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**VAST Academy**

**CEC 8018 Math Exploration**

**Spring 2019**

3 hour/week lecture course / 13 weeks

January 23, 2019 – April 29, 2019

**Instructor: Ruth Wilson**

**Contact Information:** Phone: 713-718-8672

Email: ruth.wilson1@hccs.edu

**COURSE OBJECTIVE**

This course is designed to aid your transition into college-level math concepts. It is intended to help you bridge the gaps and aid you in mastering keys concepts and skills.

**GOALS/LEARNING OUTCOMES**

Upon completion of this program the student should successfully:

1. Demonstrate understanding of operations involving fractions
2. Apply concepts of using decimals and percent
3. Analyze data and draw conclusions
4. Apply concepts of geometry and algebraic principles

**PREQUISITE**: Students must be accepted into the VAST Academy.

**REQUIRED TEXTBOOKS**:

Number Power: Review ISBN# 9780076592364

**SUPPLIES:**

1 ½ inch binder Highlighters

Dividers with pockets Calculator

Pencils/Pens Flash Drive

**Divider Labels**

1. Warm Up
2. Word Bank
3. Sentences
4. Graded Papers
5. Portfolio Entries

**Instructional Methods:**

It is my responsibility to provide you with appropriate math skills which are relevant to the field of work, model good teaching strategies, lessons, practice, and activities that allow you to connect and apply the learned information in the class to the real world of work and/or your quest to pursue credited classes.

As a student, it is your responsibility to be prepared for class, practice exercises/activities routinely, and keep an organized notebook with daily assignments, homework, handouts, etc. ready for presentation.

**Course Requirements and Expectations Instructor Requirements**

As your Instructor, it is my responsibility to**:**

* Provide the grading scale 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
* 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 on time
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments

Math Exploration is a 3 hour per week course guided by an instructor. Students will complete assignments in class and if necessary use one of the many computer labs on campus to practice and improve skills. All course notes and assignments are to be filed in a three-ring notebook, where work will be checked for completion.

 **STUDENT EVALUATION & REQUIREMENTS:**

Students will be graded on homework, projects, and assessments.

**Grading Scale**

100 - 90 = A
 89 – 80 = B
 79 - 70 = C

 69 - 60 = D

 59 - = F

**Students absent 5 or more days in one semester will not receive a grade of completion. Being tardy 3 times equals one absence.**

**Late Work Policy:**

Homework is due the following class period after it is assigned. If you are absent, your homework can be made up. It is due the following class period. It is your responsibility to request the missed work from your teacher. All major projects and papers are due on the date specified by the teacher. No late work will be accepted.

**HCC Policy Statement - ADA**

Services to Students with Disabilities

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services.  It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

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 the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

For questions, please contact ADA at 713.718.5165 or the Disability Counselor at your college. 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.

Central ADA Counselors – 713.718.6164

Northeast ADA Counselor- 713.718.8101

Northwest ADA Counselor – 713.718.5422

Southeast ADA Counselor – 713.718.7223

Southwest ADA Counselor – 713.718.7781

**HCC Policy Statement: Academic Honesty**

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 that has not been 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 -* Homework is due the following class period after it is assigned. If you are absent your classwork and homework can be made up and is due the following class period. It is your responsibility to request the work you missed from your teacher.

All class assignments are due the day they are assigned before the end of the class period.

All major projects and papers are due on the date specified as the due date by the teacher. The student will lose a letter grade for every class period that the assignment is late.

**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 the VAST Director, Counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline. \*\*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. **100% refund can only be given prior to the first day of class.**

**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

**Course and Instructor evaluation**

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 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.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.  Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.  All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

**CAMPUS CARRY**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.

**Course Schedule**

Disclaimer: Due the nature of the classes in VAST Academy, it is impossible to gauge the progress and speed of instruction for students in this program. The schedule is a merely guide of instructional teaching and evaluation for the semester. Below is an outlined schedule that is subject to change because of time teaching adjustments and needed flexibility.

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| **Class Meeting** | **Teachings** | **Exercises** |
|  Day 1- 3 | Inventory, Introduction, Organization  | Pre-test, Lecture, Class Assignments, Quiz, Homework |
| Day 4-10 | Introduction of Concepts | Pre-test, Lecture, Class Assignments, Quiz, Homework |
| Day 11-16 | Development and practicing with Concepts | Pre-test, Lecture, Class Assignments, Quiz, Homework |
| Day 17-26 | Analyzing, Enriching and Extension of Concepts | Pre-test, Lecture, Class Assignments, Quiz, Homework |
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Exam Schedule

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| Date | Exam |
| March 4-8, 2019 | Mid-Term |
| April 15-18 | Final Exam |