McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

and

INSTRUCTOR PLAN

College Math Readiness

NCBM_0100_U048

Patricia Bahnsen

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

Course Description:

Provides rapid development in topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Semester Hour: 1 Lecture.

Prerequisites and/or Corequisites:

Prerequisite: Required score on the TSI Assessment for math.
Corequisite: MATH_1342_048

Course Notes and Instructor Recommendations:

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.

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.

Time management is the most important variable in a math class. Choices have concequences – choose to reach out for extra help with this course. Consult our Brightspace course shell or www.mclennan.edu to find free tutoring for all MCC students and courses.

Instructor Information:

Instructor Name:	*Dr. Patricia Bahnsen*
MCC Email:	pbahnsen@mclennan.edu
Office Phone Number:	(254) 299-8872
Office Location:	MATH 204
Office/Conference Hours:	Mon & Wed 1:30 – 3:00pm
	Tue & Thu 11:00am – 12:00pm, 2:30 – 3:00pm
	Fri by appointment

* Additional *Office Hours* in person or via Zoom **by appointment**

You are welcome to communicate via email or phone with questions; during the school week (Monday through Friday) you can expect a response within 24 hours. Emails should come from your MCC email address, and all communications should include your *name* and *course number*/section in the message.

Required Text & Materials: None.

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

Methods of Teaching and Learning:
In this course the methods for teaching and learning will vary based on a personalized and individualized approach for each student depending on their aptitudes and the concurrent college level math class.

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

Course Attendance/Participation Guidelines:
Regular attendance is required by the college and is beneficial to the learning process. In this flexible learning environment, attendance may be based on physical presence or course participation, as agreed upon by the student and instructor.

MCC policy regarding attendance states:

> *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.*
>
> *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.*

Course Schedule:

Important Semester Dates:

- Monday, 2 Sep: Labor Day Holiday – NO CLASSES
- Wednesday, 11 Sep: Fall Census date
- Friday, 18 Oct: Fall Holiday – CAMPUS CLOSED
- Monday, 28 Oct: 60% Point of semester
- Wednesday - Friday, 27 - 29 Nov: Thanksgiving Holiday – NO CLASSES
- Friday, 6 Dec: Last day of classes

CONTACT THE INSTRUCTOR OF YOUR MATH_1342_048 COURSE for specifics.

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.

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. 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 which may include registration in developmental math before re-taking the college level math class again.

Late Work 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_0100 which 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.

Campus Attendance Policy:

Click on the link **https://www.mclennan.edu/highlander-guide/policies.html** for the college policies on attendance and absences.

07/02/2024

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 Accommodations (Disability Services) 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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/studentemail.

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.

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

- Email Setup for iPhones and iPads
- Email Setup for Androids

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 or email 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.