

## MAT 020 ONLINE - SCHEDULE AT A GLANCE

Week	Topic
1	Register for MyMathLab
	Course Information
2	1.7,1.8, 2.1,2.2,
3	2.3,2.4, 2.5,2.6,
4	3.1,3.2, 3.3,3.4,
5	4.1,4.2, 4.3,4.4,
6	Module 1 Exam Review, Module 1 Exam: Chapters 1, 2, & 3 4.5,4.6,
7	4.7,5.1, 5.2,5.3,
8	5.4,5.5, 5.6,5.7,
9	6.1,6.2, Module 2 Exam Review, Module 2 Exam: Chapters 4 & 5
10	6.3,6.4, 6.5,7.1,
11	7.2,7.4, 7.5,7.6,
12	8.1,8.2, 8.3,9.1,
13	Module 3 Exam Review, Module 3 Exam: Chapters 6, 7, & 8 9.2,9.3,
14	9.4,9.5, 9.6,9.7
15	Final Exam: Chapter 9 & Cumulative
	Final Exam: Chapter 9 & Cumulative

# COURSE INFORMATION & POLICIES - MAT 020 ONLINE

## YOUR INSTRUCTOR

Greg Severance P.E.  
Jackson College – JM 250  
2111 Emmons Road  
Jackson, MI 49201  
email: [gseverance@jccmi.edu](mailto:gseverance@jccmi.edu)

## HOW DO YOU COMMUNICATE WITH YOUR INSTRUCTOR?

The best way for you to communicate with me is via email. You are more likely to get a prompt response to an email than a phone message.

I monitor my email continuously while I am in my office and I check my email regularly throughout the week at off campus locations. I only check my phone messages when I am in my office.

As a student, you are provided with a Jackson College student email account. Due to SPAM filtering issues, I will only respond to emails sent from your Jackson College email and I will only send emails to your Jackson College email. I will not send emails to any other email address. Check your Jackson College email regularly.

To set up and access your Jackson College email account do the following:

Go to [www.jccmi.edu](http://www.jccmi.edu) and click on the email button in the top menu then select student email.

Follow the onscreen instructions to log into your Jackson College email account.

If you are not able to get your Jackson College email working, you must contact the Jackson College Solution Center immediately at 517.796.8639 to get it working.

## WHERE DO YOU GET HELP?

In MyMathLab. The MyMathLab software contains many methods for providing help. Explore the site and find the method that works best for you. Note that MyMathLab maintains a great product support service. You can reach them 800.677.6337.

The Jackson College Center for Student Success. Drop in tutoring is available at the Center for Student Success in Walker Hall room 123. Regular tutoring and additional support for academic success can be arranged by calling 517.796.8415 or by stopping by the Center for Student Success.

The Jackson College Information Technology Solution Center. If you are having problems with JetNet or internet access contact the Jackson College Information Technology Solution Center by calling 517.796.8639

The Kahn Academy online at <http://www.khanacademy.org/> which covers topics including developmental mathematics and prealgebra. Scroll down until you get to the appropriate topic.

MathTV online at <http://mathtv.org> which covers topics including developmental math and prealgebra.

A variety of other online math help exists and can be found by searching “math help” online.

## GRADE WEIGHTING

Exams	50%
Homework/Quizzes	50%

## GRADING SCALE

90 - 100%	4.0
85 - 89%	3.5
80 - 84%	3.0
75 - 79%	2.5
70 - 74%	2.0
65 - 69%	1.5
60 - 64%	1.0
50 - 59%	0.5
0 - 49%	0.0

## GRADE POSTING

Your grades will be recorded and posted in your MyMathLab gradebook. I will input your written assignment grades into your MyMathLab gradebook. The overall grade that MyMathLab shows is the grade that you have for the class based on completed assignments at that point.

Assignments that are overdue do not count as zeros until zeros are entered for them.

A grade of zero will be given for each assignment you have not completed by the end of the course.

Your final grade will be posted in e-services on the Jackson College website after the semester ends.

## CALCULATOR USE

You are not allowed the use of a calculator on the following exams:

Module 1 Exam  
Module 2 Exam

You are allowed the use of a non-graphing calculator on the following exams:

Module 3 Exam  
Final Exam

A non-graphing calculator that will perform basic calculations (add, subtract, multiply, divide, percents, and fractions) is allowed. A graphing calculator may not be used. If you need to purchase a calculator, the Texas Instruments TI-30 is a good choice.

## HOMEWORK

Homework assignments are accessed and completed via the MyMathLab website and can be completed on your own without the supervision of a preapproved test center or proctor.

You may redo and resubmit homework assignments as often as you like EVEN AFTER THE DUE DATE to improve your grade.

## QUIZZES

Quizzes are accessed and completed via the MyMathLab website and can be completed on your own without the supervision of a preapproved test center or proctor.

You can take each quiz a maximum of 3 times before the due date to improve your grade. Access to quizzes closes after the due date.

## MODULE 1, 2, & 3 EXAMS

Module Exams 1, 2, & 3 are taken online in MyMathLab. Module Exams must be taken at Jackson College's Jackson Campus Testing Center, at another college's preapproved testing center, or under the supervision of your preapproved proctor.

Online exams are password protected. You will not be able to access these exams on your own. I will supply your proctor/testing center with the password for the exam and he or she will type it in for you when you are ready to take the exam.

You are allowed one attempt for each Module Exam.

You are not allowed the use of the textbook or notes.

Necessary formulas will be provided.

You are not allowed the use of a calculator on the Module 1 & 2 Exams.

You are allowed the use of a non-graphing calculator on the Module 3 Exam.

## MODULE 4/FINAL EXAM

The Module 4/Final Exam is a written exam and must be taken at Jackson College's Jackson Campus Testing Center, at another college's preapproved testing center, or under the supervision of your preapproved proctor. The Module 4/Final Exam is handwritten will be completed offline. It will be hand graded and partial credit can be earned on some problems. **SHOW YOUR WORK** in the space provided.

You are allowed one attempt for the Module 4/Final Exam.

You are not allowed the use of the textbook or notes.

Necessary formulas will be provided.

You are allowed the use of a non-graphing calculator on the Module4/Final Exam.

## EXAM SUPERVISION REQUIREMENTS

Exams must be taken under supervised conditions. Your supervision options are as follows.

### **The JC Testing Lab (Jackson College Main Campus):**

You can take exams at Jackson College's Testing Lab located in Atkinson Hall room 118 on Main Campus. You will need to show your driver's license or other acceptable photo identification to establish

your identity. After being admitted you will complete your exam under the supervision of the Testing Lab staff.

### **A testing center at another college campus or an off-campus proctor:**

Subject to Jackson College approval, you can take exams at another college's testing center or under the supervision of an off-campus proctor (see the proctor qualification requirements included below). You must submit a completed proctor application for approval prior to taking exams. Note that there often is a cost associated with taking an exam at another college's testing center.

Note that it can take up to a week to receive approval for a testing center or off-campus proctor. Course materials/exams will not be forwarded to your testing center or proctor until approval is granted. If you wish to do either, complete the proctor application (left menu in MyMathLab) and send it to:

Greg Severance  
Jackson College – JM 250  
2111 Emmons Road  
Jackson, MI 49201  
email: [gseverance@jccmi.edu](mailto:gseverance@jccmi.edu)

## **PROCTOR QUALIFICATION REQUIREMENTS**

You can select a librarian who is willing to serve as your proctor and supervise your testing. The proctor you select is subject to prior JC approval. You must submit the completed proctor application to me for approval prior to taking exams. The following requirements apply:

Your proctor must have an employer email address to receive course materials. Course materials will not be emailed to a personal email address.

Your proctor must have access to a computer with access to the internet and a printer that you can use to take the online exams and which can be used to print out course materials and written exams.

## **ACADEMIC HONESTY**

If a student commits academic dishonesty I may sanction the student by taking appropriate action up to and including assigning a failing grade for the assignment, exam, or the course itself. Refer to the Jackson College Grading academic honesty policy in the Jackson College Grading handbook for a complete policy description. The potential consequences of violating the academic honesty policy are as follows. You may be dismissed from the course for, but not limited to, the following reasons as stated in the Academic Honesty Policy and the Student Rights and Responsibilities Handbook.

Misconduct for which students or visitors are subject to discipline is as follows:

- 1) Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- 2) Forgery, alteration, or misuse of College documents, records or identification.
- 3) Obstruction or disruption of teaching, lecturing, research, administration, or other authorized activities on College premises...

## **COURSE OBJECTIVES**

Students will be able to do:

- Arithmetic of fractions
- Arithmetic of decimals
- Mathematics of geometry/measurement
- Graphs/statistics/signed number arithmetic
- Algebraic operations/linear equations

### ASSOCIATE DEGREE OUTCOMES (ADO'S)

- Computational skills and understanding appropriate to the program
- Critical thinking and problem solving.