A. COURSE INFORMATION

Course number/section: Math0300.001
Class meeting time: MWF 11:00-11:50 MWF
Class location: CI 223
Course Website:

B. INSTRUCTOR INFORMATION

Instructor: Marcia Venzon
Office location: CI 367
Office hours: MWF 10-11, TR 11:30-12:30
Telephone: 361 825-2844
e-mail: Marcia.venzon@tamucc.edu
Appointments: For appointments please email

C. COURSE DESCRIPTION

The course is designed for students needing an extensive review of mathematics to prepare them for state & campus standards and/or higher mathematics courses. The course covers number concepts, computation, various algebra topics, geometry, and mathematical reasoning. This course does not count towards credit for graduation.

D. PREREQUISITES AND COREQUISITES

There is no prerequisite for this course. Registration for this course will be by placement.

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

The textbook for the class is Developmental Mathematics, by Elayn Martin-Gay (which is optional) and MyLabsPlus student access code (required on the first day of class). You will need to purchase it separately at the bookstore or log on to www.tamucc.mylabsplus.com and purchase it online the first day of class. The technical support line is 1-888-883-1299. Use you’re A# for User Name and you will act like you forgot your password and have them send a new one to your islander email address.

In addition, you will need a pencil with eraser, a spiral notebook, headphones and a four-function calculator (no cell phones).
F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of the semester, the student will be able to show mastery for the following by passing with a 65% correct on post tests:

1. Perform basic operations with numbers and expressions and understand the properties related to real numbers
2. Round whole numbers and decimal numbers to a given place-value and convert between decimal numbers, fractions and percents
3. Evaluate formulas containing numbers and variables using order of operation
4. Use function notation and identify domain and range given a relation or function.
5. Simplify algebraic expressions containing monomial, binomial, or polynomial expressions, rational and radical expressions and complex fractions.
6. Use properties of exponents to interpret and simplify integral and rational exponents
7. Convert between scientific and standard notation and use scientific notation in solving word problems
8. Factor numbers and algebraic expressions (radicals, monomials, binomials and polynomials) includes finding a GCF or LCM
9. Perform basic operations (add, subtract, multiply and divide) with monomials, binomials, polynomials, and rational & radical expressions including rationalizing denominators
10. Solve equations and inequalities of various types (linear, absolute value, rational, radical, and quadratic as well as linear systems) and report in various ways including graphs, sets, or interval notation.
11. Translate word problems and write models in the form of equations or inequalities
12. Solve word problems (percent, consecutive number, work, age, uniform motion, mixture, geometric, and financial) using a variety of techniques.
13. Determine the measure of angles or sides for plane figures and relate parallel line properties and characteristics of plane figures to similar and congruent figures
14. Convert metric and customary measurement (length, mass and capacity)
15. Read charts and graphs and use the information to solve problems
16. Name and graph points in a plane or number line and name x- & y-intercepts for linear or nonlinear graphs or equations (including the vertex of a parabola)
17. Recognize, write equations and inequalities for vertical, horizontal and sloped lines and graph
18. Find the slope of a line give two points, a graph or an equation for the line.
19. Write equations and inequalities given a graph, two points or the slope and a point using point-slope, slope-intercept or standard form.
20. Compare slopes and write equations with parallel or perpendicular lines given an equation and a point or a slope and a point.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

This course is a self-paced developmental math course designed to use computer assisted instruction (MY Labs Plus) to remediate math deficiencies for students who lack college readiness skills.

Students will first take a pretest for a module. The student will then do the homework (100% score) and take the practice and when ready a proctored post tests.

Students are encouraged to watch any assigned media and work with the tutors and instructor during and outside of class to remediate problem areas. When the homework is completed, the student must take the practice test to evaluate if there is need for more instruction (made less than 75%). The student will then work in the study plan to gain needed skills. Finally, the student will take the post test and make a minimum of 65% (post tests must be taken without notes, use of the text or assistance from tutors). Students must score at least a 65 on each posttest and have a 70 average to move on to the next module. Six modules must be completed during the semester. Attendance will count 8% of your grade.

MAJOR COURSE REQUIREMENTS AND GRADING

Students must complete review modules 1 & 2 plus all other assigned modules as determined by the instructor of record. Any student who completes all assigned modules thru Module 12, plus the review modules will receive a letter grade based on My Labs Plus grade at the time they complete and pass their last post test. This grade will include all post tests scores which must be a 65% or better plus have an overall grade on My labs Plus grade of 70 that would include attendance and other components of the course.

1) Grading scale: DA = 90% or more  DB = 80% - 89%  DC = 69.5% - 79%
(The D in front of the grade stands for Developmental A, B or C.)
2) Students not completing all modules during the semester will be given a grade of DIP (Developmental Course - In Progress).
3) If a student stops attending, a grade of DSA (stopped attending) and the last class attended date will be reported.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posttests</td>
<td>80%</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
</tbody>
</table>

H. COURSE CONTENT/SCHEDULE

[Delete and insert a list of topics (by day or week) including dates, reading assignments, homework problems, or other activities. Indicate exam dates, holidays, and any other important dates for students such as the last day to drop the class.]

<table>
<thead>
<tr>
<th>DATE (BY DAY OR WEEK)</th>
<th>TOPIC</th>
<th>CHAPTER(S)</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1-2</td>
<td>Module 1 &amp; 2</td>
<td></td>
<td>In My Labs Plus</td>
</tr>
<tr>
<td>Weeks 3-5</td>
<td>Modules 3-5 or 6,7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 6-7</td>
<td>Modules 6 &amp; 7 or 8 &amp; 9…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 8-9</td>
<td>Modules 8 &amp; 9 or 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 10-11</td>
<td>Modules 10 &amp; 11, or 11…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 12-13</td>
<td>Modules 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>Finish up modules…</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Final Exam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F.

I. COURSE POLICIES

Attendance/Tardiness
1. I expect each student to attend all classes. Attendance is mandatory. Please save absences for emergencies and illness.
2. If you are more than 15 minutes tardy or if you leave more than 5 minutes before the end of class you are considered absent.
3. All absences are considered unexcused unless a written excuse or documentation is made available to me in a timely manner and accepted.
4. If you must leave early inform me prior to the beginning of class or if you must be absent please email me through homepage of Mylabsplus.

Late Work and Make-up Exams
This class is self-paced.

Extra Credit
There is no extra credit in this class.

Cell Phone Use
Please put away cell phones as they distract you from your work.

Laptop Use
You may bring your own laptop or work on computers in the classroom.

Food in Class
Since this class meets in a computer lab, no food is allowed

Missed Exam
Exams must be taken in class when you are ready.

Participation
1. Participation is required in homework & study plan. This includes notes taken from power points or videos, study plan and other work online. Student will keep a progress grid & spend 3 or more hours per week outside of class.
2. Students found to be working on material other than mathematics during class will be given a zero for that day’s participation. This will include those using class time for personal business like emails or texting. Cell phones will be turned off and put away during class.
3. Staying on task & completing an appropriate amount of work will be noted each day by the instructor and/or tutors. A participation grade will be entered weekly for each student based on their individual work and attendance.
4. Students will report on their own progress and set goals in written form every Friday for the first 3 weeks of the semester. This will include comments about problem areas and skills mastered during that week. Your progress will be emailed to your instructor for review.

Others
1. You are responsible for obtaining required supplies and bringing them to class. This will include the Mymathlab access code required to begin work (those with a code from a previous semester should not have to purchase a new code (check with your instructor prior to day 1 of the course). 

2. You are responsible for organizing your time so that you can study at least 1 hr each day outside of class and completing an appropriate amount of work during class. The total number of hours should be approximately 6 hours/week. Some students will require more to finish the material.

3. You are responsible for any homework assigned, taking pre or post tests, watching and taking notes from videos and power points and working on the study plan. These can all be done outside of class as your schedule allows. 

4. You are responsible for your own learning, therefore, you should come prepared with questions you need answered. Keep up with what you need to do and set appropriate goals for yourself. Our goal is for you to be an independent learner by the end of the semester and have completed the course requirements.

J. COLLEGE AND UNIVERSITY POLICIES

- **Academic Integrity (University)**
  It is expected that university students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior. 
  See Full University Policy at [http://catalog.tamucc.edu/content.php?catid=10&navoid=313#Academic_ Integrity](http://catalog.tamucc.edu/content.php?catid=10&navoid=313#Academic_Integrity)

- **Classroom/Professional Behavior**

- **Deadline for Dropping a Course with a Grade of W (University)**
  The grade of W will be assigned to any student officially dropping a course by Friday, April 10, 2015. No student is eligible to receive a W without completing the official drop process by this deadline. Visit the Office of the University Registrar for the Course Drop Form that must submitted. After April 10, 2015 a student will not be allowed to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of
days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- **Disability Services**
  Disability Services (DS) is the hub for coordinating services and accommodations to ensure accessibility and utilization of all programs for all Texas A&M University-Corpus Christi students with disabilities. Our services are designed to meet the unique educational needs of enrolled students with documented permanent or temporary disabilities. DS provides intake and consultation services to students seeking to register with our office. DS reviews an individual’s documentation of disability and assesses eligibility for services and the determination of reasonable accommodations. For more information visit the Disability Services Office at 116 Corpus Christi Hall or go to http://disabilityservices.tamucc.edu/

- **Academic Integrity / Plagiarism**
  University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in that assignment or test being deleted from the grade book which is the same as replacing it with a zero and will be reported to the department chair. Violations of academic honesty will be processed under the Procedure of Academic Misconduct Cases 13.02.99.C3.01 (see http://ses.tamucc.edu/grievances.html and the Student Code of Conduct found at http://judicialaffairs.tamucc.edu //assets/20132014StudentHandbook.pdf)

K. **OTHER INFORMATION**

Dropping a Class. Most of our developmental classes cannot be dropped. However if you ever need to drop another class follow these guidelines. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation will not automatically result in your being dropped from the class. Nov. 7th is the last day to drop a class with an automatic grade of “W” this term. If you
are only taking 12 hours, dropping a course can reclassify you as a part time student. Also, being part time could change your status with financial aid or scholarships. Make sure you have counseled with your advisor prior to dropping any course.

Classroom/professional behavior
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Statement of Civility
Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Important Dates
1. January 21 - First day of class
2. January 28 Last day to register or add a class.
3. March 16-20 Spring Break
4. Friday, April 10 Last day to drop a class
5. May 5th Last day of class
6. May 7-8,11-13 Final Examinations

GENERAL DISCLAIMER
I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.