McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COLLEGE MATH READINESS

NCBM 0100.430

STACY KUEHN

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

Course Description:
NCBM 0100 provides support for college-level math skills focusing on the study of topics matching those of the corresponding college level math course. Available support will be described in the Brightspace course for this class.

Prerequisites and/or Corequisites:
None

Course Notes and Instructor Recommendations:
This Non-Course Competency Based Option focuses on an individualized curriculum to address a student's specific needs. Students are assigned this NCBM to support their efforts in college math. Students will communicate with the instructor and take advantage of all appropriate college resources to support success in your college math class. A variety of college resources to aid in success will be available in the Brightspace course home for this class.

Instructor Information:
Instructor Name: Stacy Kuehn

MCC E-mail: skuehn@mclennan.edu
*When contacting me through email, include the COURSE NUMBER in the subject line and YOUR NAME somewhere within the body of the email. Please review the **Email Policy** found at the link Academic Resources and Policies in the CONTENT section of our Brightspace class.*

Office: M 211

Office Hours: MW   3-4 pm
                       TTH   9:30-10:30 am
                       F   by appointment
** feel free to contact me via email or phone with any questions and I will get back with you within 24 hours Monday through Friday.

Your McLennan student email address is the preferred email address for official college information or business. You are expected to read and, if needed, respond in a timely manner to college emails. The College recommends that you set up your mobile device to receive McLennan emails.

Required Text & Materials:
NONE
MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:
 The following methods for teaching and learning will be used: personalized and
 individualized approach for each student depending on their concurrent college level math
 class.

Course Objectives and/or Competencies:
Upon successful completion of this course, students will be able to successfully complete the
objectives of the college math course that this supports.

Course Outline or Schedule:
CONTACT THE INSTRUCTOR FOR YOUR COLLEGE MATH COURSE.
NCBM scheduling will be customized to meet the student's remediation needs and will be a
collaborative design to accommodate the schedules of the instructor and student. Contact must be
made by the student on the first day of the semester and an agreement entered into by both parties.

Course Grading Information:
To receive credit for NCBM 0100, students must demonstrate mastery on competencies
defined in their college math course.

The grade for the course is Credit or Non-credit and will be given to each student on the last class
meeting to allow the instructor to help advise the student based on either the successful completion
of the NCBM and hopefully the concurrent college math course. Students who do not earn a passing
grade in their college level math course will not receive credit for the course. Grades will be CR-
Credit (Pass), W (Withdrawal), or NC (Non-Completion). If the student does not earn credit, they
must then follow the guidelines for enrollment. This may include registration in developmental math
before retaking the college level math class again.

Late Work, Attendance, and Make Up Work Policies:
Communication between the student and NCBM instructor is critical. Email communication
may be acceptable, but the student must respond as requested by the instructor. Failure to do
so may result in being dropped from NCBM and that would initiate being also dropped from
the college level class.

Student Behavioral Expectations or Conduct Policy:

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 expected to come to class prepared and with supplies necessary to participate actively in each class meeting.

MCC Attendance Policy:

* **Click Here for the MCC Attendance/Absences Policy**
(www.mclennan.edu/highlander-guide/policies)

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

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

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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.

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.