



**Math 0306.152**  
**Mathematical Foundations**  
**Fall 2023**  
**11:00am – 12:20pm, T & Th Steam 103**  
**11:00am – 11:50am, F Steam 103**

**Instructor Information:** Alan Bigos, [abigos@com.edu](mailto:abigos@com.edu), 409-933-8327

**Student hours and location:** 325-16 Steam

M&W: 1:00 – 1:45pm

T&Th: 3:00 – 5:45pm

F: 12:00 – 12:30pm

**Required Textbook/Materials:** The textbook for this course is: **Prealgebra, Eighth Edition, By Elayn Martin-Gay, Pearson Education.** Textbooks and/or courseware will be available through VitalSource digitally. Cost of the course materials: \$76.95. The course materials will be available on the first day of class and you will be given the opportunity to opt-out of the e-book prior to the census day of the class. If you choose not to use the course materials, you will be reimbursed after census day of the class. The materials are not refundable after the census day. You will receive an email with more information about the use of the course materials closer to the start of the semester.

**Course Description:** This course prepares students for a college-level course in either Statistical Reasoning or Contemporary Mathematics. Topics include numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations, including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models.

**Course requirements:**

Four regular Tests

Comprehensive final exam

Online Homework Assignments (My Math Lab/Brightspace)

Online Quizzes (My Math Lab/Brightspace)

## **Determination of Course Grade/Detailed Grading Formula:**

### **Tests**

The Tests will be written exams, which require complete, well-reasoned solutions written in detail; this means you must show all steps and proper work, or you will not be given credit for an answer. During Testing situations, make sure that all unnecessary items are put away. No backpacks or books on the desks. Make sure the proctor has a clear line of sight. Spread out. When possible, one student per table. All tests are scheduled for the second time slot.

### **Final Exam**

The Final Exam will be a comprehensive multiple-choice exam. You should still organize your thoughts and show (on scratch paper) all steps needed to work the problems correctly. Standard testing rules still apply.

### **Online Homework**

The homework assignments appear in My Math Lab, which is accessed through Brightspace. Homework assignments should be completed within 48 hours of covering the material in class. You will have 3 days to complete the homework assignments for full credit. (Review assignments may be less.) The 3 days already include an extended deadline, so do not ask for an additional one. You have unlimited tries (up to the end of semester deadline) to get every question right. You should begin the assignments as soon as possible after the material is covered in class. Although the homework is online, you should write out your work and put it in your notebook so you can study from it later. Remember, the point of doing homework is to prepare yourself for tests, so try and be as caught up as possible before test days.

### **MyMathLab Quizzes**

There are four timed quizzes which relate to the first chapter covered on each test. Quizzes appear in My Math Lab, which is accessed through Brightspace. Quizzes may be taken up to 2 times. One on time opportunity and one makeup opportunity. To take a quiz on time, you must first unlock it by scoring at least 70% in each of the related homework assignments. **Students who do not take a quiz before the initial deadline will receive a zero but will still be allowed the makeup attempt.** The higher score counts towards your final grade. Quizzes should be taken within 2 days of completing the related homework assignments. The deadline for the first attempt of each quiz is 7 days after we finish covering the related material in class. (This includes a built in 3-day extension.) Since the purpose of quizzes is to see how well you are prepared for the tests, it is recommended that you complete the relevant quizzes before taking the tests, regardless of the official deadlines.

## Accessing MyMathLab

1. Log into Brightspace
  - a. Click on the My Math Lab link for the appropriate class
  - b. Click on HOMEWORK button and then the homework assignment you wish to do.
2. Use the "Show Me How" aids when needed and complete the homework assignment.
3. Enter your answers then click the CHECK ANSWER button.
4. If needed, click the SIMILAR EXERCISE button to redo the exercise. Note: You should score at least 80% before moving on to the next section.
5. If the submitted answer is correct, click on the SAVE button to send your results to the gradebook. Your grade will show up in the GRADEBOOK and will be automatically accessible by your instructor.
6. Click on the next question to continue.

If your score does not save properly, send me an email indicating the specific question and section number with a picture of your written work attached.

## Class Participation

To maximize learning, students must be actively engaged in the classroom. Staring at the board doesn't cut it. You need to be listening to the discussion, taking notes, asking questions, and helping to maintain a learning atmosphere. Some specific behaviors that we are trying to avoid are "tuning out", not taking notes, and playing with your phone. When you are in class but not participating, you are communicating to the other students that they are wasting their time. That means that you are not only hurting yourself but others as well.

## Grading Scale

The following weighting system will be used to determine your overall average.

<b>Comprehensive Final Exam</b>	<b>15%</b>
<b>Regular Exams</b>	<b>60%</b>
<b>MyMathLab Homework</b>	<b>20%</b>
<b>Quizzes</b>	<b>5%</b>

Your letter grade will be determined by your overall average using the following 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 or Fn: Final Average is [0, 59.5)

**Grade I:** Given unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor assuming you meet the following criteria:

1. Have a passing overall average (70 or higher)
2. All work completed except for The Final.

(Retaking the placement test does not affect your grades in this course. Your grade will be based on the information outlined above.)

**Grade W:** If you drop the class after census day, your official grade will be W, regardless of how much of the coursework has been completed. Keep in mind that if you drop a class that is linked to another, you will be dropped from both.

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

Each class meeting is a unique experience involving interaction with other students and cannot be recreated. In-class participation cannot be made up. You are still responsible for what was covered. If you are unable to attend class, you will need to talk with another student or meet with the instructor (in person or virtually) outside of class. Obviously, not everyone will be able to have perfect attendance, for whatever reason. Just be aware that if you are not in the classroom, additional effort will be needed to stay caught up.

All work other than the final must be completed by the day before the scheduled Final. Students will be allowed to substitute 1 low test score with their Final Exam score. **There are no retakes.**

**Homework Assignments:** You may continue to work on homework assignments after the deadline. Problems from regular homework assignments completed after the deadline will have their scores reduced by 2% for each day late. **You will need to type in the password “late” to gain access to homework problems after the deadlines.** Students who complete the first MML assignment on time will have 2 points added to their score.

Online Quizzes: Students who do not meet the initial deadline and prerequisites for a quiz will only be allowed one attempt.

Tests: Officially, there are no makeup tests. If you can provide documentation for special circumstances, we can explore options. Students who complete the online course evaluation will have 2 points added to their score on Test 4.

**The end of semester deadline for completing all work** (other than the final and final review) **is November 30**. This supersedes any extended deadlines. The final review must be completed by midnight prior to the scheduled final.

### **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.

You cannot make-up classes, and it is your responsibility to be punctual and regularly attend class. It is in your best interest to attend all classes, be punctual, and not leave early. It is extremely difficult to succeed in this course without having good attendance.

To receive credit for attendance you must be in the classroom for the majority of the designated time and sign the attendance sheet for the appropriate time slot. Being in the tutoring or testing area does not count as being in class. Remember, it is your responsibility to sign in. You are still responsible for all the material covered whether you are in class or not.

If you arrive late, please quickly and quietly take your seat and get set up so that you can begin participating in class.

**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. Class announcements which do not include personal information may be shared via Brightspace/My Math Lab. You might get an immediate reply, but some responses may take up to 2 business days. Do not send messages using Teams as I do not check it on a regular basis.

**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 Leslie Richardson at 409-933-8329 or lrichardson@com.edu.

**Course outline:** This course borrows the first 2 weeks from Math 1132.152. Time from the last 2 weeks of this course is returned to Math 1332.152, so that the total time for each course is correct.

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This is a tentative schedule. As the semester progresses, adjustments may be needed.

Week	Day	Sections Covered	Due Date
1	8-29	Introduction	
		1.2 Place Value, Names for Numbers & Reading Tables	9-1
		1.3 Adding & Subtracting Whole Numbers and Perimeter	9-1
		1.4 Rounding and Estimating	9-1
	8-31	1.5 Multiplying Whole Numbers and Area	9-3
		1.6 Dividing Whole Numbers	9-3
		1.7 Exponents and Order of Operations	9-3
	9-1	1.8 Introduction to Variables, Algebraic Expressions, and Equations	9-4
		<b>Chapter 1 Quiz-will not appear until unlocked (70% in each assignment is required to unlock)</b>	<b>9-9</b>
	2	9-5	2.1 Introduction to Integers
2.2 Adding Integers			9-8
9-7		2.3 Subtracting Integers	9-10
		2.4 Multiplying and Dividing Integers	9-10
		2.5 Order of Operations	9-10
9-8		2.6 Solving Equations: Review of the Addition and Multiplication Properties	9-11

3	9-12	3.1 Simplifying Algebraic Expressions	9-15
		Test 1 Review (if time permits)	9-13
	9-14	<b>TEST 1 (CH. 1&amp;2)</b>	
	9-15	3.2 Solving Equations: Review of the Addition and Multiplication Properties	9-18
4	9-19	3.3 Solving Linear Equations in One Variable	9-18
		3.4 Linear Equations in One Variable and Problem Solving (start)	
	9-21	3.4 Linear Equations in One Variable and Problem Solving (finish)	9-24
		<b>Chapter 3 Quiz-will not appear until unlocked (70% in each assignment is required to unlock)</b>	<b>9-28</b>
		4.1 Introduction to Fractions and Mixed Numbers	9-24
	9-22	4.2 Factors and Simplest Form	9-25
5	9-26	4.3 Multiplying and Dividing Fractions	9-29
	9-28	4.4 Adding and Subtracting Like Fractions	10-1
	9-29	4.5 Adding and Subtracting Unlike Fractions	10-3
6	10-3	4.7 Operations on Mixed Numbers	10-5
	10-5	4.8 Solving Equations Containing Fractions	10-7
	10-6	Test 2 Review (if time permits)	10-9
7	10-10	<b>TEST 2 (CH. 3&amp;4)</b>	
	10-12	5.1 Introduction to Decimals	10-15
		5.2 Adding and Subtracting Decimals	10-15
		5.3 Multiplying Decimals and Circumference of a Circle	10-15
	10-13	5.4 Dividing Decimals	10-16

8	10-17	5.5 Fractions, Decimals, and Order of Operations	10-20
		5.6 Solving Equations Containing Decimals	10-20
	10-19	5.7 Decimal Applications: Mean, Median, and Mode	10-22
		<b>Chapter 5 Quiz-will not appear until unlocked</b>	<b>10-26</b>
		<b>(70% in each assignment is required to unlock)</b>	
		6.1 Ratios and Rates	10-22
	10-20	6.2 Proportions	10-23
		6.3 Proportions and Problem Solving	10-23
		<b>Chapter 6 Quiz-will not appear until unlocked</b>	<b>10-27</b>
		<b>(70% in each assignment is required to unlock)</b>	
9	10-24	7.1 Percents, Decimals, and Fractions	10-27
		7.3 Solving Percent Problems with Proportions (start)	
	10-26	7.3 Solving Percent Problems with Proportions (finish)	10-29
		7.2 Solving Percent Problems with Equations	10-29
	10-27	7.4 Applications of Percent	10-30
10	10-31	7.5 Percent and Problem Solving: Sales Tax, Commission, and Discount	11-3
		7.6 Percent and Problem Solving: Interest	11-3
	11-2	8.1 Pictographs, Bar Graphs, Histograms, Line Graphs, and Introduction to Statistics	11-5
		8.2 Circle Graphs	11-5
	11-3	Test 3 Review (if time permits)	11-6



11	11-7	<b>TEST 3 (CH. 5,6&amp;7)</b>	
	11-9	8.3 The Rectangular Coordinate System and Paired Data	11-12
		8.4 Graphing Linear Equations in Two Variables	11-12
	11-10	9.2 Perimeter	11-13
12	11-14	9.3 Area, Volume, and Surface Area	11-17
		9.4 Linear Measurement (US & Metric units of length)	11-17
	11-16	9.5 Weight and Mass (US & Metric units of weight and mean)	11-19
		9.6 Capacity (US & Metric units of volume)	11-19
		9.7 Temperature and Conversions Between the US and Metric systems	11-19
	11-17	Unit Analysis Worksheet Test 4 Review (if time permits)	11-20
13	11-21	<b>TEST 4 (CH. 8&amp;9)</b>	
	11-23	Holiday	
	11.24	Holiday	
14	11-28	Final Review	11-29
	11-30	<b>The Final Exam</b>	

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*The syllabus is subject to change at the discretion of the instructor.*

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## Institutional Policies and Guidelines

**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\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_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 at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the 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 1<sup>st</sup> 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).