



1400 COLLEGE DR., WACO, TEXAS 76708

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

FOUNDATIONS OF MATH: MATH 0308 – L080

Linked with

CONTEMPORARY MATH: MATH 1332 – L080

PROFESSOR CINDY BURNS

NOTE: This is an Online course.

NOTE: This is a 16-week course.

Course Description:

0308 Foundations is a quantitative literacy-based course designed to provide students with the skills and conceptual understanding for success in a quantitative literacy course (Math 1332). It is organized around big mathematical and statistical ideas. Foundations will help students develop conceptual understanding and acquire multiple strategies for solving problems. Semester hours: 3 lecture

1332 Contemporary Mathematics is intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Semester hours: 3 lecture

Prerequisites and/or Corequisites:

TSIA score less than 950 with a Diagnostic score of 3-4.

This is a co-requisite class with Math 0308 and Math 1332 linked together as per Texas HB 2223.

- This ONLINE class is for students who are:
 - **comfortable working with a computer,**
 - **In possession of a computer with high speed internet,**
 - **self-motivated to get their work done, and**
 - **able to seek support when needed.**

Course Notes and Instructor Recommendations:

- This class is **LINKED** which means **we will cover two math courses in one semester**. One book will be used to cover both courses. Each course will have its own grading & attendance requirements and those will also be linked. It is possible to pass both courses or to pass 0308 but not pass 1332 or to fail both courses.
 - **All information for both courses** is found in **one syllabus** and in the **1332 Brightspace (BS) Course**.
 - Instruction will focus on the 1332 material while using the time allotted for 0308 to do extended practice on homework and through quizzes.
 - Time management will be extremely important from day one of the class. Students need to plan to work at least 9 hours a week for a 16-week class...and this is TWO classes so plan to spend 18 hours per week. After a few weeks of class, this time commitment may be re-evaluated and adjusted as needed.
- This class is **ONLINE** which means all instruction is online with all assignments and tests done online. For a fully online class, **students need a good computer, fast internet, a webcam, and the ability to use all of these tools**.
 - Instruction is called **Classwork (CW)** and each classwork section must be done to a grade of 85 before homework will open. CW is not part of the course grading. It consists of videos, pages of the e-text, interactive work, and practice problems similar to a classroom experience.
 - All tests and the final exam will be proctored by a **proctoring service** which means everyone will be videoed while taking the tests.
 - A human is not watching, but videos may be viewed by instructor to verify appropriate testing behavior. Students will need a web camera of some kind and a computer that is NOT a Chromebook or a mobile device. **PREPARE NOW** for this!
 - The **Syllabus Quiz** will need a grade of 100 before any assignments will open.
 - **Course is located inside Brightspace (BS).**

🌀 Pearson's **MyLabMath** (MLM) will be the delivery system for homework, quizzes, tests, and online instruction. The fee for MLM was included with tuition and no code of any sort is needed. If a physical textbook is desired, I recommend buying an older edition online via a 3rd party seller or Pearson offers a \$50 option.

Other instructor recommendations:

- **Manage time well**—Create a schedule including all activities to determine best time to do math.
- **Understand the requirements—PRINT THE SYLLABUS** and consult often. Due dates are used to keep students moving at a good pace.
- **Buy a notebook—a 3 ring binder with a set of dividers**—A lot of paper is used in the class.
- **Do the coursework**—Work regularly on assignments—several times a week. All homework sections can be done to a score of 100 with repetition and corrections. Assignments can be reviewed by clicking MLM Gradebook in BS. No extra credit requests.
- **Read the announcements** in Brightspace. Set notifications in BS.
- **Get help early!!!** Email me or call 254-299-8878 for free tutoring at MCC. Tutor by Zoom 2542998500.
- **Use the resources MCC provides**—Get your money's worth!!! A complete list of support from MCC: <https://www.mclennan.edu/campus-resource-guide/>
- **Partake in the college experience**—Many students make life-long friends while going to college. The experiences and people encountered will help set the stage of a student's future career and life.

Instructor Information:

Instructor Name: Cindy Burns

MCC Email: cburns@mclennan.edu

Office Phone: 254-299-8877

Office Location: Mathematics bldg., #219

Office Visit/Teacher Conference Hours:

On campus: Monday and Wednesday: 9:15-9:30 and 12:45-3:00.

Online: Emails answered frequently Monday-Friday. Emails preferred—do not use BS Instant Message.

Zoom: By appointment requested by student.

Other Instructor Information: Replies to emails will be within 24 hours, but not on the weekend AND if the email contains our class number (1332.L080) and the student's name.

Required Text & Materials:

- Title: *Thinking Mathematically* Author: Robert Blitzer
- Edition: 8th Publisher: Pearson

ISBN: NA—We use **MyLabMath** from Pearson for online work. The **cost is included in student's tuition statement**. Nothing needs to be purchased from the bookstore. See COURSE NOTES if want a hard-copy textbook.

- Materials:
 - Desktop or laptop computer—NOT a Chromebook or mobile device—with attachable webcam or a built-in camera.
 - High speed internet.
 - 3 ring binder with dividers and notebook paper. This is the preferred method for writing notes and keeping all papers organized.
 - Scientific calculator. Recommended: Texas Instruments: 30XIIS or 30XS

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

Methods of Teaching and Learning:

In an ONLINE class, students need to be persistent and intentional in "attending" class and participating in the learning of mathematical concepts by:

- watching and listening to instructional videos,
- writing notes,
- practicing new skills,
- doing homework, quizzes, participation activities, and tests, and
- seeking help if needed.

Learning a new skill takes patience and practice...and lots of both!!

Course Objectives and/or Competencies:

FOR 1332: Upon successful completion of this course, students will:

1. Apply the language and notation of sets.
2. Determine the validity of an argument or statement and provide mathematical evidence.
3. Solve problems in mathematics of finance.
4. Demonstrate fundamental probability/counting techniques; apply those techniques to solve problems.
5. Interpret and analyze various representations of data.
6. Demonstrate the ability to choose and analyze mathematical models to solve problems from real-world settings, including, but not limited to, personal finance, health literacy, and civic engagement.

FOR 0308: 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 problem.
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 Attendance/Participation Guidelines:

Regular attendance is required by the college and is beneficial to the learning process. Online class attendance is very flexible and therefore needs to be planned. Schedule time in the week, preferably every day, to work on math. Attendance will be recorded in Brightspace.

- Attendance is based on **homework activity and test completion**. Students will be marked Absent if all or most assignments are past due when attendance is checked on Monday morning. Students will be marked Tardy if less than half of the work is past due. There are 16 attendance checks. Each tardy will equal one-half absence. **Students with 4 absences before Oct. 24 will be withdrawn. Students may still be withdrawn by the instructor after 10-24 for lack of attendance.** If a student is dropped in linked courses then he/she is dropped from both.
- Students must do the Syllabus Quiz and one week's work before the MCC's Census date.

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date, Sep. 6.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

- Student Requested withdrawals must be requested via student email before 4:30 on Oct. 24.

Course Outline or Schedule:

The outline is located at the end of the syllabus for use as a checklist.

Course Grading Information:

For 1332, students will receive a letter grade of either A, B, C, D or F based on averages below:

A = 90% + B = 80-89% C = 70-79% D = 60-69% F = below 60%

Grading in 1332 will be based according to the following percentages.

- **Homework: 20% Quizzes (4): 10% Participation: 10% Tests (4): 40% Final Exam: 20%**

For 0308, students will receive CR (credit) if they pass 1332 with a C or better. If a student averages less than 70 in 1332, then the grade for 0308 is based on homework (50%) and the average of Tests 1 and 2 (50%). If that average is 70 or above, student will receive CR; if lower than 70, then student will receive NC (No Credit).

Student's GRADEBOOK is in Brightspace (BS)—go to Content and click on MyLab Math Gradebook.

Homework:

Homework may be found by clicking the **All Assignments** button in **Brightspace (BS) Content**.

- **Homework (HW) will open after corresponding Classwork (CW) has a minimum score of 85.**
- Homework assignments are due the following Sunday as listed in the Course Schedule.
- Each missed problem can be re-done until it is correct so it is possible to score 100.
- Due dates are firm—finish homework before midnight on Sunday night. No extensions on homework due dates but students are still responsible for learning the concepts and will need to find other ways to practice the missed work.

Quizzes:













Quizzes may be found by clicking the **All Assignments** button in **BS Content**.

- The first quiz tests knowledge about the requirements for this class. Students must score 100 on the Syllabus Quiz before classwork (CW) will open. This grade does not count towards average.
- The next four quizzes are practice test quizzes for the four tests.
- Quizzes are timed to give students the experience of a timed test before taking a test.
- Students may take a quiz as often as they like and only the highest score is kept.

Participation Project:

Activities may be found in **BS Discussions or Assignments**. Grades will be recorded in MLM Gradebook.

- There will be one short interactive type activity most weeks used to extend a student's learning.
- Work will be assigned on Monday morning and due Thursday night before midnight.
- No late assignments accepted and no make-ups.
- Each weekly activity will be worth 10 points and the maximum semester score is 100.
- This is an "easy A" type of project that involves very little time and is not math intensive.

PARTICIPATION							
<p>A variety of quick activities will extend a student's understanding of math concepts and/or college life. Activities will be found in Brightspace (BS) under Discussions or Assignments. Icons will be used below with the description and also as a reminder on Course Schedule.</p>							
 For Discussions				 For Assignments			
WEEK	ICON	DESCRIPTION	DUE	WEEK	ICON	DESCRIPTION	DUE
1		Introduction to classmates	8/24	10		Test 2 Debrief	10/26
2/3		Notebook organization	9/7	12		Khanacademy.org	11/9
5		MCC Services	9/21	13		Line Gem Game	11/16
7		Youtube video	10/5	15		Self-assess	11/30
9		How to use Ask My Instructor button	10/19	16		Attendance = 1 pt. per "Present"	12/4

Unit Tests:

Tests may be found by clicking the **All Assignments** button in **BS/Content**.

- Each test has an **80-minute time limit** which is the same as a face-to-face long semester class.
- A scientific calculator may be used. **If a phone is used, it will be considered cheating!**
- Two attempts are given for tests if taken before the due date. A grade of 0 (zero) will be entered if first attempt of test is not done by due date.
- **Notes may be used.**
- **All tests must be attempted.**
- **ALL TESTS ARE PROCTORED.** After opening the test, follow directions and Respondus Monitor will check that the computer's camera is working correctly. Students will need a school I.D. or a driver's license. Everyone is videoed while taking the test and the video will check for improper behavior during a test. If someone is looking extremely left or right then it looks like another computer monitor is being observed. Do not leave the area while taking the test. If anyone encounters problems with the monitoring service, click <https://web.respondus.com/student-help/> for support and/or a live chat option. May also call MCC's IT for help. 254-299-8077

Final Exam:

Final may be found by clicking the **All Assignments** button in **BS/Content**.

Students will take an **online PROCTORED comprehensive FINAL EXAM**.

- The Final Exam will have a **two-hour limit** and there is only one chance to take it.
- A scientific calculator may be used. **If a phone is used, it will be called cheating.**
- **Notes may be used.**
- THE FINAL WILL OPEN IF **ALL TESTS** HAVE BEEN ATTEMPTED.
- **No one will be able to pass this course without taking the final exam.**
- **FE grade may replace a lower test grade if needed.**
- **THE FINAL EXAM IS DUE AT 11:59 P.M. ON DECEMBER 6.**

Late Work and Make Up Work Policies:❖ **Late work:**

- **Classwork and Quizzes do not have deadlines.** They can be done/improved anytime.
- **Homework will close each Sunday at 11:59 p.m.** No late assignments accepted.
- **Participation Activities are due on Thursday nights** and will not be available for make-up.
- **Tests may be taken late**, but the opportunity to take a test twice is eliminated.
- **All assignments** except the final will **close permanently on December 3.**

- ❖ **Make-up Work: ALL OF THE WORK IN THIS ONLINE CLASS MUST BE DONE ON TIME. NO MAKE-UP WORK ALLOWED.** If a serious situation affects a student's progress, the student needs to share that information and documentation with the instructor so options may be discussed.

Student Behavioral Expectations or Conduct Policy:

- ❖ Students are expected to:
 - "attend" class on a regular basis and participate in the learning process.
 - treat other humans with respect and fairness.
 - use resources provided by the instructor and Pearson or other online resources.
 - display integrity while taking tests.
 - **Cheating is easy in an online math class. I encourage use of online help while working on homework BUT DO NOT USE PHOTOMATH OR ANY OTHER TYPE OF WEBSITE DURING A TEST! DON'T CHEAT YOURSELF OF AN EDUCATION!**
 - **If a student is found to be doing anything that is unethical, then the student will be reported for suspicious test-taking behavior to the appropriate MCC authorities and the grade for that assignment will become zero.**
 - **If a second incident of cheating occurs, the student will receive an F for the class.**

[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. The instructor may have additional guidelines specific to this course.

- ❖ **TO GET STARTED IN THIS COURSE:** An email will be sent on the first day of class; go to Brightspace on the first day, read the announcement, and watch the attached video.

Course Schedule:

This schedule is subject to change and if changes are made, then students will be notified by an announcement in Brightspace (BS).

- Turn on email notifications for BS announcements.
 - Click your name at the top of our BS course page and then click Notifications. Check email next to announcements.

WEEK	BEGINS	CLASSWORK (CW) & HOMEWORK (HW) SECTIONS COVERED Assignments are due the following Sunday at 11:59 p.m.	DUE DATES
1	Aug. 21	Introductions/read syllabus/take Syllabus QUIZ 1.1 Inductive & Deductive Reasoning 1.2 Estimation, graphs, math models	SQ and HW due Aug. 27 
2	Aug. 28	1.3 Problem solving 2.1 Basic Set Concepts	HW due Sep. 3
3	Sep. 4	LABOR DAY —Campus closed on Monday 2.2 Subsets 2.3 Venn Diagrams and set operations with 2 sets	CENSUS DATE=Sep. 6 HW due Sep. 10 
4	Sep. 11	2.4 Venn Diagrams and set operations w/ 3 sets Practice Test 1 QUIZ TAKE TEST 1—CRITICAL THINKING & SET THEORY	HW & T1 due Sep. 17
5	Sep. 18	8.1 Percent, Sales Tax, and Discounts 8.2 Income Tax	HW due Sep. 24 
6	Sep. 25	8.3 Simple Interest 8.4 Compound Interest 8.5 Annuities	HW due Oct. 1
7	Oct. 2	8.6 Cars 8.7 Cost of Home Ownership	HW due Oct. 8 
8	Oct. 9	8.8 Credit Cards Practice Test 2 Quiz TAKE TEST 2—PERSONAL FINANCE	HW & T2 due Oct. 15
9	Oct. 16	2.5 Survey Problems 9.1 Dimensional Analysis	HW due Oct. 22 
10	Oct. 23	9.2 Metric Conversions 9.3 Temperature Conversions 10.2 Triangles	HW due Oct. 29 
11	Oct. 30	10.3/10.4 Perimeter and Area 10.5 Volume and Surface Area Practice Test 3 QUIZ TAKE TEST 3—DIMENSIONAL ANALYSIS & MATH MODELS	HW & T 3 due Nov. 5
12	Nov. 6	11.1 Fundamental Counting Principle 11.2 Permutations 11.3 Combinations	HW due Nov. 12 
13	Nov. 13	11.4 Fundamentals of probability 11.6 What are the Odds? 11.7 Probability Events with "and" or "or"	HW due Nov. 19 
14	Nov. 20	12.1 Sampling, Frequency Distributions, Graphs 12.2 Measures of Central Tendency 12.3 Measures of dispersion HAPPY THANKSGIVING	HW due Nov. 26
15	Nov. 27	12.4 Normal Distribution Practice Test 4 Quiz TAKE TEST 4—PROBABILITIES & STATISTICS	HW & T4 due Dec. 3 
16	Dec. 4	FINAL EXAM—Cumulative assessment	FE due 11:59 p.m. Dec. 6