SYLLABUS

Online Math 20  Basic Math

Fall Term 2009  CRN 42319  4 Credits

Portland Community College
Rock Creek Campus
17705 NW Springville Rd.
Portland, Oregon 97229
503-614-7219

Instructor: Diane Edwards

Office:  Bldg 2, Room 244
Phone: 503-244-6111 x3886
Fax: 503-614-7887
Mail box:  Rock Creek Campus
          Bldg 2, Room 230
Office Hours:  Available by Appointment

Course Material

Text to include the text and CD. The available solutions manual is optional

If you would like the text sent to your home, please call the bookstore at 503-614-7209 or 503-977-8119 to make arrangements.

In addition, students must purchase a calculator with a fractions function.

Course Description:
This course is taught in an online format for students who need to improve their ability writing, manipulating, interpreting, and solving applications and formulas when working with whole numbers, fractions, decimals, percent, ratio, proportion, pre-geometry, and pre-algebra.

Pre-requisite:
Math placement test score above 33 or successful completion of Math 10b, reading placement test score above 31 or successful completion of Reading 80 or ENNL 250.
(ASSET math placement test may usually be taken at your
Outcomes:

- Creatively and confidently use mathematical and other problem solving strategies to formulate problems, to solve problems, and to interpret results.
- Meet the prerequisites for further math course work.
- Choose and perform accurate arithmetic operations with and without a calculator.
- Present results numerically, symbolically, graphically, and in written and oral form.

Academic Honesty:

Academic honesty is a course requirement. I encourage student collaboration and study groups but you must submit your own original work and exams. It is strongly suggested that quizzes are taken closed notes and closed book.

Online Etiquette and Class Communication:

- Online Etiquette:
  - It is expected that students use appropriate grammar, accurate spelling, punctuation and complete sentences when communicating. Keep in mind that you are in a college setting, communicating in an academic environment. Avoid any text message type communication. Please make the extra effort to comply with this expectation.

Class Communication:

- We will be communicating via Blackboard e-mail (the Mail link from within this class homepage). Please note that I do not work every day. I will check my private Blackboard e-mail at least 3 days a week, usually Mondays, Wednesdays, and Thursdays. I will try to reply to your e-mail within two or three days of receiving it, generally sooner. If I have not replied within 3 days, please send me a reminder.
- Private e-mail is used when you want to communicate only with me. The Discussions link is used to participate in the Discussion of the Week.
topics. For individual notes to me, please use the private e-mail link

- I prefer in-class e-mail to voice mail. (I seldom get voice mail. So, I don't check it routinely.)

### Videos and Resources

#### Videos

**Course Videos:** There are course videos available that have been borrowed from Marilyn Marshall. Marilyn, who also teaches math 20, created the videos for online use. They should be quite useful, but they are fairly old. The videos are available in the learning modules as well as in the Math 20 Resources link.

**CD Videos:** The CD that comes with your textbook also includes short video clips that are required watching, as directed in the learning modules. (If you bought a used book and don't have the CD, it is likely that you can get by without it. However, it will require more conscientious studying on your part.)

**Videos on the Web:** Type a topic into google, or your favorite search engine, and you will find more videos available. So, if you need to see something another way, it will likely be found on the web.

#### Tutoring Resources

**Online Tutoring:** PCC offers free online math tutoring. The link to participate in the tutoring is found under Math 20 Resources on the homepage. It is a great resource to take advantage of!

**On-Campus Tutoring:** Each PCC Campus has a Learning Resource Center (LRC) with free math tutoring. The Rock Creek Campus, LRC is located in Building 2, room 212, 17705 SW Springville Rd., Portland, Oregon. This is also where my office is located (Bldg 2 room 244) and the designated site for taking your exams.

#### Technical Resources

**Web CT Technical Resource:** 503-977-8222. It is a
really wise idea to put this phone number on your textbook or computer! Technical support is open Monday-Thurs. 9:00am-7:00pm, Friday 9:00am-5:00pm (leave a message and they will return your call) http://www.pcc.edu/resources/help-desk/

Assignments

**Project and Writing Assignment**
There is one writing assignment and one project due during the term. The assignment and project will appear in the assignment section within a few weeks of the due date.

The project and writing assignment should be submitted within Blackboard. Late submissions will be allowed at the instructors discretion and will incur a one letter grade penalty. Start your project early so that you have time to overcome technical difficulties.

**Extra Credit Project:** There is one extra credit landscape project that is due near the end of the term. It is worth 30 points. It will not be accepted late.

**Routine Text Assignments:** Regular text assignments are assigned in each learning module. Even though, the section assignments are not collected, completion of each assignment is essential for success in the class.

The chapter tests at the end of each chapter do earn required credit. These are to be turned in, with the grading sheet found in Math 20 Resources when you arrive to take your final exam.

**NOTE:** It is the students responsibility to submit work on time. Work may be delivered to my mailbox on campus, faxed, or sent through the mail as a last resort. (Check the top of the syllabus for addresses, fax numbers, etc.) Mailed work should be sent overnight or as two day mail. Work that appears in my box, due to slow mail, lost mail, etc., will not be accepted, searched for, waited for...

Submissions are accepted early, but grading may not be done until after the due date. Grading takes approximately one week from the due date.

Assessments

**Assessments (Quizzes):**
There will be one Syllabus quiz. You are allowed to use your syllabus while you are taking this quiz. It is strongly suggested that you print a copy of the syllabus and have it with you while you take this quiz. The syllabus quiz is the only quiz that is available for several weeks, but it should be taken sometime during your first week in class.

There will be seven online chapter quizzes. Quizzes will be graded on a percentile (number correct divided by total number of test questions).

- It is imperative to keep current with your work. Late or make-up quizzes will not be given under ANY circumstances.

- Quizzes are multiple choice and have approximately 25 questions. Each quiz will be graded automatically or in a timely manner. You may find your score on the My Grades icon located on the homepage.

- To best prepare for the on-site exams, your quizzes should be taken with no notes, no calculators, and no book, with the exception of the chapter 7 quiz. For the chapter 7 quiz you may use the conversion chart inside the back cover of your text. (The schedule will remind you about chapter 7, when the time comes.)

**Missed Quizzes:**
If a quiz is missed, the percentage that you earn on your final exam will also be used to replace the missed quiz or exam. For example, if you earn an 85% on your final, you will earn the equivalent points to equal an 85% on your missed quiz or exam. **Missed quizzes may not be made up under any circumstances.**

**Mail:**
This link is used to send mail to your instructor or to other students in class. The "Browse" button will direct you to specific names for personal emailing. An e-mail should be sent to your instructor during your first week. See Week 1 Learning Module for details.
PLEASE use this Blackboard e-mail for **all** of your contact with me during the term. If you send me an e-mail through the regular college mail, I will direct you to re-send it from within the class.

Note the online etiquette rules above.

**Discussions:**

**Discussion board posts earn required credit.**
You will be required to respond to Discussion of the Week (DOW) located under **Discussions** each week. You need to post a thoughtful response to the DOW and also respond to one other student's response by **Sunday at midnight** (Pacific Standard Time). Each of these two responses will be worth approximately 5 points for a total of 10 points for each week. If you have not responded during that week by that time, you will receive no credit. Be sure to use complete sentences, correct grammar and punctuation.

Except for the first two weeks, the weekly DOW will generally be made available by 1:00pm each Tuesday.

There will be seven possible posts for a total of 70 points. You may notice that only 60 points are used in the total points for the course. Therefore, any points over 60 that you earn will be extra credit points. (So, you may earn 10 extra credit points if you post all seven available weeks.)

Discussion points will be tallied at the end of the term.

Late posts will be given no credit.

**On-Site Exams:**

There are two scheduled on-site exams. The first on-site exam will be given during **week 5**. The second on-site exam is the Final exam and will be given during **finals week**. You are given a specific evening and afternoon option for each exam. You may choose to take the exam at either the afternoon or the evening time. Refer to the calendar and the appropriate weeks Learning Module for exam details.

Students in the greater Portland/Vancouver area will be required to take these exams at PCC's **Rock Creek Campus**, 17705 SW Springville Rd., Portland, Oregon.
See the Calendar for exam dates and times. Students significantly outside of this area are responsible for arranging an agreed upon site, such as a local college or library, to take their final exam. There may be a reduction of one letter grade on the final for any student inside the greater Portland area who does not meet this on-site Final exam requirement. Students will not be allowed to take the exam at other PCC campuses unless they are working through advisors in the Office of Students with Disabilities.

The first exam is a one-hour, on-site, proctored exam that cover chapters 1 - 3 in the text. Again, see the Calendar for exam dates and times. As noted above, if you miss the exam, the percentage that you earn on your final exam will also be used to replace the missed quiz or exam. You may take the exams early if you have completed all of your necessary work. Grading will take approximately one week from the scheduled testing dates. Missed exams may not be made up.

The final exam is a two-hour, on-site, proctored exam. It will consist of two parts, a no-calculator section and a calculator section. The no-calculator section will include basic operations with fractions, decimals, and integers. The calculator section will be comprehensive. You may take the final exam early if you have completed all of your required work. You must take your final exam by the posted exam option dates. The final exam is mandatory.

Students living outside the greater Portland/Vancouver area should let me know in their first required email to me (See week 1 learning module). Also, you will need to make arrangements to have your exam proctored at a local college or library. Your special testing accommodations need to be made two weeks prior to the scheduled exam dates. Note: The end of term chapter test exercises, as well as the final exam, must arrive in my mailbox no later than Wednesday of Finals week. If any of this work is faxed, you must have my name on the fax, and it is strongly suggested that you complete your work in pen so that it is readable when the fax comes through.

For all students living inside the greater Portland/Vancouver area: Make certain that you can be at Rock Creek at the scheduled time to take your
The final course grade will be determined as follows:

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<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Chapter Quizzes (7 at 50 points each)</td>
<td>350</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>10</td>
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<tr>
<td>On-Site Exam 1</td>
<td>150</td>
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<tr>
<td>Writing Assignment</td>
<td>40</td>
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<tr>
<td>Project</td>
<td>60</td>
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<tr>
<td>Weekly Discussion Posts (6 at 10 points each)</td>
<td>60</td>
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<tr>
<td>Collected Chapter Test Homework</td>
<td>80</td>
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<tr>
<td>FINAL EXAM**</td>
<td>250</td>
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<tr>
<td>Total</td>
<td>1000</td>
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<table>
<thead>
<tr>
<th>Grade Scale:</th>
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<tbody>
<tr>
<td>A</td>
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<td>90% to 100%</td>
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<td>B</td>
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<td>80% to 89%</td>
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<td>70% to 79%</td>
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<tr>
<td>D</td>
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<td>60% - 69%</td>
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*NOTE: An extremely low final exam score will lower your course grade, regardless of your total points.

**Incomplete Grade:** A grade of incomplete is only given under extremely rare circumstances where the student has completed a majority of the class, is currently passing with a grade of "C" or better, and, as a result of some unforeseen emergency, is unable to complete the course. Medical or other relevant document is necessary.

***Withdrawal:** Students may withdrawal from the course no later than the 8th week of the term.
**Miscellaneous:**

**Flexibility Statement:** Assignment/exam calendars may be changed in response to institutional, weather, class factors, etc.

**Cellular Phone Statement:** All cell phones and pagers should be turned off while class (on-site exams) are in session. If you feel you have special circumstances and need to leave your phone or pager on, it must be turned to vibrate or silent. If there is an emergency situation and you must use your phone during class time, please leave the classroom before accepting and/or conducting your call. Note also, that cell phone calculators will not be allowed during the exams.

**Errors:** If you find errors anyplace in the course, please let me know. With this much information, there are sure to be some!

**Students with Disabilities (ADA):**

PCC is committed to supporting all students. If you have an accommodation form from the Office for Students with Disabilities (OSD), please make arrangements to privately discuss your needs. Accommodations are not retroactive, but begin when the instructor receives the OSD Approved Academic Accommodations form from the student. To request academic accommodations due to a disability, please contact OSD at 503-614-7409 or 503-977-4341.

Note that if you are approved through the OSD office for testing accommodations, your specific testing arrangements should be made, including proper paperwork to your instructor, two weeks prior to each scheduled on-site exams.

Also, information about technologies that help people with disabilities in taking Web based distance learning classes can be found at [http://www.pcc.edu/pcc/res/osdser.htm](http://www.pcc.edu/pcc/res/osdser.htm) or (503) 977- 4620, X4341, TDD (503) 246-4072 should be contacted for more information.