

Course Syllabus
Pre-Algebra
MAT 0012C

Course number: 12080

Term: Fall 2008

Date: Tue & Thurs 11:30am – 12:45pm. Lab Thurs 10:30am – 11:20am.

Location: Building 6, Room 203

Instructor: Ashlee Melissa Few

Office Hours: Before & after classes (15mins), or by appointment only.

Contact Email: afew@valenciac.edu

Required Materials:

- Text:** Pre-Algebra 3rd edition, by Tom Carson published by Addison-Wesley
- A scientific calculator**
- Lab Manual:** 0012 Lab Packet obtained at the bookstore
- One 3 clasp folder**
- 100 sheets of college ruled lined notebook paper**

ATLAS EMAIL: Please note that any notifications of excessive absence or course progress are done through Atlas. Be sure to check your email at least twice a week.

Optional Materials: Student solution manual for Pre-Algebra

Prerequisite: This is an entry-level course in mathematics emphasizing the fundamental mathematical operations with application to beginning algebra. This is the first course of three designed to prepare students for first-year college-level mathematics. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside education settings. Credits earned in this course do not fulfill any college-level math requirements nor do they apply toward any college-level credit requirements. A grade of "C" or higher is needed in addition to a passing score of 74% on the competency test for entry into MAT 0024.

Course Description: MAT 0012C is an introductory math course which integrates a review of basic arithmetic skills with an introduction to basic algebra concepts. You will develop a math vocabulary and will use it in communication both orally and written. You will also become an effective problem solver using reasoning, algebraic techniques, graphical techniques and technology. In addition to the 3 hours you will spend each week in class, you will also spend 50 minutes a week in lab. Here you will work on activities from the lab book that will reinforce and/or expand on the material that you have in your textbook. You will take your tests during lab time.

Competency Exam: All students are required (regardless of class progress) to take the competency exam. The specifics of this test can be found in the lab packet, the exact date and

time of the test will be given at a later date. **You must pass this exam with a score of 26 or more correct out of 35 questions (74% or higher) along with a class average of C or more in order to enroll into 0024.**

SPA: (Specialized Prep Area): The SPA is located on the first floor of building 4 in the Math Center. This is where you can receive specialized assistance for your math course. Worksheets are available in addition to tutoring to meet your specific mathematical needs.

Students With Disabilities: If you are a student from the Disabilities Department please contact me in order for me to provide the appropriate services that you are entitled to.

Tutoring: Tutoring is available on first floor of building 4 in the Math Center.

It is always best to contact your instructor first for any additional help. Our office hours are designed to give students individual assistance whenever needed.

Valencia Student Core Competencies: Valencia faculty has defined four interrelation competencies (Think, Value, Communicate, and Act) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further your mastery of those core competencies. Additional information is available in the College Catalog.

CLAST Competencies: The College-Level Academic Skills Test (CLAST) measures the following: reading skills, essay skill, English language skills, and mathematics skills. To the extent possible, you will be encouraged to develop these skills as part of your work in this course. Additional information is available in the College Catalog

MAKE-UP TEST POLICIES: There are no make-up tests or assignments under any circumstances. A test or assignment can be done before the actual scheduled test if a situation occurs and I am notified 2 days in advanced. If a test is missed due to any circumstance, then the lowest test will be replaced by the final exam.

ATTENDANCE POLICY: Attendance is *mandatory* and a crucial factor in your success in college. The college requires that I maintain accurate attendance records and that I notify you when you reach a certain number of absences. I will take roll every class meeting -- *Any student who is absent more than the allowed number (3) may be withdrawn by the professor without notice.* You may be withdrawn after three absences. Each 2 tardies will be counted as 1 absence.

TARDINESS: Being late to class or leaving early is a disruption to the class and is discourteous to the professor and the other students. All students are expected to be on time to class and to stay for the entire period. If you need to leave early notify me before the start of class. **Leaving early without prior notification to me will be considered an absence and a second time will result in being withdrawn from the course.**

Withdrawal policy College Catalog: If you decide to withdraw, *you must file the proper paperwork.* If you just stop coming to class, do not complete the proper paperwork, and do not take the final exam, I must assign you an *F.* Always seek advice and guidance from myself and

from your counselor before withdrawing from the class. See your counselor in how doing so impacts any financial aid you may be receiving.

CLASSROOM BEHAVIOR: Please mute beepers and cell phones before class begins. In general, I like the classroom environment to be informal so all students can feel free to share thoughts, opinions, and questions.

LABS: All labs must be received complete on the due date. You may work together during lab but must turn in your own individual work which will be graded. You must stay the entire time to receive your full lab points otherwise you will receive a zero for that lab. **NO LATE WORK WILL BE ACCEPTED.** There are **NO** make up labs.

Final Exam: The final exam will be comprehensive and is mandatory, if you do not withdraw and do not take the final, then a WF will be assigned regardless of your average in the class. The Final exam date/time is listed on the course schedule.

EXPECTED STUDENT CONDUCT: Valencia Community College is dedicated to not only to the advancement of knowledge and learning, but also are concerned with the development of responsible personal and social conduct. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and excluding expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook. In addition, we ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs.

Students with disabilities: Those who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

ACADEMIC HONESTY: All forms of academic honesty are prohibited at Valencia. Including, but not limited to: plagiarism, cheating, furnishing false information, forgery, or misconduct during a testing situation. Violations can result in failure of an assignment or the entire course. Each student is expected to be familiar with the college policy on academic honesty as stated in the Valencia Student Handbook.

DISCLAIMER: Changes in the syllabus or Course Calendar may be made at the discretion of the professor. When absent, it is your responsibility to find out what, if any announcements or changes are made to the calendar or syllabus.