**COURSE SYLLABUS**

 Developmental Mathematics

MAT 0028, Section # 1088

Term (0625): Fall 2023

View [How to be a Successful Student (Syllabus Addendum)](http://www.spcollege.edu/addendum/) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

Syllabus Addendum - https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities

**WELCOME**

Welcome to my class!  I am very excited about the opportunity to work with you this term.  Believing in your ability to perform well, the course requirements will be academically and personally challenging, yet it can be accomplished.  It is my expectation that you will grow as a learner this semester via increased knowledge and the ability to think critically as well as applying and integrating the information you have learned.  It is also my hope that you will experience success now and in the future.

**INSTRUCTOR**

**Name:** Thomas Greilick

**Email:** Please use MyCourses email

**Phone:** 727-791-2758

**Office Hours:** one half hour after class and by appointment

**Class Information:** Mon and Wed 4 – 5:40 pm

**Class Location:** NM 103

**Office Location:** NM 257

**Instructor Web Page:** <https://web.spcollege.edu/instructors/id/greilick.thomas>

**ACADEMIC DEPARTMENT**

**DEAN of Mathematics**

**Name:** Jimmy Chang

**Office Location:** SP/G SA 215B

**Office Phone Number:** 727-341-4305

**Email:** chang.jimmy@spcollege.edu

**Assistant Dean of Mathematics, North County**

**Name:** Dr. Kilgore Pelagia

**Office Location:** NM 120

**Office Phone Number:** 727-791-2542

**Email:** kilgore.pelagia@spcollege.edu

**WEBSITE**

**URL:**[www.spcollege.edu/math](http://www.spcollege.edu/math)

**COURSE INFORMATION**

**Course Description:**

This is the second course in the college-preparatory two-course sequence (MAT 0018 and MAT 0028) designed to prepare students for college-level mathematics courses. This course is a study of the basic skills and concepts of basic algebra from the view of a college student who needs an understanding of basic algebra. Major topics include operations on signed rational numbers, simple linear equations and inequalities in one variable, operations on polynomials (including beginning techniques of factoring), integer exponents, brief introduction to radicals, introduction to graphing, applications, and other basic algebra topics. A minimum course grade average of C (minimum 70% accuracy) is required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree. Credit is only given for MAT 0028 or MAT 0022.

**Course Objectives:**

1.  The student will utilize mathematical operations (addition, subtraction, multiplication, division, absolute value, and square root) on problems involving rational numbers by:

a. applying the order of operations to simplify algebraic expressions, including those with parentheses and integer exponents.

b. applying the order of operations to evaluate algebraic expressions, including those with parentheses and integer exponents.

c. adding and subtracting rational expressions with monomial denominators.

d. simplifying, multiplying and dividing rational expressions.

e. converting terms involving fractions, decimals, and percents

f. simplifying radical expressions involving square roots only.

g. adding, subtracting, and multiplying radical expressions containing monomial radicands with square roots only

h. rationalizing denominators containing radical expressions with monomial radicands with square roots only.

i. converting between scientific notation and standard decimal notation.

j. converting units of measurement across measurement systems.

2. The student will apply mathematical operations on polynomial expressions by:

a. adding, subtracting, multiplying, and dividing polynomial expressions (division by monomials only; excluding division by binomials).

b. factoring polynomial expressions using methods which include the Greatest Common Factor, grouping, trinomials, and difference of squares.

3. The student will apply algorithmic and algebraic processes to linear, literal and quadratic equations by:

a. solving linear equations in one variable using manipulations guided by the rules of arithmetic and the Addition and Multiplication Properties of Equality.

b. solving literal equations for a given variable with applications (geometry, motion [d=rt], simple interest [I=prt]).

c. solving quadratic equations in one variable by factoring.

4. The student will determine components and solution sets of lines and inequalities by:

a. graphing linear equations using table of coordinate values, intercepts, and slope-intercept form.

b. identifying the intercepts of a linear equation.

c. identifying the slope of a line including the use of the following methods: the Geometric-Definition and Algebraic-Definition Slope Formulas, a provided graph, and a provided linear equation.

d. solving linear inequalities in one variable using manipulations guided by the rules of arithmetic, the Addition and Multiplication Properties of Inequality, and graphing the solution set on a number line.

5. The student will use problem-solving strategies by:

a. solving proportional relationship problems, inclusive of ratios and rates.

b. solving geometric problems (e.g. perimeter, area, square root, Pythagorean Theorem) with algebraic expressions.

c. solving multi-step problems involving fractions, decimals, and percentages (including situations such as simple interest, tax, markups/markdowns, gratuities, commissions, fees, percent increase or decrease, percent error, and expressing rent as a percentage of take-home pay).

[Curriculum Guide](http://www.curricunet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=7934)

**Other Critical Course Expectations:** This course requires a proctored Final Exam.

**Prerequisites:**

Appropriate score on the SPC mathematics placement test or MAT 0018 with a minimum grade of C

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Required Textbook**ISBN: 978-1-264-37338-3

This course is part of **the First Day™****Inclusive Access Program. First Day™** is a partnership between Barnes & Noble College, SPC and the Publisher to bring your course materials to you through MyCourses at a discounted price. **If you purchased the E-Book elsewhere you can opt-out (as described below).  You will need the E-Book to complete assignments in this class.**

* With First Day™ you are prepared with immediate access to your required materials on the first day of class.
* You have the option to opt out of the program within the first week of class if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate.  **The Opt-out date is 7 days after the first day of class.**
* The materials that are accessed through My Courses are **NOT** included in your tuition.
* If you do not click on the button to opt out as described in STEP 2, SPC will bill your student account at the First Day price ($75.00) **after the opt-out deadline passes**-**approximately 2 weeks after your class** **starts**. This will show as a bookstore charge.  You will pay this to the SPC business office.
* If you are using a 3rd party vendor for your course materials such as Chapter 31, Vocational Rehabilitation, Dual Enrollment, etc. we will bill the 3rd party vendor for you.
* First Day™ course materials are digital versions of the physical textbook that may include additional educational resources such as workbooks, problem sets, tutorials, video, simulations, and interactive software. Digital textbooks have many features that allow you to interact with your course content like never before.  Depending on the course materials used, features may include highlighting, annotation, search functions, and multimedia links. All First Day™ materials are easy to access through MyCourses.
* First Day™ materials are accessible through the internet, so it goes where you go, on whichever device you want.

**BARNES AND NOBLE CUSTOMER CARE CONTACT INFORMATION**

Customer Care is available to help students with questions about accessing their course material, using eTextbooks, or opting out of the First Day program.

Hours of operation are 12am Monday – 1am Saturday (Eastern Time)

Phone assistance is available Monday-Friday, 9am to 9pm (Eastern Time)

* Link to Customer Care website and FAQ’s: [https://tinyurl.com/firstdayfaq](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftinyurl.com%2Ffirstdayfaq&data=04%7C01%7Cdavies.joi%40spcollege.edu%7C811ae0110bed45c6f79d08d94a2bcbd1%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C637622374266124570%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=3Ezd7JymjBu2sGWgh6mhGvHw1bO4R%2FlOs4qBhj7wKXI%3D&reserved=0)
* Open a ticket Online for the Customer Care team:  [https://tinyurl.com/customercarerequest](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftinyurl.com%2Fcustomercarerequest&data=04%7C01%7Cdavies.joi%40spcollege.edu%7C811ae0110bed45c6f79d08d94a2bcbd1%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C637622374266124570%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Zaf3M32HjvAI2reL0q1GPkef3oUT0lCJZJjJtsoLl3c%3D&reserved=0)
* Email the Customer Care team:  bookstorecustomercare@bncollege.com
* Call the Customer Care team:  1-844-9-EBOOKS (1-844-932-6657)

**MCGRAW HILL SUPPORT**

**Contact the Customer Experience Group** for tech support and questions that need immediate attention, such as technical problems and common course management tasks.

* [https://mhedu.force.com/CXG/s/](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmhedu.force.com%2FCXG%2Fs%2F&data=04%7C01%7Cdavies.joi%40spcollege.edu%7C811ae0110bed45c6f79d08d94a2bcbd1%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C637622374266134566%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=%2F%2Bb2FuOk%2FilDTPupQwM7nYLRHscQ4W2kmin%2Fs8GcPDY%3D&reserved=0)
* **800-331-5094 (general instructor & student)**
* Their hours of operation [Eastern]:

Sunday               12pm – 12am

Mon-Thurs            24 hours

Friday                 12am - 9pm

Saturday            10am - 8pm

Questions?  Tiffany Harrison sm8047@bncollege.com

You will be purchasing an ALEKS 360 subscription providing access to the ALEKS online learning environment and to the following electronic textbook (not a printed textbook):

Miller/O'Neill/Hyde:  Prealgebra & Introductory Algebra, 2nd Edition
Publisher:  McGraw Hill, eBook

This course is part of the First Day Inclusive Access Program. First Day is a partnership between Barnes & Noble College, SPC and the Publisher to bring your course materials to you through MyCourses at the lowest price in the marketplace, on the first day of class.

You have the option to opt out of the program within the first week of class if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate.

SPC will bill your student account at the discounted price after the opt-out deadline passes.

If you are using a 3rd party vendor for your course materials and are Chapter 31, Vocational Rehabilitation, Dual Enrollment, etc. we will bill the 3rd party vendor for you.

\*Please note that for McGraw Hill Courseware (Connect, SIMnet or ALEKS) you must activate your enrollment in your McGraw Hill courseware section [with your username/password or by creating a new Connect account] within the first week of class. Failure to complete this step may result in hitting a “paywall” in the future – even though you remained in the First Day Program.

Note: The license is valid for the listed text only. Licenses purchased through a different vendor are valid for the time frame stated by that vendor. This implies that if your ALEKS license is not purchased at an SPC bookstore at this time and you need to repeat this course for any reason, you may need to purchase a new ALEKS license at the time of that future repeated attempt of this course.

**Required Technology**Reliable access to a computer and the internet is necessary for this course. You must also have the ability to either scan or take pictures of your work to submit electronically. For example, you may use a scanner to scan and save your written work to your computer and then upload your work to the dropbox. You may also use your phone to take a picture of your written work and save it as a .jpg and then upload your work to the dropbox.

ALEKS system requirements:  <http://www.aleks.com/support/system_requirements>

**Recommended Technology**You are allowed to purchase and use a calculator in this course during your completion of homework, reviews, quizzes, module/unit testing, and exams.  The calculator must be capable of performing only basic arithmetic, limited to only the following 6 arithmetic functions: addition, subtraction, multiplication, division, square root, and percent.  The calculator must NOT be able to perform the Order of Operations because that is one of the skills students are strengthening in this course.

One such approved calculator model is the Texas Instruments Model TI-108 and is described on the following webpage:

<https://education.ti.com/en/us/products/calculators/elementary-calculators/ti-108/tabs/overview>.

View the [Textbooks](http://www.spcollege.edu/textbooks/) site.

View the [Libraries](http://www.spcollege.edu/libraries/) site.

**LEARNER SUPPORT**

**SParC**You are enrolled in a course where a 3 part system called **S**PC’s **P**ertinent **A**nd **R**eliable **C**ommunicator is being used.  This system allows your instructor to easily identify and quickly communicate with students who have any issues that may affect their success as a SPC student.  The goal is to streamline processes your instructor does each and every day to address your barriers to success and help you get back on track.

**Tutoring**
Your instructor is available for questions and assistance.  You are strongly encouraged to bring any questions that you have to class.  Tutoring in math, reading, and writing is also available free of charge, on each of the main SPC campuses as well as online. For more information, view the [On-Campus and Online Support](http://www.spcollege.edu/tutoring/) site.

**Student Assistance Program**
As an SPC student it's vital that you know Titans Care.  You can access resources through SPC’s Student Assistance Program (SAP) (<https://mycoursessupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues.  SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more.  It is SPC’s belief that supporting mental wellness is everyone’s charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

**Accessibility Services**Accessibility Services at SPC wants to help you succeed.   All students requiring special testing arrangements because of a documented disability must first coordinate with SPC's Accessibility Services Department and provide a current Accommodations Sheet to their instructor within the first two weeks of the course. Students accommodated by SPC's Accessibility Services with special testing arrangements must schedule their test/exam with the Accessibility Services Department, and their instructor, at least one week in advance of upcoming testing dates.

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please view the [Accessibility Services](http://www.spcollege.edu/accessibility/) site.

**Student Services**

View the [Academic Support](http://www.spcollege.edu/support/) site that can help you succeed.

View the [Student Services](http://www.spcollege.edu/services/) site to learn how to obtain the resources that are available to you.

**Mental Health Awareness**

As an SPC student it's vital that you know Titans Care.  You can access resources through our [Student Assistance Program](https://mycoursessupport.spcollege.edu/student-assistance-program) (SAP).  If you need support, advice, or just a friendly ear, help is only a phone call away.  This service is offered FREE to SPC students and is a collaborative resource for students with mental health or general life issues.  SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more.  It is SPC’s belief that supporting mental wellness is everyone’s charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

**Emergency Preparedness**

The college website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll free number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. In the event that a hurricane or other disaster causes closure of St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college web site for an announcement of the College’s plan to resume operations.

**IMPORTANT DATES**

**Course Dates:** 08-14 / 12-08

**Last Day to Add a Class:** Aug 16, 2023

**Drop with refund date:** Aug 18, 2023

**Withdrawal Date:** Oct 18, 2023

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**DISCIPLINE-SPECIFIC INFORMATION**

In this course, you will use a computer program called ALEKS. ALEKS is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what you know and don’t know in the course, and then provides instruction on the topics you are most ready to learn.

When you use ALEKS, you complete only the learning tasks that you need and not those somebody else needs. Everyone will have a different individual learning plan. Please keep in mind this is neither self-paced nor an independent study class. I will be answering questions in class and covering topics in class as we work our way through the eight modules of this class.  It is guided, student-centered, computer delivered curriculum which fosters early completion of a course. This is not a self-paced or an independent study class.

**ATTENDANCE**

View the college-wide attendance policy included in [How to be a Successful Student](http://www.spcollege.edu/addendum/).

The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

Students are required to login to MyCourses on a regular basis, complete all assignments on or before the due date/times, and to interact with your instructor and peers. Instructors will verify that students are in attendance each week during the first two weeks of class.

Please note that attendance may be taken any time during the scheduled class time.

**For this class, active participation is defined as:**

Active Participation

* Completion of each quiz review with a minimum score of 80% with your work turned in with each question numbered, all your work included, and your answers circled.
* Students with more than 2 absences before the 60% point of the term or more than 2 absences after the 60% point will be considered as not participating in the class.
* Completion of at least 5 hours within ALEKS each week until the ALEKS pie is completed.
* Maintain a minimum of 90% of the listed percent of pie requirement.
* Complete at least 90% of the listed requirement of topics completed in learning mode each week.
* If any of the above requirements are not met, please see your instructor to discuss your options. As a minimum to keep up with the assignments, you will need to get help from Learning Support. This may be in person or online.

**Students classified as "No Show" for both of the first two weeks will be administratively withdrawn.**

Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class.  Students classified as not meeting the criteria for active class participation may be administratively withdrawn with a grade of "WF".  **Active class participation for this class is defined as responding to emails and completing all assignments by the required deadlines. Those students who do not complete all Modules in ALEKS by their due dates with at least a 90% on each module (in learning mode) will be classified as not actively participating. Students not participating are subject to being administratively withdrawn from class with a failing grade**.  Students unable to complete these requirements should notify their instructor immediately.

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**College Closed** (No Class)

Discovery Day: Oct 31

Labor Day: Sep 04

Veterans Day: Nov 10

Thanksgiving Break: Nov 19 - 25

**GRADING**

Students enrolled after the withdrawal deadline will receive a course letter grade based on the following grading scale (rounding shall be at the instructor's discretion):

Grading Scale:  A = 90 - 100%, B = 80 – 89.9%, C = 70 – 79.9%, F or N = 0 – 69.9%

Grades of "I" (Incomplete) are not given in this course.  If you do not complete the course by the scheduled final exam date, you will receive an "F" or “N” for the course.

\*Note:  An "N" (not complete) will only be given to those students who put significant effort into the course and comply with the attendance policy. UNDER NO CIRCUMSTANCES will a student receive a "W" grade after the withdraw deadline. Students on their third attempt cannot withdraw from the class after the first week.

Late Assignments and Make-Up Policy:  All course work must be completed as scheduled.  A grade of zero will be assigned to any course assignment not completed as scheduled. If you have extenuating circumstances, please see your instructor to discuss your options.

**ALEKS Module Objectives** - 10% of overall grade

ALEKS is integrated with a textbook to set up Intermediate Objectives/Topics based on Modules.  Students receive credit based on the number of goal topics completed out of the total number of goal topics assigned for each module.  As you make progress in ALEKS, you will be automatically reassessed at regular intervals (after the completion of each module and usually after every 5-6 hours of material or after 20-22 topics have been learned in learning mode) to check retention and provide review as needed.   These Progress Knowledge Checks tend to focus on your recent learning history and are intended to check your retention of material recently learned.  If the knowledge check comes at a time when you cannot concentrate, log off and return later.  You may lose material from your pie on Progress Knowledge Checks; this is completely normal.  Once you have reviewed and shown mastery on any objectives/topics that were removed from your pie, those objectives/topics will then be added back. Grades from ALEKS will be based on completing assignments accurately and on time.  Your grade will be adversely affected if you are not on schedule. ALEKS Module Objective grades will be posted to the Grades area in MyCourses after each corresponding due date and each week between due dates. For the weeks when an ALEKS module is not due, a new item with the percentage of topics completed out of the topics required from the current module will be entered in the grade book.  Please refer to “Topics by Module” to see how many module topics are in each module.

**Weekly Review Questions** - 5% of overall grade
For each module, you will be required to work out and solve specific questions for that module.  It is important that your work is done in an organized manner, clearly showing all steps, and your final answer circled. You will take these reviews without the use of a book, notes, or other resources. If requested by your instructor, you must either scan or take a picture of your written work and upload it to the corresponding dropbox here in MyCourses.. After each attempt, you must turn in your work in order to have another attempt. It is important that you review the feedback provided by your instructor before taking the corresponding quiz in ALEKS. You must show your work and turn in your work to validate credit for these reviews. **You will be doing ALL Reviews without books or notes or other help.**

**Quizzes** - 20% of overall grade

There will be several quizzes given throughout the semester. These are timed and will be completed in class in which you will have one attempt. You will take these quizzes without the use of a book, notes or other help (the only exception is when the assignment is to work with a partner in class). Active learning, particularly cooperative learning, is a very effective method for students to learn mathematics. Active learning will be accomplished using quizzes. Module topics will be offered as review assignments so that you can be ready for the quizzes and scheduled knowledge checks. Each review will be due on the Monday at 3:00 pm following its corresponding module objective (unless noted otherwise). When we work with partners, you will each turn in your own work for credit. If you miss a quiz or score less than 70% you must meet with the instructor (or get help from Learning Support) to go over the quiz and discuss your options. Make ups are given for missed assignments only in extenuating circumstances. Quizzes will usually be given in ALEKS, but may be given on paper, on the board, or in MyCourses. If you miss a quiz or test, you will have a zero recorded for that assignment. Please see your instructor for a possible makeup for the assignment.

**After the Quiz Corrections – Since you learn by making mistakes and then correcting what you did incorrectly, you will need to redo each question that you got wrong on the ALEKS quizzes. You have several options for this.**

* **You may meet with me either before, during, or after class (depending on how many questions were missed) to go over each question so you will know how to answer it correctly when you see it again.**
* **You may use the Learning Support Center to go over the questions you missed and let me know who you worked with and go over your corrections with me.**
* **You may use with another way of your choice that will work for you to learn how to do each of the questions. Just let me know so I can approve your choice.**
* **You may combine any of the above options.**

**Midterm and Final Exam Reviews** - 10% of overall grade
The Midterm Review and Final Exam Review will be completed in MyCourses and/ or ALEKS.  These reviews must be completed as scheduled.  It is advised that you take each review multiple times in order to best prepare for the corresponding exam.  You may use notes and your ebook while completing these reviews in preparation for the corresponding exam.  However, You will not be permitted to use a book, notes, or any other resources other than an approved calculator, on these reviews. You will have unlimited attempts on each review up until the deadline and only your highest score on each review will count toward your overall grade.  It is recommended that you complete each review with at least a 80% or higher before you take the corresponding exam.  Your reviews will be graded automatically in MyCourses and you will be able to review your submission to go over each question.  Review grades will be automatically updated in the Grades area in MyCourses after each submission. You must show your work and turn in your work to validate credit for these reviews.

**Midterm Exam** - 15% of overall grade
The Midterm Exam will be completed in MyCourses and will cover material from Modules 1 - 4. The Midterm Exam is timed and must be taken in class as scheduled.  No books, notes, or other resources are permitted.  Only an approved calculator is allowed.  Academic honesty policies will be strictly enforced.  Failure to take the Midterm Exam as scheduled will result in a grade of zero.  Your exam will be graded and automatically updated in the Grades area in MyCourses. You must show your work and turn in your work to validate credit for the midterm. There are no make-up exams.

**In Class ALEKS Scheduled Knowledge Checks** - 15% of overall grade

You are required to complete the entire pie by the end of the semester. Your grade (up to 100%) is the percentage of pie topics completed on scheduled knowledge checks done in class several times during the semester. The percentage will be based on the percent of pie schedule. Please see the minimum requirements below to track your progress. To prepare for these knowledge checks, **you will be doing ALL knowledge checks without books or notes or other help.**

**Final Exam** - 25% of overall grade
The Final Exam will be completed in MyCourses and will cover material from Modules 1 - 8. The Final Exam is timed and must be taken in class as scheduled.  No books, notes, or other resources are permitted.  Only an approved calculator is allowed.  Academic honesty policies will be strictly enforced.  Failure to take the Final Exam as scheduled will result in a grade of zero.  Your exam will be graded and automatically updated in the Grades area in MyCourses. You must have a minimum score of 70% on the Final Exam with a course average of at least 70% to pass.  There are no make-up exams.

IMPORTANT:  Students are responsible for finding an alternate means to complete the assignments should they experience hardware, software, or internet failure and/or problems.  Deadline extensions will not be given.  Instructors are unable to assist students with computer problems.  Students should contact the SPC Helpdesk for problems with MyCourses and should contact ALEKS tech support for problems with ALEKS (see technical support section for contact information).

You are required to complete the entire pie by the end of the semester.

**You will be doing ALL Reviews without books or notes or other help.**

**ASSIGNMENTS**

In this course you will have recommended and required assignments in both ALEKS and MyCourses.

All coursework and assignments must be completed as scheduled. It is important that you are working on your assignments on a regular basis throughout each week in order to allow yourself time to address any questions that you may have and to complete your assignments as scheduled. You must show all your work and turn in your work for credit.  A grade of zero may be assigned to any course requirement not completed with the work turned in as scheduled.

**TESTING INFORMATION**

**Proctored Assignments and Exams with Honorlock**

You are registered for a course that requires proctored assessments. The particular section you are registered in may be using a platform called [Honorlock](https://honorlock.com/students/) to enable you to take the proctored assessments from your home or other location.  Honorlock utilizes computer artificial intelligence to proctor your exams, so you can take the exam at any time within the availability your instructor has set. You do not need to schedule an appointment, just start the test whenever you are ready (again, within the deadlines set by your instructor).

All cell phones must be put away during the quiz time.  If a phone is found outside of a bag, in your lap, on the desktop, on the floor, on a chair, or in use, during the quiz, it will be confiscated.

All notebooks must be closed and put away during the quiz time.  You may have up to 2 sheets of clean paper available to show your work during the quiz. The scratch paper will be visibly inspected prior to the quiz beginning. Once your quiz is submitted you are expected to turn in your scrap paper, indicating your work, and exit the classroom immediately. You may not reference notes or use your phone after your quiz has been submitted.

**Proctored Testing System Requirements**

While there are no additional costs, you will need to test on a computer that has a webcam and that meets these [system requirements](https://honorlock.com/support/). You will also need to use the Google Chrome browser and install the Honorlock browser plug-in in order to take your exams.

Students are highly encouraged to take the Honorlock Practice Quiz to test their settings and to become more familiar with the proctored testing experience.

All students requiring special testing arrangements because of a documented disability must first coordinate with SPC's Disabilities Resources.  Students accommodated by SPC's Disabilities Resources with special testing arrangements must schedule their test/exam with the Testing Center, and the professor, sufficiently within the first 2 weeks of the course.  If you have an SPC-documented disability, please e-mail your Accommodations Sheet to your professor and to eaton.lindsey@spcollege.eduwithin the first two weeks of the course.

**STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS**

**REQUIRED INTERACTION**

The student is responsible for knowing all course policies listed in the syllabus.

Students are required to check MyCourses email daily, carefully read and respond to all emails as requested, participate in class discussions. and complete assignments as scheduled.

Your participation in this course is critical for the learning process. You should:

1. log in to MyCourses and ALEKS several times weekly
2. read all email communications and reply if asked
3. complete all assignments on time and with thoughtfulness
4. practice academic honesty in all your work
5. contact the instructor promptly if there is an ongoing problem requiring special attention.

**PARTICIPATION, CONDUCT, & NETIQUETTE**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to be a Successful Student](http://www.spcollege.edu/addendum/).

**WHAT STUDENTS CAN EXPECT FROM INSTRUCTOR**

The instructor will establish and maintain, with your involvement and help, a safe, comfortable learning environment in which your opinions and thoughts are valued.

The instructor will make meaningful assignments designed to broaden your knowledge and help improve your ability to problem solve utilizing the critical thinking skills developed in the study of Mathematics.

The instructor will offer you total availability to address any concerns or issues that may interfere with the learning process inside or outside of the classroom.

You can expect that the instructor will keep the course moving at a reasonable pace in order to satisfy the stated learning objectives.

The instructor will respect your thoughts, opinions and questions regarding the concepts being studied in this course and will attempt – to the best of the instructor’s ability – to work with you in answering all your questions.

The instructor will supply fair, honest and timely evaluation of your progress in learning the concepts outlined in the objectives for this course.

Students may expect to receive replies to emails within 24 hours Monday - Thursday and within 48 hours Friday - Sunday. Feedback and grades for assignments which are not automatically graded may be expected within 48 hours Monday - Thursday and within 72 hours Friday - Sunday.

**ACADEMIC HONESTY**

View the [Academic Honesty Policy](http://www.spcollege.edu/academichonesty/).

Academic honesty policies will be strictly enforced. If you pick up or look at your phone or another electronic device, you will have earned a zero for the assignment.

**COPYRIGHT**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov).

**STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**TECHNOLOGY**

**MINIMUM REQUIREMENTS**

View the [MyCourses Minimum Technology Requirements](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

Students should know how to navigate the course and use the course tools.

**Minimum Technical Skills:** Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

**ACCESSIBILITY OF TECHNOLOGY**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](http://www.brightspace.com/about/accessibility)
* [Turnitin Accessibility](http://turnitin.com/en_us/about-us/accessibility)
* [Google (YouTube) Accessibility](http://www.google.com/accessibility/)
* [ALEKS ADA Compliance and Accessibility](file:///C%3A%5Ccontent%5Cenforced%5C92851-OFR_MAT0028_1124_0515%5CALEKS%20ADA%20Compliance%20and%20Accessibility%20Statement.pdf)

**PRIVACY**

* [MyCourses (Brightspace by Desire2Learn) Privacy](http://www.brightspace.com/legal/privacy)
* [Turnitin Privacy](http://turnitin.com/en_us/about-us/privacy)
* [YouTube Privacy](https://www.youtube.com/static?template=privacy_guidelines)
* [ALEKS Privacy Statement](https://www.aleks.com/privacy_statement)

**TECHNICAL SUPPORT**

Technical support is available via the [Technical Support Desk](https://mycoursessupport.spcollege.edu/technical-support-desk-call-center).

ALEKS customer support is available at: <http://www.aleks.com/support/contact_support_highered>

**INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu/) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course’s regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

IMPORTANT:  Students are responsible for finding an alternate means to complete the assignments should they experience hardware, software, or internet failure and/or problems.  Deadline extensions will not be given.  Instructors are unable to assist students with computer problems.  Students should contact the SPC Helpdesk for problems with MyCourses and should contact ALEKS tech support for problems with ALEKS (see technical support section for contact information).

**SIGNATURE PAGE:**

**I have read, understand, and agree to abide fully by the parameters set in this syllabus and Syllabus Addendum. I will take the Syllabus Quiz until I get 100% as an electronic signature to this syllabus.**

**Student Signature: Date:**