



## MATH 0090 Learning Support Math

### COURSE SYLLABUS

### Spring Semester 2018

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250  
Class Location: 323  
Class Meets: 1:00-2:15 Monday, Wednesday  
Course Reference Number (CRN): 40120

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dr. Bee Hart  
Office Location: Room 323  
Office Hours: 3:00-4:30 Monday, Tuesday, Wednesday, Thursday  
Email Address: [Bee Hart \(bhart@southeasterntech.edu\)](mailto:bhart@southeasterntech.edu)  
Phone: 912.538.3131  
Fax Number: 912.538.3156  
Tutoring Hours: 3:00-4:00 Wednesday

#### SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

#### REQUIRED TEXT

No Text Purchase is required for students taking only Math 0090 (Technical Certificate of Credit (TCC) with no General Education requirements). 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 from [mathXL \(www.mathxl.com\)](http://www.mathxl.com). Students will be given the MathXL registration information during class time. 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 at [MathXL \(www.mathxl.com\)](http://www.mathxl.com). Students who are not registered in MathXL by the end of the No Show time frame will be removed from the course. Students who have a code that expires during the current term of MATH 0090 are expected to immediately purchase a new code to regain access to course work.
- Calculator – 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.
- Earphones/buds - needed to listen to media (videos & animations) available in MathXL. Earphones with a longer cord will be needed to reach audio. (Note that earphones/buds that work with cell phones typically work with computers. The video lectures are an important element to your learning.)
- Additional Software – students may also need to download one or more free plug-ins such as Adobe Reader®, Adobe Flash Play®, or Adobe Shockwave® Player as required for use of the MathXL Software Program. This is done by clicking the Browser Check link in MathXL. Trouble shooting techniques, provided in the same section as the browser check, may be conducted to ensure home computers work properly. Mozilla Firefox is usually the preferred browser and information regarding system requirements is also provided in the browser check section of MathXL.
- 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@stc-smail.southeasterntech.edu](mailto:9XXXXXXXX@stc-smail.southeasterntech.edu).
- Note Taking Materials – students are expected to keep an organized notebook of notes, examples, and assignments. These will be used when students study and ask the instructor questions. Students should watch the lecture videos (media) and read the e-text and take notes on this material to properly learn the concepts so the assignments will not take too long to accomplish.
- MathXL Course ID # - the Course ID # is provided to students by the instructor 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.
- Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BLACKBOARD nor Georgia Virtual Technical College (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 complete the online portion of the course.

## **COURSE DESCRIPTION**

**(Modules 1-6)** This course emphasizes in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, **(Modules 7-15)** 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.

## **MAJOR COURSE COMPETENCIES**

**(Only MATH 0090 Modules 1-6 Math) and course outline:**

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

**(Math 1012 or Math 1111 Co-requisite students) and course outline:**

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

## PREREQUISITE(S)

(Only MATH 0090 Modules 1-6 Math): None

## 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-Req 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 time frame 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.

### **INSTRUCTOR ROLE**

Instructors act as facilitators and answer student questions. They guide each student's progress through the course and conduct mini lectures or individual instruction when needed on difficult topics. They do not lecture.

### **BREAK IN ENROLLMENT**

Students with a break in enrollment, excluding Summer Semester, will be required to begin at the first module upon return to MATH 0090. The PreTesting options should allow those students to quickly move through repeated material.

### **STUDENT EXPECTATIONS IN THE EVENT OF THE INSTRUCTOR'S ABSENCE**

In the event of an instructor's absence, a substitute will cover the class if at all possible. If a substitute is not available, students are expected to go directly to one of the open computer labs on campus to work on MathXL assignments for the entire class session. Students waiting on a proctored test will need to continue studying for the test by taking notes, watching videos in MathXL, reading the E-Textbook, and working in the MathXL Study Plan. Students in this case may also start preparing for the next module by using the Study Plan, Media Videos, and E-Textbook for the next module. The times and dates of student work is recorded in MathXL for the instructor.

### **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 also 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 0. 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.

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. 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.

### **LEARNING SUPPORT ATTENDANCE**

This class meets **2 days a week for 15 weeks** which is equivalent to 30 class meetings. **The maximum number of days a student may miss for this class is equivalent to 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 time-frame.)** *(Any tardy or early departure that is over 1/3 of the class time will be counted as 1/2, 3/4, or a full absence upon the discretion of the instructor.)*

**Note to Co-Requisite Students:** Co-Requisite students who are withdrawn from MATH 0090 will also be withdrawn from MATH 1012 or MATH 1111. Co-Requisite students who are withdrawn from MATH 1012 or MATH 1111 will also be withdrawn from MATH 0090. Co-Requisite students must complete and 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 MODULES 1-6 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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" (Failing 0-59) 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.

### **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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## **ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## **GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## **TECHNICAL COLLEGE SYSTEM OF GEORGIA (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**

**Math 0090 Only Students** (Technical Certificate of Credit (TCC) with no General Education requirements) as follows:

*MathXL Tests* 100%

\*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 PostTests 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. 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. 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 POLICY (CO-REQ 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.

<b>Assessment/Assignment</b>	<b>Percentage</b>
1-6 and cumulative exam average	100%

**GRADING SCALE**

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



## Math 0090 Learning Support Math Modules 1-6

### Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Day 1 of Semester – Week 1	<p>Introduction to MATH 0090 Class/Lab Rules &amp; Regulations</p> <p>Discuss syllabus</p> <p>Register for MathXL</p> <p>MathXL Orientation</p> <p>Module 1 – Whole Numbers</p>	<p>Register For MathXL</p> <p>Do Sample Homework &amp; Quiz</p> <p>Start Preparing for Module 1 Pretest</p> <p>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.</p>	Day 1 of Semester – Week 1	1* a, b, c**
Day 2 of semester	<p>Module 1 – Whole Numbers</p> <p>The instructor will work with students who registered late.</p>	<p>Take the Module 1 Pretest if you have prepared in advance or Prepare for Module 1 Pretest.</p> <p>Work on your Personalized Learning Path.</p> <p>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.</p>	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**

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
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**

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
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**

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.

### **\*\*Disclaimer Statements\*\***

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