STEM Division
Modular Math
DMAT 0305-42245, 3 Credit Hours
Developmental Mathematics
WINTERMESTER 2017-2018
12/11/2017-01/05/2018
FINAL EXAM: 01/05/2018
Classes meet 9:00 a.m. to 12:00 p.m.
Room C314

INSTRUCTOR: Dr. Alla Kelman
OFFICE: C210
TELEPHONE: 972-860-7067
EMAIL: allakelman@deccd.edu

EMAIL POLICY: Instructor will reply to emails within 24-48 hours during week days. Not available on holidays and weekends.

OFFICE HOURS: By appointment only.
Allow 24-48 hours for scheduling of all appointments.

Department Website

INSTRUCTOR CONTACT INFORMATION
My preferred method of contact is email. Please keep in mind that it is against the law (FERPA) for me to discuss grades with you via phone or email. See me in person if you need to discuss your personal academic progress or grades in this course.

COURSE DESCRIPTION
The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

PREREQUISITE
DMAT 0090 or an appropriate assessment test score

COURSE MATERIALS
  My Math Lab (MML) access is required in this course. The textbook and/or Student Mathematics Organizer are optional.
  ISBN: 9781256484417 (MML access code ONLY)
  ISBN: 1256728950 (Student Mathematics Organizer + MML access code)
- My Math Lab Website
- Students must provide their own personal headphones if they wish to watch instructional videos during class.
- Calculators are allowed in this course.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100 %</td>
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<tr>
<td>B</td>
<td>80 – 89 %</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79 %</td>
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GRADING RATIONALE

GRADING POLICY
Your grade will be determined as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>10%</td>
<td>Participation and Attendance*</td>
</tr>
<tr>
<td>20%</td>
<td>Homework and Quizzes</td>
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<tr>
<td>20%</td>
<td>Module Tests</td>
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<tr>
<td>25%</td>
<td>Midterm Exam</td>
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<tr>
<td>25%</td>
<td>Final Exam</td>
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* A minimum score of 70% is required in this area

INSTRUCTIONAL COMPONENTS
In this course, you will meet once a week in a traditional lecture classroom and the other day of the week you will meet in a computer lab. On the lecture meeting day, you will receive lecture instruction to prepare you for that week’s assignments. On the computer lab day, you will work on My Math Lab assignments and receive assistance from your instructor and tutor as needed. The course will follow the format below.

1. Videos (optional) – Video lectures reinforce lecture objectives and may be accessed as necessary
   - Grade omitted from course average
   - Can be viewed outside of class
   - Headphones required to view in class

2. Homework – Consists of problems from each section
   - Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
   - All “Help” buttons available
   - Can be accessed after due date
   - Late problems penalized 10%
   - Must be in “Homework,” not “Review” mode to save progress
   - Problems saved individually
   - Can be completed outside of class
   - 80% mastery required to proceed to next topic

3. Quiz – Consists of problems that summarize multiple sections
   - Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
   - “Help” buttons not available
   - Can be accessed after due date
   - Late problems penalized 10%
   - Must be in “Homework,” not “Review” mode to save progress
   - Problems saved individually
   - Can be completed outside of class
   - 80% mastery required to proceed to next topic

4. Test Review (optional) – Helps prepare students for module test
   - Score omitted from student grades
   - Can be accessed after due date
   - Can be completed outside of class

5. Test – Assesses student understanding of module
   - Can be completed outside of class
• Reviewed by student only immediately after submission
• Late submission not allowed

6. Test Remediation (if necessary) – Practice skills not mastered
   • Contains only problems not mastered in module test
   • Each problem not mastered creates 2 similar remediation problems
   • Score omitted from student grades
   • 80% mastery required to access 2nd test attempt
   • Can be completed outside of class

7: 2nd Test Attempt (if necessary) – Retest module concepts
   • Can be completed outside of class
   • Reviewed by student only immediately following submission
   • Lower Score (1st or 2nd attempt) omitted following 2nd attempt

8: Test Remediation II (if necessary) – Practice skills not mastered
   • Homework assignment containing only problems not mastered in 2nd module test attempt
   • Each problem not mastered creates 2 similar remediation problems
   • Score omitted from student grades
   • 80% mastery required to access 3rd test attempt
   • Can be completed outside of class

9: 3rd Test Attempt (if necessary) – Final test attempt permitted
   • Can be completed outside of class
   • Reviewed by student only immediately following submission
   • Lowest test attempt scores are omitted

MIDTERM AND FINAL EXAM
After you have mastered the first two modules, you will be prepared to take the midterm exam. The midterm exam will be administered in class on the date indicated on the schedule. If you have not completed any homework, quizzes, or tests from modules 1 and 2 by the date indicated on the schedule, you will be given a grade of zero on those assignments. You can increase your grade on these past due assignments following the late submission guidelines described above. Late midterm exam submissions are not accepted under any circumstance.

After you’ve mastered the remaining course modules, you will be prepared to take your comprehensive final exam. Since the final exam is comprehensive, you may not take the final exam until you’ve completed all module coursework including homework, quizzes, and tests. If you have not completed homework, quizzes, or tests for modules 3 or 4 by final exams week, you will be given a final grade of zero on those past due assignments. Late final exam submissions are not accepted under any circumstance.

Midterm and Final Exam Policies:
   • Bring instructor approved calculator, scantron, pencil and eraser
   • Written exam, not computer based
   • Must be completed independently
   • No remediation option
   • One attempt for each

INDEPENDENT PRACTICE
The majority of each computer lab meeting is reserved for student classwork. During this time you can work on module assignments at your own pace. If you need assistance, use the coaster to indicate that you need help. An instructor or tutor will go to your workstation to help you as soon as possible. This class time may not be sufficient to complete all assignments. With the exception of the midterm and final exams, all assignments can be completed outside of class time. To remain on track or get ahead, continue practicing concepts outside of class.

GRADE REPORT
Grade reports are no longer mailed. Convenient access is available online. Just use your student identification number when you log onto e-Connect.

ATTENDANCE POLICY
(2014-2015, Eastfield College, Dallas County Community Colleges Catalog)
You are expected to attend regularly all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs. Instructors are responsible for describing attendance policies and procedures to you. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of “F”.

RELIGIOUS HOLIDAYS
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

DROP DATE
Last date to drop with a grade of “W” is 12/22/2017.

DROP POLICY
To drop a class or withdraw from the college, students must follow the prescribed procedure as noted on Eastfield College’s website. It is the student’s responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually grade of “F”. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “W” (Withdraw) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. If you are unable to complete this course, you must withdraw from it by the date indicated above. For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)

STOP BEFORE YOU DROP (Six Drop Rule)
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.

FINANCIAL AID
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes to be certified as attending class. In a Distance Learning Class, you must show participation in the class prior to the certification date by either e-mailing your instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. Student who fail to attend or participate after the drop date are also subject to this policy.

REPEATING THIS COURSE
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course rules on the DCCCD website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

STUDENT E-MAIL
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. You may set up your account by clicking on this link. The account is free.

CAMPUS POLICE
In addition to providing general law enforcement on campus, the campus police respond to all emergencies. In any emergency situation, you can get immediate help by any of the following methods:

- call 911 on any campus extension
- use any red phone in the hallways, or any "blue light" call box in the parking lots
- call 972-860-4290 from any off campus extension

DCCCD EMERGENCY OPERATION PROCEDURES
Click on this link for further information.

EMERGENCY & INCLEMENT WEATHER PROCEDURES
In case of emergency (which may include power or air conditioning outages, fires, etc.) or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College website for the Inclement Weather announcement under News/Features.

CHILDREN ON CAMPUS
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

STANDARD OF CONDUCT/CLASSROOM CONDUCT
No food, drinks or tobacco products are allowed in Eastfield College classrooms.

CLASSROOM ETIQUETTE: Electronic Devices including, but not limited to cell phones of all types, pagers, calculators, PDA’s, imaging devices, two-way radios, CD players, DVD players, IPODS, and all other related devices must be stored out of sight and turned off while in the classroom. Violation of this rule may include a grade of “F” in the course and/or expulsion from the class.

INSTITUTIONAL EQUITY
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: https://www.eastfieldcollege.edu/services/Disability/Pages/default.aspx or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Office  972-860-8348

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

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All forms of academic dishonesty, including cheating, fabrication, and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit https://www.eastfieldcollege.edu/au/fastfacts/legal/TitleIX/Pages/default.aspx.

CODE OF STUDENT CONDUCT

The Code of Student Conduct can be reviewed by clicking on this link.

STUDENT RESPONSIBILITY

Each student shall be charged with notice and knowledge of the contents and provisions of the College District’s policies, procedures, and regulations concerning student conduct. In this course, you will receive a grade of “0” on that particular assignment or test if you are guilty of cheating on assignments, tests, or plagiarism.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. The Code of Student Conduct can be reviewed by clicking on this link.

The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

• Copying from another student’s test paper.
• Using test materials not authorized by the person administering the test. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
• Collaborating with or seeking aid from another student during a test without permission from the test administrator.
• Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
• Collaborating with or seeking aid from another student during a test without permission from the test administrator.
• The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
• Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
• Bribery another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit https://www.eastfieldcollege.edu/au/fastfacts/legal/TitleIX/Pages/default.aspx.

1. Intentionally causing physical harm to any person on College District premises or at College District sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on College District premises or at College District sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College District premises or at College District sponsored activities.
4. Intentionally interfering with normal College District sponsored activities, including but not limited to, studying, teaching, conducting research, duties of the College District administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with College District policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on College District premises or at College District sponsored activities.
7. Intentionally or maliciously furnishing false information to the College District.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any College District document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty, which shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

12. Intentionally and substantially interfering with the freedom of expression of others on College District premises or at College District-sponsored activities.
13. Theft of property or of services on College District premises or at College District-sponsored activities or being in possession of stolen property on College District premises or at College District-sponsored activities.
14. Intentionally destroying or damaging College District property or property of others on College District premises or at College District-sponsored activities.
15. Failure to comply with the direction of College District officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published College District regulations or policies. Such regulations or policies may include those relating to entry and use of College District facilities, use of vehicles and Dallas County Community College District media equipment, campus demonstrations, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on College District premises or at College District-sponsored activities.
18. Unauthorized presence on or use of College District premises.
19. Nonpayment or failure to pay any debt owed to the College District with intent to defraud. (Appropriate personnel at a College District may be designated by College District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the DA for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by College District personnel.)
20. Use or possession of an alcoholic beverage on College District premises with the exception of:
To successfully complete this course you must be diligent. Make sure you set aside a period of time each day that you can work on the material, and do not fall behind the schedule attached to this syllabus. Work ALL the assigned homework problems as a minimum, and more if you feel you have not quite mastered the material. If you have a problem, contact me immediately so that you don’t fall behind. The key to success in this course is doing your work every day!

SYLLABUS REVISION
The instructor or the Math Department reserves the right to change, delete, or amend the syllabus at any time. Any changes that are made to the class policies or course outline will be announced in class.

**STUDENT LEARNING OUTCOMES**

Upon successful completion of this course, students will:

1. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts.
2. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts.
3. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations.
4. Apply algebraic reasoning to manipulate expressions and equations to solve real world problems.
5. Use graphs, tables, and technology to analyze, interpret, and compare data sets.
6. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions.

**COURSE COVERAGE**

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<td>§4.1 - Solving Systems of Linear Equations by Graphing</td>
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<td>§1.2 - Symbols and Sets of Numbers</td>
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<th>Exponents and Polynomials</th>
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Revised 05/18/2017