

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**Foundations of Math Reasoning**

**MATH\_0308\_L09**

**Lorraine Stansel**

**Linked to MATH 1342 L09**

**NOTE: This is a 16-week course.**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

**From the MCC Course Catalog:**

“Foundations is a quantitative literacy-based course designed to provide students with the skills and conceptual understanding for success in a college-level statistics or quantitative literacy course. It is organized around big mathematical and statistical ideas. Foundations will help students develop conceptual understanding and acquire multiple strategies for solving problems.”

**From the Texas Higher Education Coordinating Board’s *Lower-Division Academic Course Guide Manual, Spring 2018***

**“Developmental Mathematics**

“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. . . .

**Prerequisites and/or Corequisites:**

Prerequisite: TSI score of 336-341 with an ABE score of 5 or 6 or recommendation of Advisor or Division Director.

Corequisite: MATH 1342.

**Course Notes and Instructor Recommendations:**

This course is designed for non-STEM (Not Science, Technology, Engineering, and Mathematics) majors who are currently enrolled in MATH 1342. Students are expected to participate and stay current in this course as well as the linked MATH 1342 course.

A **personal computer** or laptop with high-speed **Internet** connection is **vital** to completing the homework and any online activities in the course. Tablets, shared Wi-Fi, and smartphones are not conducive to efficient completion of the course work. Be sure you know where the MCC campus computer labs are located!

If a handheld **TI 83 or 84 calculator** is not available, please bring a thumb drive to class to get an online version for your computer.

Math tutors are available through [Academic Support and Tutoring](#) . Check general announcements in Brightspace for specific times and ZOOM numbers.

**Instructor Information:**

|                                  |  |
|----------------------------------|--|
| Instructor Name:                 | Lorraine Stansel   |
| MCC E-mail:                      | <a href="mailto:lstansel@mclennan.edu">lstansel@mclennan.edu</a>   |
| Office Phone Number:             | 254-299-8883 Leave a clear message with your full name and class meeting time. Email will get a quicker response.  |
| Office Location:                 | Math Bldg. (MWF) 217   |
| Office/Teacher Conference Hours: | MTW: 2:30 – 4:00,<br>Th 2:30 – 3:00<br>I will also be available via email or by appointment.<br>Please allow 24 hours for an email response.<br>I probably will not respond during holiday weekends. |
| Other Instruction Information:   | Please use your <b>MCC student email</b> for all correspondence with MCC faculty and staff.  |

**Required Text & Materials:**

**NO ADDITIONAL TEXT OR ACCESS CODES ARE REQUIRED FOR MATH 0308!!**

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Additional Tools and Supplies (continue using materials from MATH 1342:**

- Easy access to **laptop** or **personal computer** and **reliable** high-speed **Internet**
- Use the **tools & supplies** from **MATH 1342**.
- Six to eight **hours** per week **in addition** to class time for online activities.
- **3-ring** binder with dividers and a healthy supply of notebook paper
- **Flags** or small **sticky notes** for labeling and quick reference
- Easy access to **printer** when needed

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

The methods for teaching and learning will include lecture, video, classroom practice, and online assignments. Mozilla Firefox and Google Chrome are the preferred browsers for the online

portion of this course. Your MATH 1342 online homework requires that specific features be available on your computer or laptop. Follow the instructions from your MATH 1342 professor.

Lecture notes, formula lists, and additional practice are in Brightspace. **WRITE OUT** the notes and formulas – it saves unnecessary printing **AND** it gives your brain a chance to file it and remember it!

If at first you don't succeed (on the homework), **READ** the question **aloud**. By deliberately slowing down, your brain has ample opportunity to access **ALL** the words and process the information.

Success in any college course (or life activity) is dependent on several **choices**. Opportunity for failure increases dramatically with the omission of one or more of these **choices**:

- Regular and punctual **attendance**, physically *and* mentally
- Preparation for and **participation** in course activities
- Conscientious **completion** of all assignments
- Timely and appropriate **questions** over assignments, concepts, instructions & grades
- Basic “good health” **habits**: adequate sleep, appropriate meals, and effective stress management
- Efficient **prioritization** and control of distractions

**HEALTH CONCERNS:** Should the need arise, the course will be moved to an online format which will require you to spend considerably more time **reading**: class notes, handouts, emails, etc.

**Course Objectives and/or Competencies:**

This course follows a ‘just-in-time’ format and will present topics and materials directly related to the content of the linked MATH 1342 course. I rely upon your questions to identify any ‘learning hurdles.’

*Learning Outcomes from the Texas Higher education Coordinating Board's Spring 2018 Lower-Division Academic Course Guide Manual:*

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 Outline or Schedule:**

The following tentative schedule corresponds with the linked MATH 1342 schedule. Any changes will be announced in Brightspace and in class.

| Week | Component of MATH 1342 to discuss -<br>Check your MATH 1342 Calendar |
|------|--|
| 1    | 1  |
| 2    | 2  |
| 3    | 3  |
| 4    | 4  |
| 5    | 5  |
| 6    | 6  |
| 7    | 7  |
| 8    | 8  |
| 9    | 9  |
| 10   | 10   |
| 11   | 11   |
| 12   | 12   |
| 13   | 13   |
| 14   | 14   |
| 15   | 15   |
| 16   | Final Exam in Math 1342  |

**Course Grading Information:**

Grades for this linked MATH 0308 will be based on attendance in class on the assigned day and conscientious completion of assigned activities.

Your grade in MATH 0308 will be determined by:

80% = your final grade in Math 1342

10% = points earned in MATH 0308 for in-class or take-home assignments

10% = attendance as recorded in Brightspace

“If you want something done right, do it yourself.” Charles-Guillaume Etienne

Learning is in the ‘doing’ not in the copying.

**Late Work, Attendance, and Make Up Work Policies:**

Attendance in this linked course is based on physical attendance in class each day the class meets.

SOME late assignments may be accepted and will be subject to a 5%-per-day penalty. There are **no extra credit** assignments. Keep up with the content.

Students may be dropped from the course when 7 absences have been recorded in Brightspace. Students dropped from either MATH 0308 or the linked MATH 1342 will be dropped from the corresponding linked course.

Appropriate **documentation** is expected for extended absences.

Allowing someone else to complete your assignments is, essentially, **cheating**. Don’t do it.

Any substantive **changes** in the calendar will be announced in class and in Brightspace.

If you miss a homework question more than twice and still don’t understand it, contact your MATH 1342 professor or me.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to adhere to the College’s **COVID-19 policies & practices**.

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Students are expected to abide by the ***General Conduct Policy*** in the MCC Highlander Guide Student Handbook: <http://www.mclennan.edu/highlander-guide/>

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Students are encouraged to bring their laptops, if available, to class to facilitate asking and answering questions on the related MATH 1342 assignments.

For safety reasons, minors (children) are **not** permitted to attend college classes.

[\*\*Click Here for the MCC Attendance/Absences Policy\*\*](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.



**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.