



## Syllabus for MATH 0306.03313 (Mathematical Foundations)

### *Class Information*

<i>Semester</i>	Fall 2025
<i>Class</i>	Math 0306 (Mathematical Foundations)
<i>Section</i>	03313
<i>Mode</i>	Fully Online
<i>Class Length</i>	16 weeks
<i>Class Dates</i>	8/18/2025 - 12/04/2025
<i>Days</i>	Online
<i>Time</i>	Online
<i>Building</i>	Online
<i>Room</i>	Online

### *Instructor Information*

<i>Title</i>	Instructor
<i>Name</i>	Guy Harwell
<i>Email</i>	<a href="mailto:gharwell@com.edu">gharwell@com.edu</a>
<i>Office Hours</i>	By appointment only.
<i>Note</i>	Best way to contact me is by email.

### *Course Description*

This course prepares students for college-level courses in Quantitative Reasoning and Statistical Reasoning. Topics include numeracy and the real number system with emphasis on whole numbers, integers, and rational numbers; rates, ratios, and proportions; percentages; solving linear equations; linear models; data interpretations, including graphs and tables; problem solving; and measurement and geometry.

Prerequisite: TSIA2 Math Diagnostic 4.

### *General Education Objectives*

This course will address the following core objectives:

1. *Critical Thinking Skills*
  - Includes creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
2. *Communication Skills:*
  - Includes effective development, interpretation and expression of ideas through written, oral and visual communication.
3. *Empirical and Quantitative Skills:*



- Includes the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

### ***Format***

Online coursework will be done online. Activities may consist of presentations, readings, interactive lessons, discussions, quizzes, assignment submissions, and exams. You will need access to the Internet and a reliable computer.

### ***Technology Requirements***

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology. The specific technological requirements for this course are listed below:

- **Access to a dependable computer with Internet connectivity**
- Internet browser (Latest version of Chrome, Firefox, Edge or Safari)
- Office tools such as Microsoft Office Online (Office 365 is available for free through the college)
- Headset and/or mic and speakers
- **A PDF scanner app or a scanner/printer that can scan documents is needed to submit some assignments/scratch work, etc.**

#### **Warning:**

- The following have been known to have issues in the course: iPad, Chromebook, tablets, and phones.
- As such it is not advisable to use the items above (especially Chromebooks).
- Any loss and/or missing work will result in zeros for said work irrelevant of any technological issues not worked out beforehand.
- If you have any questions about this, please contact the instructor.

### ***Learner Technology Skills & Digital Literacy Expectations***

Students need to be comfortable using a computer and learning new technology to keep up with the online nature of this course. Experience taking online courses is not required, but you should be informed of the demands required of online learners. The following is a list of technology skill expectations:

- Understanding of file management
- Basic keyboarding and mouse skills
- Medium comfort level with new application interfaces
- Communicating with email including attaching files
- Media connectivity such as webcam, microphone, speaker, and/or headset settings
- Familiar with basic expectations of an online learner such as logging into the course on the first day of class
- Students need to be aware of the expected digital literacy skill level and capable of the following:
  - Locate and gather appropriate information via search engines and library databases
  - Evaluate, apply, create, and communicate knowledge via technology
  - Cite information sources



## ***Course Textbook/ Material Information***

1. Textbook
  - a. *Prealgebra*, 8<sup>th</sup> edition, by Elayn Martin-Gay, Pearson Education
2. Textbook Purchasing
  - a. The electronic textbook is contained within **MyMathLab** (which is accessible through **D2L**).
  - b. If you wish to use a physical textbook, please contact me.
  - c. Textbooks and/or courseware will be available through VitalSource and/or D2L.
  - d. 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 census day for the class.
  - e. If you choose not to use the course materials, you will be reimbursed after census day of the class.
  - f. The materials are not refundable after the census day.
  - g. You will receive an email with more information about the use of the course materials closer to the start of the semester.
  - h. About the “Opt-Out” option:
    - i. Please speak with me before choosing this option.
    - ii. It is not advisable to take this option for the class because you will be unable to access any homework and/or quizzes/ exams (if given on MyMathLab).
    - iii. If you opt-out and remain in the class, deadlines will not be extended, and all missing scores will be recorded as zeroes.
3. MyLab Math
  - a. **MyLab Math** (MLM) contained within Brightspace **is required for this class.**
    - i. **Opting out of this required component means your homework and online assignments will be incomplete and counted as zeros.**
4. Calculators
  - a. A **TI-30XIIS calculator** is required for this course.
  - b. The TI-30XA calculator is not appropriate for this course.
  - c. **Graphing calculators and unapproved calculators are not permitted when testing.**

## ***Grading Formula/ Grading Scale***

### **Grading Formula**

<i>Category</i>	<i>Weight</i>	<i>Remarks</i>
Major Exams Average	55% of final course score	The final course score is the sum of all the category weights.
Final Exam	25% of final course score	
Homework Average	20% of final course score	

### **Grading Scale**

<i>Letter Grade</i>	<i>Final course average is between</i>
A	89.5 - 100
B	79.5 - 89.5
C	69.5 - 79.5
D	59.5 - 69.5
F	0 - 59.5



## *Important Course Dates*

Academic Calendar	<a href="https://www.com.edu/academic-calendar/cal-25-26.html">https://www.com.edu/academic-calendar/cal-25-26.html</a>
Official Day of Record (ODR)	09/03/2025 (Census Date)
Withdrawal "W" Deadline	11/14/2025
Final Exam or Final Project Date	See Calendar
College Closures (Holidays)	See Calendar

## *Course Policies*

### **Assignment Policies**

#### Homework

- We will be using an online homework website (MyMathLab) to complete our homework assignments.
- To get to the online website you will login to our class website (D2L), then go to the online homework website to complete the homework assignments.
  - In other words, login to D2L then login to MyLabMath (a.k.a. MyMathLab) to access the homework assignments.
- For more information, see the D2L.
- **Late/incomplete assignments are not accepted and will result in a zero for the late assignment.**
- **Homework is not optional, and you must complete all homework assignments by their respective due dates, or you will be assigned a zero for that assignment.**

#### Other Assignments

- Assignments will be given on our class website on D2L (except for our homework assignments).
- Other assignments can be given throughout the semester. If you have questions about any assignments, please contact me.

### **Attendance Policies**

#### Course Attendance Policy

- Please login and complete the "SetUp Quiz" before the due date to be counted as participating in the course.
- You will be expected to login at least once a week to the course and complete an assignment (such as a homework assignment) in order to be counted as actively attending and participating in the course.

### **Communication Policies**

#### Class Communication

- Announcements will be posted on D2L, so please check the announcements on D2L daily.

#### Communication With Instructor

- The best way to contact me is by email.
- Please use your COM student email and/or D2L
  - My email is [gharwell@com.edu](mailto:gharwell@com.edu)



- Responses to email, discussions, etc. will be answered within 24-48 hours.
- This does not include the weekend or holidays.
- Inquiries posted at or after 5:00 pm on Friday might not be answered before the following Monday.
- Please note that I only communicate information with the student and no one else.

### Communication Etiquette

Make sure that all communications represent you in a way you want to be represented to your instructors. Remember, email is formal written communication and should be treated as such.

#### *Use a clear subject line.*

The subject “Solving Quadratic Equations” would work a bit better than “heeeeelp!” and much better than the unforgivable blank subject line.

#### *Use a salutation and signature.*

Instead of jumping right into your message or saying “hey,” begin with a greeting like “Hello” or “Good afternoon,” and then address your professor by appropriate title and last name, such as “Instructor Harwell”.

#### *Use standard punctuation, capitalization, spelling, and grammar.*

Instead of writing “idk how 2 solve the equation can you help??” try something more like, “I am writing to ask about how to solve the problems that were discussed in the class lecture titled Quadratic Equations.”

#### *Do your part in solving what you need to solve.*

Instead of asking, “What’s our homework for tonight?” you might write, “I looked through the syllabus and course website for this weekend’s assigned homework, but unfortunately I am unable to locate it.”

#### *Be aware of concerns about entitlement.*

If you appear to demand help, shrug off absences, or assume late work will be accepted without penalty because you have a good reason, your professors may see you as irresponsible or presumptuous.

Professional communication will be essential to your future success, so when contacting your instructor, please adhere to the guidelines above. Emails that do not meet the guidelines above may be returned for a second attempt.

## **Electronic Device Policies**

### Recording/ Picture Taking/ Screenshots

- Note that you can only record/ take pictures of the course material for learning purposes that apply to our class.
- This includes video, audio, and picture formats (including screenshots).
- Please do not take pictures, record or screenshot any exam and/or quiz.

## **Testing Policies**

### Major Exams/ Final Exam:

- Each exam will cover relevant sections in the course **and** all related materials including readings, chapter slides, videos, etc.



- **All exams are to be taken using the Respondus Browser and a webcam.**
- You will need to set this up before taking the exam.
- **You will need a webcam, a webcam stand, and a secure internet connection to take the exams.**
- Please make sure to follow the instructions on how to properly position and set up the webcam as failure to set the webcam up in the proper position can result in a failure for the exam.
- Use of the textbook, notes or working with classmates is not allowed. Students are expected to adhere to the College's Academic Integrity and Dishonesty Policy.
- You will need to have taken the **Set-Up (Syllabus) Quiz** before taking any exams or quizzes to have the Respondus Lockdown Browser and webcam properly installed.
- You will only be allowed specific items during exams. Please see our class website (**D2L**) for more information.
- You must complete the exam in a single session.
- You will not be allowed to complete the exam if it is exited early for any reason.
- Failure to complete the exam for any reason will result in loss of points.
- If you have any technical issues, you must let the instructor know immediately (via email or other communication).
- **For exams you will need to submit your written work.**
- This is done by scanning your written work into a .pdf file and uploading the .pdf file to **D2L**.
- You will not be allowed to email the work to the instructor.
- You will have 10 minutes to scan and upload your written work.
- Failure to upload your written work can result in failure of the exam.
- See **D2L** for more information.

### **Mandatory Tutoring Policy**

Students who fail (below a 70%) any chapter exam must attend a one-hour tutoring session before the next scheduled exam. The session will target areas where the student needs improvement. To verify attendance, students must submit a signed form from their tutor. Failure to complete this requirement will result in a 5-point penalty from their overall grade on the next chapter exam. See Tutoring Form.

Students can either go to the Tutoring Center or make an appointment online. Students can log in and make appointments for a tutoring session by going to the Tutoring Center page on the college web site or use the link <https://com.mywconline.com/>

### **Exam Retakes**

- The college does not allow any retakes of exams and so there are **no retakes of exams**.

### **Make-Up Exams/ Quizzes**

- There are no make-up exams/ quizzes without valid documentation.
- Failure to complete an exam will result in a loss of points for the exam.
- If you need a make-up exam/ quiz, please contact the instructor before the due date.

### **Replacement Policy**

- The final exam score can replace the lowest exam score.



- The replacement only applies to one exam.

**If you have any questions about any of the policies, please contact the instructor.**

### **Additional Policies/ Information**

#### **Very, Very, Important (Do Not Skip)**

COM Student Handbook - <https://www.com.edu/student-services/student-handbook.html>

- All students at the college are expected to read and follow the student handbook. As we will be following all policies and procedures given by the college.
- **Make sure to read and follow the student handbook as not knowing is not a valid reason for not following the student handbook.**

### ***Institutional Policies and Guidelines***

#### **Academic Dishonesty**

College of the Mainland is committed to a high standard of academic integrity. All students are responsible for honesty and independent effort. Incidents of academic and scholastic dishonesty (including cheating, plagiarism, and collusion) will be dealt with in a manner that is consistent with College Policy and the Student Handbook. Any student found to have been academically dishonest on an assignment, quiz or exam will receive a zero for that assignment, quiz or exam and he or she will be referred to the Office of Student Conduct for further disciplinary action. Please read the sections on Standards of Student Conduct and Discipline and Penalties in the on-line Student Handbook.

#### **Concerns about the Instructor**

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 the Department Chair for Math & Computer Science, Leslie Richardson, at (409) 933-8329, [richardson@com.edu](mailto:richardson@com.edu).

#### **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/student-handbook.html>. *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 with 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](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.

## **Academic Success Resources**

### Tutoring

The Tutoring Center is here to support your academic success! We offer free, personalized academic assistance through one-on-one tutoring, available both in person and online. Need help after hours? Tutor.com provides 24/7 support and is accessible through your D2L course shell. Whether you're looking to master course material or boost your learning habits, we're here to help. For more information, visit <https://www.com.edu/tutoring>, email us at [tutoringcenter@com.edu](mailto:tutoringcenter@com.edu), or contact us at 409-933-8703



### Success Coaching

The Math Success Coach is here to help you navigate this course and stay on track both academically and personally. Support is offered through one-on-one coaching sessions covering topics such as time management, goal setting, stress management, study habits, and motivation. Whether you're overcoming challenges or aiming to improve your performance, the Math Success Coach provides encouragement, accountability, and practical tools for success. Email [successcoaching@com.edu](mailto:successcoaching@com.edu) for more information.

Second, this semester we are implementing a mandatory tutoring policy for students registered in a corequisite whatever the format.

### Mandatory Tutoring Policy

Students who fail (below a 70%) any chapter exam must attend a one-hour tutoring session before the next scheduled exam. The session will target areas where the student needs improvement. To verify attendance, students must submit a signed form from their tutor. Failure to complete this requirement will result in a 5-point penalty from their overall grade on the next chapter exam. See Tutoring Form.

Students can either go to the Tutoring Center or make an appointment online. Students can log in and make appointments for a tutoring session by going to the Tutoring Center page on the college web site or use the link <https://com.mywconline.com/>

## **Tentative Weekly Calendar – Math 0306**

Math Foundations

16 Week – Fall 2025

Week #	Section	Topic Description		
		Week of	08/17	
1		Introduction		
	1.2	Place Value, Names for Numbers & Reading Tables		
	1.3	Adding & Subtracting Whole Numbers and Perimeter		
	SU QUIZ	Set-Up Quiz	Open: 08/18	Due: 08/24
		Week of	08/24	
2	1.4	Rounding and estimating		
	1.5	Multiplying Whole Numbers and Area		
	1.6	Dividing Whole Numbers		
		Week of	08/31	
3	1.7	Exponents and Order of Operations		
	1.8	Introduction to Variables, Algebraic Expressions, and Equations		



	<b>HOLIDAY</b>	Labor Day Holiday		09/01/2025
		<b>Week of</b>	<b>09/07</b>	
4	2.1	Introduction to Integers		
	2.2	Adding Integers		
	<b>EXAM</b>	<b>Exam 01</b>	<b>Open: 09/07</b>	<b>Due: 09/14</b>
		Sections on exam: 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8		
		<b>Week of</b>	<b>09/14</b>	
5	2.3	Subtracting Integers		
	2.4	Multiplying and Dividing Integers		
	2.5	Order of Operations		
		<b>Week of</b>	<b>09/21</b>	
6	2.6	Solving Equations: The Addition and Multiplication Properties		
	3.1	Simplifying Algebraic Expressions		
	3.3	Solving Linear Equations in One Variable		
7		<b>Week of</b>	<b>09/28</b>	
	3.4	Linear Equations in One Variable and Problem Solving		
	4.1	Introduction to Fractions and Mixed Numbers		
	4.2	Factors and Simplest Form (lowest terms)		
8		<b>Week of</b>	<b>10/05</b>	
	4.3	Multiplying and Dividing Fractions (division)		
	4.4	Adding and Subtracting Like Fractions		
	4.5	Adding and Subtracting Unlike Fractions		
	<b>EXAM</b>	<b>Exam 02</b>	<b>Open: 10/05</b>	<b>Due: 10/12</b>
		Sections on exam: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.4, 4.1, 4.2		
9		<b>Week of</b>	<b>10/12</b>	
	4.7	Operations on Mixed Numbers		
	4.8	Solving Equations Containing Fractions		
	5.1	Introduction to Decimals		
10		<b>Week of</b>	<b>10/19</b>	
	5.2	Adding and Subtracting Decimals		



	5.3	Multiplying Decimals and Circumference of a Circle		
	5.4	Dividing Decimals		
11		<b>Week of</b>	<b>10/26</b>	
	5.5	Fractions, Decimals, and Order of Operations		
	5.6	Solving Equations Containing Decimals		
	6.1	Ratios and Rates		
12		<b>Week of</b>	<b>11/02</b>	
	6.2	Proportions		
	6.3	Proportions and Problem Solving		
	<b>EXAM</b>	<b>Exam 03</b>	<b>Open: 11/02</b>	<b>Due: 11/09</b>
	Sections on exam: 4.3, 4.4, 4.5, 4.7, 5.1, 5.2, 5.3, 5.4, 5.4, 5.6, 6.1			
13		<b>Week of</b>	<b>11/09</b>	
	7.1	Percents, Decimals, and Fractions		
	7.2	Solving Percent Problems with Equations		
	<b>W-DAY</b>	<b>“W” Day for Fall 2025, 16-Week Classes</b>		<b>11/14/2025</b>
14		<b>Week of</b>	<b>11/16</b>	
	7.3	Solving Percent Problems with Proportions		
	8.2	Circle Graphs		
15		<b>Week of</b>	<b>11/23</b>	
	9.2	Perimeter		
	9.3	Area, Volume, and Surface Area		
	<b>REVIEW</b>	<b>Review for Final Exam</b>		
	<b>HOLIDAY</b>	<b>Thanksgiving Holidays</b>		<b>11/27 – 11/30</b>
16		<b>Week of</b>	<b>11/30</b>	
	<b>FINAL</b>	<b>Final Exam</b>	<b>Open: 11/30</b>	<b>Due: 12/03</b>
		Sections on exam: All sections covered in the course.		





## MATH TUTORIAL REQUEST FORM

**IMPORTANT:** *A minimum of one-hour of tutoring in the Tutoring Center must be completed and documented. The form must be completed, signed, and submitted to your instructor before the next exam to avoid a 5% exam penalty.*

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

### TUTORIAL NEEDS

Instructor Notes to Tutor *(if any)*:

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### TUTORING SESSION RECORD

#### Session 1

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Topics Covered/Tutor Feedback for Instructor:

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Tutor Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

*Session 2 (if necessary to meet the one-hour minimum requirement) on the back.*



**Session 2 (if needed to complete one-hour minimum)**

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Topics Covered/Tutor Feedback for Instructor:

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Tutor Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_