McLennan COMMUNITY COLLEGE

1400 COLLEGE DR., WACO, TEXAS 76708

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Foundations of Math Reasoning
Math 0308.L87
linked with
Contemporary Mathematics (Quantitative Reasoning)
Math 1332.L91

Professor Cindy Burns
Spring 2022

NOTE: This is a 16-week course.
NOTE: This is an ONLINE 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.

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.

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

1. This class is **LINKED** which means we will cover two math courses in one semester. One book will be used to cover both. Each course will have its own grading and 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 will be available in **one syllabus** and in the **1332 Brightspace Course**.
- ❖ Instruction in 0308/1332 will focus on the 1332 Contemporary Math concepts while using the allotted time for 0308 to do more in-depth study and practice. Time management will be extremely important from Day One of the class, Students need to plan to spend at least 12 hours a week for math class. After a few weeks of class, this time commitment can be re-evaluated and adjusted as needed, but **WEEKLY ATTENTION NEEDS TO BE PAID TO MATH COURSES**.
- ❖ 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 must be done before the practice of skills 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.
- Every section of **Homework (HW)** must be done to 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** need a minimum grade of 75 before the corresponding test will open.
- A **Test** will open after the corresponding quiz has a grade of 75.
- All tests and the final exam will be proctored by **a proctoring service** which means everyone will be videoed while taking the tests. Students will need a webcam and to use a computer that is NOT a Chromebook or a mobile device. Prepare now for this!

Pearson's **MyLabMath** (MLM) will be the delivery system for homework, quizzes, tests, and online 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, I recommend 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:

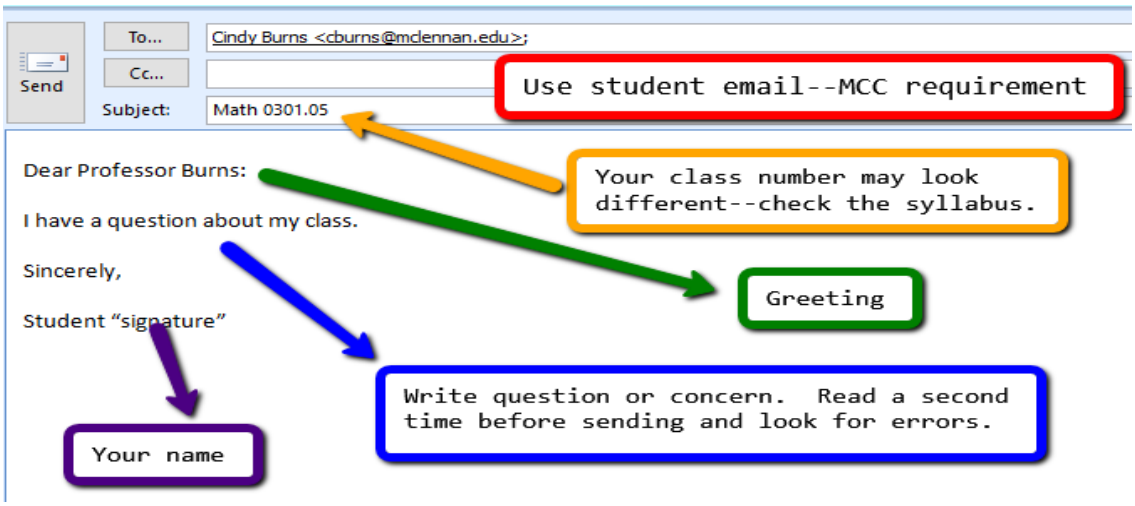
- **good time management**--create a schedule including all activities to determine best time to do math.
- **understand the requirements—PRINT THE SYLLABUS** and consult the syllabus often. Due dates are used to keep students moving at a good pace. Before any assignments will open in MLM, the student 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 linked class, we have 6 hours per week for instruction. If we multiply that by 2, then students need to schedule 12 hours a week of homework/study time in addition to the 6 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. and 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.

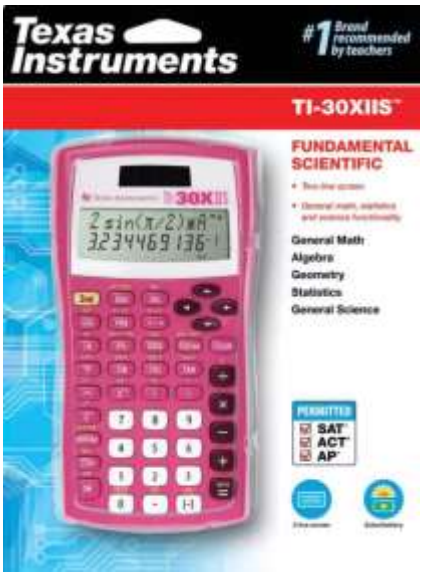
- **Correct form for emails:**
  - **Subject line** has the class title and number**—Math 1332.L91**
  - It is **addressed** as: Dear Mrs. Burns or Professor Burns
  - It is **signed** with the student's first and last name
  - Comes **from student email account** (MCC requirement) **or from MyLabMath**
  - 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
1. **ACCESS to a Desktop or Laptop COMPUTER WITH HIGH SPEED INTERNET SERVICE**. All tests will be proctored and the proctoring service will not work with a Chromebook or mobile device.
2. **A built-in camera or an attachable webcam.** Keep in mind the savings in gasoline costs because students are not driving to campus and use $20-$30 of that savings to buy a camera for computer.
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



MCC BOOKSTORE WEBSITE: http://www.mclennan.edu/bookstore/

METHODS OF TEACHING AND LEARNING:

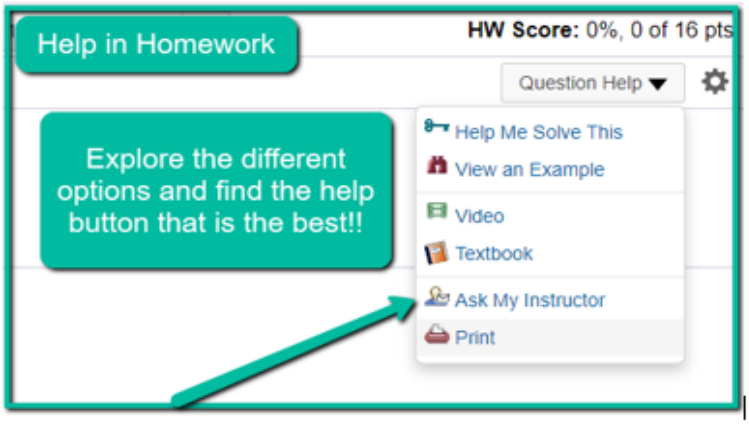
In an ONLINE class, students need to be persistent and intentional in "attending" class and participating in the learning of mathematical concepts by:

- watching and listening to instructional videos,
- 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!!

- It there are **problems with understanding the homework:**
  - Watch the instructional video again or read over notes again.
  - Try watching a video from youtube.com or khanacademy.org



  - 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:

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 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.

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 OUTLINE OR SCHEDULE: The outline is located on pg. 9 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 the 1332 course will be based according to the following percentages.

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

For 0308, students will receive CR (credit) if he/she passes 1332. If a student fails 1332, then the grade for 0308 will be based on homework (50%) and the average of Test 1 and Test 2's grades (50%). If that average is above 70 or above, the student will receive CR. If average is lower than 70, then student will receive NC (No Credit).

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 (HW) will open after the corresponding Classwork (CW) is done with a score of 85.
- 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 classwork (CW) or homework (HW) assignments will open.
- The next four quizzes are practice test quizzes for the four tests.
- 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.**

Unit 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 if taken before 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:
Final may be found by clicking the **All Assignments** button in Brightspace/Content**.**

At the end of the semester 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, non-phone calculator may be used.
- Notes may be used.
- THE FINAL WILL OPEN 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 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 final close permanently on the Friday before Finals Week.**

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

- Attendance is based on **work activity and test completion**. Students will be marked absent if any assignments are past due when attendance is checked on Monday mornings. There are 16 attendance checks. **Students with 4 absences will be dropped.** If a student is dropped from a linked class, then he/she will be dropped from both courses.

  A student may also be dropped from this class for:
  - Never attended...if student does not reply to the DAY ONE email and isn't working.
  - 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 ONLINE 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 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)
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: 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 outline/schedule:

This schedule is subject to change and if changes are made, then students will be notified 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	1.3 Problem solving 2.1 Basic Set Concepts 2.2 Subsets	HW due Jan. 23
3	Jan. 24	**Martin Luther King, Jr. HOLIDAY** 2.3 Venn Diagrams and set operations with 2 sets 2.4 Venn Diagrams and set operations w/ 3 sets	HW due Jan. 30
4	Jan 31	**Take Practice Test 1 QUIZ and review vocabulary from CW notes.** **TAKE TEST 1—CRITICAL THINKING & SET THEORY**	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**	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**	HW, PTQ3, & 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	**Last official day of MCC classes is April 29.** **Take Practice Test 4 Quiz and review vocabulary from CW notes.** **TAKE TEST 4—PROBABILITIES & STATISTICS**	**All assignments have final due date of April 29.**
16	May 2	**FINAL EXAM—Cumulative assessment—exam proctored online**	**FINAL due before 6 p.m. on May 5.**

McLennan COMMUNITY 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.