

McLennan

C O M M U N I T Y

COLLEGE

1400 COLLEGE DR., WACO, TEXAS 76708

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Contemporary Mathematics (Quantitative Reasoning)

Math 1332.10

Professor Cindy Burns

SPRING 2022

NOTE: This is a 16-week course.

NOTE: This is a face-to-face 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 <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

COURSE DESCRIPTION:

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 Math Complete (minimum score of 950 on TSIA or minimum score of 350 on old TSI) or Math 0311.

COURSE NOTES (1.) AND INSTRUCTOR RECOMMENDATIONS (2.):

1. Our face-to-face class will meet Monday and Wednesday 11:10-12:30 in the Math building. Students will meet on campus for all instruction and the final exam. Everyone will need a scientific calculator.
- ❖ Since this course includes some online work, students need to be **comfortable working with a computer AND own a computer with high speed internet service or have regular access to such.**
- Every section of **homework (HW)** must be done with a grade of 85 before a quiz will open.
- The **Syllabus Quiz** will need a grade of 100 before any assignments will open. Other **quizzes** must be done with a minimum grade of 75 before tests will open.
- **Tests** will be taken online. All tests will be proctored by an online proctoring service or in class—see schedule. The **Final Exam** will be taken on campus at the assigned time slot.
- The **proctoring service** videos students while taking the test. Prepare now by getting correct equipment.
- **Classwork (CW)** is not required but is available to students for extra or substitute instruction. However, if Covid forces us to go fully online, then the CW will be a requirement before HW will open.

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

ALL OF OUR COURSE IS LOCATED INSIDE BRIGHTSPACE (BS). ALL ASSIGNMENTS MUST BE DONE.

2. Student **SUCCESS** recommendations from instructor:
 - **good time management**--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. Before any assignments will open in MLM, the student will need to score 100 on the Syllabus Quiz. All assignments can be reviewed by clicking MLM Gradebook in BS.
 - **get organized**--a lot of paper is used in the class and needs to be orderly.
 - **do the work**--work regularly on assignments. Regularly means several times a week!
 - **dedicate yourself to the task**--experts recommend spending at least twice the course hours in study weekly. In a face-to-face class, we meet 3 hours per week for instruction. If we multiply that by 2, then students need to schedule 6 hours a week of homework/study time in addition to the 3 hours of classwork.
 - **get help early**--see the box titled, "HELP."
 - **use the resources MCC provides**--get your money's worth!!! A complete list of support from MCC: <https://www.mclennan.edu/campus-resource-guide/>

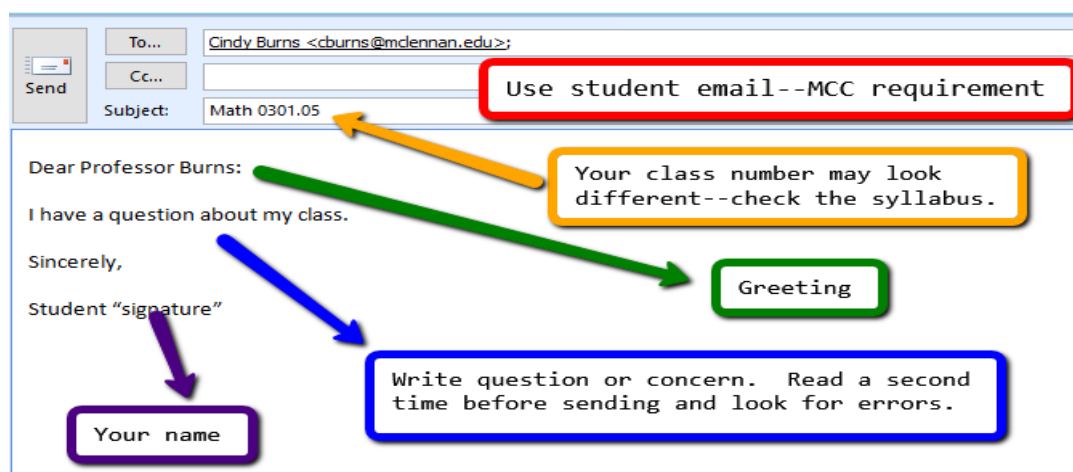
INSTRUCTOR INFORMATION:

Instructor: Cindy Burns
 MCC Email: cburns@mclennan.edu
 Office Phone: 254-299-8877
 Office Location: Mathematics Bldg., #219
 Office/Teacher Conference Hours:
 On campus: Mon./Wed. 9:00-9:30 and 12:40-1:40
 Online: Emails answered frequently and daily EXCEPT Sunday.
 Zoom: By appointment.

Replies to emails will be within 24 hours, but not on Sunday **AND if the email is written in the correct form.**
 Phone calls will be returned during on campus conference hours.

➤ **Correct form for emails:**

- **Subject line** has the class title and number—**Math 1332.10**
- It is **addressed** as: Dear Mrs. Burns or Professor Burns
- It is **signed** with the student's first and last name
- Comes **from student email account** (MCC requirement) **or from MyLabMath**
- Below is a sample email in proper form

**REQUIRED TEXT & MATERIALS:**

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 a textbook is desired.

1. Title: *Thinking Mathematically* Author: Robert Blitzer
Edition: 7th Publisher: Pearson
2. **ACCESS TO A DESKTOP OR LAPTOP COMPUTER WITH HIGH SPEED INTERNET SERVICE with a built-in camera or an attachable webcam.** The proctoring service will not work on a Chromebook or a mobile device. The webcam is needed for test proctoring and to engage in a zoom meeting if needed.
3. 1½ in. 3-ring binder with 5 dividers & paper OR spiral with 2-4 pockets—for note-taking and paper organization
→ Label dividers: handouts, notes, homework, practice tests, quizzes/tests
4. Pencils/pens plus a colored pen/pencil or highlighter—to grade own work or underline important info.
5. Scientific Calculator TI-30XIIS

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

METHODS OF TEACHING AND LEARNING:

Students will spend considerable time in and out of the classroom:

- watching and listening to instruction,
- taking notes,
- practicing new skills,
- doing homework, quizzes, and tests, and
- seeking help if needed.

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

HELP!!

- If there are **problems with understanding the homework:**
 - Watch the instructional video again or read over notes again.
 - Try watching a video from [youtube.com](https://www.youtube.com) or [khanacademy.org](https://www.khanacademy.org)

Help in Homework

HW Score: 0%, 0 of 16 pts

Explore the different options and find the help button that is the best!!

Question Help ▼ ⚙️

- ➔ Help Me Solve This
- 📖 View an Example
- 📺 Video
- 📖 Textbook
- 👤 Ask My Instructor
- 🖨️ Print

- Use the Ask My Instructor button in MyLab Math (MLM) to send me an email.
 - Include the work!
 - MLM sends the problem so no need to type it...but send the work attempted.
- Visit a tutor by ZOOM on MCC website: enter 2542998500 as the meeting ID
- Visit a tutor in person in the Math Lab located in the Mathematics Bldg., Room 225; M-Th 8-7.
- Contact a Success Coach www.mclennan.edu/completion-center/success-coaches or 254-299-8226

- If there are **problems with the Pearson website:**
 - Try using a different browser or clearing the browsing history on the computer.
 - Contact Pearson for customer support by going to <https://support.pearson.com/getsupport/s/>
- If there are **problems with the computer:**
 - Clear the browsing history regularly.
 - Call MCC's Technical Support at 254-299-8077 or email: helpdesk@mclennan.edu

COURSE OBJECTIVES AND/OR COMPETENCIES:

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 and 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.

COURSE OUTLINE OR SCHEDULE: The outline is located on pg. 7 of the syllabus for use as a checklist.

COURSE GRADING INFORMATION:

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 the 1332 course will be based according to the following percentages.

Homework: 20% Quizzes (5): 15% Tests (4): 40% Final Exam: 25%

Student's **GRADEBOOK** is in Brightspace/Content/MyLab Math Gradebook.

Homework:

Homework problems may be found by clicking the **All Assignments** button in Brightspace/Content.

- Homework assignments are due the following Sunday as listed in the Course Schedule, p. 8.
- Each missed problem can be re-done until it is correct so it is possible to score 100.
- After the due date, homework may still be completed with a 1% per day penalty.
- **EVERY HOMEWORK SECTION MUST BE DONE WITH A MINIMUM GRADE OF 85 TO OPEN A QUIZ.**

Quizzes:

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

- The first quiz tests knowledge about the requirements for this class. Students must score 100 on the Syllabus Quiz before any homework (HW) assignments will open.
- The next four quizzes are practice test quizzes for the four tests and will open when HW is 85.
- The quizzes are timed to give the student the experience of a timed test before taking a test.
- **EACH QUIZ NEEDS A MINIMUM GRADE OF 75 BEFORE THE CORRESPONDING TEST WILL OPEN.**

Tests:

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

- Tests have a **75 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!**
- Each test will be available after the corresponding practice quiz has a grade of 75.
- Two attempts are given for tests unless taken after the due date.
- Notes may be used.
- **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.
- **The tests have strict due dates to keep everyone moving at a good pace through the class.** If a test is not done by the due date, then the student will lose one attempt. A test's availability will disappear one week after the due date. If a student does not take a test, then the student needs to drop the class since all work for this class must be done.

Final Exam:

A comprehensive Final will be taken in person in class at the time posted on Course Schedule.

- The Final Exam will have a **two-hour limit** and there is only one chance to take it.
- A scientific, non-phone calculator may be used.
- Notes may be used.
- THE FINAL WILL BE AVAILABLE IF **ALL TESTS** HAVE BEEN TAKEN.
- **No one will be able to pass this course without taking the final exam.**

LATE WORK, ATTENDANCE, AND MAKE UP WORK POLICIES:

- ❖ **Late work:** Assignments for a week will close each Sunday at 11:59 p.m. Students may continue to work on homework assignments after the due date but will incur a 1% per day penalty. Quizzes will not incur a penalty if done or re-done after their due dates. If a test is taken late, then the opportunity to take it twice is eliminated. **All assignments except the final will close permanently on the Sunday before the final.**
- ❖ **Attendance:** Regular attendance is required by the college and is beneficial to the learning process. Attendance will be recorded in Brightspace for face-to-face participation.
 - Attendance is based on in-class attendance. There are 28 attendance checks. **Students with 7 absences will be dropped.**
 - Tardiness interrupts class, is disrespectful, and will be noted. If a student is late or leaves early, then he/she will receive a T for attendance. Three (3) tardies will equal one absence.

A student may also be dropped from this class for:

- Never attended...if student does not come to class the first 4 class periods.
- Lack of participation...if student misses 2 tests and does not provide excused reasons.
- Lack of participation...if student does not work on homework for two consecutive weeks.
- If a student gets Covid, then assignment due dates can be adjusted ONLY IF THE STUDENT SELF-REPORTS TO MCC AND IS QUARANTINED BY THE SCHOOL.
- ❖ **Make-up Work:** **ALL OF THE WORK IN THIS CLASS MUST BE DONE.** Tests will be available for make-up for one week after the listed due date. If a serious situation affects a student's progress, the student needs to share that information 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 or Pearson or other online resources.
 - display integrity while taking tests.
 - **Cheating is easy in the online portions of our 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. Your instructor may have guidelines specific to this course.

- ❖ **TO GET STARTED IN THIS COURSE:** Attend in person on our first day, January 10. Go to Brightspace on the first day, read the announcement, and watch the attached video.

Course outline/schedule:

*This schedule is subject to change and if changes are made, then students will be notified in class and by an announcement in Brightspace. **PAY CLOSE ATTENTION TO DUE DATES AND PLAN A SCHEDULE ACCORDINGLY!!***

WEEK	BEGINS	CLASSWORK (CW) & HOMEWORK (HW) SECTIONS COVERED Assignments are due the following Sunday at 11:59 p.m.	DUE DATES
1	Jan. 10	Introductions/read syllabus/take Syllabus QUIZ 1.1 Inductive & Deductive Reasoning 1.2 Estimation, graphs, math models	SQ AND HW due Jan. 16
2	Jan. 17	MLK HOLIDAY—We will meet only Wednesday. 1.3 Problem solving 2.1 Basic Set Concepts	HW due Jan. 23
3	Jan. 24	2.2 Subsets 2.3 Venn Diagrams and set operations with 2 sets	HW due Jan. 30
4	Jan 31	2.4 Venn Diagrams and set operations w/ 3 sets Take Practice Test 1 QUIZ and review vocabulary from CW notes. TAKE TEST 1—CRITICAL THINKING & SET THEORY (online)	HW, PT1Q, & T1 due Feb. 6
5	Feb. 7	8.1 Percent, Sales Tax, and Discounts 8.2 Income Tax	HW due Feb. 13
6	Feb. 14	8.3 Simple Interest 8.4 Compound Interest 8.5 Annuities	HW due Feb. 20
7	Feb. 21	8.6 Cars 8.7 Cost of Home Ownership	HW due Feb. 27
8	Feb. 28	8.8 Credit Cards Take Practice Test 2 Quiz and review vocabulary from CW notes. TAKE TEST 2—PERSONAL FINANCE (online)	HW, PT2Q, & T2 due Mar. 13
SB	Mar. 7	SPRING BREAK This is a good time to catch up or improve scores.	
9	Mar. 14	2.5 Survey Problems 8.1 Percent Formula 9.1 Dimensional Analysis	HW due Mar.20
10	Mar. 21	9.2 Metric Conversions 9.3 Temperature Conversions 10.2 Triangles	HW due Mar. 27
11	Mar. 28	10.3/10.4 Perimeter and Area 10.5 Volume and Surface Area Take Practice Test 3 QUIZ and review vocabulary from CW notes. TAKE TEST 3—DIMENSIONAL ANALYSIS & MATH MODELS (online)	HW, PT3, AND T3 due Apr. 3
12	Apr. 4	11.1 Fundamental Counting Principle 11.2/11.3 Permutations/Combinations 11.4 Fundamentals of probability	HW due Apr. 10
13	Apr. 11	11.6 Events with NOT, OR, AND 12.1 Sampling, Frequency Distributions, Graphs 12.2 Measures of Central Tendency	HW due Apr. 17
14	Apr. 18	12.3 Measures of dispersion 12.4 Normal Distribution	HW due Apr. 24
15	Apr. 25	Take Practice Test 4 Quiz and review vocabulary from CW notes. TAKE TEST 4—PROBABILITIES & STATISTICS (online)	All have final due date of April 29.
16	May 2	FINAL EXAM—Cumulative assessment—exam proctored in class No class on Wednesday.	FINAL taken May 2 @ 11:10

McLennan

C O M M U N I T Y

COLLEGE

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.

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

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 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/. 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. 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.

MCC Academic Integrity Statement:

Go to 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.

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 for help.

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.

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.