**MATH 0306 – 033 IN**
**Foundations of Math Reasoning**
**Summer 2025**
**Online**

**Instructor Information:** Gabriela Peña, gpena3@com.edu
Office: **STEAM 325-07**
Office Phone #: 409-933-8182

**Student hours and location:** Schedule your virtual meeting via https://calendly.com/gpena3
Monday        12:00pm-2:00pm
Tuesday       2:00pm-4:00pm
Wednesday   5:00pm-7:00pm
Others by Appointment.

**Required Textbook/Materials:**
- **Prealgebra, Eighth Edition, By Elayn Martin-Gay, Pearson Education.** Textbooks and/or courseware will be available through VitalSource digitally. Cost of the course materials: $82.20, which has already been paid for with your tuition. 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 to opt out then you will not be able to submit any of your assignments, which will lead to not being successful in the class. You will receive an email with more information about the use of the course materials closer to the start of the semester. The homework and quizzes as well as the e-text and videos for this course are online at mymathlab through Brightspace.
- Laptop or desktop with a functioning **webcam** and microphone or external Webcam. The Webcam must be used during quizzes and Exams on MyLabMath.
- Scanner or mobile app for scanning/uploading written work for Exams.

**Textbook Purchasing Statement:** E-Book via MyLab Math in Brightspace - D2L
**(No Purchase Necessary, unless you Opt Out)**

**Course Description:** This course prepares students for a college-level courses 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.

**Delivery of Course:** This course is delivered entirely online, so all coursework will be completed remotely. You are expected to watch all lectures which are available through D2L-Brightspace. Each lecture will be paired with a corresponding MyLab Math assignment.
Additionally, all exams, tests, and quizzes will be administered through MyLab Math using **Respondus Monitor/Lockdown Browser**, which requires a functioning camera during the quizzes and exams. If your device does not support Lockdown Browser, it is your responsibility to secure a compatible device.

**Course requirements (including description of any special projects or assignments):**
1. Four Chapter Tests
2. Comprehensive Final Exam
3. Online Homework Assignments (My Math Lab/Brightspace)
4. Online Quizzes (My Math Lab/Brightspace)

**Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance**):

| | |
|---|---|
| *My Math Lab* **Homework** | **15%** |
| **Quiz Average** | **10%** |
| **Chapter Exam (Each Exam is 15%)** | **60%** |
| **Final Exam** | **15%** |

**Homework Assignments on MyLab Math:** There is a homework assignment for each section covered in class or online lecture video.  These are listed on the course outline beginning on **page 5** of this syllabus. Twenty percent will be deducted from the score of a homework assignment if it is not finished by its due date.  Although the homework is online at mymathlab.com, and the answers are entered online, you should write your work on paper, neatly showing all steps, and keep it in your notebook with your lecture notes for future reference. Both may serve as an aid for preparing for quizzes and exams, and as a place to begin when seeking assistance from your instructor, the math lab tutor, or from your peers.  You will have several attempts to answer a question correctly on the homework assignments.

**Quiz and Exam Proctoring Policy:**
**All Quizzes, Tests and Final Exam require Respondus Monitor/Lockdown Browser on MyLab Math:**
1. **Webcam required:** You must have your face, workspace (desk area), and hands clearly visible **always.**
2. **Picture ID:** You will be asked to show a picture ID where your name and picture are visible.
3. **Environment:** You must be alone in a quiet, well-lit room. No headphones, earbuds, or notes are permitted unless specified by the instructor.
4. **Verification:** Prior to starting each exam, you will be asked to show a 360° view of your room and your desk.
5. **Live Monitoring:** Your camera must remain active during the entire exam session. Leaving the session without permission will result in a grade of zero. Covering the camera will result in a grade of zero.
6. **Technical Issues:** Notify the instructor immediately if technical issues occur during an exam.
7. **Academic Integrity:** Any violation of exam policies will be considered academic dishonesty and may result in an zero on the exam and further disciplinary action. If the camera is covered at any time throughout the assessment your grade will be 0.

**Quizzes on MyLab Math:** There are four quizzes which relate to the student learning outcomes.  They are to be done on MyLab Math using **Respondus Monitor/Lockdown Browser**..  Unlike homework assignments, the quizzes must be taken in **one sitting**, they are timed, and the student only gets **one attempt** to answer each question.  The quizzes can only be taken twice. If not taken by its due date 20% will be deducted. The higher of the two grades will be used to determine the student's quiz average on MyLab Math.

**Four Chapter Exams & Final Exam:** There are four exams that cover the chapters in the textbook, scheduled on the dates listed in the Course Outline. Each exam is allotted one hour and twenty minutes. Make-up exams are not allowed unless you notify the instructor in writing **prior** to the exam, and the

instructor determines the reason to be legitimate. If approved, the make-up exam must be completed by the assigned deadline. Failure to meet this deadline will result in a score of zero. Only one make-up exam is permitted per semester, provided all required documentation is submitted.

Online exams require the use of **Respondus Monitor/Lockdown Browser**. If your device does not support Lockdown Browser, it is your responsibility to secure a compatible device. Additionally, you **must upload your work in PDF format to Brightspace-D2L within 20 minutes of completing the exam**. All problems must be numbered, and all work must be shown.  If work is not provided in this format and/or there is no submission of your work, then you will get 50% or more deducted from your exam grade. Exams cannot be retaken.

**If the Final Exam grade is higher than your lowest chapter exam grade, the Final Exam score will replace your lowest exam score, provided that you have submitted ALL required work for ALL your Online Exams**.

**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)
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 Exam

**Attendance Policy:** Students at the College of the Mainland (COM) are expected to attend and actively participate in every session of their registered classes. Regular attendance is crucial for success, as excessive absences strongly correlate with failing grades. COM does not recognize excused absences except as required by law. Consistent attendance is vital for succeeding in this course, and students with excessive absences may be referred to Student Services.  Remember, you are still responsible for completing any work due for the next section.  If you do not make the time to watch these videos, it may lead to being unsuccessful in class. It is extremely difficult to succeed in this course without having good organizational skills, set time aside to watch the videos and complete the assignments before their due date.
**Completing your assignments on time confirms your attendance.**

**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.

**Student Learning Outcomes:**

| Student Learner Outcomes | SLO assessed via this assignment | SLO maps to Core Objective | Core Objective assessed via this assignment |
|---|---|---|---|
| 1. Apply the language and notation of sets. | Quiz 1 | Critical Thinking Skills (CT) | Question on Test 1 |
| 2. Determine the validity of an argument or statement and provide mathematical evidence. | Quiz 2 | | |
| 3. Solve problems in mathematics of finance. | Quiz 6 | Communication Skills (CS) | Question on Test 4 |
| 4. Demonstrate fundamental probability/counting techniques and apply those techniques to solve problems. | Quiz 3 | | |
| 5. Interpret and analyze various representations of data. | Quiz 4 | Empirical and Quantitative Skills (EQS) | Question on Test 3 |
| 6. Demonstrate the ability to choose and analyze mathematical models to solve problems from real- world settings, including, but not limited to, personal finance, health literacy, and civic engagement. | Quiz 5 | | |

**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 a quiz or test will receive a zero on that quiz or test and forfeit the chance to retake.  In addition, he or she will be referred to the Office of Student Conduct for further disciplinary action. For the second offense, students will be given an "F" for the class.  Please read the sections on *Standards of Student Conduct and Discipline and Penalties* in the on-line Student Handbook.

**The scientific calculator TI-30XIIS is required for this course.** *Graphing calculators and unapproved calculators are not permitted when testing.  Using a calculator for tests that is not approved will be considered cheating.*

**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 the Department Chair, Mr. Leslie Richardson at (409)933-8329.

**Course outline:(Due dates are the last day that the assignment can be submitted, it's suggested to be completed before.)**

| Week | Dates | Math 0306-033 | Due Dates |
|---|---|---|---|
| 1 | | **Watch the Online Lectures and Complete MML Assignment by Due Date** | |
| | June 2 | Syllabus Quiz on D2L | June 5 |
| | June 2 | Orientation on MLM with Respondus | June 5 |
| | June 2 | Sections 1.2 – 1.6 | June 5 |
| | June 2 | 1.7 Exponents and Order of Operations | June 6 |
| | June 2 | 1.8 Introduction to Variables, Algebraic Expressions, and Equations | June 6 |
| | June 2 | 2.1 Introduction to Integers | June 6 |
| | June 2 | 2.2 Adding Integers | June 6 |
| | June 2 | 2.3 Subtracting Integers | June 7 |
| | June 2 | Practice Lock Down Browser | June 7 |
| | June 2 | 2.4 Multiplying and Dividing Integers | June 7 |
| | June 2 | 2.5 Order of Operations | June 8 |
| | June 2 | 2.6 Solving Equations: Review of the Addition and Multiplication Properties | June 8 |
| | June 2 | **Quiz 1: Chapter 2** | June 8 |
| | June 2 | Review for Exam 1 | June 8 |
| 2 | June 9 | **Exam 1: Chapters 1 and 2 [Available from June 9-10]** | June 9-10 |
| | June 9 | 3.1 Simplifying Algebraic Expressions | June 12 |
| | June 9 | 3.2 Solving Equations: Review of the Addition and Multiplication Properties | June 12 |
| | June 9 | 3.3 Solving Linear Equations in One Variable | June 13 |
| | June 9 | 3.4 Linear Equations in One Variable and Problem Solving | June 13 |
| | June 9 | **Quiz 2: Chapter 3** | June 14 |
| 3 | June 16 | 4.1 Introduction to Fractions and Mixed Numbers | June 20 |
| | June 16 | 4.2 Factors and Simplest Form | June 20 |
| | June 16 | 4.3 Multiplying and Dividing Fractions | June 21 |
| | June 16 | 4.4 Adding and Subtracting Like Fractions, Least Common Denominator, and Equivalent Fractions | June 21 |
| | June 16 | 4.5 Adding and Subtracting Unlike Fractions | June 22 |
| | June 16 | 4.7 Operations on Mixed Numbers | June 21 |
| 4 | June 23 | 4.8 Solving Equations Containing Fractions | June 25 |
| | June 23 | *Review for Exam 2* | June 25 |
| | June 23 | **Exam 2: Chapters 3 and 4 [Available from June 26-27]** | June 26-27 |
| | June 23 | 5.1 Introduction to Decimals | June 29 |
| | June 23 | 5.2 Adding and Subtracting Decimals | June 29 |
| | June 23 | 5.3 Multiplying Decimals and Circumference of a Circle | June 29 |
| 5 | June 30 | 5.4 Dividing Decimals | July 2 |
| | June 30 | 5.5 Fractions, Decimals, and Order of Operations | July 3 |
| | June 30 | 5.6 Solving Equations Containing Decimals | July 5 |
| | June 30 | 5.7 Decimal Applications: Mean, Median, and Model | July 5 |
| | June 30 | **Quiz 3: Chapter 5** | July 5 |
| | June 30 | 6.1 Ratios and Rates | July 6 |
| | June 30 | 6.2 Proportions | July 6 |
| 6 | July 7 | 6.3 Proportions and Problem Solving | July 10 |
| | July 7 | 7.1 Percents, Decimals, and Fractions | July 10 |
| | July 7 | 7.2 Solving Percent Problems with Equations | July 11 |
| | July 7 | 7.3 Solving Percent Problems with Proportions | July 11 |
| | July 7 | 7.4 Applications of Percent | July 12 |
| | July 7 | 7.5 Percent and Problem Solving: Sales Tax, Commission, and Discount | July 13 |
| | July 7 | 7.6 Percent and Problem Solving: Interest | July 13 |
| 7 | July 14 | *Review for Exam 3* | July 15 |
| | July 14 | **Exam 3: Chapters 5, 6 and 7 [Available from July 16-17]** | July 16-17 |
| | July 14 | 8.1 Pictographs, Bar Graphs, Histograms, Line Graphs, and Introduction to Statistics | July 18 |
| | July 14 | 8.2 Circle Graphs | July 18 |
| 8 | July 21 | **Quiz 4: Chapter 8** | July 24 |
| | July 21 | 9.2 Perimeter | July 24 |
| | July 21 | 9.3 Area, Volume, and Surface Area | July 25 |
| | July 21 | 9.4 Linear Measurement (US & Metric units of length) | July 25 |
| | July 21 | 9.5 Weight and Mass (US & Metric units of weight and mass) | July 26 |
| | July 21 | *Review for Exam 4* | July 27 |
| 9 | July 28 | **Exam 4: Chapters 8 and 9 [Available from July 28-29]** | July 28-29 |
| | July 28 | Review for Final Exam | July 30 |
| | July 28 | **Comprehensive Final Exam [Available from July 31-August 1]** | July 31-Aug 1 |
| 10 | | Only Math 1332 | |

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

Census Day – June 10, 2025

W-Day – July 29, 2025

# 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_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 5-week session is June 30. The last date to withdraw from the 10-week session is July 29. The last date to withdraw for the 2nd 5-week session is August 1.

**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.