Online Math 254CM Essential Mathematics
Syllabus — Fall 2014

Instructor: Stephanie Tran
Course Website: www.pearsonmylabandmastering.com
E-mail: sttran@cabrillo.edu
Textbook: Basic College Mathematics, by Martin-Gay, 4th ed
Phone: 831.477.3700 ext.1649
Calculator: Basic calculator (allowed on some exams)
Office: online “Whiteboard Office Hours” option in MyLab toolbar
Office Hours: Tuesdays 8:00pm – 9:15pm or by appointment

LEARNER OUTCOMES
1. Demonstrate arithmetic and basic algebraic literacy for subsequent math courses.
2. Demonstrate problem-solving ability.
3. Determine and apply appropriate methods involving geometric and statistical problems.
4. Convert between equivalent forms of numbers and units of measurement.

STUDENT RESPONSIBILITIES
As an online student, your success strongly depends on your organization, motivation, determination and commitment to this course. All of these attributes will allow you to prioritize your schedule so that you have the amount of time necessary to successfully complete this course. It is your responsibility to check both your email and the course website everyday. This is the only way that you will be able to remain involved in the course and keep aware of any changes or important announcements regarding the course. If you do not show some online activity (do online HW, post in the forum, email me, etc…) for one week, you may be dropped from the course.

HOMEWORK
Online homework and textbook homework will be assigned for each section covered. There are two homework scores posted in MyLab. “Homework” reflects your current Online Homework scores and “Book Homework” reflects your current Book Homework scores.

ONLINE HOMEWORK
• Due by 11:59pm every Thursday and Sunday throughout the semester.
• See Pacing handout to see the exact due dates for each section.
• Any problems done after the official due date will get 25% deduction per day.
• Your online homework score is calculated by taking the average of the scores you received for each section covered in a particular exam and multiplying it by 10 points.

TEXTBOOK HOMEWORK
• You don’t need to buy a textbook. You have access to it in digital form through the MyLab website.
• Problems done from the textbook are done on paper.
• The problems are due on the day that you take the exam covering that material.
• To grade your textbook homework I will randomly choose 10 problems to grade from the homework packet you turn in. Each problem I grade will be worth 1 point.
• A homework packet with just the answers to the problems will not receive any credit. A homework packet that does NOT following the homework guidelines will get points deducted or possibly a zero. See the MyLab site for further instructions on book homework. Look for the link on the left side “Book HW Sets & Directions.
• If you miss an exam and still want credit for the book homework you must turn it in to the MLC or ILC the by 5pm the day following the missed exam AND you must email me letting me know which location you turned it in. Your other option is to scan and email me the homework.
PARTICIPATION
You can earn 5 points of extra credit on each exam by posting at least 5 times in the discussion board between each exam. Your posts must be related to math - a homework question, an answer to someone else’s question, etc.

ONLINE CHAPTER QUIZZES
- There are 10 timed online chapter quizzes. See the Pacing handout for the due dates.
- Online chapter quizzes close at 11:59pm the day they are due.
- The amount of time given to take an online chapter quiz varies but the info is provided just before you begin an online quiz.
- Each online chapter quiz will consist of 10 problems worth 1 point each.
- You are allowed to take each quiz twice. The higher of the two scores will be used. Before you take a quiz a second time, be sure to review your first attempt.

EXAMS
Note: All exams will be taken at Watsonville Center in Rm WatA360.
- There are four on campus pencil–and–paper exams. Each exam is worth 200 points.
- No book or notes allowed.
- A basic calculator is allowed for Exam 3 and the final. No calculator allowed on the other exams.
- There will be online practice exams for each chapter. Be sure to use them to prepare for the exams.
- If you are caught cheating on an exam, you will receive 0 points for that exam. If you are caught cheating a second time, you will be dropped from the course.
- ON EXAM DAY be sure to bring your photo ID—you won't be allowed to take the exam if you don't have an ID. Also bring your book homework and calculator (if allowed on that exam).
- Graded exams and homework will be taken to the ILC. Please pick up your graded work so you can use it to study for the final exam. You are the only person allowed to pick up your work. The ILC requires a photo ID to pick up exams.

EARLY EXAMS
Exams are scheduled on Wednesday evenings. (See Pacing handout for exact dates.) Exams cannot be taken after the scheduled time but they can be taken earlier. There are no make-up exams and no extensions. Students who cannot take an exam as scheduled can take it at the Math Learning Center or Integrated Learning Center earlier than scheduled. Your options are: Sunday (only MLC open) or Monday earlier in the day (at ILC or MLC).

If you need to take an exam earlier than scheduled you must contact me via email by 4pm the Thursday before the scheduled exam date to make arrangements. I will send a reply email to you that same Thursday night...no email reply from me = I did not get your email! If you don’t contact me by then I may not be able to accommodate your request. Your email must include your name, day and time you’d like to take your exam, and where you’d like to take it (MLC or ILC). You will turn in your book homework at the MLC/ILC when you take your exam.

MISSED EXAMS
If you miss an exam, I will use your percentage from the final exam minus 10% to compute your score for the missed exam. (Example, your score on the final exam is 80%. I will take 70% of 200 to compute your missed exam score.) If you miss a second exam, it is a 0.

FINAL EXAM
The final exam is worth 250 points. The final exam is comprehensive; in other words, it covers everything you saw during the semester. See the Pacing handout for the final exam date. You may use a basic calculator on the final—no cell phones, PDAs, or graphing calculators are allowed. You may use both sides of a 4” × 6” index card for notes during the final exam. As with the other on campus exams, you can take the final early but not late. There are no make-up finals. To take the final early, follow the instructions given for exams. The final exam is not returned to students. If you would like to see your graded final exam you will need to make arrangements with me.
**GRADING**
- You will receive either a Pass or No Pass grade for this course. If you’d like a letter grade you must email me.
- Pass grade—at least 70% of the points available for the course; can take Math 154 next.
- No Pass grade—69% or less; will have to retake the course.
- You can find your course grade in the Gradebook link under “Show Overall Score” in MyLab.

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<tbody>
<tr>
<td>Exams</td>
<td>4 @ 200 points</td>
<td>800 points</td>
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<tr>
<td>Quizzes</td>
<td>10 @ 10 points</td>
<td>100 points</td>
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<tr>
<td>Online Homework</td>
<td>5 @ 10 points (per set prior to an exam)</td>
<td>50 points</td>
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<tr>
<td>Book Homework</td>
<td>5 @ 10 points</td>
<td>50 points</td>
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<td>Final Exam</td>
<td>1 @ 250 points</td>
<td>250 points</td>
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<td><strong>Total</strong></td>
<td><strong>1250 points</strong></td>
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**RESOURCES**
- **Me!** I am here to help you; please take advantage of my online office hours.
- Your **classmates** are great resources. If you can’t meet in person, you can still help each other by posting in the Discussion Forums in MyLab.
- **FREE tutoring** is available at the following places:
  - **Math Learning Center** (MLC); Aptos, room 1074; 479-5696
    See link for hours and location: [www.cabrillo.edu/services/mlc/index.html](http://www.cabrillo.edu/services/mlc/index.html)
  - **Integrated Learning Center** (ILC); Watsonville, room 4410; 477-5155
    See link for hours and location: [www.cabrillo.edu/services/watsonville/tutors.html](http://www.cabrillo.edu/services/watsonville/tutors.html)
  - Telephone tutoring by Prentice Hall (see info in the MyLab website link).

**Accommodations:**
All students needing accommodations should inform me ASAP.

Veterans may qualify for accommodations. Wounded Warriors may have acquired injuries which through the American with Disabilities Act (ADA) entitles the use of accommodations to ensure equal opportunity for students with verified disabilities.

To determine if you qualify or need assistance with an accommodation, please contact:

- Accessibility Support Center (ASC, formerly DSPS)
  located in the Learning Resource Center, rooms 1065-1074 phone: 479-6379
- Learning Skills Program (Room 1073) 479-6220.

Please bring a verification of your disability from the Learning Skills or ASC offices along with a counselor’s recommendations. You must do this in advance of taking any tests if you’d like to receive accommodations. You are responsible for scheduling your exams with ASC.