



Mathematics Northwest – Spring Branch

Math 0308: Fundamentals of Mathematics II

CRN 32853 – Spring/2013

Room 213| 6:00 PM- 9:00 PM | Fri

3 hour lecture course / 48 hours per semester/ 16 weeks

Textbook: Prealgebra and Introductory Algebra (3rd Ed) by Bittinger, Ellenbogen, Beecher and Johnson

ISBN-13: 9780321731715

MyMathLab Course ID swindell33888

Instructor Babs Swindell

Instructor Contact Information: babs.swindell@hccs.edu and office/713-718-5511

Office location and hours: N/A

Course Description

Topics include fundamental operations in whole numbers, fractions and decimals, percents, ratios, proportions, descriptive statistics, and an introduction to the real numbers. All students who enroll in this course are expected to complete MATH 0308 and MATH 0312 in the following consecutive semesters before attempting their first college-level mathematics course (usually MATH 1314 College Algebra). A comprehensive Departmental Final Exam will be given in this course.

Prerequisites

SAT: Less than 450 ASSET: Scaled Score: Less than 41

COMPASS: Scaled Score: Less than 49 ACCUPLACER: Scaled Score: Less than 49

Course Goal

This course provides students with the basic arithmetical skills enabling them to proceed to the next level mathematics course. It is also designed to strengthen many of the skills that an individual must demonstrate or master in order to achieve college readiness. It is also intended for those students who are reasonably adept at performing the simple mathematical operations needed in every day affairs, but become quite confused when confronted with the same operations in the context of a mathematics class.

Course Student Learning Outcomes (SLO):

1. Correctly choose and apply the four basic arithmetic operations with whole numbers, decimals, fractions and signed numbers to estimate and solve application problems.
2. Apply “Proportional Reasoning” to solve related problems including ratios, rates, proportion, percent and conversions of units.
3. Interpret data from tables, pictographs, bar graphs, line graphs, and circle graphs.
4. Simplify algebraic expressions.

Learning outcomes

Students will:

- 1.1 add, subtract, multiply and divide whole numbers, understand the order of operations, and solve problems involving exponential notations.
- 1.2 solve problems by estimating and rounding.
- 1.3 add, subtract, multiply and divide integers.
- 1.4 find the least common multiples of two or more integers.
- 1.5 add, subtract, multiply and divide fractions.
- 1.6 add, subtract, multiply and divide with decimals and percent.
- 2.1 solve problems involving ratio and proportion.
- 3.1 read and interpret data from tables, pictographs, bar graphs, line graphs, and circle graphs.
- 4.1 simplify algebraic expressions.

CALENDAR (Tentative)

Week	Date	Section	Activity
1	1/18	Introduction , 8.1 8.2, 8.3	Lecture
2	1/25	8.4, 8.5, 8.6, 8.7	Lecture
3	2/1	8.8, 9.1, 9.2, 9.3	Lecture

4	2/8	9.4, 9.5, 9.6, 9.7	Lecture
5	2/15	9.8, 10.1, 10.2, 10.3	Lecture
6	2/22	Exam Review EXAM 1	Lecture Homework Due, Exam covering Chapter 8 & 9
7	3/1	10.4, 10.5 10.6, 10.7	Lecture
8	3/8	10.8, 11.1, 11.2, 12.1, 12.2	Lecture
9	3/22	Mid Semester Review	--Lab--
10	3/29	12.3, 12.4, 12.5 12.6, 12.7	Lecture
11	4/5	Exam Review EXAM 2	Lecture Homework Due, Exam covering Chapter 10, 11, 12.1-12.7
12	4/12	12.8, 13.1 13.2, 13.3	Lecture
13	4/19	13.4, 13.5 13.6, 13.7	Lecture
14	4/26	13.8, 14.1 14.2, 16.1	Lecture
15	5/3	Exam Review EXAM 3	Lecture Homework Due, Exam covering Chapter 12.8, &13, 14, 16
16	5/10		FINAL

Instructional Methods

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with the knowledge to insure that success. I will model good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world.

As a student wanting to contribute to you own success, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while respecting your classmates.

As I believe that engaging the students in learning is essential for teaching to be effective, you will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text.

Student Assignments

Name	Due Date
Homework 1	2/22/2013
Homework 2	“
Homework 3	“
Homework 4	“
Homework 5	“
Homework 6	4/5/2013
Homework 7	“
Homework 8	“
Homework 9	“
Homework 10	“
Homework 11	5/3/2013
Homework 12	“
Homework 13	“

No make-up work is accepted.

Final Exam Policy in Developmental Mathematics:

The following policy was adopted by Houston Community College regarding the system-wide Final Examinations in developmental mathematics courses:

If a student scores less than a 50 on the Final Exam, then the student receives an **F** in the course. If a student scores at least 50 but less than 60 on the Final Exam, then the student earns a **D** or an **F** in the course (depending on the course average). If a student scores at least a 60 on the Final Exam, then the grades will be averaged in accordance with the grade calculation formula as stated on the student syllabus; i.e., the student earns an **A, B, C, D,** or **F** in the course.

Assessments

Calculation of your Final Grade:

Your final average will be determined using the following percents:

Daily Average and Quizzes:	15%
Homework	10%
Exam Average	50% (4 regular exams)
Final Exam:	25%

HCC Policy Statement - ADA

Services to Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at his or her respective college at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the Disability Support Services Office. Persons needing accommodations due to a documented disability should contact the ADA counselor for their college as soon as possible. For questions, please contact Donna Price at 713.718.5165. To visit the ADA Web site, please visit www.hccs.edu then click Future students, scroll down the page and click on the words Disability Information.

HCC Policy Statement: Academic Honesty

Note: As with all developmental mathematics courses at HCC, **the use of a calculator during an exam is prohibited** and will be considered cheating.

*Unless you are notified beforehand, collaboration with others on any graded work is prohibited.
Violations of this policy will result in a 0 for that work or possibly a failing grade for the class.*

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test not yet administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Policy Statements

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to be on time at the beginning of each class period. For complete information regarding Houston Community College's policies on attendance, please refer to the Student Handbook. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. Two tardies are equivalent to one absence.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, **students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction.** The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in your work if you unavoidably miss a class

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. **The last day to withdraw is 11/3/2011.**

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult

for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all (homework and projects) emails, including this syllabus, and handouts

Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

00- 59 = F

Note: The instructor cannot assign a grade of "IP" or "W"

Personal Communication Device Policy:

All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, pagers, cameras, palmtop computers, lap tops, PDA's, radios, headsets, portable fax machines, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process. Personal communication devices are to not be on the student desk during examinations. Usage of such devices during exams is expressly prohibited during examinations and will be considered cheating (see academic honesty section above).

Mathematics Bridge Course Statement for 0306:

Any student who earns a grade of D in Math 0306 is required to enroll in the Bridge Course-Math 0106. Please visit with the instructor of your course for details.

Student Course Reinstatement Policy:

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Faculty members have a responsibility to check their class rolls regularly, especially during the early weeks of a term, and reconcile the official class roll to ensure that no one is attending class whose name does not appear on it. Students who are dropped from their courses for nonpayment of tuition and fees who request reinstatement after the official date of record (OE Date) can be reinstated by

making payment in full and paying an additional \$75 per course reinstatement fee. A student requesting reinstatement should present the registrar with a completed **Enrollment Authorization Form** with the signature of the instructor, department chair, or dean who should verify that the student has been attending class regularly. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements.

Resources:

Free tutoring is available in **the library**. Additional help is also available through **the learning resource center** and through Student Support Services. Students can get free assistance, 24 hours a day, 7 days a week, in Math, English and other subjects, at www.hccs.askonline.net. Typically, posted questions are answered by an HCC tutor or faculty within 24 hours (usually under 6 hours). There are also several online math resources that you can find with an internet search. You may also find information on the Learning Web site accessible through your specific HCCS campus website.

EGLS₃ -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.