

# St. Petersburg College

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# SPC

## COURSE SYLLABUS

Developmental Mathematics II

MAT 0028, Section # 1080

0625: Fall 2023

(Tu Th 10:00AM - 11:40AM)

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View [How to Be a Successful Student](#) which provides the most current version of fluid information, such as the academic calendar.

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### 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. Since you will be learning 32 weeks of material in 16 weeks, you can expect this semester to be very demanding and fast-paced. I am looking forward to a terrific semester with you. I want to welcome everyone, and I would encourage you to send me an email [Ridgeway.Ilona@mycourses.spcollege.edu](mailto:Ridgeway.Ilona@mycourses.spcollege.edu) introducing yourself, tell me why you are taking the class and what you hope to get from it.

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## **INSTRUCTOR**

**Name:** Professor Ridgeway

**Email:** [Ridgeway.Ilona@mycourses.spcollege.edu](mailto:Ridgeway.Ilona@mycourses.spcollege.edu)

**Phone:** (727) 712-5787

**Office and Online Chat Hours:** After classes and by appointment

**Office Location:** TS-NU460

**Instructor Web Page:** <https://webapps.spcollege.edu/instructors/id/ridgeway.ilona>

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## **DEAN**

**Name:** Jimmy Chang

**Office Location:** SP/G SA 215B (St. Petersburg/Gibbs Campus)

**Office Phone Number:** 727-341-4305

**Email:** [chang.jimmy@spcollege.edu](mailto:chang.jimmy@spcollege.edu)

## **ASSISTANT DEAN**

**Name:** Pelagia Kilgore, Ph.D

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## **COURSE INFORMATION**

[http://www.curricunet.com/stpetersburg/reports/course\\_outline\\_pdf.cfm?courses\\_id=7739](http://www.curricunet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=7739)

### **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 percent of take-home pay).

### Prerequisites:

**Criteria Performance Standard:** Appropriate score on the SPC mathematics placement test or MAT 0018 with a minimum grade of C

**Other Critical Course Expectations:** This course does require a proctored Quizzes, Midterm Exam and a proctored Final Exam.

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## REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

### Required Textbook

ISBN: 9781264373383

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

\*You may unlock course materials/modules by scoring a 100% on the Syllabus Quiz (located in the BEGIN HERE module in MyCourses).

This course is participating in the **First Day Access Program**. You will be given access to the course materials through MyCourses. You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days 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 10 days from the first day of class.**

The materials that are accessed through MyCourses are **NOT** included in your tuition. **If you do not click on the button to opt-out, you agree to pay the discounted fee and SPC will bill your student account at the First Day price after the opt-out deadline passes-approximately 2 weeks after your class starts.** This will show as a bookstore charge. Please check your student account. If you have BLOC or are a 3rd Party vendor then the charges will be covered **\*exceptions do apply**, if you are self-pay, please make those payments to the business office.

### Refund Policy

If you drop a class within the drop deadline for your course, the refund policy will be the same as SPC's [drop w/refund policy](#). If you withdraw after the drop deadline ([see your schedule for dates](#)),

then you will be responsible for those charges on your account (For example, if you receive a “W” you will not be eligible for a refund).

Should you choose to purchase the required materials out of pocket you **MUST** opt out to avoid being charged. If you do not opt out by the deadline, which is 10 days from the start of class, then you must request to be opted out and proof of purchase must be submitted to [tharrison@bncollege.com](mailto:tharrison@bncollege.com) to prevent First Day Fees being added to your account.

**\*Please note that for McGraw Hill Courseware (Connect, SIMnet, or ALEKS) you must activate your enrollment in your McGraw Hill Courseware section ({with our 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.**

## **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>
- Open a ticket Online for the Customer Care team: <https://tinyurl.com/customerarererequest>
- Email the Customer Care team: [bookstorecustomercare@bncollege.com](mailto: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/>
- 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](mailto:sm8047@bncollege.com)

## **Required Technology**

Reliable access to a computer and the internet is necessary for this course. You must also have a webcam and 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](http://www.aleks.com/support/system_requirements)

Honorlock system requirements: <https://honorlock.com/support/>

### **Recommended Technology**

You are allowed to purchase and use a calculator in this course during your completion of homework, module 5 thru 8 only 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. **Scientific and graphing calculators are not permitted 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](#) site.

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## **PERFORMANCE ASSESSMENT AND GRADING**

All course work/assignments must be completed as scheduled. Please refer frequently to the [Assignment Calendar](#) and Calendar in MyCourses to maintain awareness of assignment due dates and testing dates. 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. A grade of zero may be assigned to any course requirement not completed as scheduled. You must be able to read cursive writing. This is the 4 credit class and special placement is required. Note the 4 credit class does not spend a great deal of time on the basic math functions, adding, subtracting, multiplying and dividing. A calculator is not allowed in modules 1 thru 4.

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.

Since the subject matter is delivered by your interaction with the computer software, keep in mind this is neither self-paced nor an independent study class. It is guided, student-centered, computer delivered curriculum which fosters early completion of a course. This is not a self-paced or independent study class.

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" 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. **In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the instructor to allow make-up work.**

**Academic Integrity** - Students who are determined to have violated the academic policies of this course or the college will be subject to receiving a grade of 0% on the assignment (retake may be allowed depending on the severity of the violation) and the disciplinary administrator notified.

**ALEKS Pie** - 20% 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 to check retention and provide review as needed. These Progress Assessments tend to focus on your recent learning history and are intended to check your retention of material recently learned. If the assessment comes at a time when you cannot concentrate, log off and return later. You may lose material from your pie on Progress Assessments; 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. Module Pie grades will be posted to the Grades area in MyCourses after each corresponding due date. Your lowest module grade will be dropped at the end of the semester.

**Concept Checks and Discussion** - 10% of overall grade

For each module, you will be required to work out and solve specific questions prior to taking your quiz for that module. It is important that your work is done in an organized manner, clearly showing all steps, and your final answer. You must either scan or take a picture of your written work and upload it to the corresponding dropbox here in MyCourses **AS ONE FILE**. Grading criteria is provided for each set of Concept checks questions. I will only grade the first page.

For each module, you will be required to participate in class Discussion questions. These discussions are included to help you reflect on the topics covered in each module and to provide opportunities for discussion of ideas with your classmates and instructor. When you explain important concepts in your own words, you are able to clarify your own thinking while also learning from other perspectives. Participating in discussions will also help build effective communication skills as needed in various working environments. Your lowest Concept Checks and Discussions grade will be dropped at the end of the semester.

**ALEKS Quizzes** - 20% of overall grade

There will be 8 Quizzes in ALEKS; one for each module. These quizzes are timed and must be taken in class as scheduled on the SPC computers. You will have two attempts on each quiz. Second

attempts will be proctored in class on scheduled make up days ***should time permit***. If classes are canceled by the college, make up days are the first to be cut from the class schedule. You are expected to take these quizzes without the use of a book, notes, or other resources. Only an approved calculator is allowed on mods 5 thru 8. Failure to take the quizzes by the scheduled due date/time will result in a grade of zero. Your quizzes will be graded automatically in ALEKS and you will then be able to review your submission and go over each question. Module Quiz grades will be posted to the Grades area in MyCourses after each corresponding due date. Your lowest quiz grade will be dropped at the end of the semester.

#### **Midterm Review and Final Exam Review - 10% of overall grade**

The Midterm Review and Final Exam Review will be completed in MyCourses. 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 the actual exams. 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 75% 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.

#### **Midterm Exam - 20% 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 completed 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. There are no make-up exams.

#### **Final Exam - 20% 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 completed 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. There are no make-up exams.

<b>ALEKS PI (Homework)</b>	<b>200 points</b>
<b>Concept Checks and Discussions</b>	<b>100 points</b>
<b>ALEKS Quizzes</b>	<b>200 points</b>
<b>Midterm &amp; Final Exam Reviews</b>	<b>100 points</b>
<b>Midterm</b>	<b>200 points</b>
<b>Final Exam</b>	<b>200 points</b>
<b>Total 1000 points</b>	

\*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 within the first two weeks of the course.



I understand that the ALEKS Quizzes, the Midterm Exam, and the Final Exam MUST be taken in class, as scheduled. Failure to complete a quiz or exam as scheduled will result in a grade of (0) zero.

**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).

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## **HONORLOCK PROCTORED TESTING INFORMATION SHOULD IT BE NEEDED**

### **Proctored Testing Requirement**

This course may require one or more of your quizzes/exams in MyCourses to be virtually proctored. Proctoring will be conducted using an online proctoring service called Honorlock (HL). You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set to take them. To take an HL quiz, you will need the following: A computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [Honorlock's Support for Test-Takers](#) to learn more or for technical assistance.

### **Room Scan & ID Information**

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or other government-issued identification. No examination will be permitted to start without a proper ID check.

### **What is my responsibility?**

For courses that utilize Honorlock, students are responsible for paying a proctoring fee (see options below). When starting your first assessment, a prompt will appear requesting payment. Choose the option that best matches your testing requirements for your course and enter your debit or credit card information. Be sure to give yourself some extra time when taking your first test to enter your credit or debit card information.

**Pay-Per-Course Option (\$9.95\*):** This option covers the cost for **ALL** proctored assessments in your course. **NOTE: This is the best value option if the course requires 2 or more proctored assessments. How many proctored assessments do I have? Contact your instructor or check the course content area of the syllabus.**

**Pay-Per-Exam Option (\$4.45\*):** This option covers the cost for **ONE** proctored assessment in your course.

\*Students will be required to pay sales tax based on their physical address.

[Contact Honorlock Support](#)

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## GRADING SCALE

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" 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. **In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work.**

**Academic Integrity** - Students who are determined to have violated the academic policies of this course or the college will be subject to receiving a grade of 0% on the assignment (retake may be allowed depending on the severity of the violation) and the disciplinary administrator notified.

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## AVAILABILITY OF COURSE CONTENT

To gain access to the course materials/modules, students must earn a 100% on the Syllabus Quiz (located in the BEGIN HERE section, in MyCourses). The Honorlock Practice Quiz in ALEKS must be completed in order to gain access to any graded proctored assignments.

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## ATTENDANCE

View the college-wide attendance policy included in the [How to Be a Successful Student](#).

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.

**For this class, attendance is defined as:**

### Week 1 Attendance

- Complete BEGIN HERE Steps 1 - 8
- Complete the ALEKS initial knowledge check

### Week 2 Attendance

- Complete Module 1 – ALEKS Hours (at least 5 hours)
- Complete Module 1 – Concept Check
- Complete Module 1 - ALEKS Objectives (at least a 70%)
- Complete Module 1 - Quiz 1

### Weekly Attendance

- Completion of at least 5 hours within ALEKS
- Updated within MyCourses

Students are required to logon 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. **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, posting to the discussion board as required by your instructor, as well as completing all assignments by the required deadlines. Those students who do not complete Modules 1 - 5 in ALEKS (with at least a 70% on each module), Quizzes 1 - 5 in ALEKS, and the Midterm Exam as scheduled may be disabled from the course in ALEKS, classified as not actively participating, and 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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## TECHNOLOGY REQUIREMENTS & POLICY

Students also MUST become **proficient** with ALEKS and the tools contained within the program to be successful in this course.

### Accessibility of Technology

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Microsoft Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [Panopto Accessibility](#)
- [Turnitin Accessibility](#)
- [Honorlock Accessibility](#)
- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

### Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)

- [Panopto Privacy](#)
  - [Turnitin Privacy](#)
  - [Honorlock Privacy](#) and [SPC's Honorlock Security and Privacy FAQ](#)
  - [Cengage Privacy](#)
  - [McGraw-Hill Privacy](#)
  - [Pearson Privacy](#)
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## IMPORTANT DATES

Class Dates: 14-AUG-2023 to 08-DEC-2023

Drop Date: 18-AUG-2023

**Withdrawal Date:** Please reference the Academic Calendar below

<https://www.spcollege.edu/academic-calendar>

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## LEARNER SUPPORT AND OTHER STUDENT RESOURCES

Use the following links to view web sites on SPC's:

- [Free Tutoring](#)
- [Accessibility Services](#)
- [Academic Support](#)
- [On-Campus and Online Support](#)
- [Student Services](#)

Additional Resources:

- [Academic Calendar](#)
  - [Learning Resources](#)
  - [Career Services](#)
  - [International Student Services](#)
  - [Veterans Services](#)
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## STUDENTS' AND INSTRUCTOR'S EXPECTATIONS

It is important that all of your attention be focused on the content to be learned so when you are in class you shouldn't be using your computer, cell phone, and tablet for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MyCourses, will be used for this purpose and you should complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are

the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

- Treat everyone with respect in every communication
- Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
- Use clear and concise language
- Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
- Use correct spelling and avoid texting abbreviations
- Avoid using the caps lock feature as it can be interpreted as yelling online
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
- Be cautious with personal information (both yours and others')

## **Online Student Participation and Conduct Guidelines**

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

### **When you send an email to your instructor, department chair, dean, or classmates, you should:**

- Use a subject line that describes what you are writing about
- Avoid attachments unless you are sure your recipients can open them
- Be clear, concise, and courteous
- Sign your message with your name
- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

Your faculty member will include in the syllabus expectations for response times on email.

### **Recordings in the classroom:**

Students may record lectures in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

Students making such recordings may not share recordings without explicit permission and are personally liable for unauthorized dissemination. If in doubt, please discuss with your professor before class.

### **When posting to a discussion board, you should:** Write posts that are on-topic and within the scope of the course material

- Take your posts seriously; review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Read all messages in a thread before replying

- Avoid repeating someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions, even when they differ from your own
- Express any differing opinions in a respectful, non-critical way
- Not make personal or insulting remarks
- Be open-minded

The instructor has the **authority** to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

### **Academic Honesty Policies - Honor Code**

We expect you to be **honest** in all of your academic work. By enrolling at the College, you agree to obey all of the standards of **academic honesty** and **integrity** and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness. The academic honesty policy and procedures are available online:

- [Academic Honesty Policies, Honor Code](#)
- [Academic Integrity Policies and Procedures](#)

**These documents include details on what is meant by:**

- Cheating
- Bribery
- Misrepresentation
- Conspiracy
- Fabrication
- Collusion
- Duplicate submissions
- Academic misconduct
- Improper calculator, computer or online use

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies but you can't copy and share the materials (copyright.gov). Please see [SPC's copyright information](#). It's your responsibility to be academically honest in all of your work.

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## **HOW TO BE A SUCCESSFUL STUDENT**

Attending class is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore the college limits when you can add classes. Please [check our registration page](#) regarding when classes can be added.

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

Showing up is the first step in ensuring your academic success. Active participation is the next step - whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their attendance policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will automatically be withdrawn from the class and this can cause serious problems if you receive financial aid. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion.

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## **POLICY: ATTENDANCE / PARTICIPATION / WITHDRAWAL**

Students classified as "No Show" for both of the first two weeks will be "administratively" withdrawn from any class which they are not attending. It is the student's responsibility to know the attendance policy of the class in which they are enrolled.

The student's financial aid will be adjusted based on their updated enrollment status.

- Depending on the modality of the course, attendance may be online, LIVE Online, blended, or on-campus.
  - For LIVE Online classes, attendance will be taken online during the normal class meeting time/days.
  - Students who are feeling ill for any reason should communicate with their instructor regarding attending online instead of on-campus, and/or the responsibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.
  - Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the last date to withdraw with a "W" (as posted in the academic calendar on the college's web site).
  - Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Withdrawing after the "Last Date to Withdraw with a Grade of "W" can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of "WF", which has the same impact on the student's GPA as a final grade of "F." A "WF" grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.
  - Students who wish to withdraw completely from SPC are not able to totally withdraw from all classes through MySPC. A student must contact an Academic Advisor to totally withdraw.
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## **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.

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## **SAFETY AND SECURITY**

We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just

as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately.** For information on campus safety and security policies, please call 727-791-2560. More information is also available on the [Campus Safety website](#).

The college website ([spcollege.edu](http://spcollege.edu)) is the best source of information in the event of an emergency. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using MyCourses as the learning management system will be key in communicating with faculty about course materials and assignments. Make sure you complete the Introduction to MyCourses so that you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments. It is important to be able to use MyCourses for learning activities if your campus is closed.

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting [offender.fdle.state.fl.us/offender](http://offender.fdle.state.fl.us/offender). A list of sexual offenders or predators registered for classes at SPC is also available.

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## **TITANS CARE (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), 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.

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## **STUDENT CONCERNS**

St. Petersburg College wants to make sure that you are able to receive prompt and fair resolutions to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren't satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form: [web.spcollege.edu/survey/13002](http://web.spcollege.edu/survey/13002)

If you're not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf.

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## **SPC VACCINATION POLICY**



SPC is concerned about the health and well-being of all students. We encourage all students to remain current on vaccinations as suggested by appropriate health authorities. SPC does not require vaccinations for general admissions to our degree or certificate programs, with some exceptions for specific programs.

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## 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 and is planning ways our operations can continue following such an emergency.

So, if a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, 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, 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 (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 to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

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**Class 1080**

## Assignment Calendar

**Fall 2023**

**Start: 08/14/23**

**10 am to 11:40 am**

**Tuesday and Thursday**

The following is the tentative semester calendar of the general course content and may be adjusted as need permits throughout the semester. All assignments are NOT listed here. See MySPC course contents for all assignments and their due dates.

August 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13 WEEK 1	14	15 First day of classes Introduction Sect 4.1-4.6	16	17 Sect 5.1, 5.3, 5.4	18 Last Day to Drop With A Refund WEEK 1 GRADES DUE	19

20 WEEK 2	21	22 Sect 6.4, 7.7	23	24 Review Mod 1 <b>Mod1ends</b> QUIZ 1	25 WEEK 2 GRADES DUE	26
27 WEEK 3	28	29 Sect 1.7, 9.1, 2.1-2.5	30	31 Sect 3.1, 7.8		

## September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 3					1	2
3 WEEK 4	4 Labor Day No School	5 Review Mod 2 <b>Mod2</b> <b>ends</b> QUIZ 2	6	7 Sect 9.2, 9.3	8	9
10-Grandparent's Day WEEK 5	11	12 Sect 9.6, 9.7	13	14 Review Mod 3 <b>Mod3</b> <b>ends</b> QUIZ 3	15	16
17 WEEK 6	18	19 Sect 7.1-7.3	20	21 Sect 9.4, 9.5 Sect 10.1-10.4	22	23
24 WEEK 7	25	26 Review Mod 4 <b>Mod4</b> <b>ends</b> QUIZ 4	27	28 MIDTERM EXAM REVIEW	29	30

## October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 WEEK 8	2	3 MIDTERM EXAM	4	5 Make Up Day Mod 1-4	6	7
8 WEEK 9	9	10 Sect 12.1-12.3, 12.4	11	12 Sect 12.5-12.6, 12.7	13	14
15 WEEK 10	16	17 Review Mod 5	18	19 Sect 13.1, 13.2	20 60% Grades Due	21

		<b><u>Mod5</u></b> <b><u>ends</u></b> QUIZ 5				
22 WEEK 11	23	24 Sect 13.4, 13.5, 13.6, and 13.7	25	26 Review Mod 6 <b><u>Mod6</u></b> <b><u>ends</u></b> QUIZ 6	27	28 Last Day to withdraw with Grade of "W"
29 WEEK 12	30	31-Halloween Discovery Day No Classes				

## November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 12			1	2 Sect 14.1, 14.2, 14.3	3 60% Grades Due	4
5-Daylight Saving Time Ends WEEK 13	6	7-Election Day Sect 14.4, 14.6,14.7	8	9 Review Mod 7 <b><u>Mod7</u></b> <b><u>ends</u></b> QUIZ 7	10 Veterans Day (observed)	11-Veteran's Day
12 WEEK 14	13	14 Sect 15.1, 15.5	15	16 Review Mod 8 <b><u>Mod 8</u></b> <b><u>ends</u></b> Quiz 8	17	18
19 Thanksgiving No School	20 Thanksgiving No School	21 Thanksgiving No School	22 Thanksgiving No School	23-Thanksgiving Thanksgiving No School	24 Thanksgiving No School	25 Thanksgiving No School
26 WEEK 15	27	28 <b>Make up day in class only</b> Mods 5 – 8 only	29	30 <b><u>Final</u></b> <b><u>exam</u></b> <b><u>review</u></b>		

## December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 15					1	2

3 WEEK 16	4	5 <a href="#">FINAL EXAM</a> 10:00 AM to 11:55 AM	6 Last Day to withdraw with Grade of "WF"	7	8	9
Created at <a href="http://www.CalendarHome.com">www.CalendarHome.com</a> !						

## FALL 2023 ACADEMIC CALENDAR

	FALL FULL TERM	1ST 8-WEEK SESSION	WEEKEND COLLEGE	12-WEEK EXPRESS SESSION	2ND 8-WEEK SESSION
TERM/SESSION DATES					
First day of term/session	Aug. 14	Aug. 14	Aug. 18	Sept. 11	Oct. 9
Last day of term/session	Dec. 7	Oct. 6	Dec. 3	Dec. 7	Dec. 7
ADMISSIONS					
Application deadline for non-health programs, including Bachelor's programs	Admission to programs are aligned to students' first term (or session) at SPC and do not observe specific deadlines.				
Health programs admissions deadlines	<a href="#">Dates vary by program. View Health Admissions website for details.</a>				
International students application deadline	June 1	June 1	June 1	June 1	June 1
Last day to apply for Study Abroad trips	<a href="#">Dates vary by trip. View Study Abroad website for details</a>				
REGISTRATION					
View classes	April 10	April 10	April 10	April 10	April 10
View textbook and General Education course syllabi	June 30	June 30	June 30	June 30	June 30
Special programs registration begins	April 17	April 17	April 17	April 17	April 17
Registration for all students begins	April 19	April 19	April 19	April 19	April 19
Senior citizens/state employees	Aug. 11	Aug. 11	Aug. 11	Aug. 11	Aug. 11
Last day to add a class	Aug. 16	Aug. 14	Aug. 23	Sept. 12	Oct. 9
TUITION/FINANCIAL AID					
Tuition/Fee payment due	July 12	July 12	July 12	Sept. 1	Sept. 29
FAFSA priority deadline date	May 1	May 1	May 1	May 1	May 1
Many funds are awarded on a first-come, first-serve basis, so the earlier you submit your FAFSA, the more funds you could be awarded.					
Payment Plan enrollment deadlines	<a href="#">View all tuition payment plan dates</a>				
Financial aid deadlines	<a href="#">View all financial aid deadlines</a>				
LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT					

	FALL FULL TERM	1ST 8-WEEK SESSION	WEEKEND COLLEGE	12-WEEK EXPRESS SESSION	2ND 8-WEEK SESSION
Last Day to Drop With A Refund	Aug. 18	Aug. 18	Aug. 25	Sept. 15	Oct. 13
LAST DAY TO WITHDRAW *WITH GRADE OF "W"					
Last Day to withdraw with Grade of "W"	Oct. 28	Sept. 20	Oct. 27	Nov. 6	Nov. 14
LAST DAY TO WITHDRAW *WITH GRADE OF "WF"					
Last Day to withdraw with Grade of "WF"	Dec. 6	Oct. 5	Dec. 2	Dec. 7	Dec. 7
* FINANCIAL ASSISTANCE RECIPIENTS:	If you completely withdraw from the College anytime on or before the dates of your session, you may incur repayment of Financial Assistance funds. See financial aid withdrawal deadlines.				
EXAMS					
Mid-term exams (online)	Oct. 6-8				
Final exams (online)	Dec. 1-3				
Final exams	Dec. 4-7		Nov. 30-Dec. 2	Dec. 4-7	
GRADUATION					
Fall Commencement TBD.					
NO CLASSES FOR STUDENTS (ALSO SEE COLLEGE CLOSED DATES BELOW)					
Discovery Day	Oct. 31	Oct. 31	Oct. 31	Oct. 31	Oct. 31
Winter Break	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024	Dec. 9, 2023 - Jan. 15, 2024
COLLEGE CLOSED					
Labor Day	Sept. 4	Sept. 4	Sept. 4	Sept. 4	Sept. 4
Veterans Day (observed)	Nov. 10	Nov. 10	Nov. 10	Nov. 10	Nov. 10
Thanksgiving Break	Nov. 19-25	Nov. 19-25	Nov. 19-25	Nov. 19-25	Nov. 19-25
Winter Break	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024	Dec. 18, 2023 - Jan. 1, 2024
FACULTY SCHEDULE					
Report for duty	Aug. 10	Aug. 10	Aug. 10	Aug. 10	Aug. 10
Students may access their classes on MyCourses at the latest by the Friday prior to the first day of classes.					
Last working day	Dec. 8	Dec. 8	Dec. 8	Dec. 8	Dec. 8
Final grades due in PS by 2 p.m.	Dec. 8	Oct. 6	Dec. 8	Dec. 8	Dec. 8
Discovery Day	Oct. 31	Oct. 31	Oct. 31	Oct. 31	Oct. 31

## Time Management

When I was lamenting to a friend about how to get students to manage their time better she sent me this.

"One day an expert in time management was speaking to a group of students and, to drive home a point, used an illustration those students will never forget. As he stood in front of the group of high-powered over achievers he said, "Okay, time for a quiz." Then he pulled out a one-gallon, wide-mouthed Mason jar and set it on the table in front of him. Then he produced about a dozen fist-sized rocks and carefully placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes." Then he said, "Really?" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar causing pieces of gravel to work themselves down into the space between the big rocks. Then he asked the group once more, "Is the jar full?" By this time the class was on to him. "Probably not," one of them answered. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand into the jar and it went into all of the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?" No!" the class shouted. Once again he said, "Good." Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. Then he looked at the class and asked, "What is the point of this illustration?" One eager beaver raised his hand and said, "The point is, no matter how full your schedule is, if you try really hard you can always fit some more things in it!" "No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all." What are the 'big rocks' in your life? Your children; Your loved ones; Your education; Your dreams; A worthy cause; Teaching or mentoring others? Remember to put these BIG ROCKS in first or you'll never get them in at all. "

Source: <http://www.law.du.edu/daustin/lawyer/balancing.doc>

The reason I am having you read this is: Before it is too late you need to organize your jar and make sure to leave the appropriate amount of room in it for your math class. If there is no room in your jar for more, this class maybe better if taken at a different time. I can help you with all of your math questions but I cannot make more time, if I could I would be younger.