INSTRUCTOR CONTACT INFORMATION
My preferred method of contact is phone. 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
An appropriate assessment test score or concurrent enrollment in BASM 0053.

COURSE MATERIALS
  Contact your instructor to find out what course materials are required.
  ISBN: 9781256484417 (MML access code ONLY)
  ISBN: 9780134196176 (textbook only)

GRADING RATIONALE

<table>
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<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>90 – 100 %</td>
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<tr>
<td>B</td>
<td>80 – 89 %</td>
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<tr>
<td>C</td>
<td>70 – 79 %</td>
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<tr>
<td>E or F</td>
<td>0 – 69 %</td>
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GRADING POLICY
HOMEWORK: The student is encouraged to complete all homework assignments. At the close of each lecture, the instructor will specify which homework sets are due for the next class period. Each problem should be neatly copied and clearly worked through. Identify each assignment by chapter and exercise set number. The first page should indicate which sections are attached. Multiple pages should be stapled in the upper left-hand corner and turned in at the beginning of the each class period. Please indicate your row number beside your name. Homework may also be submitted using MyMathLab.

Late homework will not be accepted for grade. Homework will count as 20% of the final grade, or equivalent to one quiz. Homework submitted using MyMathLab must be completed before the quiz over that material.

GRADING POLICY: The scores used for the final grade computation include 3 chapter quizzes, the Final Exam, and the homework average, all weighted equally, for a total of 100% of the final grade, or approximately 20% each. The final exam may additionally be used to replace one of the quiz grades. One point may be added for perfect attendance. No make-up tests will be given.

In addition to these standard grades, the E grade (for Effort) is available for Developmental Math students. Your instructor has the option of awarding the E grade provided the following conditions are met: students must not miss more than one quiz and also must complete at least 50% of the homework assignments. The E grade indicates that these conditions are met, but the student could not achieve a grade of “C” or higher. It does not affect the grade point average.

FINAL EXAM
A comprehensive, departmental final examination, which may represent at least 25% of the class grade, will be administered in all Developmental Math classes.

“E” GRADE OPTION
Your instructor has the option to award a grade of “E” provided certain conditions are met. The “E” is a grade that indicates that the student met all requirements for attendance and participation but could not achieve a “C” or higher. It does not affect the grade point average. All THREE of the following conditions must be met in the current semester:

1) Consecutive class hours absent are less than six hours, and
2) Total class hours absent are less than nine hours,
3) Course participation has been productive and non-disruptive, all assignments are completed and the grade earned is below C.

Even if you meet conditions 1, 2, and 3, your instructor is not obligated to give you an "E" grade.

Institutional Policies
See link below for official Eastfield College Policies:


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 October 3, 2019.

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 Oct. 3, 2019. 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.

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.

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.
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.

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. In addition to activities prohibited by law [see policies FLBA, et. seq.], the following types of behavior shall be prohibited:

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.

“Cheating on a test” shall include:
a. Copying from another student’s test paper.
b. 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.
c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
g. Bribing 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.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
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
ADDITIONAL RESOURCES
The Math Tutoring Center provides FREE TUTORING to current Eastfield College students enrolled in a Mathematics or Developmental Mathematics course. Students are encouraged to take advantage of this free resource for additional help in their course work. Please visit the Math Tutoring Center located in the Learning Commons in L200, check eastfieldcollege.edu/tutoring, or call 972-860-7174 for more information.

Tests for this course may be administered at the Eastfield College Testing Center. Students are required to bring the following for test administration: DMAT 0305 Test Referral Form, a photo ID (driver’s license or student ID), a writing utensil, and your instructor approved calculator (if using). Cell phones, books, notes, food, or drinks are not allowed in the testing rooms. Please be aware that the testing center does not administer tests during the last hour of operation for the day.

TEXAS SUCCESS INITIATIVE (TSI)
The policies and procedures regarding the TSI are made by the Texas Higher Education Coordinating Board, which is the state agency responsible for administering the law. These policies are published by the THECB. On the Eastfield campus, your best sources of information about TSI are:

1) The Eastfield Advising Center, (972) 860-7106, or
2) The Eastfield Testing and Assessment Center, (972) 860-7011

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1314, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office.

TSI Advice: Achieving college readiness will usually mean completing the prerequisite courses for college level mathematics such as College Algebra. Meeting this standard could mean completing the DMAT sequence from your starting point through DMAT 0310.

STRATEGIES TO BE SUCCESSFUL:
- Attend every class.
- Ask questions.
- Read each chapter.
- Show all work.
- Check your answers.
- Make note of problems for which you have questions.
- Review class notes.
- STUDY FOR TESTS.

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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