Math 1012 or Math 1111 as Co-requisite classes. The syllabus describes requirements for all students and those that are specific based on the enrollment type.

No Text Purchase is required for Technical Certificate of Credit (TCC) with no General Education requirements students taking only Math 0090 Modules 1-6. These students will access the e-textbook, which is included with the MathXL software program. Students are required to purchase the MathXL Access Code from the STC Bookstore or directly from MathXL. The Instructor will provide MathXL registration information during the first class. Students, who prefer to purchase a book as a resource, may obtain the book information from the instructor.

Students taking both MATH 0090 and Math 1012 or MATH 0090 and Math 1111 as co-requisite classes will use their Math 1012 textbook or Math 1111 textbook. Students are required to attend Math 1012 or Math 1111 AND Math 0090. Math 0090 will be a lab course used to assist with Math 1012 or Math 1111 concepts.

REQUIRED SUPPLIES & SOFTWARE

MathXL Access Code can be purchased at the STC bookstore or directly from MathXL. Students not registered in MathXL by the end of the No Show period will be removed from the course. Students who have a code that expires during the current term of MATH 0090 must immediately purchase a new code to regain access to course work.

Calculator is required. An online calculator tool is provided within the MathXL Software. Students taking only Math 0090 (Modules 1-6) may purchase a standard scientific calculator. Often a hand held calculator will be more useful than the computer generated one. Students taking Math 1012 and Math 0090 should see the Math 1012 Syllabus. Students taking Math 1111 and Math 0090 should see the Math 1111 Syllabus.

Access to Internet required if students wish to work on assignments away from the STC campus.

Student Email Address all students have an email address that can be accessed through the MYSTC portal on the STC homepage. Students are encouraged to use this email address when registering for MathXL, but students may use any valid email address. STC Student email addresses are in the following format: 9XXXXXXXX@students.southeasterntech.edu.

The instructor provides MathXL Course ID to students on the first day of class. Note: Co-requisite students will only work in their MATH 1012 or MATH 1111 MathXL courses and will not enroll in the Math 0090 MathXL course. They will use this time for extra lab time for Math1012 or Math1111. Attendance in both Math 0090 and Math 1012 or Math 1111 is expected.

COURSE DESCRIPTION

This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students will progress at their own pace to master each module. Co-Requisite students will follow the course description on their MATH 1012 or MATH 1111 syllabus.

MAJOR COURSE COMPETENCIES

Only MATH 0090 Modules 1-6 Math students:

Module 1 - Whole Numbers

Module 2 - Fractions

Module 3 - Decimals

Module 4 - Percent and Ratio/Proportion

Module 5 - Measurement

Module 6 - Geometry

Only Math 1012 or Math 1111 Co-requisite students:

Co-requisite students will find these in the respective Math 1012 or Math 1111 course syllabus.

PREREQUISITE(S)

Only for MATH 0090 Modules 1-6 Math students:

None

Only for Math 1012 or Math 1111 Co-requisite students:

Co-Requisite Option Eligibility: (Math) Diploma level math students are eligible to take Math 1012 and Math 0090 on a co-requisite basis. Degree level students are eligible to take Math 1111 and Math 0090 on a co-requisite basis. Banner Documentation/Instructor Documentation/Dean Documentation of eligibility

COURSE OUTLINE

Only for MATH 0090 Modules 1-6 Math students:

Module 1 - Whole Numbers

Module 2 - Fractions

Module 3 - Decimals

Module 4 - Percent and Ratio/Proportion

Module 5 - Measurement

Module 6 - Geometry

Only for Math 1012 or Math 1111 Co-requisite students

Co-requisite students will find these in the respective Math 1012 or Math 1111 course syllabus.

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.

STUDENT REQUIREMENTS

MATH 0090 Modules 1-6 students and Co-Requisite Students are provided a personalized learning environment. Computer based learning is the primary mode of content delivery. Some of the following items may not apply to Co-Requisite students. Student requirements are as follows:

1. Students are expected to complete all assignments required in MathXL. Students who are not registered for MathXL by the end of the No Show period will be removed from the course.
2. Students are expected to be on task with the assignments while in the MathXL classroom.
3. Students are expected to prepare for tests, homework, and quizzes by utilizing the MathXL resources: Media Videos, E-Textbook, Study Plan, Homework Tutorial Buttons, etc...
4. Math 0090 Module 1-6 Students should plan to work inside and outside of the MathXL classroom in order to complete the modular assignments before the end of the semester. The attendance policy will be followed. Students who do not work on the modular assignments out of class time can expect the course to take more than one semester. We advise students to make every effort to finish in one semester by working in and out of class.
5. Co-Requisite Students Only: Students are expected to work on Math 1012 or Math 1111 assignments, ask questions, and do extra work to prepare for the next class day in Math 1012 or Math 1111. Attendance is expected in both Math 0090 and Math 1012 or Math 1111.
6. As STC policy states, no cell phones usage will be allowed in the classroom environment.
7. The instructor reserves the right to ask students to exit the classroom when cell phone usage is observed.
8. Proctored/Password Protected tests must be taken on campus during the scheduled class time in the MathXL classroom with the instructor present. Proctored Tests are password protected. The password will be entered by the instructor during the first 15 minutes of class time.
9. No notes or other material may be used during the MathXL proctored tests. Calculators are allowed.
10. Students must complete any MathXL proctored test in one class session without interruption and in the presence of the instructor or assigned designee. A proctored test must be started within the first 15 minutes of a class session and must be completed in one session. Students should expect a minimum of 60 minutes to take a proctored test.
11. Students are not allowed to have any windows open other than the testing window when taking a proctored test in MATH 0090. Students will be asked to place a red cup on the computer screen during the proctored test.

12. In the event the student has to wait on a proctored test until the next class day, the student should continue to work in MathXL by watching the pretest Media Videos, by reading the E-Textbook, and by completing problems in the Study Plan for the Module the student is preparing for. Students should record notes and examples in their notebook during this time. MathXL will record the student's activity and the time spent on those activities.

13. Should any component of this course need to be altered during the semester, students will receive notification. The format of the Learning Support Program is subject to change between semesters. Students re-entering learning support must adhere to any changes that occur.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of zero. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

All instructors will keep records of graded assignments and student participation in course 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, is withdrawn by the Instructor or receives an F in a course.

This class meets two (2) days a week for fifteen (15) weeks that is thirty (30) class meetings. The maximum number of days a student may miss for this class is equivalent to three (3) class days during the semester including tardiness and early departure infractions. (Minutes are counted as absence time for tardies or early departures, which are excessive in period.) (Any tardy or early departure that is over 1/3 of the class time will be counted as $\frac{1}{2}$, $\frac{3}{4}$, or a full absence upon the discretion of the instructor.) The Instructor will withdraw you from the class after three (3) absences.

Note to Co-Requisite Students: Co-Requisite students who are withdrawn from MATH 1012 or MATH 1111 may remain in Math 0090. Co-Requisite students who are withdrawn from MATH 0090 will also be withdrawn from MATH 1012 or MATH 1111. Co-Requisite students must sign the form at the end of the syllabus and turn it in to the instructor.

MATH LEARNING SUPPORT ATTENDANCE ADDENDUM (Students in Math 0090 only): MATH 0090 Modules 1-6 is designed for accelerated learning, which allows students to complete much of the instructional hours on their own out of class time. Thus, students who successfully complete the required modules before the end of the semester will be allowed to exit the course at that point.

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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 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.

EXIT EXAM

THIS IS FOR TECHNICAL CERTIFICATE OF CREDIT (TCC) WITH NO GENERAL EDUCATION REQUIREMENTS
STUDENTS TAKING ONLY MATH 0090 MODULES 1-6

Students who successfully complete the Module 6 pretest (80%) or the Module 6 Posttest (70%), must also score a 70% or higher on the Cumulative Posttest for Modules 4-6 during class time before completing the course.

Option 1: Students who have successfully completed MATH 0090 will be allowed to take the exemption exam once for MATH 1012 in the effort to exempt MATH 1012. If a passing score is not achieved, no harm is done. The student may take MATH 1012 the next semester.

Option 2: Students who have not successfully completed the Cumulative Posttest for Modules 4-6 (70%) may register for MATH 0090 Modules 1-6 the next semester or may register for the co-requisite option. Students choosing to take MATH 0090 only will be allowed to start at the beginning of the Module where they left off on Day 1 of next semester. Students with a break in enrollment, excluding Summer Semester, will be required to begin at Module 1

Option 3: Students who have successfully completed Module 1-3 Cumulative Exam by the last day of the semester are eligible to enroll in Math 0090 the next Semester to complete Modules 4-6 or enroll in the co-requisite option the next semester taking both Math 0090 and Math 1012. (MATH 0090 will be a lab

component allowing students to work on MATH 1012 with a math teacher present.) Students choosing to take MATH 0090 only will be allowed to start at the beginning of the Module where they left off on Day 1 of the next semester, students with a break in enrollment, excluding Summer Semester, will be required to begin at Module 1

Option 4: Students who do not successfully complete the Cumulative Posttest for Modules 1-3 will receive an F in the course and may register for MATH 0090 the following semester or may register for the co-requisite option of MATH 0090 & MATH 1012. MATH 0090 will be a lab component allowing students to work on MATH 1012 with a math teacher present.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

MATH 0090 is a personalized learning environment; therefore, no makeup guidelines are applicable for this course. Students are expected to complete all components of each assignment.

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:

1. 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.

2. 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

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

ACCESS TO TECHNOLOGY

Students can now access Blackboard, 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](#).

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.

GRADING POLICY MODULES 1-6 STUDENTS

THIS IS FOR TECHNICAL CERTIFICATE OF CREDIT (TCC) WITH NO GENERAL EDUCATION REQUIREMENTS
STUDENTS TAKING ONLY MATH 0090 MODULES 1-6
MathXL Tests 100% these are proctored tests and are taken in class.

*The pretest will count in this calculation if the score is 80% or higher. The Posttest will count in this calculation if 80% on the pretest is not achieved. Cumulative Post Tests will also count in the calculation. A grade of 70% or higher is required on Post Tests.

To successfully exit MATH 0090 for Modules 1-6, students must complete Modules 1-6 with an 80% or better on each pretest or 70% or better on each Posttest. An 80% or better on a pretest permits a student to skip all module assignments and move on to the next module or Cumulative Posttest. Students making less than 80% on a Pretest must complete all module assignments with a minimum grade of 90% on each homework, 70% on each quiz, and 70% on each Posttest.

To receive partial credit for the MATH 0090 Modules 1-6 Course, students must successfully complete a minimum of Modules 1-3 including the Cumulative Posttest for Modules 1-3 with a 70% and must register for MATH 0090 the following semester or may register for the co-requisite option the following semester. Students who do not meet the partial requirements will receive an F in the course and may register for MATH 0090 the following semester or may register for the co-requisite option of MATH 0090 & MATH 1012.

Students taking MATH 0090 ONLY, and who successfully complete Module 1-3 Cumulative Exam and who continue to work on modules until the end of the semester will receive an A*, B*, C* partial grade and are eligible for the MATH 0090 and Math 1012 co-requisite option by enrolling in both classes the next semester or may register the next Semester to complete modules 4-6. Math students who do not reach the minimum point by the end of the semester will receive an F in MATH 0090, but are still eligible for the MATH0090 and

MATH 1012 co-requisite option. See instructor for more details.

GRADING POLICY CO-REQUISITE STUDENTS

These students will receive the grade they earn in Math 1012 or Math 1111 in Math 0090. See MATH 1012 or MATH 1111 Course Syllabus. As noted in the withdrawal policy section, co-requisite students who are withdrawn from Math 0090 are also withdrawn from Math 1012 (and Math 1111).

GRADING SCALE

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

Math 0090 Learning Support Math Modules 1-6

Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Day 1 of Semester – Week 1	Introduction to MATH 0090 Class/Lab Rules & Regulations Discuss syllabus Register for MathXL MathXL Orientation Module 1 – Whole Numbers	Register For MathXL Do Sample Homework & Quiz Start Preparing for Module 1 Pretest To Finish On Time: Students must complete additional assignments out of class time as “homework” time. At least 2-hours out of class time may be needed per week. Students may work on any material that is not password protected. When waiting on a password, students should be using the Study Plan, the Media Videos, and the E-Textbook to study for the test or prepare for the next module.	Day 1 of Semester – Week 1	1* a, b, c**
Day 2 of semester	Module 1 – Whole Numbers The instructor will work with students who registered late.	Take the Module 1 Pretest if you have prepared in advance or Prepare for Module 1 Pretest. Work on your Personalized Learning Path. To Finish On Time: Students must complete additional assignments out of class time as “homework” time. At least 2-hours out of class time may be needed per week. Students may work on any material that is not password protected. When waiting on a password, students should be using the Study Plan, the Media Videos, and the E-Textbook to study for the test or prepare for the next module.	Day 2 of semester	1* a, b, c**
Week 2	Module 1 – Whole Numbers	Work on your Personalized Learning Path.	Week 2	1* a, b, c**

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3	Module 2A – Fractions Part 1	Work on your Personalized Learning Path.	Week 3	2* a, b, c**
Week 4	Module 2B – Fractions Part 2	Work on your Personalized Learning Path.	Week 4	2* a, b, c**
Week 5	Module 3 - Decimals Partial Requirements met after Module 3.	Work on your Personalized Learning Path.	Week 5	3* a, b, c**
Week 5		Cumulative Post-Test for Modules 1-3	Week 5	1,2,3* a,b,c**
Week 6	Module 4A – Ratios & Proportions	Work on your Personalized Learning Path.	Week 6	4* a, b, c**
Week 7	Module 4B - Percents	Work on your Personalized Learning Path.	Week 7	4* a, b, c**
Week 8	Module 5A – Measurement (Data, Graphs, and Statistics)	Work on your Personalized Learning Path.	Week 8	5* a, b, c**
Week 9	Module 5B – Measurement (Conversions)	Work on your Personalized Learning Path. For Modules 5B and 6, use the Conversion Sheet Provided by the Instructor on all Assignments.	Week 9	5* a, b, c**
Week 10	Module 6 - Geometry	Work on your Personalized Learning Path.	Week 10	6* a, b, c**
Week 11	Module 6 - Geometry	Work on your Personalized Learning Path.	Week 11	6* a, b, c**

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Weeks 12-15	Students who have not completed Modules 1-6 may continue at their own pace	Work on your Personalized Learning Path.	Week 12-15	1-6* a, b, c**
Weeks 12-15		Cumulative Post-Test for Modules 4-6	Week 12-15	4-6* a,b,c*

Competency Areas: (will vary for each course/taken from state standards)

1. Whole Numbers
2. Fractions
3. Decimals
4. Percent and Ratio/Proportion
5. Measurement
6. Geometry

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Lesson Plan for Co-Requisite Students: See MATH 1012 or MATH 1111 Syllabus.

DISCLAIMER STATEMENTS

- The instructor reserves the right to change the syllabus and/or lesson plan as necessary.
- The official copy of the syllabus is located inside the online Blackboard course shell or will be given to the student during face to face class time the first day of the semester. The syllabus displayed in advance of the semester, in a location other than the course a student is enrolled in, is for planning purposes only.

MATH TUTORING

Please see your instructor to arrange tutoring times or to gain information about other instructors who provide tutoring. In addition, MathXL is a rich tutorial system which includes a Study Plan, videos, and links to resources such as View an Example and Help me Solve This. Keep a well-organized notebook when doing online work in MathXL so you can reference the material later when you need tutoring.

MATH 0090 Co-REQUISITE

Acknowledgement sheet

MATH 1012____INSTRUCTOR_____

MATH 1111____INSTRUCTOR_____

NAME_____

You are being given the unique privilege of being able to complete two math classes in one semester. This is going to be a challenge, but it will be well worth the time and the effort in the end. We would like to make sure that you are completely aware of the commitment that you are making and that you understand the regulations that go with the co-requisite model. Please initial each line when you have no further questions and sign at the bottom of the page.

____1.The classes go hand in hand. In the MATH 0090 class, I will be working in Math XL on assignments that deal with material covered in the MATH 1012 or MATH 1111 class.

____2.I understand that if I withdraw from MATH 0090, I will automatically be withdrawn from MATH 1111 or MATH 1012.

____3.I understand that I will remain in both classes for the entire semester.

____4 I understand that the grade achieved in MATH 1111/MATH 1012 will be the grade I receive in MATH 0090.

____5.I understand that If I decide to withdraw from MATH 1111/MATH 1012, I may remain in MATH 0090 and complete math modules.

____6.I understand in order to be successful in both classes, I will need to commit 6-9 hours per week outside of class time to work on my math classes. (10+ hours for summer semester)

Student Signature _____Date_____