Suggestion: Print this off and put it in a loose leaf notebook dedicated only to this course. Read it thoroughly, highlight what you feel is important. Know in advance how you will be graded and work toward success right from the beginning.

Instructor: Carly Vollet

Term: Fall 2009

Office Location/Mailing Address: PCC-SEC 2305 SE 82nd and Division Portland, OR, 97216

Phone: 503-961-6008

E-mail: Please use internal e-mail in the blackboard system. After the term has ended, you can use carly.vollet@pcc.edu.

OFFICE HOURS

Monday: 10:00-11:00 am via Elluminate

Monday/Wednesday: 3:00-4:00 pm in Mount Scott 103

Tuesday/Thursday: 4:00-5:00 pm in Mount Tabor 123 (Tutoring Center)

1You can connect to Elluminate in Blackboard. This is a real time program that allows us to chat or to see a virtual whiteboard. You might want to get a microphone/headset combination if you think you will use these office hours often.

2This is my "face-to-face" office. You can also call me during these hours and I will help you if I don’t have a student in my office.

Communication: E-mail (in Blackboard) is my preferred method of communication. I will respond to e-mails within 24 hours, except on weekends. Please use a meaningful subject line in all e-mail correspondence. I will respond to voice messages with 24 hours, except on weekends. Please leave a detailed message and a call back number if you leave a voicemail message. Some office hours will be conducted via Elluminate Live. Please e-mail me in advance if you are unable to attend virtual office hours, but you would like me to address a specific topic.

Prerequisites: Placement into MTH 20 by COMPASS placement exam or successful completion of MTH 10 with a "C" or better. Reading COMPASS score of 44-65 or successful completion of RD 80 or ESOL 250 with a "C" or better.

Software & Hardware Requirements:
You will need access to a computer with internet access. In order to make sure you view the correct formatting of the modules you should use Mozilla Firefox as your browser. You will also need Adobe reader which you can download for free at www.adobe.com
You will need Macromedia’s *free* Shockwave Player to access some of the multimedia in this course. It only takes a moment to install if you don’t already have it on your computer. You also need to download the *free* Flash Player as well.

Materials
2. A scientific calculator is required for this course. If you do not have a calculator, I suggest that you purchase a TI-30X IIS from the bookstore. You may use the calculator on your computer for coursework, but you must have a calculator for the tests (cell-phones cannot be used as a calculator).
3. A 3 ring binder
4. Pencils
5. Lots of paper
6. A few colored pencil

INTENDED OUTCOMES FOR THE COURSE
1) To be able to creatively and confidently use mathematical and other problem solving strategies to formulate problems, to solve problems using multiple approaches, and to interpret results.
2) To be able to choose and perform accurate arithmetic operations in a variety of situations with and without a calculator.
3) To be able to present results numerically, symbolically, graphically, and in written and oral form.
4) And (of course) to be able to meet the prerequisites for further course work.

You will have the opportunity to use mathematics to communicate in oral and written form.

PRECOURSE EXPECTATIONS (See the document "Are you prepared" for more information).
- You are expected to have your multiplication tables memorized, up to 13. You should be able to divide and multiply by hand.
- You should be able to perform single digit addition and subtraction in your head.
- You should be able to perform most two digit addition and subtraction in your head.
- You should be able to operate a simple calculator (add, subtract, divide and multiply).

Grading: Your final grade will be calculated on the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (2@100 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Final exam</td>
<td>150</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Writing Assignments</td>
<td>60</td>
</tr>
<tr>
<td>Discussion (3 each week, 1 point each)</td>
<td>30</td>
</tr>
<tr>
<td>Academic Success Contract</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>550</td>
</tr>
</tbody>
</table>

In order to earn an...

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>495</td>
</tr>
<tr>
<td>B</td>
<td>440</td>
</tr>
<tr>
<td>C</td>
<td>385</td>
</tr>
<tr>
<td>D</td>
<td>330</td>
</tr>
</tbody>
</table>

Your points will be kept track of automatically in Blackboard.
- Quiz scores will be shown after the deadline for the quiz has passed. Some quizzes require manual grading and will be posted by the Wednesday after the due date.
- Test scores will show within a week of the test date.
• Discussion points will show on the Wednesday following the end of the week.
• Final grades will be available on 12/15/2009 via MyPCC.

INSTEAD OF A LETTER GRADE, YOU MAY CHOOSE A PASS/NO PASS GRADE OR AN AUDIT:
• You may opt for a grade of PASS/NO PASS (P/NP) for this course. (Consult your advisor to determine if PASS/NO PASS is allowed for your major.) Requests for PASS/NO PASS shall be made in a "private mail" email to the instructor by the end of the 8th week of classes. You must receive a final course grade of C or better to receive a PASS. Please check with an advisor to make sure this is a good option for you.
• An AUDIT (AUD) is allowed if you attend at least two-thirds of the class meetings. Requests for an AUDIT must be submitted in a "private mail" email to instructor by the end of the third week of classes. Requests will be granted at the instructor's discretion. (If needed, consult with financial aid to make sure you will still be carrying the correct amount of credits.)

If you're not able to participate due to unusual circumstances—please contact me via "private email" as soon as possible! Let me know what you're doing to keep up and most likely I will be able to work with you. Don't just withdraw because you think missing something will result in a poorer grade. I am understanding and wish to give you every opportunity to succeed.

Exams: You will have two in-class proctored exams and a final exam that will take place at the Portland Community College Southeast Center on 82nd and Division. The test dates are:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday</strong></td>
<td><strong>October 14th</strong></td>
<td><strong>10am-12pm in Tabor 139</strong></td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td><strong>November 13th</strong></td>
<td><strong>12-2pm in Tabor 139</strong></td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td><strong>December 7th</strong></td>
<td><strong>2:30 pm-4:30 pm in Tabor 139</strong></td>
</tr>
</tbody>
</table>

All exams take place in Tabor 139 at the Southeast Center. You must make arrangements to be present for these exams or make advance arrangements at a PCC testing center. **Students who wish to take their exams at testing centers must let me know by the end of the second week.** All exams taken at testing centers must be taken during the same week as the dates listed above. The final exam must be completed by Thursday, December 10th, no exceptions.

You must be present for all tests and you must present photo ID. If you do not show up for a test and you have not made prior arrangements you will score a 0 on the test. If you have to miss a test, please let me know immediately (by phone or e-mail)! You can only make up tests if you have an acceptable documented excuse like a doctor's note or a funeral. Otherwise you will earn a 0.

**Final Exam:** Your final exam is on **Monday, December 7th from 2:30pm-4:30pm**. You must be present for the final exam.

**Quizzes:** 📚 There is a quiz each week and quizzes are always due by 11:59 pm on Sunday. Most quizzes are worth 10 points but some are worth a bit more, some a bit less. You may attempt each quiz twice, but you must wait 1 hour before you make your second attempt. Your quiz will likely contain different problems on the second attempt. You need to start your quiz early enough so that you can make 2 attempts before the deadline. Only your
highest score will count for each quiz. You should print off you quiz once it has been graded so that you can use it to study.

Writing Assignments: There will be four writing assignments during the term, each writing assignment is worth 20 points. I will drop your lowest score. The purposes of the writing assignments are to integrate your ability to solve problems with your writing skills and to give you an alternative for demonstrating mastery of the material. The due dates of the writing assignments are listed on the calendar. Writing Assignments may be used as notes on the exam. Your writing assignment must be submitted as an attachment in Blackboard (preferred method), postmarked, or hand delivered by the due date.

Homework: In order for you to learn the material in this course, you must do a lot of homework on a regular basis. I will not be collecting homework for grading, but homework is an extremely important part of the learning process. In order to learn math, you have to do math. You should complete all homework assignments in a notebook or on loose-leaf paper.

Discussions: You will post to the discussion board 3 times each calendar (Monday-Sunday) week. Your posts can be replies the topics I post, replies to other student's questions or you can ask questions. Some discussion topics will be required (you will be able to tell by the title of the topic). Please use proper “netiquette” when responding to the discussion board. See “Start Here-Communicating Online” in Blackboard for more details on netiquette.

Academic Success Contract: Your academic success contract is due during the second week. Please see the assignments link in Blackboard. You should print a copy for yourself and put it in the front of your binder as a reminder of how you intend to be successful in this course. Part of your grade is completion of the academic success contract and the other part of your grade is your midterm reflection.

Tapes/CD's: There are videotapes available for viewing covering most of the same material that we cover in this course. These videotapes were made by Bob Finnell and are available at the Rock Creek and Cascade libraries for viewing. Your textbook includes a CD-ROM with very good additional practice and explanations for each section. You should consult the CD-Rom for additional practice and tutorials.

Disability Services: If you have a disability and need an accommodation, please make arrangements to meet with me outside of class as soon as possible. Accommodations can only begin once I have your paperwork! PCC Students requesting accommodations must provide documentation of disability and work with The Office for Students with Disabilities (OSD) at 503-977-4341.

College Attendance Policy: Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a student's grade. Students must follow the published guidelines (available via http://www.pcc.edu/registration/dropping.html) for dropping/withdrawing from class. If a student has excessive absences and fails to drop/withdraw from class by the published deadlines, a grade of "F" may be assigned. In
addition, students that do not attend or stop attending classes and fail to drop will be responsible for the associated tuition and fees.

**Academic Integrity:** “Students of Portland Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. PCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one’s research; to present the words, ideas, data, or work of another as one’s own; or to cheat on an examination corrupts the essential process of higher education.” I expect all of your written work to be in your own words. I expect that all of your mathematical work to come from your own brain. You can work with others or look at the student solution manual, but you are ultimately responsible for putting your own work onto your paper. Please see the website below for details on the consequences of academic dishonesty.

http://www.pcc.edu/resources/academic/academic-policy/academic-integrity.html

**Late Policy:** I do not accept late work unless you have a valid documented reason.

**Changes to the syllabus:** Assignment/exam dates may be changed in response to problems such as closure due to weather/other institutional problems, or adjustments that need to be made due to the pace of instruction/learning.

**Additional Resources:** See the “weblinks” section in Blackboard for links to additional resources including the companion website for the book, tips for studying mathematics and tutorials.

**Success Tips**

Your success depends upon:

- Making time for this class. You should spend at least 15 hours per week reading your book, doing homework, studying for exams and completing assignments. Plan on at least 3 hours per day 5 times a week.
- Your thoughtful and active participation
- Remembering that if you have a question, others probably do too. Ask it, either via the discussion board, in office hours or via private e-mail.
- completing the assigned reading and homework
- collaborating with your classmates
- trying a problem independently before seeking outside help
- using support such as notes, examples, answers in back of text, office hours and tutors to learn material
- practicing until you can work a problem without reference from any source of help
- paying close attention to directions, expectations, and format requirements
- starting early enough to submit work on time
- creativity, trying problems even if you don’t know the “right” way to do it
- staying organized. Keep all of your completed homework assignments, class notes, review sheets, quizzes and exams in your 3 ring binder.
- maintaining a good attitude 😊