COURSE SCHEDULE & POLICIES - MAT 030 ONLINE

Week	Topic
1	***Course Introduction,*** Practice Assignments: Part 1
2	Preview & Practice Assignments: Part 2
3	Preview & Practice Assignments: Part 3
4	Preview & Practice Assignments: Part 4
5	Preview & Practice Assignments: Part 5
6	Preview & Practice: Part 6, ***Review & Midterm Exam***
7	Preview & Practice Assignments: Part 7
8	Preview & Practice Assignments: Part 8
9	Preview & Practice Assignments: Part 9
10	Preview & Practice Assignments: Part 10
11	Preview & Practice Assignments: Part 11
12	Preview & Practice Assignments: Part 12
13	Preview & Practice Assignments: Part 13
14	Preview & Practice Assignments: Part 14
15	***Review & Final Exam***

YOUR INSTRUCTOR

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

COURSE MATERIALS

An access code to Pearson's MyMathLab Website.

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 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.com 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%
Exercises	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. 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.

CALCULATOR REQUIREMENTS

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

HOMEWORK & REVIEWS

Homework and review 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 and review assignments as often as you like EVEN AFTER THE DUE DATE to improve your grade.

EXAMS

The Midterm Exam and Final Exam are written exams that must be taken under supervision. You can take these exams at JC's Main Campus Testing Lab, at another college's preapproved testing center, or under the supervision of your preapproved proctor. These exams will be hand graded and partial credit can be earned. SHOW YOUR WORK in the space provided.

- You are allowed one attempt at the Midterm Exam and it must be completed in one session.
- You are allowed one attempt at the Final Exam and it must be completed in one session.
- You are allowed the use of the TI-83+ or TI-84+ calculator on both exams.
- You are not allowed the use of the textbook or notes.
- Necessary formulas will be provided.

EXAM SUPERVISION REQUIREMENTS

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

The Jackson College Testing Lab (Room 118 Atkinson Hall, Main Campus):

You can take exams at Jackson College's Testing Lab. You will need to show your driver's license or your Michigan state photo identification to verify 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:

You can take exams at another college's testing center or under the supervision of an off-campus proctor subject to Jackson College approval (see the proctor qualification requirements included below). If you elect either of these options, **you must submit a completed proctor application for approval prior to taking any exams.** Note that there often is a cost associated with taking an exam at another college's testing center. You can find the blank proctor application in the left menu of MyMathLab. Submit completed proctor applications to:

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OFF-CAMPUS PROCTOR QUALIFICATION REQUIREMENTS

Your proctor must be a librarian who is currently employed by a library and is willing to supervise your testing. The proctor you select is subject to prior Jackson College approval. 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:

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

COURSE OBJECTIVES

- Students will be able to interpret and communicate quantitative, mathematical, and statistical concepts.
- Students will be able to make sense of problems, develop strategies to find solutions, and persevere in solving them.
- Students will be able to reason, model, evaluate, and make decisions with mathematical, statistical, and quantitative information.
- Students will be able to use appropriate technology in a given context.
- Students will improve metacognition and self-regulation.
- Students will develop number sense and the ability to apply concepts of numeracy.
- Students will use proportional reasoning to solve problems that require ratios, rates, proportions, and scaling.
- Students will transition from specific and numeric reasoning to general and abstract reasoning.
- Students will understand and critically evaluate statements that appear in the popular media.
- Students will understand, interpret, and critically evaluate quantitative information in order to make decisions in their financial and civic life.