Spring 2006 Course Syllabus
Math 10 – Basic Math Skills (Online)

Section #'s 5749, 5763 and 5767 (3 units)
MyMathLab ID: toner47444

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: Bldg 30 (Liberal Arts), office "U"
Office Hours: M,T,W,Th: 12:15 - 12:40 pm
Tues: 2:05 - 4:00 pm
Thurs: 2:05 - 2:50 pm

Spring Calendar:

Feb. 13	Classes Begin
Feb. 17	Lincoln Day Holiday
Feb. 20	Washington Day Holiday
Apr. 10-16	Spring Break
May 3	Last day to drop with a "W" grade
May 29	Memorial Day Holiday
June 10	End of Spring semester

Spring 2006 Exam Calendar:

		Section 5749	Section 5763	Section 5767
Friday, Mar. 24	First Exam - Chapters 1-3	9:00 am – 11:00 am	12:00 pm – 2:00 pm	3:00 pm – 5:00 pm
Friday, May 5	Midterm Exam - Chapters 4-6	9:00 am – 11:00 am	12:00 pm – 2:00 pm	3:00 pm – 5:00 p
	NOTE: May 3rd is the last day to drop and still receive a "W" grade.			
Friday, June 9	Final Exam - Chapters 7-11a	9:00 am – 11:00 am	12:00 pm – 2:00 pm	3:00 pm – 5:00 pm

*On each exam date, there will be an optional 30 min Q&A session which will begin at 8:30 am, 11:30 am and 2:30 pm.

**Please note which section you are in; for those of you in section 5749, your exams will begin at 9 am. For those of you in section 5763, your exams will begin at noon, and for those of you in section 5767, your exams will begin at 3 pm. If you need to switch to the other time slot, please contact me and I will arrange for a switch, space permitting, giving preference to those who contact me first.

To each scheduled exam, bring a valid Photo ID (No ID…No Exam) and pencils with you.
Each on-campus exam at 9 am will be administered in building 30 (Liberal Arts), room 9 (lake side).
Each on-campus exam at noon or 3 pm will be given in building 30 (Liberal Arts), room 6 (lake side).

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 02-24-06. 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: toner47444. 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 $40. 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 (Please refer to the Course Schedule document for due dates).

Grading Policies: **E**ach on-campus exam will count as 400 points toward your overall point total. Each chapter/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.

Chapter 1 Online Exam	due 2/26/06 by 11:59 PM	50 points
Chapter 2 Online Exam	due 3/12/06 by 11:59 PM	50 points
Chapter 3 Online Exam	due 3/23/06 by 11:59 PM	50 points
First (**On-Campus**) Exam – Chapters 1-3	03-24-06	400 points
Chapter 4 Online Exam	due 4/02/06 by 11:59 PM	50 points
Chapter 5 Online Exam	due 4/23/06 by 11:59 PM	50 points
Chapter 6 Online Exam	due 5/04/05 by 11:59 PM	50 points
Midterm (**On-Campus**) Exam – Chapters 4-6	05-05-06	400 points
Chapter 7-9 Online Exam	due 5/29/06 by 11:59 PM	50 points
Chapter 10-11a Online Exam	due 6/08/06 by 11:59 PM	50 points
Final (**On-Campus**) Exam – Chapters 7-11a	06-09-06	400 points

Total Points Possible: 1600 – 50 = 1550 points (after lowest online exam score dropped)

> **Grading Scale**
> **1364 to 1550 = A   (88.00% or above)**
> **1209 to 1363 = B   (78% - 79.99%)**
> **1085 to 1208 = C   (70% - 77.99%)**
> **930 to 1084 = D   (60% - 69.99%)**
> **Below 930 = F**

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.)

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:

Week	Dates	Suggested Sections In Text *	Online Exams **	On-Campus Exam Dates
1	2-13 through 2-18	Start Chapter 1		
2	2-19 through 2-25	Finish Chapter 1	Chapter 1 Online Exam Available: Fri, Feb 10th at 12:01 am Due by: Sun, Feb 26th at 11:59 pm	
3	2-26 through 3-04	Start Chapter 2		
4	3-05 through 3-11	Finish Chapter 2	Chapter 2 Online Exam Available: Fri, Feb 24th at 12:01 am Due by: Sun, Mar 12th at 11:59 pm	
5	3-12 through 3-18	Start Chapter 3		
6	3-19 through 3-25	Finish Chapter 3	Chapter 3 Online Exam Available: Fri, Mar 10th at 12:01 am Due by: Thurs, Mar 23rd at 11:59 pm	Friday, Mar. 24th ON-CAMPUS Exam Chapters 1,2,3
7	3-26 through 4-01	Chapter 4	Chapter 4 Online Exam Available: Fri, Mar 24th at 12:01 am Due by: Sun, Apr 2nd at 11:59 pm	
8	4-02 through 4-08	Start Chapter 5		
	4-09 through 4-16	Spring Break	Spring Break	Spring Break
9	4-17 through 4-22	Finish Chapter 5	Chapter 5 Online Exam Available: Fri, Apr 7th at 12:01 am Due by: Sun, Apr 23rd at 11:59 pm	
10	4-23 through 4-29	Start Chapter 6		*last day to drop class is May 3rd (and still receive a "W" grade)
11	4-30 through 5-06	Finish Chapter 6	Chapter 6 Online Exam Available: Fri, Apr 21st at 12:01 am Due by: Thurs, May 4th at 11:59 pm	Friday, May 5th ON-CAMPUS Exam Chapters 4,5,6
12	5-07 through 5-13	Chapter 7		
13	5-14 through 5-20	Chapter 8		
14	5-21 through 5-27	Chapter 9	Chapters 7-9 Online Exam Available: Fri, May 12th at 12:01 am Due by: Mon, May 29th at 11:59 pm	
15	5-28 through 6-03	Start Chapter 10		
16	6-04 through 6-09	Finish Chapter 10 Start Chapter 11a	Chapter 10-11a Online Exam Available: Fri, June 2nd at 12:01 am Due by: Thurs, June 8th at 11:59 pm	Friday, June 9th ON-CAMPUS Exam Chapters 7-11a

Notes for the Table above:

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

** Complete the Online Exams within the time frame allowed. You will be given three 150-minute attempts to complete the chapter Online Exam. The <u>highest</u> of the three scores will count toward the homework portion of your grade. **Note: The** Online Exam**s 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**. <u>You are responsible for mastering all problems styles within the given sections of the text.</u>**

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 <mark>more time expenditure</mark> 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. <mark>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.</mark>

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!). **<u>Please make every effort to watch the video lectures, as they are your primary means of instruction.</u>**

Student Time Commitment: As per the spring 2006 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 3.4 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 8 units. You should spend approximately 2 hours on each (for a total of 32 hours.) We will have three on-campus exams and review sessions (2.5 hours each) for a total of 7.5 hours on-campus. We will also have 4 online phone conferences lasting about 1 hour each.
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 5 hours per week. You are expected to do homework exercises and practice in addition to these minimum hours.

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 02-24-06 (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.