



MAT 0056 Syllabus Summer 2024

Course Information

Course Title: Developmental Math Module

CRN: 30048

Course number with Section: MAT0056 (01)

Course Description: This modularized course provides specialized instruction necessary to prepare the student for MAT 1033 Intermediate Algebra. Students will be given diagnostics to identify skills to prepare an individualized learning plan so that each student works on skills he/she has not yet mastered to prepare them for MAT 1033. Topics to be studied include arithmetic with whole numbers, integers and rational numbers, plane geometric figures and applications, linear equations and inequalities in one variable, factoring, simplifying quadratic expressions and solving equations, laws of exponents, and basic linear graphing. This course consists of student-centered computer-based interactive instruction along with instructor assistance as needed. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

Course Location: Online

Course Day and Time: Online

Prerequisites: None

Corequisites: Successful completion of an NFC developmental mathematics course option or appropriate mathematics placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor. DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

Instructor Information

Name: Elizabeth Gonzales

Office Location: Bldg. 4 (NFC Library)

Office Hours: Tuesdays and Wednesdays from 8:00 to 9:00 a.m.

Phone Number: 850-973-1719

Email: gonzalese@nfc.edu

Instructor Response Time for Phone/Email: Phone and email messages will be answered within 24 hours Monday-Friday. Emails received during the weekend, will be answered until the next business day.

Response Time for Posting Grades on D2L: Grades will be recorded on D2L. Quiz and test grades will be posted in MyMathLab immediately after completion of the assessment. The instructor will review MyMathLab grades within 5 days. MyMathLab grades will be transferred to the D2L gradebook after completion of each module. Students are expected to monitor their grades and academic progress by using MyMathLab and D2L gradebooks on a regular (daily to several times a week) basis. See also the NFC student e-mail use policy on this syllabus.

Department Chair: Kristin Summers

Department Chair Email: summersk@nfc.edu

Required Curriculum/Textbook and Course Materials

*MyMathLab – Standalone Access Card

Edition: 5th

ISBN: 9780135901977

Author: Pearson PPC

Publisher: Pearson

Formats: BryteWave Format

*The Standalone Access Card includes an e-text version of the course textbook.

Required Textbook: Your course is included in the Follett Access Program. You will receive an email regarding your textbook from Follett, the NFC bookstore. Through Follett Access, your textbook and materials are less costly and they are automatically in your D2L course on the first day of class. If you choose to opt out of this program, you will need to follow the process on the email you receive and you will be responsible for purchasing all required materials for this course. If you have any questions regarding this process, please contact support at <https://customersupportcenter.highered.follett.com/hc/en-us>.

This course uses the Pearson's interactive and educational system MyMathLab. To access MyMathLab visit www.pearsonmylabandmastering.com

Required Course Materials/Supplies: Notebook or college rule paper, pen or pencil, scientific or five function calculator, and computer and internet access REQUIRED.

Minimum Technological Requirements and Skills: Students should be comfortable using a computer and the internet. All course work and assessments are completed online. The NFC Library is open Monday-Friday for students who need computer and internet access. See NFC Library hours listed near the end of this syllabus.

Grading Policy and Assessment Methods

To successfully complete MAT 0056, students must earn an average grade of “C” or higher.

Grades will be recorded on D2L. Students are expected to monitor their grades and academic progress by using their D2L accounts on a regular (weekly) basis.

- Module Homework: 20% of final grade
- Review Quizzes: 10% of final grade
- Module Tests: 70% of final grade

There is no final exam for this course. Successful completion of this course requires a final average of 70% (C) or higher.

Students **must prove active participation** in the course during the first week of school to avoid being withdrawn from the course. Attendance to a virtual course orientation **by Thursday, May 23, 2024**, and completion of Orientation Homework on MyMathLab **by Sunday, May 26, 2024**, demonstrate active participation in the course.

It is expected that students log in and work within MyMathLab each week and contact the instructor if assistance is needed for a specific topic. This is to ensure that no student gets too far behind, risking the possibility of not finishing the course before the end of the semester.

The success or failure in MAT 0056 depends on how much time the student dedicates to study and to do the online work assigned on MyMathLab. The student’s dedication and interest to learn and understand the mathematical concepts of this course are key factors for the successful completion of this course. MyMathLab interactive and educational system is the most important learning tool you have for this course. The instructor is a course facilitator who will assist students with the course content and monitor their academic performance.

Mastery of the material is required and will be shown by **SUCCESSFUL COMPLETION** of either the initial module pre-test (80% or higher grade) or post- test (70% or higher grade).

- Students **MUST** attend an initial **virtual course orientation** during the first week of classes (**May 20-23, 2024**). To schedule an orientation, please check the D2L News for the instructor’s availability.
- A password will be provided by the instructor to access the course assessments (pre-test, review quiz, and post-test) of each module.

Module Pre-test, Homework, and Review Quizzes – Students can only take the module pre-test one time. Students who score **80% or higher** on the initial module pre-test are required to complete the homework for that specific module, and then continue with the next module.

Students who score **79% or lower** on the initial module pre-test are required to complete the homework for that specific module. After completion of the module homework, the student **must** pass the review quiz with 70% or higher to be eligible to continue with the module post-test.

- The module homework must be completed **BEFORE** taking the review quiz of each module.
- Students are allowed to take review quizzes twice and the highest quiz score will be recorded in the D2L gradebook.

Module Post-test – Students who score 69% or lower in the module post-test may be required to schedule time for one-on-one lecture with the instructor, in the Academic Success Center (Bldg. 4), during regular hours (Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Fridays until 4:00 p.m.) After the remediation process is completed, the instructor will allow the student to re-take the post-test. The highest post-test grade will be recorded in the D2L gradebook.

It is expected that students will seek assistance from the instructor as needed. Appointments may be made to work with the instructor face-to-face. Additionally, the Academic Success Center's Math/Science learning specialist and the ASC Tutor Lab personnel will be a valuable resource for help with math skills.

When corresponding with the instructor via email, proper and professional email etiquette is expected. All email correspondence should take place within the student's NFC GoMail account.

Make-Up Policy:

Students MUST follow the course pacing schedule and complete the modules by the due dates recommended by the instructor. Students who get behind schedule will be requested to attend one-on-one lecture sessions with the instructor as needed. **Successful completion of MAT 0056 requires students to pass the course with a 70% or higher.**

Outcomes/Objectives

GENERAL EDUCATION PROGRAM LEARNING OUTCOMES:

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

Course Level Student Learning Outcomes/Goals

MAT 0056 students will be able to:

1. Perform basic algebraic operations (addition, subtraction, multiplication, division) and order of operations on whole numbers, integers and polynomials; recognize, simplify, use and evaluate algebraic expressions including properties of exponents.
2. Model and solve algebraic equations and inequalities in one variable and solve appropriate word problems.
3. Recognize, analyze, and graph linear equations in two variables.
4. Factor polynomials and use them to simplify expressions and solve equations.
5. Simplify rational expressions and perform operations (addition, subtraction, multiplication, and division) of rational numbers and expressions.
6. Recognize and simplify square roots of numbers and powers of variables.

Course Level SLO #	Gen Ed Outcome #	Summative Assessments
1	2, 4	Module Pre-test (80% or higher grade) or Post- test (70% or higher grade)
2	2, 4	Module Pre-test (80% or higher grade) or Post- test (70% or higher grade)
3	2, 4	Module Pre-test (80% or higher grade) or Post- test (70% or higher grade)
4	2, 4	Module Pre-test (80% or higher grade) or Post- test (70% or higher grade)
5	2, 4	Module Pre-test (80% or higher grade) or Post- test (70% or higher grade)
6	2, 4	Module Pre-test (80% or higher grade) or Post- test (70% or higher grade)

Course Content and Schedule

Module 1: Whole Numbers

Due Date: 5/26/24

Modules 2 & 3: Integers & Solving Equations

Due Date: 6/2/24

Module 4: Fractions & Mixed Numbers

Due Date: 6/9/24

Modules 5 & 6: Decimals, Ratios, Proportions, and Percent

Due Date: 6/16/24

Module 8 & 9: Geometry & Inequalities

Due Date: 6/23/24

Module 10: Exponents & Polynomials

Due Date: 6/30/24

Module 11 & 12: Factoring Polynomials & Rational Expressions

Due Date: 7/7/24

Modules 13 & 15: Graphing Equations and Roots & Radicals

Due Date: 7/14/24

Early Alerts: Full Term

June 11th – 12th

NFC Course Policy Statements

At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the**

center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE.** There will be no second warning. Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE.** Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 anytime, anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Brianna Kinsey at kinseyb@nfc.edu or (850) 973-9458.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Academic Success Center (ASC) (850) 973-1624 / asc@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.