HOUSTON COMMUNITY COLLEGE SYSTEM

SOUTHWEST COLLEGE

DEVELOPMENTAL EDUCATION DEPARTMENT *GUIDED STUDIES* **GUST 1270 COLLEGE AND CAREER PLANNING**	**DEPARTMENT OF MATHEMATICS** **MATH 0306 Fundamentals of Math I**

Fall 2011 - Learning Community Joint Syllabus

CRN: 51638

CRN:60851	**GUST 1270 -**	**MATH 0306 -**
Location: **W-126**	**Scarcella Bldg.**	**W-126-Scarcella Bldg.**
Day/Time: **TUES/THURS**	**12:00-1:30**	**Tues./Thurs—1:30-3:00**
Semester Credit Hours:	**2 hour lecture/1 hour lab**	**3 hour lecture**
Contact Hours/Length	**48 hours/16 weeks**	**48 hours/16 weeks**

Type of Instruction: The instruction in these courses is lecture and lab based.

Instructor Contact

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Office Location/Hours: *Appointment Only*

Instructor Contact

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Email: ***itoro.akpanumoh@hccs.edu***

Phone:

Office Location/Hours: ***Appointment only***

Please feel free to contact us concerning any problems that you are experiencing in either course. You do not need to wait until you have received a poor grade before asking for our assistance. Your performance in these classes is very important to. We are available to hear your concerns or to discuss course topics.

COURSE DESCRIPTIONS

The GUST 1270 and MATH 0306 learning community will provide students with study and math skills necessary to succeed in college. The purpose of the forming this community is to allow students the opportunity to enhance subject learning, develop relationships with peers, and encourage active participation. Students will receive instruction from two professors that will assist, encourage, and motivate them in their quest to become successful college students and ultimately to become productive professionals. Our hope is that you will incorporate the knowledge gained into your future endeavors!!!!

College and Career Planning - This course is designed to prepare students for the demands of college and for success in the world of work. The course emphasizes setting priorities, time management, effective listening, note-taking, concentration techniques, retention of information, book analysis and comprehension techniques and test-taking skills. This course also incorporates modules that are designed to facilitate the use of library databases in conducting research, planning and setting educational objectives, lifelong career assessment and decision-making, financial aid, tutoring and student support services which enables the student to maximize the use of college resources.

Course Prerequisites

Students must be placed into GUST 0341 (or higher) in reading. Students below this reading level will be deferred from the Student Success course requirement (GUST 1270) until their reading level has improved.

Fundamentals of Math I **–** This course provides students with the basic arithmetical skills enabling them to proceed to the next level mathematics course. 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.

Course Prerequisites

Appropriate placement test score

GUST 1270	
Student Learning Outcomes	Learning Objectives
1. Develop an academic/personal/professional Action Plan, to include long-term goals, with detailed emphasis on time spent at HCCS.	1.1 Have a Degree Plan on file, and signed off by your professor. 1.2 Write and prioritize short-term and long-term goals related to your academic/personal/professional development related to your time at HCC. 1.3 Write an Action Plan for those priority goals related to your HCC experience. 1.4 Explain the difference between a job and a career, and the purpose of and preparation for each. Clarify which of the two brings you to HCC. 1.5 Explore career options, incorporating the use of career-related search tools. 1.6 Relate the characteristics of a Life-Long Learner, and how you can develop such characteristics in your own life. 1.7 Demonstrate that you are capable of being an Independent Learner.
2. Identify and use various student services at HCCS.	2.1 Discuss your educational/career plans with a counselor and relate other services available through the counseling office. 2.2 Access system publications, including the student handbook, college catalog, and semester schedules. 2.3 Select classes for the next semester using a degree plan and online registration. 2.4 Access the Learning Web. 2.5 Describe the pros and cons of distance education. 2.6 Use your student email account to communicate with professor. 2.7 Obtain a student identification card and parking pass as needed. 2.8 Meet with a financial aid officer and discuss your financial aid options. 2.9 Utilize tutoring services provided on-campus and/or online to receive advisement on at least one assignment. 2.10 Attend a library orientation session and access resources available on campus and online. 2.11 Attend at least one system-sponsored special event or student organization meeting.

MATH 0306	
Student Learning Outcomes	Learning Objectives
1. Correctly choose and apply the four basic arithmetic operations with whole numbers, decimals, fractions and signed numbers to estimate and solve application problems.	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. Apply "Proportional Reasoning" to solve related problems including ratios, rates, proportion, percent and conversions of units.	2.1 Solve problems involving ratio and proportion.
3. Interpret data from tables, pictographs, bar graphs, line graphs, and circle graphs.	3.1 Read and interpret data from tables, pictographs, bar graphs, line graphs, and circle graphs.
4. Simplify algebraic expressions.	4.1 Simplify algebraic expressions.

3.	Use classroom skills, including test-taking, note-taking, time management, etc.	3.1Explain the basic learning process. 3.2 Complete a week-long activity log and identifying at least one area where adjustments could be made to improve the student's use of time. 3.3 Complete a schedule showing the length of time it will take to complete their degree plans using their current course load. 3.4 Participate in at least one pair/share activity with other students or a modeling activity with an instructor in order to identify key ideas and supporting evidence from a variety of textbooks and possibly journal articles. 3.4 Write notes over one chapter or section of a chapter using at least two or more different note-taking styles. 3.5 Adapt memory strategies by coming up with at least three different mnemonics for key information from a specific textbook chapter. 3.6 Word process and correctly format at least half of the written assignments for class. 3.7 Use the computer to find at least three professional articles or reputable websites to be used in a career report or project. 3.8Demonstrate listening skills appropriate to the college classroom. 3.9 Describe how to prepare for and answer a variety of question types found on typical tests. 3.10 Describe techniques for recognizing and alleviating test anxiety.
4.	Identify and develop personal/professional characteristics sought by professor/ employers.	4.1 Identify and describe values for both personal and professional life. Relate those values to college and professional decision making. 4.2 Work in collaboration with others. 4.3 Network. 4.4 Apply time management strategies and techniques. 4.5 Prioritize immediate and future activities. 4.6 Identify and locate resources necessary to personal/professional success. 4.7 Identify and demonstrate communication skills appropriate for the college and professional settings. 4.8 Successfully interact with a diverse population. 4.9 Critically analyze selected materials.

Course Calendars

GUST 1270

Week 1	**Chapter 1: Create**
Week 2	**Chapter 2: Engage**
Week 3	**Chapter 3: Explore**
Week 4	**Chapter 4: Communicate**
Week 5	**Chapter 5: Think**
Week 6	**Chapter 6: Prioritize**
Week 7	**Mid-Term Review**
Week 8	**MIDTERM EXAM** (Departmental) **Chapter 12: Transition** Cover Letter & Resume Writing Portfolio Introduction/Career Exploration
Week 9	**Chapter 7: Learn**
Week 11	**Chapter 9: Record**
Week 12	**Chapter 10: Understand**
Week 13	**Chapter 11: Prosper**
Week 14	**Career Portfolio DUE**
Week 15	Final Exam Review (Chapters 1-12)
Week 16	**Final Exam**

Math 0306

Chapter 1 **-WHOLE NUMBERS**

Chapter 2 **-INTRODUCTION TO INTEGERS & ALGEBRAIC EXPRESSIONS**

Chapter 3 **-FRACTION NOTATION: MULTIPLICATION & DIVISION**

Chapter 4 **-FRACTION NOTATION: ADDITION, SUBTRACTION, AND MIXED NUMBERS**

Chapter 5 **-DECIMAL NOTATION**

Chapter 6 **-PERCENT NOTATION**

Chapter 7- **DATA, GRAPHS, AND STATISTICS**

* ***Instructor reserves the right to change calendar***

INSTRUCTIONAL METHODS

GUST 1270: A variety of instructional methods will be used and may include: lecture, group discussion, group activities, Web-based instruction, videos, and exploration activities (regarding interests, abilities, careers). Though lecture may be included, you can expect to be involved in discussions and other collaborative work, individual activities, computer-based learning, as well as group and individual presentations.

MATH 0306: In this course, 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 and notes.

Student Assignments

***Midterm and Final Exams*:** Each student is required to take departmental midterm and final exams. The exams will cover a variety of materials discussed in class and found in your readings. A study guide for each exam may be provided by your instructor. You will be given at least one week's notice before an exam. You will have 2 hours to take the final exam. Exam dates are posted in the course calendar.

***Syllabus Test*:** Teaching and learning are at their best when a partnership is formed between the teacher and the learner. Think of the syllabus as a "contract" between the professor and student. As such, it is critical that you understand and know the content of the document. You will take a syllabus test, as well as sign an acknowledgment that the professor provided a copy of the syllabus.

Regular Quizzes/Tests: To ensure that each student is mastering the materials assigned for reading and discussion in class, quizzes/tests will be administered following select chapters.

Projects and Exercises: During the course of the semester, each student will be asked to complete a variety of projects that support lecture and reading materials. Projects/Exercises may include: library orientation, online assignments, critical thinking exercises, collaborative work/presentations, career research and reporting, journaling, oral presentations, and other projects assigned by your professor.

Academic Conference: Students are required to attend at least one conference. Proof of attendance is required.

Career Portfolio: Students are required to assemble a career portfolio that showcases his or her chosen career and includes various professional artifacts, including a cover letter and resume. The specific format and required elements of the portfolio will be explained in class and/or posted electronically.

Student Assessments

Participation	20%
Career Portfolio	20%
Tests & Quizzes	20%
Midterm Exam	20%
Final Exam	20%
TOTAL	**100%**

Homework and Quiz Policy: All homework must be completed online using MYMATHLAB. The MyMathLab grade will be the equivalent of one test grade. To register for MyMathLab and to access the homework, go to www.coursecompass.com. You need to **buy the access code** in order to do the homework.

Testing policy: There will be three major exams and a departmental final exam. All students are responsible for knowing the material that will be on a test. If you do not understand the material then ask for help.

Final Examination: The final examination is departmental and consists of 40-50 multiple-choice problems. The problems cover all the material required in the course.

Make-up policy: There will be no make-up exams.

Grading Scale: Your final course grade is based on the following standard HCC scale.

FINAL AVERAGE	FINAL COURSE GRADE
90 ≤ Average ≤ 100%	A
80 ≤ Average < 90%	B
70 ≤ Average < 80%	C
60 ≤ Average < 70%	D
Average < 60%	F

A grade of "IP" (In Progress) will NOT be given. However, if your final grade is a "D", then you may be eligible to take the bridge course MATH 0106 instead of repeating the class. To determine eligibility, please contact the math department.

A grade of "F" is given only if the final average is below 60.

For your course grade, the scores from your homework, three major tests, and the final examination will be taken into consideration as shown in the following formula.

Final Average

$$\frac{\text{(Exam 1 + Exam 2 + Exam 3 + My Math Lab Home Work + Final)}}{5}$$

HCC GRADING SCALE

A = 100 – 90……4 points per semester hour
B = 89 – 80……..……..…3 points per semester hour
C = 79 – 70..……..…2 points per semester hour
D = 69 – 60..……..…1 point per semester hour
F = 59 and below……..…..0 points per semester hour
IP = (In Progress) ……...……0 points per semester hour
W = (Withdrawn)……..……..…..0 points per semester hour
I = (Incomplete)…….0 points per semester hour
AUD = (Audit) …….0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

NOTE: In the event of an "I", students must arrange with the instructor to complete the course within 6 months or the **I** converts to an **F**). Grades are available online within one week of the end of the course on the website www.hccs.edu. Students needing an official copy of their grades for reimbursement, etc., may request a copy from the Office of Student Records at the System Administration Building.

EGLS$_3$ -- 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.

INSTRUCTIONAL MATERIALS

GUST 1270:

- **Textbook:** Sherfield, R., & Moody, P. (2012). *Cornerstones for Community College Success*. Boston: Pearson.
- **Online Student Access Code** (packaged with new textbooks)

MATH 0306:

- **Textbook:** Prealgebra and Introductory Algebra, 2nd Edition. Bittinger, Marvin L. & Ellenbogen, David J. Pearson /Addison Wesley: Boston, 2008.
- **Blackboard Student User ID:**
  Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

  o From www.hccs.edu, under the column "CONNECT", click on the "Student System Sign In" link.

  o Then click on "Retrieve User ID" and follow the instructions.

  Or use the direct link to access the Student Sign In page:
  https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

  The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the DE Technical Support website if you need additional assistance with your login.

INSTRUCTOR REQUIREMENTS

GUST 1270

As your Instructor, it is my responsibility to:

- Provide you with a syllabus that details course information, including a tentative calendar, classroom policies, the grading scale, and other information related to the successful completion of this course;
- Provide instructional support in class;
- Describe and provide details for any special projects or assignments;
- Provide feedback on assignments;
- Develop a positive learning environment;
- Respect each student;
- Arrange for office hours to meet with students, as needed.

To be successful in this class, it is your responsibility to:

- Attend and be on time for class;
- Participate in class discussions and activities;
- Read and comprehend assigned textbook and other readings;
- Complete and submit assignments and projects on time— **Late Assignments** are unacceptable (late work may be accepted at the professor's discretion and will include a point deduction);
- Ask for help when there is a question or problem;
- Abide by the rules of the class and institution;
- Show respect for one another and for the goal of learning;
- Notify the instructor of any issues that may affect your attendance or successful participation;
- Keep copies of all paperwork, including the syllabus, calendar, handouts and all graded work.

MATH 0306

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:
- Chapter Exams, MyMathLab Homework, Final Exam
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

HCC STUDENT SERVICES POLICIES

All students are expected to familiarize themselves with the student services policies. Those may be accessed at: http://hccs.edu/student-rights

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 Support Services Office (DSSO) of their respective college at the beginning of each semester. Faculty is authorized to provide only the accommodation(s) requested by the DSSO. For information and services at HCC Southwest, contact the ADA Counselor, at 713- 718-7910. HCCS is compliant with the ADA and Sec. 504 of the Rehabilitation Act of 1973.

ACADEMIC HONESTY: 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 student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
- Bribing another person to obtain a test that is to be administered.

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

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Because an important part of being a college student is academic honesty, it is the expectation in this course that you will complete all academic work without cheating, plagiarism, lying and/or bribery, and collusion. Penalties for academic dishonesty (as outlined in the student handbook) could include receiving a failing grade for this course and/or being suspended from school.

ATTENDANCE: You are expected to attend all lecture classes and labs regularly. You are responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. 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. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), you can be dropped after six hours of absence.
- For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially may result in a grade of "F" in the course.

WITHDRAWALS: Students may withdraw from courses prior to the deadline established by the institution. Before withdrawing from a course, students should meet with the instructor to discuss the decision. There are services available to students you may be referred to assist in completion and success in the course. Deadlines to withdraw are printed in the schedule of classes and on the HCC website. Be sure you adhere to the rules and deadlines in order to receive a 'W' otherwise a grade of 'F' will be given in the course by the instructor. Students should take care in dropping a course, as the third or future attempt to retake a course will result in a higher rate of tuition at HCC. ***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.

REPEAT COURSE POLICY

Effective Fall 2006, HCC will charge a higher tuition to students who repeats a class for credit and continuing education courses. A repeat course is any class that is reflected on a student's transcript with a grade of A-F, I or W. Attempts include only courses taken at Houston Community College since the Fall semester of 2002. Students can see a counselor or advisor to determine if they are repeating a course. Students should also carefully select courses and take care in dropping a course, as a second or future attempt to retake a course will result in a higher rate.

Course Withdrawals - First Time Freshman Students - Fall 2007 and Later

Under Section 51.907 of the Texas Education Code "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in the Spring 2007 and applies to students who enroll in a public institution of higher education as a first - time freshman in fall 2007 or later. Any course that a student drops is counted toward the six - course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available. HCC students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

*********FALL 2011 – LAST DAY TO WITHDRAW – NOVEMBER 3RD, 4:30PM********

SEXUAL HARRASSMENT: HCC shall provide an educational, employment, and business environment free of sexual harassment. Sexual harassment is a form of sex discrimination that is not tolerated by HCC. Any student who feels that he or she is the victim of sexual harassment has the right to seek redress of the Grievance. HCC provides procedures for reviewing and resolving such complaints through its Grievance Policy. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee or suspension of the student. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Definition

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

• The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
• Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
• Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

CLASSROOM BEHAVIOR/CONDUCT
You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other's opinions and values. Classroom disruptions interfere with the learning environment and cannot be allowed. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official. (The student has the right to return to the next class/activity.) If a student refuses a request to voluntarily leave the classroom, security may be summoned to remove the student so that the scheduled activity may resume without further disruption. In cases of serious problems, the faculty member will document and report the incident to his/her supervisor. Further disciplinary action may be pursued according to System guidelines, presented in the HCCS Student Handbook. In addition to cooperative and courteous behavior, follow these guidelines:

- Get handouts and returned work before class begins or after the class ends. DO NOT walk up to the instructor's desk during the class.
- Arrive to class on time and stay for the entire session. Tardiness and leaving early are disruptions to class.
- **Turn off cell phones** and other electronics prior to entering class. No calls, text messages, photographs, or any other electronic communication should be sent or received during class. NOTE: If you have a home, family, or work situation that requires you to keep a cell phone on hand, please discuss this with the professor beforehand.
- Obtain the instructor's approval before using a laptop or other electronic device during class
- Stay awake in class—no heads on desks.
- Unless you are asked to discuss class content, do not chat or visit with classmates during class.

***For repeated classroom disruptions, a student may be dropped from this course.

You are responsible to familiarize yourself with the policies, procedures, and other information in the HCC Student Handbook. It may be found online through the HCC Web site:

http://www.hccs.edu/hcc/System%20Home/Departments/Student_Handbook/student_policies.pdf