

Fall 2005 Course Syllabus – SECOND EIGHT WEEKS

Math 10 – Basic Math Skills (Online)

Sections # 3875 and 3897 (3 units)

MyMathLab ID: toner77995

Since this syllabus is our contract, I suggest you study it well and print a copy to keep by your computer.

Instructor: Stephen Toner

Web Page: <http://www.stevetoner.com>

email: toners@vvc.edu –Please write your name and Math 10 online in the subject line.

VVC voicemail: 245-4271, ext. 2770

Office: Liberal Arts (bldg. 30), office “U”

Fall On-Campus Exam Calendar:

Saturday, Nov. 19

Midterm Exam

Section 3875

9:30* am – 11:30 am

Section 3897

12:30 pm – 2:30 pm

NOTE: Nov. 29th is the last day to drop and still receive a “W” grade.

Saturday, Dec. 17

Final Exam

9:30* am – 11:30 am

12:30 pm – 2:30 pm

*On each on-campus exam date, there will be an optional 30-minute Question-and-Answer period from 9:00-9:30 (section 3875) and 12:00-12:30 (section 3897) just prior to the exam.

Please note which section you are in and the timeslot for the on-campus exam. Seating may be limited; please request a change in timeslot in writing prior to the exam to ensure there is space.

To each scheduled exam, bring a valid Photo ID (No ID...No Exam) and pencils with you.

Each on-campus exam will be administered in (Liberal Arts) building 30, room 6.

Calculators and PDA use will not be allowed during testing sessions.

These exam dates are mandatory for this online course. Mark your calendar accordingly. There will be no make-up exams.

If alternate testing dates are required for a verifiably valid reason, appropriate and acceptable arrangements must be scheduled with the instructor prior to 11-04-05. Otherwise, no exceptions for testing will be made.

Textbook: *Basic Mathematics, 9/e*, by Bittinger. All students must register for this course at MyMathLab.com using the Course ID: **toner77995**. Your textbook can be purchased new from the [VVC Rams Bookstore](#) (bundled with MyMathLab **at no extra charge**). If you purchase a used textbook, access to MyMathLab can be procured online at www.mymathlab.com for approximately \$42. MyMathLab is a requirement for this online course.

Course Description: This course covers the basic operations applied to whole numbers, fractions (including mixed numbers) and decimals. Prime factorization, least common multiple, ratio and proportion, similar triangles, averages; graphs and tables, square roots, the Pythagorean theorem, measurement, operations on signed-numbers and solutions of simple linear equations are also covered.

Attendance Policy: It is your responsibility to keep your enrollment status current. You risk receiving an “F” if you decide to quit without officially withdrawing. You are responsible for checking the announcement page and discussion board regularly. All online homework assignments **must** be submitted on or before posted due dates (as listed below).

Grading Policies: Each on-campus exam will count as 300 points toward your overall point total. Each unit’s online exam will earn you up to 50 points. (I will drop your lowest online exam before computing your grade.) Online exams must be submitted by the times listed below.

First Online Exam – Chapters 1-3	due 11/6/05 by 11:59 PM	50 points
Second Online Exam – Chapters 4-5	due 11/18/05 by 11:59 PM	50 points
Midterm (On-Campus) Exam – Chapters 1-5	11-19-05	300 points
Third Online Exam – Chapters 6-8	due 12/04/05 by 11:59 PM	50 points
Fourth Online Exam – Chapters 9-11	due 12/16/05 by 11:59 PM	50 points
Final (On-Campus) Exam – Chapters 6-10	12-17-05	300 points

Total Points Possible: 800 – 50 = 750 points (after lowest online exam score dropped)

Grading Scale

- 660 to 750 = A (88.00% or above)
- 585 to 659 = B (78% - 79.99%)
- 525 to 584 = C (70% - 77.99%)
- 450 to 524 = D (60% - 69.99%)
- Below 449 = F

Suggested Schedule: Since this is an online course, you will likely be working at strange hours. What follows is a suggested timeline for scheduling your progress through the course:

Notes for the Table below:

- These are the suggested dates for you to study the sections and practice the sections within the text. **Do not procrastinate.**

Week 1	Oct 24 – Oct 28	Chapters 1 – 2A	
Week 2	Oct 31 – Nov 4	Chapters 2B – 3	Online exam (Ch. 1-3) due by 11:59 PM on 11/6
Week 3	Nov 7 – Nov 11	Chapter 4	
Week 4	Nov 14 – Nov 18	Chapter 5	Online exam (Ch. 4-5) due by 11:59 PM on 11/18 On-Campus exam (Ch 1-5) 11-19-05
Week 5	Nov 21 – Nov 25	Chapter 6	
Week 6	Nov 28 – Dec 2	Chapters 7-8	Online exam (Ch. 6-8) due by 11:59 PM on 12/04
Week 7	Dec 5 – Dec 9	Chapter 9-10	
Week 8	Dec 12 – Dec 16	Sections 11.1-11.3	Online exam (Ch. 9-11) due by 11:59 PM on 12/16 On-Campus exam (Ch 6-11) 12-17-05

**** Complete the Online Exams within the time frame allowed. You will be given three 150-minute attempts to complete the chapter Online Exam. The highest of the three scores will count toward the homework portion of your grade. **Note: The Online Exams are only summary reviews to show me that you are keeping on task. Your actual on-campus exams will not necessarily be based on these Online Exams. You are responsible for mastering all problems styles within the given sections of the text.****

Webinar Schedule: I will be hosting two (optional) telephone/online conferences to introduce you to various topics. My online students have found these to be very helpful. Please make an attempt to attend each of these, if possible. For those of you unable to attend, an archive will be available within a couple of days, provided the technology doesn't "mess up."

- **Sun, Oct. 30th** – 6:00-7:00 PM – Introduction to Chapter 3 (Adding Fractions)
- **Sun, Nov. 27th** – 6:00-7:00 PM – Introduction to Chapter 8 (Metric)

(In a Webinar, you dial a toll-free number so that we can chat together on a conference call. At the same time, you log in to a special website and watch the presentation, take notes, and are able to ask questions.)

Calculators: Calculators are helpful for learning concepts and useful as a study aid, but will **not** be allowed during on-campus exams. (I can't control what you do at home, but a calculator defeats the purpose of what we are trying to learn in this course.)

My Philosophy: Online math classes tend to be more difficult than traditional math classes because of the amount of reading involved and the absence of face-to-face communication. An online math class may also require **more time expenditure** because the student needs to obtain course materials and competency from a variety of sources, i.e., a required textbook or interactive multi-media textbook, video lectures, audio glossary, various web sites, practice exams, etc..

Online courses are not for everyone. They are intended for students who are unable, for various reasons, to attend class regularly in the traditional face-to-face setting. **If you are looking for an "easy way out" of the rigor found in the traditional classroom, this online class will not likely suit you.**

Learning involves interaction. To be successful in this course, it would be wise for you to devote an abundance of hours using all of the resources available to you. Do not forget that I am one of your major resources. Many students try to make this class into an independent study course, (unsuccessfully, I might add!). **Please make every effort to watch the video lectures, as they are your primary means of instruction.**

Student Time Commitment: As per the fall 2005 schedule of classes, "The hours/week arranged listed for online classes must be fulfilled through an arrangement established between the instructor and the student. They do not represent an increase in the total number of hours for an online class. Hours/week arranged do not have to be fulfilled by in-person class attendance. Consult with your instructor for information about fulfilling the hours/week arranged requirement."

Here is how we will "meet" the 6.8 hours per week criterion:

In our class, there will be several forms of online instruction. Each section of the text has an online video lecture which lasts an average of 15 minutes. Each section of the online multimedia textbook contains "extras" such as "You Try It", "Explore", and "Video," segments; you are expected to spend at least 15 minutes in each. (This is roughly 30 minutes per section of the text, of which there are 65 that you will cover this summer session. This amounts to **32.5 hours**, if you are counting!)

In this class, you are also expected to take an online practice exam and online unit exam for each of 4 units. You should spend approximately 2 hours on each (for a total of **16 hours**.) We will have two on-campus exams and review sessions (3 hours each) for a total of **6 hours** on-campus.

You are also expected to communicate with your instructor and fellow classmates via our Discussion Board for about 30 minutes per week (for a total of 4 hours during the 8-week session.)

For those adding these hours, there is a minimum of 58.5 hours of scheduled time for learning, or an average of 7.31 hours per week. You are expected to do homework exercises and practice in addition to these minimum hours.

Student Code of Conduct

Selected Codes from the Student Handbook:

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

- ❖ Acts of dishonesty, including, but not limited to the following: cheating, plagiarism, or other forms of academic dishonesty.
- ❖ Disruption or obstruction of teaching.
- ❖ Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health and safety of any person.
- ❖ Failure to comply with directions of Victor Valley College officials (including faculty) or law enforcement officers acting in performance of their duties.
- ❖ Conduct which is disorderly lewd, indecent, or obscene or expression which interferes with the college's primary educational responsibility.

Cheating and Plagiarism Defined:

The term "cheating" includes, but is not limited to:

- ❖ Use of any unauthorized assistance in taking quizzes, tests, or examinations or
- ❖ Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or
- ❖ Acquisition, without permission, of tests or other academic materials belonging to a member of the VVC faculty or staff.

The term "plagiarism" includes, but is not limited to:

- ❖ The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
- ❖ It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(Please see the VVC Student Handbook for other elements of the Student Code of Conduct.)

Course and College Sanctions for Cheating and/or Plagiarism:

While students may work together on the researching of any assignment, it is expected that each of their writing assignments reflect substantial individual effort. Any student who commits plagiarism or is found to have cheated on a scheduled exam is subject to a zero score for that specific exam and a term grade of "F" for this course. Students should be aware that cases of cheating and/or plagiarism will be forwarded to the appropriate college administrator promptly. The college administration has a range of sanctions that may be imposed including, but not limited to, academic suspension or expulsion from the college.

Miscellaneous Items:

- ❖ In accordance with college policy, only students who are registered for this course are allowed to be present in the classroom during testing sessions. Unregistered friends, family members, or others cannot legally attend.

- ❖ Withdrawal from this course is the solely the responsibility of the student.
- ❖ If you have a learning disability or physical need that requires special accommodation, please advise me **prior to 11-04-05** (the end of the second week of class).
- ❖ Students are encouraged to read the Victor Valley College Catalog for additional information on college policies, student rights, and student responsibilities.