

Las Positas College
General Syllabus for Math X Lab 2011-2012

What is Math X? A self-paced format for Math 55, 65, 71 and 107.

Self paced is:

- A structured program in which you work at your own pace
- An alternative to a regular lecture class

Self paced is not:

- Easier than a lecture class

Self paced is for you if:

- You are a self-motivated, dedicated, and organized student
- You learn well by reading and practicing problems on your own

How do I accomplish the material?

Attendance: Attendance is mandatory.

- Those who miss the first day may be dropped.
- Sign in and out using the STARS computer terminals at the front of the classroom.
- Roll may be taken at anytime during class.
- You may also be dropped if you miss 4 consecutive hours or 6 cumulative hours (two weeks).
- **Never** assume your instructor has dropped you.
- Communicate immediately with your instructor regarding any special attendance issues.

Homework: Students enrolled in Math 107, 65 or 55 will complete all homework assignments on-line by logging onto CourseCompass and using MyMathLab™. The assigned problems will be selected automatically for you when you log in and select a section to work on.

Students enrolled in Math 71 should follow the homework guidelines on the Math 71X/Y Task sheet.

The following homework guidelines apply to all students:

- Study your textbook and complete the assigned homework either on-line (Math 107, 65, 55) or on paper (Math 71).
- Homework is not collected but must be completed. For students using MyMathLab™, the program will tell you whether you have the correct answer or not. You must work all assigned problems and homework must be 100% correct to be considered completed. For students in Math 71, work all assigned problems and check your own answers using the answer appendix in the back of the book.
- When you have completed the homework, your instructor or a Math X instructional assistant will check your homework and give you the OK to take a test.
- You should begin working on homework on the first day of class. Additional homework is available on Blackboard.

Getting help: We want you to succeed. Get help when you need it from your instructor or the instructional assistant. We are here to help you succeed.

- Please add your name to the “Help” list on the whiteboard.
- You may attend any other Math X class. Check the schedule.
- Utilize the ILC – next door.
- The tutorial center in building 2400 can match you with a FREE tutor. Sign up on the web.

The Math X Lab Program provides you with an alternative way to learn mathematics. No one stands in front of the class lecturing to you about the material. As stated prior, attendance at your regular class time is required. However, for most students, time spent working during class hours is not enough time spent doing math to

succeed. In general, for every hour of class, you should be spending a half hour to an hour on homework. There are many resources available to you, during and after class, to support you in your learning.

Extra Support Suggestions

- We suggest **reading the text** in each of the sections and work the practice problems related to the examples. Once you have read the section, work your assigned homework exercises.
- **Use the Learning Resources provided by MyMathLab™.** Your MyMathLab™ access code gives you access on any computer to a wealth of on-line resources keyed to your text, the topics you are studying and the homework exercises you are working.
 - When working homework problems you can use the “View an Example” and “Help Me Solve This” buttons to get instant help with a problem.
 - Many exercises include a short video clip which you can watch, to help you learn how to solve the problem (click on the “Video” button).
 - You can also access the section in the textbook which is related to the problem you are working by clicking on the “Textbook” button.
 - Finally, if you are working at home and encounter a problem, you can use the “Ask My Instructor” button to send an email question to your instructor which will link your instructor to the problem you are having difficulty with.

In addition, the “Tools for Success” button gives you access to a variety of helpful features.

Math X is a mastery-learning program. Therefore, you must show you have mastered the material in each chapter by scoring at least 84% or better on the exams before moving to the next chapter. There are supports in place to help you succeed – take advantage of all LPC and MyMathLab™ have to offer.

Communication: Communicate frequently with your instructor on your progress or any problems you are encountering.

- Write your instructor’s phone number, e-mail address, and office hours on your course task sheet.
- Announcements will be posted in the classroom and on Blackboard.

Placement in the appropriate course is important. If you feel your placement is incorrect, ask your instructor or instructional assistant to assist you. You may be able to retake the Placement Exam, appeal through the Prerequisite review process, or be referred to a counselor.

Math X Textbook Policy: The general policy in Math X is to support an old textbook for one full year. After that year, students must work in the new textbook. This applies regardless of whether the new text is a different textbook/author or a new edition.

	<i>Fall 2011</i>	<i>Spring 2012</i>
<i>Math 107 (continuing students)</i>	Hutchinson 3 rd ed. (must complete course by spring 2012)	Hutchinson 3 rd ed. (must complete course by spring 2012)
<i>Math 107 (new students)</i>	Martin-Gay 6 th ed. Textbook optional , MyMathLab™ access code REQUIRED (includes eText access)	Martin-Gay 6 th ed. Textbook optional , MyMathLab™ access code REQUIRED (includes eText access)
<i>Math 65 & Math 55</i>	Rockswold 2nd ed. Textbook optional , MyMathLab™ access code REQUIRED (includes eText access)	Rockswold 2nd ed. Textbook optional , MyMathLab™ access code REQUIRED (includes eText access)
<i>Math 71</i>	Carman 9 th ed.	Carman 9 th ed.

Course Specific Syllabus: There is a Course Specific Task Sheet & Syllabus for each class. Be sure that you have the Course Specific Task Sheet & Syllabus for the class you are taking.

Progress: Math X is self-paced.

- A calendar with your target test and quiz dates is posted in the classroom and is available on blackboard.
- One module is one half of the full course.
- Everyone is expected to finish at least one module by the end of the semester.
- If you cannot finish by the semester end, you will receive a grade of **“F”** or **“No Credit.”**
- You have the opportunity to complete as many modules as you possibly can.

Tests: Math 65 & Math 55 have two types of tests: exams and quizzes (or “half exams”). The testing policy defined below applies to both exams and quizzes. Math 107 and Math 71 have chapter tests.

Procedure:

- Prior to taking a test for the first time, you must have your homework checked by your instructor or an instructional assistant.
- Fill out a blue Answer Sheet completely and take it to your instructional assistant or instructor to receive the exam. **Do this by your target date or before.**
- Always verify that you were given the proper exam before starting the test. Follow the testing room rules on the next page.
- Show all your work on the blue answer sheet or scratch paper. In order to receive partial credit, be sure to number all the problems and answers and show your work clearly.
- Once completed, be sure to check your exam answers for omissions and errors. Staple all scratch paper used to the blue form. Place your stapled blue answer form & used scratch paper in the “Completed Test” box in the office and return unused scratch paper to the adjacent box.
- You must leave all exams, answer sheets, and scratch paper inside the testing area.
- After completing the exam, add your name to the “Test” completed area on the board during your class period.

Testing times: The exam must be completed in one sitting.

- You may not leave the testing room until you are finished.
- With the exception of Finals Week, there is no time limit for the exam as long as the Math X Lab is open (hours are listed on page 4 as well as posted near the doors to the lab).
- You may test during your class time or any time the Math X Lab is open, until the last week of the semester when some restrictions may be put in place.

Testing Room rules

- You may only bring in your blue Answer Sheet, valid photo ID, pens/pencils, and a basic or scientific calculator.
- You will be provided with everything else including paper, rulers, etc.
- **Calculators are not allowed in the following cases:**
 - Math 107X, all chapter exams and the Final Exam
 - Math 107Y, Chapter 5 exam and Part I of the Final Exam
 - Math 71X, Chapter 1 and 2 exams
 - 55X, Chapter 10 quiz.
- No communication is allowed except with the instructional assistant.
- Cell phones, I-pods/MP3 players, graphing calculators or other electronic devices are never allowed in the testing room.
- Cheat sheets and notes are never allowed in the testing room.
- All tests will be collected at closing time, even if not completed.
- **VIOLATION OF ANY OF THESE RULES MAY RESULT IN A “0” ON THE TEST WHICH CAN NOT BE DROPPED!**

Grading your test

- Only your instructor can grade your test or quiz. Your instructor must grade your test or quiz before you attempt to retake the test or quiz or go on to the next chapter.

- He/she will go over any mistakes with you as soon as possible.
- Only when your exam score is 84% or better (a passing score), may you go on to the next chapter. This passing score is the same for the pass/no pass option. You may not re-take the chapter exam once you have passed the chapter.
- If your grade is less than 84% (not a passing score), you must retake the exam on a different form after reviewing your mistakes.
 - Be sure not to repeat the same form when asking for the next test.
 - You have three (3) chances to pass the chapter exam.

Final exams: You must pass all your chapter tests and quizzes in your module before taking the final exam.

- You should take the final within one week of completing the chapter exams in your module.
- The final exam will count double as compared to the chapter exams.
- It may be taken only once, but can be taken any time during the semester once all chapter tests are passed.
- If taken during Finals Week, the final exam may be taken only during your assigned final exam time which may be different from your class time.
- The date and time of the final exam will be given to you during the first day orientation.
- No chapter tests may be taken during the Final Exam Week!

Grading: Math X Lab may be taken for a letter grade or pass/no pass. Cutoffs are-

- **Letter Grades:** A= 92-100 B= 84-91 C= 76-83 D= 68-75 F= <68
- **Pass/No Pass:** Pass= 76-100 No Pass= 0-75
(request the pass/no pass option prior to the academic calendar deadline via A&R in Bldg. 700 or Class-Web.)
- Your grade is determined by averaging the scores of your attendance credit, chapter exams and quizzes and doubling your final exam score. Your chapter exam score is also an average of all exams taken to pass that chapter. Remember you may have tested as many as three times on the chapter before passing. Before computing the final chapter exam scores, your lowest single non-passing (less than 84%) chapter test is omitted. The final average is converted to a letter grade.
- Attendance Credit: Students who complete a module will be given 15 points credit for attendance before computing their final grade. To receive the attendance points, the student must have completed 85% or more of their required Math X hours.
- After the “W” date has passed on the 12th week of the semester, you must pass all the expected chapter exams and the FINAL exam to pass the module. If you cannot finish after the “W” date, you will receive a semester grade of “F” or “No Credit.” Be aware of the “all or nothing” nature of the program.

Behavior: Use proper classroom etiquette (be quiet, respectful of others, etc.). Adhere to the Academic Honesty Policy. Read and observe any posted Blackboard and classroom announcements.

Special Registration Issues:

- **Adding a module-** If you want more units or are receiving veteran’s benefits or financial aid, you may add additional modules in the same semester after you complete the first module. See your Instructional Assistant for a Late Add card when this additional module is completed. Submit the Late Add card to A&R and pay any applicable fees in order to receive a grade for the module.
- **Decision to Withdraw-** If you decide to withdraw, all your successful chapter exams will stay active for one year. If you exceed the one year timeline, you will be required to repeat all chapters of the module.
- **Repeating a module-** When your grade is “No Credit” or less than “C”, you have not mastered the material and must repeat the entire module before going on to the next module.

LPC College Policies (See the catalog for more information):

- **Withdrawal:** Per Las Positas College policy as stated in the college catalog, students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule. There is no

automatic withdrawal process. Failure to follow the proper withdrawal procedures may result in a grade of "F". Also note that the instructor may drop students who miss the first meeting of a course. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction.

- **Read and observe** any posted Class-Web, Blackboard and classroom announcements.

MATH X CLASSROOM HOURS

Monday and Wednesday

Fall: 9:30 am – 2:20 pm and 7:30 pm – 9:50 pm

Spring: 9:30 am – 2:15 pm and 7:30 pm – 9:45 pm

Tuesday and Thursday

Fall: 2:30 pm – 7:20 pm

Spring: 2:30 pm – 7:15 pm

Closed on Fridays, Saturdays, Sundays and Holidays.

Math X classroom hours - Subject to change as needed.

<<http://www.laspositacollege.edu/admissions/index.php#CourseDeadlineDates>>

This general syllabus is supplementary to the specific course syllabus which describes which chapters to cover, which sections to omit, and what textbooks and materials should be acquired. Both are meant to work together to give a more complete overview of how the course works.

"The only real mistake is the one from which we learn nothing." - John Powell