



Math 0306.136H1
Foundations of Math Reasoning
Fall 2024
STEAM Building, Room 107
T/TH 8:00 AM-9:20 AM and F 10:00-10:50 AM

Instructor Information: Ms. Smith

Email: jsmith56@com.edu –

Include your course & section in the subject line when emailing.

Office phone: 409-933-8647

Office: STEAM Bldg., Suite 325, room 10

Student Hours (Office Hours); Location: STEAM 325-10

1. 11:20 am – 2:05 pm Monday/Wednesday
2. 11:20am – 12:00pm Tuesday/Thursday (Office hours located in the Tutoring Center ICB)

Required Textbook/Materials:

1. The textbook for this course is: Prealgebra, 8th edition, by Elayn Martin-Gay, Pearson Education, 2018. **(No Purchase Necessary)**
2. Access to a desktop computer or laptop and internet service outside of class are required to gain access to the required online assignments. Computers and internet access are available on campus during specified times. *Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments.*
Note: MyLab Math generally does not like Safari. Download Chrome or Firefox if you have an Apple computer.
3. *MyLab Math/Statistics (MLM)* software is required for this class and Math 1342.
4. E-Book via VitalSource in Brightspace - D2L

Required Technology: A calculator is needed for this course. A Texas Instruments TI30XIIS is recommended. TI-89s or higher or TI-Nspire graphing calculators are not permitted. Internet capability is required to gain access to course materials and online assignments via MyMathLab software.

Course Description: This course prepares students for college-level courses in Quantitative Reasoning and Elementary Statistical Methods. Topics include numeracy and the real number system with emphasis on integers and rational numbers; rates, ratios, and proportions; percentages; solving linear equations; problem solving; measurement and geometry; and statistical concepts, notation, and reasoning. Prerequisite: TSIA2 Math Diagnostic 5. This course does not transfer.

Course requirements:

MyLab Math (MLM) Online Assignments– Go to your Brightspace course.

You can access D2L Brightspace at COM at <http://com.brightspace.com>.

Homework Assignments (My Math Lab)

Quizzes (My Math Lab)

Four exams

Comprehensive final exam

Determination of Course Grade/Detailed Grading Formula:

Comprehensive Final Exam	20%
Regular Exams	60%
Participation Grade	5%
<u>MyMathLab Homework</u>	<u>15%</u>
Final Average	100%

Grading Scale:

Grade A: Final Average is [89.5, 100]

Grade B: Final Average is [79.5, 89.5)

Grade C: Final Average is [69.5, 79.5)

Grade D: Final Average is [59.5, 69.5)

Grade F: Final Average is [0, 59.5)

Late Work, Make-Up, and Extra-Credit Policy:

Assignments-The late penalty for past due assignments is 20% of your grade. You cannot make up a quiz. A specified deadline will be given, and you will not be allowed to submit late. If the quiz assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the quiz assignment grade.

Tests- As a general rule, there are no make-up exams. A make-up exam will only be allowed at the discretion of the instructor and only under extenuating circumstances and is limited to **one** make-up chapter exam. If it is necessary to miss an exam:

1. You are required to petition the instructor in writing using your COM email **before** the exam is given to be considered for a make-up exam.
2. You must have at least a 75% homework average for Math 0306 at the time of the request.
3. Only extenuating circumstances of a serious nature that are documented will be considered.

Realize not being prepared for the exam is not a legitimate reason for a make-up exam nor is scheduling work/appointments/vacations during the class period. **All other missed tests will be assigned a zero, and the zero(s) will be used to calculate overall grade in course.**

Your final exam grade will replace your lowest test grade. If you neglect to take a test by its due date, this grade will be the one replaced unless you have prior instructor approval to makeup this test at an alternate time.

Occasionally, extra credit points will be offered to the entire class; however, individually, extra credit assignments will not be available.

Attendance Policy: Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law.

To aid in a successful semester for a face-to-face math class, attendance and being engaged by actively participating to gain knowledge through class discussions and taking detailed and organized notes is essential. Students are not considered to be actively engaged when missing any part of a class and/or when their attention is directed to other sources. Because of this, students will be counted absent when:

1. Arriving to class 15 minutes late or later,
2. Taking break(s) during the class period for a significant amount of time or taking multiple breaks,
3. Sleeping during the class period,
4. Leaving early (15 minutes or longer), and/or
5. Using cellphone(s) and/or earbuds/headsets during the class period since students are expected to have a productive workspace and be engaged with the class discussions to aid students in having an environment that is conducive to optimal learning.

You cannot make-up classes, and it is your responsibility to be punctual and regular at attending class. If you find that you are having trouble arriving on time, adjust your schedule accordingly. Also, please be advised that it is **your** responsibility to get caught up when a class is missed.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I will respond to your email as quickly as possible (usually within 24 hours). *I recommend downloading the Outlook app on your smartphone for easy access to COM email and to check your COM email at LEAST once per day.*

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Mr. Leslie Richardson, Chair of the Math Department, at 409-933-8329 or lrichardson@com.edu.

Additional Policies

Unattended Minors/Children in Class

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of fellow classmates and staff, please do not bring children to class.

Class Notes

Every week, class notes for each section to be covered that week will be posted on D2L for you to print and follow along during the lectures. It is highly suggested you have these notes for each class session.

Productive Workplace

Students are expected to bring all tools necessary for success to class every day. These tools include writing implements, notebook/note paper, and an approved calculator. **Food and drinks, except for bottled water, are not allowed in classrooms.** All other items (backpacks, purses, bags, laptops, etc.) must be placed between your feet. In addition, headsets/wireless earbuds and cell phones are to be placed in your backpack, etc. before class starts.

Class Participation Grade for Math 0306-required to attend and participate in both classes:

Points are available for in-class participation for each class period, except the last two weeks of the semester, and will be recorded weekly in *MLM*. To obtain Math 0306 participation points:

1. Attend both classes (0306 & 1342) on time and stay the duration of the class period. ***No points can be earned for class periods you are absent.*** *Since arriving more than 15 minutes late or leaving (15 minutes or more) early counts as an absence, you are not eligible for class participation points if this occurs.*
2. Bring the appropriate handouts and supplies to class and take notes. This also means bringing the required supplies needed for exams.
3. Come to class to learn which means you need to **ACTIVELY** participate. Take notes, work problems, ask questions, and participate in class discussions when appropriate. In addition, you may be asked to submit worksheets/practice problems to the instructor before the class period ends, so you will need an understanding of the concepts to be able to complete.
4. Clear your workspace of all items except the supplies needed to take notes. Backpack and bags are to be placed between your feet.
5. Place cellphones, earbuds, headsets, and laptops in backpack/bag before class starts. (NO POINTS WILL BE PROVIDED IF THESE ITEMS ARE VISABLE DURING CLASS TIME.) *You are required to have a TI-30XIIS calculator, so using your cellphone to do calculations is not acceptable.*
6. Be respectful of others and yourself. Talking to your neighbor(s) when the instructor is lecturing and/or vocalizing/fostering a negative attitude toward the subject, class discussions, classmates and/or instructor is not appropriate since this behavior does not promote a productive environment and is a hindrance to the learning environment.

Classroom Conduct Policy

Arriving on time, staying the entire class period, eliminating distractions like cell phones, using appropriate language (no cursing), respecting your classmates and the instructor, and cleaning up after yourself are all expectations for students in the classroom. Please abide by these expectations so that the class setting is enjoyable for all students. Regarding cell phones, they should be turned off or set on airplane mode and in your backpack/purse (not on your desk).

It is extremely disruptive to the learning environment, so you will be asked to leave if it is a continuous problem. You are not allowed to use laptops during class. You may ONLY use a tablet for not taking purposes. Infractions may result in an automatic withdrawal from the class. Cell phones **cannot** be used during tests or quizzes and refer to testing policies for additional information. Please notify me before class if you have an emergency that requires you to answer your phone during class. Take an emergency phone call outside of the classroom.

Recording of Class

Students may not record all or part of class and/or all or part of a livestream without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Student Disability Services. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. If any instructor's recordings are provided, students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings may result in a disciplinary referral and/or disciplinary action.

Testing Policy

Prohibited devices include, but are not limited to:

- Cell phones; smart phones; smart watches
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers
- Cameras or any other photographic equipment
- Any devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content.

If your device makes a sound or is in your possession when the device goes off, you may be dismissed, and your score may be recorded as a zero.

If you leave the classroom at any time during an exam, the exam must be submitted for grading. Therefore, it is strongly advised that students take care of all personal business prior to entering the classroom to take an exam.

Online Testing Policy:

MLM Online Exam(s)– Go to your Brightspace course and locate MyLab Math.

Online exams must be completed in one sitting and are timed. There are no retakes, and there is only one attempt. You cannot exit the exam and come back to it as you can with homework. When you have answered all the questions, click submit exam and the exam will be graded online with your grade being posted to your gradebook of MyLab Math. *Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments. Due to this, **do not use** these devices when taking an online exam.* For your online exams you will be required to upload your work in **Brightspace - D2L as a single PDF format with pages being upright within 30 minutes of completing the exam.** You must show work in an organized, readable manner to receive credit, and all problems must be numbered in order. *Review the file before uploading in Brightspace to ensure it is the correct file, all pages are included, and the scratch work guidelines are met.* If no acceptable work or insufficient work is provided or the deadline of submitting work is not met, you will lose 15% of your online Exam grade. Reviewing a submitted online exam is only available after the uploaded work has been reviewed by instructor.

Your homework is designed to help you learn the proper way to enter answers in *MyLab Math*, practice for a better understanding and to prepare for quizzes and exams. Using notation that is not acceptable within the homework of *MyLab Math* will not be counted correct when taking online quizzes or exams. ***MLM Online Test Pre-requisite: There is a “Testing Instructions” pre-requisite assignment in My Math Lab that must be completed prior to taking an online exam. Not completing this assignment means the online exam will not open and a grade of zero will be recorded for the exam.***

Course outline:

Tentative Schedule

Week	Dates	In-Class Instruction			Independent Study - Online		Due
1	Aug. 19-25	T	2.1	Introduction to Integers	8.3	Course Syllabus Rectangular Coordinate System and Paired Data	Aug. 26
		TH	2.2	Adding Integers			
			2.3	Subtracting Integers			
			2.4	Multiplying and Dividing Integers	8.4	Graphing Linear Equations in Two Variables	
		F	2.5	Order of Operations	8.5	Counting and Introduction to Probability Review for Test 1	
2	Aug. 26-Sept. 1	T	3.1	Simplifying Algebraic Expressions	4.1	Test 1 (online) Introduction to Fractions and Mixed Numbers	Aug. 27 Sept. 2
			3.2	Solving Equations: Review of the Addition and Multiplication Properties	4.2		
		TH	3.3	Solving Linear Equations in One Variable	4.3		
			3.4	Linear Equations in One Variable & Problem Solving (continued)	4.4		
		F	3.4			Adding and Subtracting Like Fractions, Least Common Denominator, and Equivalent Fractions	
3	Sept. 2-8	T	4.5	Adding and Subtracting Unlike Fractions	5.1	Introduction to Decimals	Sept. 9
		TH	4.7	Operations on Mixed Numbers	5.2		
		F		Review for Test 2	5.3		
						Multiplying Decimals and Circumference of a Circle	
4	Sept. 9-15	T	5.4	Dividing Decimals	6.1	Test 2 (online) Ratios and Rates	Sept. 10 Sept. 16
			5.5	Fractions, Decimals, and the Order of Operations (continued)			
		TH	5.5	Solving Equations Containing Decimals			
			5.6	Solving Equations Containing Decimals			
		F	5.7	Decimal Applications: Mean, Median, and Mode	6.3	Proportions and Problem Solving	
						Review for Test 3	
5	Sept 16-22	T		Test 3	7.4 7.5	Applications of Percent Percent and Problem Solving: Sales Tax, Commission, and Discount	Sept. 17 Sept. 23
		TH	7.1	Percents, Decimals, and Fractions			
			7.2	Solving Percent Problems with Equations			
		F	7.3	Solving Percent Problems with Proportions			
6	Sept. 23-29	T	9.2	Perimeter	9.6	Capacity (U.S. and Metric Units of Volume)	Sept. 30
			9.3	Area (No Volume or Surface Area)	9.7		
		TH	9.4				

		F	9.5	Linear Measurement (U.S. and Metric Units of Length) Weight and Mass (U.S. and Metric Units of Weight and Mass)	Temperature and Conversions Between the U.S. and Metric Systems Review for Test 4	
7	Sept. 30- Oct. 6	T TH F		Test 4 Review for Final Exam (continued)		Oct. 1
8	Oct. 7-11	T		Final Exam		Oct. 8

PLEASE NOTE: The syllabus is subject to change at the discretion of the instructor.
W-Day-October 2

Institutional Policies and Guidelines

Grade Appeal Process: Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 2. The last date to

withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.