

Reedley College – SPRING 2012 - Course Syllabus

MATH 250 WEB, COLLEGE ARITHMETIC, Section # 51809

Instructor: Mrs. Lina Obeid

Class Room: Web

Student Access to Class Materials: 24/7 prior to deadlines.

Office: online via e-mail

Office Hours: T, W, Th: 10 to 11 am, or by apt.

E-Mail: lina.obeid@reedleycollege.edu (Teacher's response time is up to 1 to 2 business days)

Basic Skills Advisories: admission to Reedley College **Subject Prerequisites:** admission to Reedley College

Optional* Texts: Carson, Tom; *Pre-Algebra*; 3rd Edition. New Jersey: Pearson.

Required:

- This class requires students to access the coursecompass site. *Students need to make sure they have access to the proper technology before proceeding in this class. Most labs on campus as well as the Math Center have the proper technology.*
- Coursecompass access code (includes e-book but not hard copy) may be purchased on coursecompass.com or at the bookstore. Coursecompass access code must be purchased promptly the first week of school.
- Students need to have 2 single- subject spiral notebooks for online homework and tests, highlighter (yellow), paper, ruler, sharpened pencils, and an eraser. The use of pens is not allowed in this class. Calculators are prohibited on exams.
- This class requires students to access coursecompass in a timely manner. This class requires access to a computer with a cable/DSL, T1 or other high speed connection. *A dial-up connection is too slow for this class.* The website that the class will be using is www.coursecompass.com and NOT on Blackboard. The coursecompass site requires that your browser (i.e. internet explorer, firefox, etc.) has specific plug-ins. Firefox seems to be the best browser to use with coursecompass.
- This class requires on average two hours of work a day. Online courses are not for everyone. Although online classes afford more flexibility, the class requires excellent study skills and more independent work than a face to face course. They are NOT advised for 1) students who do not have excellent study skills and solid basic math skills, 2) students who have not taken math for a long time, and 3) students who have received a poor grade, a D, or an F in a previous math class.
- This class requires that all communication be via email: 1) email language must be professional and written in full sentences; 2) sign every email; 3) type MATH 250 ONLINE with your full name in the subject bar; 4) avoid personal information.

Attendance and Tardy Policy:

- Students who do not sign up at www.coursecompass.com and do the first assignments by Monday, January 16 will be dropped.
- Since this is an online class, students are expected to check their e-mails regularly and work on www.coursecompass.com daily and regularly. That is what attendance is based on. Late work is not accepted. Excuses will not be accepted (for example, I did not read my e-mail, my computer froze, ...). Students who do not check their emails or work on their assignments on regular basis could be dropped for non-attendance. The attendance policies still hold in an online class. Missing an assignment, not checking emails, or not responding to emails, is the equivalent of being absent.
- Students are responsible for any and all information sent to them in emails or posted on the courses site.
- Technology problems will not be accepted as excuses to get extensions, second chances, or exceptions for any assignment—especially on tests. If your computer “freezes” during a test, you will not be given access to it again – as you are only allowed one time access to a test. Students need to make sure they have a good connection and technology to avoid missing a test.
- Do not email on holidays, weeknights and weekends and expect a quick response. Students need to allow 1 to 2 business days for a response.
- Students are expected to attend the on campus meetings on the scheduled date, arrive on time, bring a valid picture ID, and stay for the whole class period. Students who are absent or late, or who leave early will receive a zero on the missed or late midterm. Students who miss the orientation will be dropped.

Behavioral, Campus, and Academic Policy:

- Reedley College campus policies and academic regulations will be implemented in this class.
- Students must act and communicate professionally in class and online.

Plagiarism:

Reedley College rules on plagiarism will be enforced. Students cheating on an assignment will receive a 0% on that assignment. PLEASE NOTE: Scoring 30% or higher on the online chapter tests, then on the onsite midterm exams might be a sign of cheating. The teacher reserves the right to make that conclusion. [For example, if a student scores an 80% on the online chapter test, but scores a 50% on his midterm which is based on the same material.] This might mean that the student got unauthorized or excessive help on the online chapter tests. In that case, the rules on plagiarism/and cheating could be enforced.

Grading Policy: Students are graded according to the following:

Online homework grades constitute **15%** of the student's overall grade.

Online chapter test grades constitute **15%** of the student's overall grade.

Onsite Midterm and Final Exam grades constitute **70%** of the student's overall grade.

• **Online Homework:**

Homework is assigned on regular basis. Homework will not be accepted late. Homework assignments will be given on-line. Work a couple of days ahead. This will prevent you from missing an assignment if you encounter problems (personal or technological...). Students must do their homework step by step thoroughly in a spiral notebook with the work for each question shown neatly and completely. The top of each page should list the section number being worked on. Each question should have a question number in front of it. The answers need to be highlighted. Students will be asked to bring their notebooks to the midterm and the final session. The notebooks will be collected and graded. *It is important to stay current to be successful in the course!* Do not expect to take the test and then complete the homework. Each assignment has a due date and the assignment will be unavailable to the student after the due date. The two lowest homework scores will be dropped to allow for emergencies.

• **Online chapter tests:**

Tests are timed, so pace yourself. Online chapter tests are to be taken online by the scheduled date/time. Students must complete the homework before taking the tests. If you encounter technological problems during a test, you will not be given access to it again – as you are allowed access to a test once. Students need to make sure they have a good connection and do not close their browser or navigate away once they begin an online test. Online tests will not be accepted late. The lowest online test score will be dropped to allow for such emergencies.

• **Onsite Midterm Exam:**

Three onsite midterm exams will be administered throughout the semester. No make-up midterm exam will be given for any reason. Students are expected to take the midterm on the date and time scheduled. Student need to present their valid picture ID or Driver's license to be allowed to take the midterm. **NO ID= NO MIDTERM.**

Students who do not take a midterm will receive a score of ZERO on that midterm. To allow for one emergency (i.e hospitalization, car accident...), the lowest midterm score may be replaced by the final exam score. The midterms are scheduled for 2/7, 3/14, 4/25 in CCI201 at Reedley College at 6pm. The midterm sessions end at 7:30pm. (Alternative sessions available from 1pm to 2:30pm on those scheduled dates for students taking night classes.) Students should not take the class if the scheduled date or time of the midterm exam does not fit in their schedule.

• **Onsite Final Exam:**

The final exam is a comprehensive final meaning it might contain any of the material covered from the entire semester.

NO ID = NO FINAL. *The final exam score cannot be replaced by a midterm score. Students who do not take the final will receive a score of 0% on the final.* The final is scheduled for Tuesday, May 15 at Reedley College at 6:00pm in FEM4E. Students should not take the class if the scheduled date or time of the final exam does not fit in their schedule.

• **Grades:**

- It is the student's responsibility to put in the effort to get a desired grade.
- A student struggling to get a desired grade must get tutoring. Tutoring is available for free at Reedley College.
- If students need further clarification regarding grades, they are welcome to consult the instructor.

Grading Scale:	Grade	Percent	Grade	Percent
	A =	90% - 100%	D =	60% - 69%
	B =	80% - 89%	F =	Below 60%
	C =	70% - 79%		

Tips for Success:

- Do not expect a good grade for average, mediocre, or poor work.
- **Do not procrastinate.**
- **Do not make excuses (technology, personal life, professional life, ...).**
- Turn in well thought-out assignments on time with all the work shown step-by-step;
- Put in the maximum effort daily in every aspect of your work;
- Get tutoring at the MATH CENTER OR the tutorial center for help and tutoring; (Do not wait until you are failing)
- Do not wait until you are failing to get help.
- Read the book and watch the videos before starting the assignments.

****Print and Post this page next to your computer screen****

IMPORTANT DATES AND DEADLINES

WARNING: Please make sure to check your calendar. Those dates are non-negotiable. Please drop the class if the scheduled dates of the midterm and final do not fit your schedule, or if the pace of the class is not appropriate for you. Also, if math is a difficult subject for you and/or you have failed a math class before, then online math classes might not be the best for you.

► Important Dates and On Campus Meetings: SPRING 2012

January 9 (M) Spring 2012 instruction begins

January 11 (W) Orientation at Reedley College in CCI 201 at 1pm or 6pm (Bring notebooks & valid picture ID)

January 16 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)

January 20 (F) Last day to drop a full-term class for a refund for Spring 2012

January 27 (F) Last day to drop a full-term class to avoid a "W" for Spring 2012

February 7 (T) Midterm 1 at Reedley College in CCI 201 at 1pm or 6pm (Bring notebooks & valid picture ID)

February 10 (F) Last day to change a class to/from a Pass/No-Pass grading basis

February 17 (F) Lincoln Day observed (no classes held, campus closed)

February 20 (M) Washington Day observed (no classes held, campus closed)

March 9 (F) Last day to drop a full-term class (letter grades assigned after this date)

March 14 (W) Midterm 2 at Reedley College in CCI201 at 1pm or 6pm (Bring notebooks & valid picture ID)

April 2-6 (M-Th) Spring Recess (no classes, campus open, classes reconvene April 9)

April 7 (F) Good Friday (no classes, campus closed)

April 25 (W) Midterm 3 at Reedley College in CCI201 at 1pm or 6pm (Bring notebooks & valid picture ID)

May 12-18 Finals' Week

May 15 (T) Final exam at Reedley College in FEM4E at 6pm (Bring notebooks & valid picture ID)

May 18 (F) End of spring semester/commencement

- There will be 5 onsite mandatory meetings at Reedley College during the semester (listed above and below).

Wed: 1/11/2012 6:00 PM_OR 1PM

Tues: 2/7/2012 6:00 PM OR 1PM

Wed: 3/14/2012 6:00 PM OR 1PM

Wed: 4/25/2012 6:00 PM OR 1PM

Tues: 5/15/2012 6:00 PM OR 1PM

- All these meetings must be attended on time with a Valid Driver's License.
- It is the student's responsibility to ask *the Admissions and Records office* or *check course schedule* for any other dates that pertain to your financial aid or drop deadlines of any kind.

► Accommodations for students with disabilities:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic test, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. Last minute arrangements will not be tolerated.

Course Description and Objectives:

According to the Reedley College course outline, Math 250 deals with performing arithmetic operations on whole numbers, computing fractions and decimals: application of order of operations to simplification of mathematical expressions; Solving word problems and applications of arithmetic using ratios, proportions and percents. This course is designed as a quick review of college arithmetic to prepare the student for Mathematics 256 or 101.

It is the student's responsibility to put forward the time, effort, and ability needed to master these course objectives upon completion of this course. The lower the student's math ability, the higher will be the student's effort and time needed to master the objectives.

► *Instructor reserves the right to make minor changes to the syllabus.*