Welcome to MAT 023 and the Program for Accelerated Student Success, hereafter referred to as PASS!

Why is mathematics important?
Math is used extensively in every day problem solving—balancing a checkbook, determining miles-per-gallon for your car, checking your change from a cash transaction, understanding the interest payments when purchasing a car or home, determining the batting average of a high paid baseball player, counting your calories, and so on. Math is an everyday tool, the skills for which are required in many, if not most, jobs and careers. It also instills logic in that problem solving consists of a sequence of steps which must be followed in a particular order to get correct results. Logic carries into other subjects and avenues of life. Math will help you maintain and develop the reasoning skills to solve more complex problems. Being grounded in mathematics opens the door to success in many other fields, which is why most colleges and universities require at least one credit-level mathematics course.

What is MAT 023?
MAT 023 is a problem-solving course that covers arithmetic operations on whole numbers, fractions, decimals, and signed numbers. It is approximately equal to one year of high school pre-algebra and it is the prerequisite for the next developmental course, MAT 0311. The student learning outcomes for MAT 023 may be found at the end of this syllabus.

Why am I enrolled in this course?—The Big Picture.
When you enrolled at Chesapeake College, you took a mathematics placement test. Your score on that test placed you in MAT 023. When you complete this course, you will take MAT 031, Elementary Algebra. Depending upon your major, you may then need to complete MAT 032, Intermediate Algebra, before continuing on to a credit mathematics course. At least one credit-level mathematics course is required for graduation from Chesapeake College.

What are “Developmental Math” courses?
MAT 023, MAT 031, and MAT 032 are referred to as “developmental math” courses because they prepare you for taking a credit-level math course. Each developmental math course meets for 3 hours per week (3 load hours). You will not earn college credit for completing this developmental course. You must receive at least a 70% overall average in a developmental math course to proceed to the next course. When you have met all of your developmental math requirements, you will be ready to take your credit-level math course.

What is PASS?
The Program for Accelerated Student Success is a “mastery-based” program designed such that you have the potential to move more rapidly through your developmental math courses. In a “mastery-based” course, you must demonstrate proficiency in material A before proceeding to material B. All three PASS math courses - MAT 023, MAT 031, and MAT 032 - consist of a series of modules that you will move through and master one at a time.

1 The College Catalog description of MAT 023: Problem solving using arithmetic skills. Arithmetic order of operations and operations with whole numbers, fractions, decimals, and signed numbers are reviewed as applied to problem solving. Emphasis is upon procedures, applications, and reasonableness of solutions.
Each of these covers a general math topic, such as "Operations with Decimals". They are fairly short, so we call them "Mini-Mods" or MM for short. You will use a notebook and an on-line program named MyMathLab as you master the material in each Mini-Mod.

There are 12 Mini-Mods in this course, ranging from MM 1 through MM 14 omitting MMs 7 and 10. The complete list along with descriptions may be found on the last page of this syllabus. All Mini-Mods must be completed prior to taking the final exam.

PASS has many benefits that you would not experience in a traditional lecture course.

What are the PASS benefits? PASS lets you --

- **Stick with a topic until you understand it**
  
  *Have you ever been left behind as your teacher has moved on to another topic when you still didn’t understand the previous topic?*

  PASS classes are personalized to your needs. You will not move on to material B until you have mastered material A.

- **Skip already-mastered MMs**
  
  *Have you ever had to sit through a class with a teacher lecturing at the board even though you fully understood the current chapter?*

  You can skip MMs that you already know by scoring an 80% or higher on the related pretest.

- **Get feedback on test questions**
  
  *Have you ever taken a test and received the results but not been able to find out what you did wrong?*

  As a PASS student you will receive timely feedback on your tests.

- **Reduce your math and test anxiety**
  
  *Have you ever been stressed about an upcoming test because you did poorly on the previous test?*

  As a PASS math student, you must score an 80% or higher on a test in order to proceed to the next MM. But there's no reason to be anxious because you can retake the test in order to meet this requirement. In addition, you will receive feedback from your instructor on what you missed on your first attempt before you retake the test.

- **Pump up your arithmetic skills**
  
  *Have you ever found it hard to learn a new concept because your skills were rusty?*

  The content of math classes generally builds on what has already been taught. Because you must master a set of concepts and skills before proceeding, you will retain those skills longer and you will find it easier to learn future material. When you take the final exam, you will better remember material from the early part of the course.

- **Complete two developmental math classes in one semester**
  
  *Are you trying to complete your developmental courses quickly so that you can complete the credit-level math course required for your program?*

  Before PASS math was implemented, students could only take one developmental math course per semester, which may have slowed their entrance into credit-level math courses. PASS math gives motivated students the opportunity to take multiple PASS math courses within a single semester. If you opt to complete more than one PASS math course per semester, you will need to be organized and dedicated to keeping up with the schedule.
What must I do to succeed in this course?

- Come to class prepared. See the Required Materials section below.
- Attend every class and arrive on time.
- Spend at least 2 hours working on the course outside of the regular classroom setting per load hour. If registered for:
  - 1 class + at least 6 hrs per week outside of class.
  - 2 classes + at least 12 hrs per week outside of class. Make good use of class time.
- Show all work, neatly written, for each problem directly in your notebook or on lined paper with assignment name. See the What is MyMathLab? and How Will I Use My Notebook? sections below.
- Meet the Deadline Dates (D-Days), which are dates by which a set of Mini-Mods is due.
- Remember your instructor is there to help you. Ask for help.
- Take advantage of the free tutoring services provided by the College. See the What if I need more help? section later in this syllabus.

What materials are required for this course?

1. Text: The Developmental Mathematics yellow notebook is bundled at the College Bookstore with a MyMathLab access code and a Study Skills guide.
   - Authors: John Squires & Karen Wyrick.
   - Publisher: Pearson; ISBN 9781256971184.
   - Important! Bring your notebook to every class.
   - If this is your first attempt at a PASS Math! class, bring your MML access code to the first class meeting so that you can set up your account at that time. You will not need to repurchase MML for any other PASS Math! class.

2. Instructional Supplies:
   - A 3-ring binder (at least 2") to be used exclusively for this course.
   - A supply of lined loose-leaf paper.
   - A supply of pencils with erasers. Work completed in ink must be rewritten in pencil.
   - You will show all of your math work in the yellow notebook and on loose-leaf paper that will be kept in your binder. This occasionally involves taking notes from the MyMathLab videos and short lectures. Thus, you must bring your yellow notebook, binder, and supplies to every class meeting. Each set of exercises should have the assignment name labeled, problems numbered, and work written neatly.

3. Calculators The mathematics department has developed a standardized calculator policy for every math course at Chesapeake College. The approved calculators are:

<table>
<thead>
<tr>
<th>MAT 023</th>
<th>MAT 031</th>
<th>MAT 032</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 function, no +/- key</td>
<td>4 function</td>
<td>scientific or graphing</td>
</tr>
<tr>
<td><img src="calculator1.png" alt="Calculator" /></td>
<td><img src="calculator2.png" alt="Calculator" /></td>
<td><img src="calculator3.png" alt="Calculator" /></td>
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<tr>
<td>TI-30X or TI-83/84</td>
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</table>

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Last updated 01/11/13
Cell phone calculators are not allowed. Use the approved calculator for all of your work for this course. If you use a different calculator when working outside of class, you may be in for a surprise when you must use only the calculator prescribed for your course when you take tests and pretests in class.

What if I forget my calculator?

Calculators will be available in the classroom for occasional check-out.

What is MyMathLab (MML)?

MML (www.mymathlab.com) is online software that was designed to provide you with multiple learning aids and tools that have been organized to meet your mathematical needs. It provides you with a personalized interactive learning environment where you can easily proceed to the next subject matter once you have mastered the previous one. Your grade on an assignment will be provided to you when you complete the assignment. MML also includes a number of assignments that will allow you to skip over any assignments based on skills you already know.

If you do not have a computer at home with Internet access, you will need to be diligent about completing your work on campus as lack of access and/or computer down-time are not valid reasons for being behind schedule. There will be "Open-Lab" hours available in which students can come to the lab to quietly work on their assignments while a class is in progress. Instructors and tutors will be available for help, however, students enrolled in the active class will have priority over open-lab students. See the Open-Lab Schedule in Angel for more details. If the college is closed for any reason, you should still continue to work on your MML assignments according to the Course Schedule. The D-days will remain the same, unless the College Calendar is officially extended. In this circumstance, your instructor will provide specific details.

How will I use MyMathLab to complete assignments?

MyMathLab will present you with a series of assignments for each Mini-Mod (think of a Mini-Mod or MM as a relatively small chapter). These will include videos, quizzes, homework assignments, tests, and other materials to enable you to learn the course content. Many assignments give you more than one chance to correctly answer a problem. MyMathLab provides you with step-by-step assistance on how to solve problems and tells you how you did (as a percent) once you complete an assignment.

To proceed to the next assignment within a Mini-Mod, you will need to demonstrate mastery on the previous assignments within that Mini-Mod. Different assignments have different set mastery levels. Your instructor will work with you one-on-one or in small groups to help you master that content if you are having trouble with it.

What if I am enrolled in both MAT 023 and MAT 031?

You will attend both classes during the entire semester. However, at the beginning of the semester, you will only be working in the MAT 023 MyMathLab course until you have completed all the require MMs and the final exam. Once you have successfully completed MAT 023, you will begin working in the MAT 031 MyMathLab course during both class sessions until you either complete the course or the semester ends.

To succeed and pass both classes, plan to spend a minimum of 12 hours working on your course outside of class. You will be in class 6 hours per week (3 hrs for MAT 023 and 3 hrs for MAT 031) and will work 12 hours outside of class, for a total time commitment of 18 hours per week. We have found that students who make this commitment are much more likely to be successful.

What if I took MAT 023 last semester but did not complete it?

Your grades will be imported into this semester's MML course and you will pick up where you left off.

If you took this course two semesters ago but did not complete it and did not take it last semester, you will need to begin the course again starting with MM 1.
Grading - The numerical final course grade will be computed as follows:

<table>
<thead>
<tr>
<th>MML ICON</th>
<th>Category</th>
<th>% of final course grade</th>
<th>Assignment Type</th>
<th>Required Mastery grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Performance</td>
<td>10%</td>
<td>Performance</td>
<td>90%</td>
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<tr>
<td></td>
<td>MM Media, Section Media</td>
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<tr>
<td></td>
<td>Concept Checks &amp; Topics</td>
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<td>Hwks</td>
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<tr>
<td></td>
<td>Reviews &amp; Cum Reviews</td>
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<tr>
<td></td>
<td>Am I Pretest Ready?s*</td>
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<tr>
<td></td>
<td>Quiz *</td>
<td>10%</td>
<td>Pre-quizzes *</td>
<td></td>
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<td></td>
<td>Test *</td>
<td>50%</td>
<td>Pretests &amp; Tests *</td>
<td>80%</td>
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<tr>
<td></td>
<td>Final Exam ** (cumulative)</td>
<td>20%</td>
<td>Final Exam - Parts 1 &amp; 2 *</td>
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</tr>
</tbody>
</table>

* You may not receive help on these assignment types: Am I Pretest Ready?s, Pre-quizzes & Quizzes, Pretests & Tests, or the Final Exam.

# You must score an 80% or higher on an Am I Pretest Ready? assignment to take a Pretest. However, a 95% allows you to enter the next MM before taking the current pretest. This is helpful on weekends.

^ The final exam grade is not calculated into the MyMathLab Overall average. So, the average listed in MML after you take your final exam is not your final course grade. Your final course grade will be calculated and listed in Angel.

Final Grades

- A: 90 - 100%
- B: 80 - 89.999%
- C: 70 - 79.999%
- F: Less than 70%

Final course grades are not rounded. So, an 89.999% is a B not an A. Chesapeake College does not assign “D” grades for developmental courses. If you do not complete this course within the semester, your final grade will be submitted as an “F”. However, you will be able to register for this course again next semester to complete the course.

Chesapeake College has a policy limiting the number of times that a course can be repeated to two. This includes audits and withdrawals. You may enroll in the class a total of three times.

Course Performance

As a student in a PASS Math course, you are required to attend your scheduled class times.
- Attendance will be taken at each class meeting and becomes part of your college record.
- Performance includes actively working on task during each class period and passing either the test or pretest for all MMs by the required D-Days (Deadline Days).
**Performance:**

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<tbody>
<tr>
<td>100 pts</td>
<td>Every student begins the course with a Performance grade of 100 pts.</td>
</tr>
<tr>
<td>- 5 pts</td>
<td>Your Performance grade will be reduced by 5 pts for each class missed.</td>
</tr>
<tr>
<td>- 5 pts</td>
<td>Your Performance grade will be reduced by 5 pts if you do not pass either the pretest or test for each MM with an 80% or higher by the D-Day listed on the Course Schedule.</td>
</tr>
<tr>
<td>- # pts</td>
<td>Your Performance grade will be reduced by an additional number of percentage points if you are not on task during class time. (This includes: texting, Facebook, internet surfing, other course work, chatting with your friends, being tardy, leaving class early, etc.)</td>
</tr>
</tbody>
</table>
| + 5 pts | **75 minutes of certified lab make-up time**  
You can earn back Performance points by choosing to attend extra open lab hours and providing documentation to your instructor. |
| + 5 pts | **Optional notebook & binder check**  
You can earn back Performance points by choosing to have your instructor check both your yellow notebook and personal binder during weeks 4 and 8 (the weeks after D-Days 1 and 2 respectively). |
| 120 pts | Your Performance grade cannot exceed 120 pts. If your Performance grade is above 100 pts at the end of the semester, the points above 100 pts will act as extra credit towards your final course grade. |
| ≥ 90 pts | You must have a Performance grade of 90 pts or higher in order to take a pretest, test, or final exam. A Performance grade 90 pts or higher allows access to proctored test assignments. |
| < 90 pts | A Performance grade below 90 pts will block access to all proctored test assignments.  
If your Performance grade falls below 90 pts, you will need to make-up the points by attending open lab hours or during the optional notebook and binder check. |

**May 6, 2013**  
The last day to make up open lab hours is Monday, May 6, 2013. If your Performance grade is below 90 pts by 8:30pm on May 6, 2013, then you will not be allowed to take the Final Exam and you will fail the course. **No make-up open lab hours during Final Exams.**

All of the work that you complete for MyMathLab must be neatly done either directly in your yellow notebook or on lined loose-leaf paper. The work shown on loose-leaf paper must then be inserted in the appropriate place in your 3-ring binder. See the How will I use my yellow notebook? section below. Because this is so important, it will be demonstrated by your instructor on the first day of class.

Your work in your 3-ring binder, including your yellow notebook exercises, must be checked off by your instructor before you can take a test or pretest for a Mini-Mod.

**How will I use my yellow notebook?**

The exercises in your yellow notebook are tied to the exercises in the MyMathLab “media” assignments. There are two types of media assignments that you will encounter as you work through a Mini-Mod. These will require you to watch videos of an instructor demonstrating how to solve math problems on a particular subject. You will be able to start and stop the videos as needed. Head-phones will be available if you need to borrow a set.
For example, using Mini-Mod 2 (Factors & Fractions) as an example:

The MM 2 Media assignment covers all of the main topics from Mini-Mod 2. You will watch all or parts of this media assignment in order to determine whether you already know the MM 2 material. If, after viewing the media, you feel that you know the material, you may complete the Am I Pretest Ready for MM 2? assignment. This practice assignment will help you determine if you know the material well enough to attempt to skip MM 2.

If your Am I Pretest Ready for MM 2? score is:
- Below 80% -- you need to work through all of the MM 2 assignments in order to improve your skills
- 80% or higher -- you can take the MM 2 Pretest only once

If your MM 2 Pretest score is:
- Below 80% -- you need to work through all of the MM 2 assignments in order to improve your skills
- 80% or higher -- you can skip over MM 2 and begin working in MM 3

Each of the smaller media assignments, such as Media 2.1-2.3 and Media 2.4-2.5, cover less material than the MM 2 Media covered.

As you watch the media assignments in either case, the exercises that the media instructor demonstrates are in your yellow notebook, and you are expected to work in your notebook along with the video instructor. You will not be allowed to take either a MM pretest or test if you have not completed the media and practice exercises in the yellow notebook, neatly and in pencil, for that Mini-Mod.

Your instructor will clarify this for you in class once you've set up your MyMathLab account.

My instructor expects me to: 2
- Arrive on time with all of the required materials ready to learn.
- Take responsibility for my learning by getting help from the instructor and/or tutors when I need it.
- Avoid behaviors that distract others.
- Turn my cell phone off before entering the classroom, and keep it out of sight during the entire class.
- Be respectful of my fellow classmates if I listen to music on my ipod or other MP3 player, by keeping the volume low so that it doesn’t disturb others.
- Turn my ipod or other MP3 player off when taking all pretests and tests.
- Get permission from the instructor first if I must leave the classroom during class,
- Behave in a respectful manner.

What if I need more help on this course than I am able to get during class?

The Academic Support Center (http://info.chesapeake.edu/lrc/tutoring) in the Learning Resource Center (LRC 105) in Wye Mills and in the Multi-Service Center in Cambridge offer free drop in math tutoring.

Project Mainstay offers free scheduled tutoring up to two hours per week to qualifying students. To qualify, students must be a first generation college student, be economically disadvantaged, have a physical disability, or have a learning disability. More information will be provided in class.

Questions about learning or physical disabilities?

Please contact Ms. Judy Gordon in Student Services (ext. 5805). Ms. Gordon can discuss the possibility of an accommodations plan with you to insure full participation and achievement of your educational goals. Find out more at http://www.chesapeake.edu/students/disab.asp

2 College policy prohibits young children from accompanying parents/guardians to class.
What mathematical skills will I have upon successful completion of MAT 023?

- Perform basic arithmetic operations with integers, fractions, and decimals
- Solve all types of fraction problems including applications
- Solve all types of decimals problems including order of operations
- Set up and solve ratio and proportion problems
- Convert fractions to/from decimals to/from percents
- Solve percent problems using percent equations and percent proportions
- Solve applications of percentage problems
- Set up and solve proportion problems
- Using a formula sheet, find the perimeter, area, and volume of various geometric figures
- Add, subtract, multiply, and divide real numbers without the use of a number line or calculator

What do the MAT 023 Mini-Mods cover?

<table>
<thead>
<tr>
<th>Mini-Mod Number</th>
<th>Content</th>
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<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM 1</td>
<td>The Whole Numbers</td>
<td>MM 8</td>
<td>Introduction to Geometry</td>
</tr>
<tr>
<td>MM 2</td>
<td>Factors &amp; Fractions</td>
<td>MM 9</td>
<td>More on Geometry</td>
</tr>
<tr>
<td>MM 3</td>
<td>Least Common Multiple &amp; More on Fractions</td>
<td>MM 10</td>
<td>[Skipped in MAT 023]</td>
</tr>
<tr>
<td>MM 4</td>
<td>Mixed Numbers</td>
<td>MM 11</td>
<td>Real Numbers and Variables</td>
</tr>
<tr>
<td>MM 5</td>
<td>Operations with Decimals</td>
<td>MM 12</td>
<td>Adding &amp; Subtracting Real Numbers</td>
</tr>
<tr>
<td>MM 6</td>
<td>Ratios, Rates, &amp; Percents</td>
<td>MM 13</td>
<td>Multiplying &amp; Dividing Real Numbers</td>
</tr>
<tr>
<td>MM 7</td>
<td>[Skipped in MAT 023]</td>
<td>MM 14</td>
<td>Variables, Expressions, &amp; Equations</td>
</tr>
</tbody>
</table>

What is the College’s ACADEMIC INSTRUCTION EMERGENCY MANAGEMENT PLAN?

In the event that Chesapeake College needs to close for an extended period of time due to a flu pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

For a closure during the semester for up to one week, there will be an opportunity for you to make up work missed without significant alteration to the semester calendar.

For a closure extending beyond one week (or in situations where classes are cancelled on the same days/evenings over multiple weeks), the College may extend the length of the semester.

Depending on the timing of the closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted. Students can acquire information about closures on the College website or by calling 410-822-5400 or 410-228-4360. Chesapeake College courses held at off campus sites will follow the protocol of the host facility.

What is the College’s Academic Honesty Policy?

The Student Code of Conduct states: “If, based on substantial evidence, a student is deemed guilty of academic dishonesty, the College may initiate disciplinary action as follows:

- required to repeat the assignment or the examination
- given a failing grade for the assignment or the examination

The student may be:

- given a failing grade for the course
- suspended or dismissed from the College”

In conclusion, a note from your instructor

I am here to assist you successfully complete this course. If you have any questions, please don’t hesitate to speak with me. Additional information will be provided to you in Angel as announced on the first day of class.

Our very best wishes for success! The Math Department
Chesapeake College
MAT 031 Elementary Algebra Syllabus

Welcome to MAT 031 and the Program for Accelerated Student Success, hereafter referred to as PASS!

Why is mathematics important?
Math is used extensively in every day problem solving—balancing a checkbook, determining miles-per-gallon for your car, checking your change from a cash transaction, understanding the interest payments when purchasing a car or home, determining the batting average of a high paid baseball player, counting your calories, and so on. Math is an everyday tool, the skills for which are required in many, if not most, jobs and careers. It also instills logic in that problem solving consists of a sequence of steps which must be followed in a particular order to get correct results. Logic carries into other subjects and avenues of life. Math will help you maintain and develop the reasoning skills to solve more complex problems. Being grounded in mathematics opens the door to success in many other fields, which is why most colleges and universities require at least one credit-level mathematics course.

What is MAT 031?
MAT 031 is an elementary algebra course that is approximately equivalent to the first year of high school algebra and is the first of two algebra courses taught at Chesapeake College in preparation for college level mathematics courses. Topics include a review of fractions, integers and rational numbers, solving equations, polynomials, factoring, systems of equations and graphing. The student learning outcomes for MAT 031 may be found near the end of this syllabus.

Why am I enrolled in this course? — The Big Picture.
When you enrolled at Chesapeake College, you took a mathematics placement test. Your score on that test placed you in either MAT 031 or its predecessor MAT 023. When you complete this course, depending upon your major, you may then need to complete MAT 032, Intermediate Algebra, before continuing on to a credit mathematics course. At least one credit-level mathematics course is required for graduation from Chesapeake College.

What are “Developmental Math” courses?
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There are 12 Mini-Mods in this course (including 2 review MMs), ranging from a Review MM on Fractions through MM 25 on More Factoring and Quadratic Equations. The complete list along with descriptions may be found on the last page of this syllabus. All Mini-Mods must be completed prior to taking the final exam.
PASS has many benefits that you would not experience in a traditional lecture course.

What are the PASS benefits? PASS lets you --

- **Stick with a topic until you understand it**
  
  *Have you ever been left behind as your teacher has moved on to another topic when you still didn't understand the previous topic?*

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- **Get feedback on test questions**
  
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- **Reduce your math and test anxiety**
  
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- **Pump up your arithmetic skills**
  
  *Have you ever found it hard to learn a new concept because your skills were rusty?*

  The content of math classes generally builds on what has already been taught. Because you must master a set of concepts and skills before proceeding, you will retain those skills longer and you will find it easier to learn future material. When you take the final exam, you will better remember material from the early part of the course.

- **Complete two developmental math classes in one semester**
  
  *Are you trying to complete your developmental courses quickly so that you can complete the credit-level math course required for your program?*

  Before PASS math was implemented, students could only take one developmental math course per semester, which may have slowed their entrance into credit-level math courses. PASS math gives motivated students the opportunity to take multiple PASS math courses within a single semester. If you opt to complete more than one PASS math course per semester, you will need to be organized and dedicated to keeping up with the schedule.

What must I do to succeed in this course?

- **Come to class prepared.** See the Required Materials section below.

- **Attend every class and arrive on time.**

- **Spend at least 2 hours working on the course outside of the regular classroom setting per load hour.** If registered for:
  - 1 class + at least 6 hrs per week outside of class.
  - 2 classes + at least 12 hrs per week outside of class. Make good use of class time.
What materials are required for this course?

1. Text: The Developmental Mathematics yellow notebook is bundled at the College Bookstore with a MyMathLab access code and a Study Skills guide.
   Authors: John Squires & Karen Wyrick.
   Publisher: Pearson; ISBN 9781256971184.
   **Important!** Bring your notebook to every class.

   If this is your first attempt at a PASS Math! class, bring your MML access code to the first class meeting so that you can set up your account at that time. You will not need to repurchase MML for any other PASS Math! class.

2. Instructional Supplies:
   a. A 3-ring binder (at least 2") to be used exclusively for this course.
   b. A supply of lined loose-leaf paper.
   c. A supply of pencils with erasers. Work completed in ink must be rewritten in pencil.

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3. Calculators The mathematics department has developed a standardized calculator policy for every math course at Chesapeake College. The approved calculators are:

   **MAT 023**
   4 function, no +/- key

   **MAT 031**
   4 function

   **MAT 032**
   scientific or graphing
   TI-30X or TI-83/84

   Cell phone calculators are not allowed. Use the approved calculator for all of your work for this course. If you use a different calculator when working outside of class, you may be in for a surprise when you must use only the calculator prescribed for your course when you take tests and pretests in class.

   **What if I forget my calculator?**
   Calculators will be available in the classroom for occasional check-out.
What is MyMathLab (MML)?

MML (www.mymathlab.com) is online software that was designed to provide you with multiple learning aids and tools that have been organized to meet your mathematical needs. It provides you with a personalized interactive learning environment where you can easily proceed to the next subject matter once you have mastered the previous one. Your grade on an assignment will be provided to you when you complete the assignment. MML also includes a number of assignments that will allow you to skip over any assignments based on skills you already know.

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How will I use MyMathLab to complete assignments?

MyMathLab will present you with a series of assignments for each Mini-Mod (think of a Mini-Mod or MM as a relatively small chapter). These will include videos, quizzes, homework assignments, tests, and other materials to enable you to learn the course content. Many assignments give you more than one chance to correctly answer a problem. MyMathLab provides you with step-by-step assistance on how to solve problems and tells you how you did (as a percent) once you complete an assignment.

To proceed to the next assignment within a Mini-Mod, you will need to demonstrate mastery on the previous assignments within that Mini-Mod. Different assignments have different set mastery levels. Your instructor will work with you one-on-one or in small groups to help you master that content if are having trouble with it.

What if I am enrolled in both MAT 031 and MAT 032?

You will attend both classes during the entire semester. However, at the beginning of the semester, you will only be working in the MAT 031 MyMathLab course until you have completed all the require MMs and the final exam. Once you have successfully completed MAT 031, you will begin working in the MAT 032 MyMathLab course during both class sessions until you either complete the course or the semester ends.

To succeed and pass both classes, plan to spend a minimum of 12 hours working on your course outside of class. You will be in class 6 hours per week (3 hrs for MAT 031 and 3 hrs for MAT 032) and will work 12 hours outside of class, for a total time commitment of 18 hours per week. We have found that students who make this commitment are much more likely to be successful.

What if I took MAT 031 last semester but did not complete it?

Your grades will be imported into this semester’s MML course and you will pick up where you left off.

If you took this course two semesters ago but did not complete it and did not take it last semester, you will need to begin the course again starting with the MM on Fractions.
Grading - The numerical final course grade will be computed as follows:

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<tr>
<td></td>
<td>Final Exam ** (cumulative)</td>
<td>20%</td>
<td>Final Exam - Parts 1 &amp; 2 *</td>
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* You may not receive help on these assignment types: Am I Pretest Ready?s, Pre-quizzes & Quizzes, Pretests & Tests, or the Final Exam.

# You must score an 80% or higher on an Am I Pretest Ready? assignment to take a Pretest. However, a 95% allows you to enter the next MM before taking the current pretest. This is helpful on weekends.

^ The final exam grade is not calculated into the MyMathLab Overall average. So, the average listed in MML after you take your final exam is not your final course grade. Your final course grade will be calculated and listed in Angel.

Final Grades

- A: 90 - 100%
- B: 80 - 89.999...
- C: 70 - 79.999...
- F: Less than 70%

Final course grades are not rounded. So, an 89.999% is a B not an A. Chesapeake College does not assign "D" grades for developmental courses. If you do not complete this course within the semester, your final grade will be submitted as an "F". However, you will be able to register for this course again next semester to complete the course.

Chesapeake College has a policy limiting the number of times that a course can be repeated to two. This includes audits and withdrawals. You may enroll in the class a total of three times.

Course Performance

As a student in a PASS Math course, you are required to attend your scheduled class times.

- Attendance will be taken at each class meeting and becomes part of your college record.
- Performance includes actively working on task during each class period and passing either the test or pretest for all MMs by the required D-Days (Deadline Days)
Performance:

100 pts  Every student begins the course with a Performance grade of 100 pts.

- 5 pts  Your Performance grade will be reduced by 5 pts for each class missed.

- 5 pts  Your Performance grade will be reduced by 5 pts if you do not pass either the pretest or test for each MM with an 80% or higher by the D-Day listed on the Course Schedule.

- # pts  Your Performance grade will be reduced by an additional number of percentage points if you are not on task during class time.
   (This includes: texting, Facebook, internet surfing, other course work, chatting with your friends, being tardy, leaving class early, etc.)

+ 5 pts  **75 minutes of certified lab make-up time**
   You can earn back Performance points by choosing to attend extra open lab hours and providing documentation to your instructor.

+ 5 pts  **Optional notebook & binder check**
   You can earn back Performance points by choosing to have your instructor check both your yellow notebook and personal binder during weeks 4 and 8 (the weeks after D-Days 1 and 2 respectively).

120 pts  Your Performance grade cannot exceed 120 pts. If your Performance grade is above 100 pts at the end of the semester, the points above 100 pts will act as extra credit towards your final course grade.

≥ 90 pts  **You must have a Performance grade of 90 pts or higher in order to take a pretest, test, or final exam.**  A Performance grade 90 pts or higher allows access to proctored test assignments.

< 90 pts  A Performance grade below 90 pts will block access to all proctored test assignments.
   If your Performance grade falls below 90 pts, you will need to make-up the points by attending open lab hours or during the optional notebook and binder check.

May 6, 2013  The last day to make up open lab hours is Monday, May 6, 2013. If your Performance grade is below 90 pts by 8:30pm on May 6, 2013, then you will not be allowed to take the Final Exam and you will fail the course.  **No make-up open lab hours during Final Exams.**

All of the work that you complete for MyMathLab must be neatly done either directly in your yellow notebook or on lined loose-leaf paper. The work shown on loose-leaf paper must then be inserted in the appropriate place in your 3-ring binder. See the How will I use my yellow notebook? section below. Because this is so important, it will be demonstrated by your instructor on the first day of class.

Your work in your 3-ring binder, including your yellow notebook exercises, must be checked off by your instructor before you can take a test or pretest for a Mini-Mod.

**How will I use my yellow notebook?**

The exercises in your yellow notebook are tied to the exercises in the MyMathLab “media” assignments. There are two types of media assignments that you will encounter as you work through a Mini-Mod. These will require you to watch videos of an instructor demonstrating how to solve math problems on a particular subject. You will be able to start and stop the videos as needed. Head-phones will be available if you need to borrow a set.
For example, using Mini-Mod 15 (Introduction to Solving Linear Equations) as an example:

The MM 15 Media assignment covers all of the main topics from Mini-Mod 15. You will watch all or parts of this media assignment in order to determine whether you already know the MM 15 material. If, after viewing the media, you feel that you know the material, you may complete the *Am I Pretest Ready for MM 15?* assignment. This practice assignment will help you determine if you know the material well enough to attempt to skip MM 15.

If your *Am I Pretest Ready for MM 15?* score is:
- Below 80% -- you need to work through all of the MM 15 assignments in order to improve your skills
- 80% or higher -- you can take the *MM 15 Pretest only once*

If your *MM 15 Pretest* score is:
- Below 80% -- you need to work through all of the MM 15 assignments in order to improve your skills
- 80% or higher -- you can skip over MM 15 and begin working in MM 16

Each of the smaller media assignments, such as Media 15.1-15.2 and Media 15.3-15.5, cover less material than the MM 15 Media covered.

As you watch the media assignments in either case, the exercises that the media instructor demonstrates are in your yellow notebook, and you are expected to work in your notebook along with the video instructor. You will not be allowed to take either a MM pretest or test if you have not completed the media and practice exercises in the yellow notebook, neatly and in pencil, for that Mini-Mod.

Your instructor will clarify this for you in class once you've set up your MyMathLab account.

**My instructor expects me to:**

1. Arrive on time with all of the required materials ready to learn.
2. Take responsibility for my learning by getting help from the instructor and/or tutors when I need it.
3. Avoid behaviors that distract others.
4. Turn my cell phone off before entering the classroom, and keep it *out of sight* during the entire class.
5. Be respectful of my fellow classmates if I listen to music on my ipod or other MP3 player, by keeping the volume low so that it doesn't disturb others.
6. Turn my ipod or other MP3 player off when taking all pretests and tests.
7. Get permission from the instructor first if I must leave the classroom during class.
8. Behave in a respectful manner.

**What if I need more help on this course than I am able to get during class?**

The Academic Support Center ([http://info.chesapeake.edu/lrc/tutoring](http://info.chesapeake.edu/lrc/tutoring)) in the Learning Resource Center (LRC 105) in Wye Mills and in the Multi-Service Center in Cambridge offer free drop in math tutoring.

Project Mainstay offers free scheduled tutoring up to two hours per week to qualifying students. To qualify, students must be a first generation college student, be economically disadvantaged, have a physical disability, or have a learning disability. More information will be provided in class.

Questions about learning or physical disabilities?

Please contact Ms. Judy Gordon in Student Services (ext. 5805). Ms. Gordon can discuss the possibility of an accommodations plan with you to insure full participation and achievement of your educational goals. Find out more at [http://www.chesapeake.edu/students/disab.asp](http://www.chesapeake.edu/students/disab.asp)

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1 College policy prohibits young children from accompanying parents/guardians to class.
What mathematical skills will I have upon successful completion of MAT 031?

- Perform basic arithmetic operations with fractions and integers
- Solve linear equations and inequalities
- Graph linear equations
- Determine the slope and the equation of a line
- Solve systems of linear equations
- Apply rules of exponents
- Perform basic arithmetic operations on polynomials
- Factor polynomials
- Solve quadratic equations

What do the MAT 031 Mini-Mods cover?

<table>
<thead>
<tr>
<th>Mini-Mod Number</th>
<th>Content</th>
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<tbody>
<tr>
<td>Fractions MM</td>
<td>Basic Operations on Fractions</td>
<td>MM 20</td>
<td>Solving Systems of Linear Equations</td>
</tr>
<tr>
<td>Integers MM</td>
<td>Basic Operations on Integers</td>
<td>MM 21</td>
<td>Introduction to Polynomials and Exponent Rules</td>
</tr>
<tr>
<td>MM 15</td>
<td>Introduction to Solving Linear Equations</td>
<td>MM 22</td>
<td>Multiplying Polynomials</td>
</tr>
<tr>
<td>MM 16</td>
<td>Solving More Linear Equations and Inequalities</td>
<td>MM 23</td>
<td>Dividing Polynomials and More Exponent Rules</td>
</tr>
<tr>
<td>MM 17</td>
<td>Introduction to Graphing Linear Equations</td>
<td>MM 24</td>
<td>Factoring Polynomials</td>
</tr>
<tr>
<td>MM 18²</td>
<td>Slope and the Equation of a Line</td>
<td>MM 25</td>
<td>More Factoring and Quadratic Equations</td>
</tr>
</tbody>
</table>

What is the College’s ACADEMIC INSTRUCTION EMERGENCY MANAGEMENT PLAN?

In the event that Chesapeake College needs to close for an extended period of time due to a flu pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

For a closure during the semester for up to one week, there will be an opportunity for you to make up work missed without significant alteration to the semester calendar.

For a closure extending beyond one week (or in situations where classes are cancelled on the same days/evenings over multiple weeks), the College may extend the length of the semester.

Depending on the timing of the closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted. Students can acquire information about closures on the College website or by calling 410-822-5400 or 410-228-4360. Chesapeake College courses held at off campus sites will follow the protocol of the host facility.

What is the College’s Academic Honesty Policy?

The Student Code of Conduct states: “If, based on substantial evidence, a student is deemed guilty of academic dishonesty, the College may initiate disciplinary action as follows: The student may be:

- required to repeat the assignment or the examination
- given a failing grade for the assignment or the examination
- given a failing grade for the course
- suspended or dismissed from the College”

In conclusion, a note from your instructor

I am here to assist you successfully complete this course. If you have any questions, please don’t hesitate to speak with me. Additional information will be provided to you in Angel as announced on the first day of class.

Our very best wishes for success! The Math Department

² Note that you will learn a small amount of the material in MM 19 as an extension to MM 18.
Chesapeake College  
MAT 032 Intermediate Algebra Syllabus

Welcome to MAT 032 and the Program for Accelerated Student Success, hereafter referred to as PASS!

Why is mathematics important?
Math is used extensively in everyday problem solving—balancing a checkbook, determining miles-per-gallon for your car, checking your change from a cash transaction, understanding the interest payments when purchasing a car or home, determining the batting average of a high-paid baseball player, counting your calories, and so on. Math is an everyday tool, the skills for which are required in many, if not most, jobs and careers. It also instills logic in that problem solving consists of a sequence of steps which must be followed in a particular order to get correct results. Logic carries into other subjects and avenues of life. Math will help you maintain and develop the reasoning skills to solve more complex problems. Being grounded in mathematics opens the door to success in many other fields, which is why most colleges and universities require at least one credit-level mathematics course.

What is MAT 032?
MAT 032, Intermediate Algebra, is a continuation of elementary algebra. Topics include operations on rational expressions, roots and radicals, radical expressions, solving and graphing quadratic equations, quadratic inequalities, and functions. The student learning outcomes for MAT 032 may be found near the end of this syllabus.

Why am I enrolled in this course? — The Big Picture.
When you enrolled at Chesapeake College, you took a mathematics placement test. Your score on that test placed you in MAT 032 or one of its predecessors. When you complete this course, you will be prepared to register for a credit mathematics course, at least one of which is required for graduation from Chesapeake College.

What are “Developmental Math” courses?
MAT 023, MAT 031, and MAT 032 are referred to as “developmental math” courses because they prepare you for taking a credit-level math course. Each developmental math course meets for 3 hours per week (3 load hours). You will not earn college credit for completing this developmental course. You must receive at least a 70% overall average in a developmental math course to proceed to the next course. When you have met all of your developmental math requirements, you will be ready to take your credit-level math course.

What is PASS?
The Program for Accelerated Student Success is a “mastery-based” program designed such that you have the potential to move more rapidly through your developmental math courses. In a “mastery-based” course, you must demonstrate proficiency in material A before proceeding to material B. All three PASS math courses — MAT 023, MAT 031, and MAT 032 — consist of a series of modules that you will move through and master one at a time. Each of these covers a general math topic, such as “Operations with Decimals”. They are fairly short, so we call them “Mini-Mods” or MM for short. You will use a notebook and an on-line program named MyMathLab as you master the material in each Mini-Mod.

There are 14 Mini-Mods in this course (including 5 review MMs), ranging from a Review MM on Fractions through MM 33 and MM 19 (MM 19 will be completed out of order). The complete list along with descriptions may be found on the last page of this syllabus. All Mini-Mods must be completed prior to taking the final exam.
PASS has many benefits that you would not experience in a traditional lecture course.

What are the PASS benefits? PASS lets you --

- **Stick with a topic until you understand it**
  
  *Have you ever been left behind as your teacher has moved on to another topic when you still didn’t understand the previous topic?*

  PASS classes are personalized to your needs. You will not move on to material B until you have mastered material A.

- **Skip already-mastered MMs**
  
  *Have you ever had to sit through a class with a teacher lecturing at the board even though you fully understood the current chapter?*

  You can skip MMs that you already know by scoring an 80% or higher on the related pretest.

- **Get feedback on test questions**
  
  *Have you ever taken a test and received the results but not been able to find out what you did wrong?*

  As a PASS student you will receive timely feedback on your tests.

- **Reduce your math and test anxiety**
  
  *Have you ever been stressed about an upcoming test because you did poorly on the previous test?*

  As a PASS math student, you must score an 80% or higher on a test in order to proceed to the next MM. But there’s no reason to be anxious because you can retake the test in order to meet this requirement. In addition, you will receive feedback from your instructor on what you missed on your first attempt before you retake the test.

- **Pump up your arithmetic skills**
  
  *Have you ever found it hard to learn a new concept because your skills were rusty?*

  The content of math classes generally builds on what has already been taught. Because you must master a set of concepts and skills before proceeding, you will retain those skills longer and you will find it easier to learn future material. When you take the final exam, you will better remember material from the early part of the course.

- **Complete two developmental math classes in one semester**
  
  *Are you trying to complete your developmental courses quickly so that you can complete the credit-level math course required for your program?*

  Before PASS math was implemented, students could only take one developmental math course per semester, which may have slowed their entrance into credit-level math courses. PASS math gives motivated students the opportunity to take multiple PASS math courses within a single semester. If you opt to complete more than one PASS math course per semester, you will need to be organized and dedicated to keeping up with the schedule.

What must I do to succeed in this course?

- **Come to class prepared.** See the Required Materials section below.
- **Attend every class and arrive on time.**
- **Spend at least 2 hours working on the course outside of the regular classroom setting per load hour.** If registered for:
  - 1 class + at least 6 hrs per week outside of class.
  - 2 classes + at least 12 hrs per week outside of class. Make good use of class time.
Show all work, neatly written, for each problem directly in your notebook or on lined paper with assignment name. See the What is MyMathLab? and How Will I Use My Notebook? sections below.

Meet the Deadline Dates (D-Days), which are dates by which a set of Mini-Mods is due.

Remember your instructor is there to help you. Ask for help.

Take advantage of the free tutoring services provided by the College. See the What if I need more help? section later in this syllabus.

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<td>Test *</td>
<td>50%</td>
<td>Pretests &amp; Tests *</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>Final Exam ** (cumulative)</td>
<td>20%</td>
<td>Final Exam - Parts 1 &amp; 2 *</td>
<td></td>
</tr>
</tbody>
</table>

* You may not receive help on these assignment types: Am I Pretest Ready?s, Pre-quizzes & Quizzes, Pretests & Tests, or the Final Exam.

# You must score an 80% or higher on an Am I Pretest Ready? assignment to take a Pretest. However, a 95% allows you to enter the next MM before taking the current pretest. This is helpful on weekends.

^ The final exam grade is not calculated into the MyMathLab Overall average. So, the average listed in MML after you take your final exam is not your final course grade. Your final course grade will be calculated and listed in Angel.

**Final Grades**

A: 90 - 100%
B: 80 - 89.999...
C: 70 - 79.999...
F: Less than 70%

Final course grades are not rounded. So, an 89.999% is a B not an A. Chesapeake College does not assign "D" grades for developmental courses. If you do not complete this course within the semester, your final grade will be submitted as an "F". However, you will be able to register for this course again next semester to complete the course.

Chesapeake College has a policy limiting the number of times that a course can be repeated to two. This includes audits and withdrawals. You may enroll in the class a total of three times.

**Course Performance**

As a student in a PASS Math course, you are required to attend your scheduled class times.

- Attendance will be taken at each class meeting and becomes part of your college record.
- Performance includes actively working on task during each class period and passing either the test or pretest for all MMs by the required D-Days (Deadline Days).
Performance:

100 pts  Every student begins the course with a Performance grade of 100 pts.

- 5 pts  Your Performance grade will be reduced by 5 pts for each class missed.

- 5 pts  Your Performance grade will be reduced by 5 pts if you do not pass either the pretest or test for each MM with an 80% or higher by the D-Day listed on the Course Schedule.

- # pts  Your Performance grade will be reduced by an additional number of percentage points if you are not on task during class time.
  (This includes: texting, Facebook, internet surfing, other course work, chatting with your friends, being tardy, leaving class early, etc.)

+ 5 pts  75 minutes of certified lab make-up time
  You can earn back Performance points by choosing to attend extra open lab hours and providing documentation to your instructor.

+ 5 pts  Optional notebook & binder check
  You can earn back Performance points by choosing to have your instructor check both your yellow notebook and personal binder during weeks 4 and 8 (the weeks after D-Days 1 and 2 respectively).

120 pts  Your Performance grade cannot exceed 120 pts. If your Performance grade is above 100 pts at the end of the semester, the points above 100 pts will act as extra credit towards your final course grade.

≥ 90 pts  You must have a Performance grade of 90 pts or higher in order to take a pretest, test, or final exam. A Performance grade 90 pts or higher allows access to proctored test assignments.

< 90 pts  A Performance grade below 90 pts will block access to all proctored test assignments.
  If your Performance grade falls below 90 pts, you will need to make-up the points by attending open lab hours or during the optional notebook and binder check.

May 6, 2013  The last day to make up open lab hours is Monday, May 6, 2013. If your Performance grade is below 90 pts by 8:30pm on May 6, 2013, then you will not be allowed to take the Final Exam and you will fail the course. **No make-up open lab hours during Final Exams.**

All of the work that you complete for MyMathLab must be neatly done either directly in your yellow notebook or on lined loose-leaf paper. The work shown on loose-leaf paper must then be inserted in the appropriate place in your 3-ring binder. See the How will I use my yellow notebook? section below. Because this is so important, it will be demonstrated by your instructor on the first day of class.

Your work in your 3-ring binder, including your yellow notebook exercises, must be checked off by your instructor before you can take a test or pretest for a Mini-Mod.

How will I use my yellow notebook?

The exercises in your yellow notebook are tied to the exercises in the MyMathLab “media” assignments. There are two types of media assignments that you will encounter as you work through a Mini-Mod. These will require you to watch videos of an instructor demonstrating how to solve math problems on a particular subject. You will be able to start and stop the videos as needed. Head-phones will be available if you need to borrow a set.
For example, using Mini-Mod 26 (Introduction to Rational Expressions) as an example:

The MM 26 Media assignment covers all of the main topics from Mini-Mod 26. You will watch all or parts of this media assignment in order to determine whether you already know the MM 26 material. If, after viewing the media, you feel that you know the material, you may complete the Am I Pretest Ready for MM 26? assignment. This practice assignment will help you determine if you know the material well enough to attempt to skip MM 26.

If your Am I Pretest Ready for MM 26? score is:
- Below 80% -- you need to work through all of the MM 26 assignments in order to improve your skills
- 80% or higher -- you can take the MM 26 Pretest only once

If your MM 26 Pretest score is:
- Below 80% -- you need to work through all of the MM 26 assignments in order to improve your skills
- 80% or higher -- you can skip over MM 26 and begin working in MM 27

Each of the smaller media assignments, such as Media 26.1-26.2 and Media 26.3-26.4, cover less material than the MM 26 Media covered.

As you watch the media assignments in either case, the exercises that the media instructor demonstrates are in your yellow notebook, and you are expected to work in your notebook along with the video instructor. You will not be allowed to take either a MM pretest or test if you have not completed the media and practice exercises in the yellow notebook, neatly and in pencil, for that Mini-Mod.

Your instructor will clarify this for you in class once you've set up your MyMathLab account.

My instructor expects me to:

1. Arrive on time with all of the required materials ready to learn.
2. Take responsibility for my learning by getting help from the instructor and/or tutors when I need it.
3. Avoid behaviors that distract others.
4. Turn my cell phone off before entering the classroom, and keep it out of sight during the entire class.
5. Be respectful of my fellow classmates if I listen to music on my ipod or other MP3 player, by keeping the volume low so that it doesn't disturb others.
6. Turn my ipod or other MP3 player off when taking all pretests and tests.
7. Get permission from the instructor first if I must leave the classroom during class.
8. Behave in a respectful manner.

What if I need more help on this course than I am able to get during class?

The Academic Support Center (http://info.chesapeake.edu/lrc/tutoring) in the Learning Resource Center (LRC 105) in Wye Mills and in the Multi-Service Center in Cambridge offer free drop in math tutoring.

Project Mainstay offers free scheduled tutoring up to two hours per week to qualifying students. To qualify, students must be a first generation college student, be economically disadvantaged, have a physical disability, or have a learning disability. More information will be provided in class.

Questions about learning or physical disabilities?

Please contact Ms. Judy Gordon in Student Services (ext. 5805). Ms. Gordon can discuss the possibility of an accommodations plan with you to insure full participation and achievement of your educational goals. Find out more at http://www.chesapeake.edu/students/disab.asp

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1 College policy prohibits young children from accompanying parents/guardians to class.
What mathematical skills will I have upon successful completion of MAT 032?
- Perform basic arithmetic operations with integers and fractions
- Simplify radical expressions and expressions containing rational exponents
- Factor polynomials
- Simplify rational expressions
- Perform basic operations on rational expressions
- Perform basic operations on radical expressions
- Solve quadratic equations
- Graph quadratic equations
- Solve compound and quadratic inequalities
- Recognize and evaluate functions

What do the MAT 023 Mini-Mods cover?

<table>
<thead>
<tr>
<th>Mini-Mod Number</th>
<th>Content</th>
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<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraction MM</td>
<td>A Review of Fractions</td>
<td>MM 29</td>
<td>Roots &amp; Radicals</td>
</tr>
<tr>
<td>Integer MM</td>
<td>A Review of Integers</td>
<td>MM 30</td>
<td>Operations of Radical Expressions</td>
</tr>
<tr>
<td>MM 24</td>
<td>A Review of Factoring Polynomials</td>
<td>Graphing</td>
<td>A Review of Graphing</td>
</tr>
<tr>
<td>MM 25</td>
<td>A Review of More Factoring &amp; Quadratic Equations</td>
<td>MM 31</td>
<td>Solving Quadratic Equations</td>
</tr>
<tr>
<td>MM 26</td>
<td>Introduction to Rational Expressions</td>
<td>MM 32</td>
<td>Graphing Quadratic Equations</td>
</tr>
<tr>
<td>MM 27</td>
<td>Adding and Subtracting Rational Expressions</td>
<td>MM 33</td>
<td>Compound &amp; Quadratic Inequalities</td>
</tr>
<tr>
<td>MM 28</td>
<td>Complex Rational Expressions &amp; Rational Equations</td>
<td>MM 19 ²</td>
<td>Introduction to Functions</td>
</tr>
</tbody>
</table>

What is the College's ACADEMIC INSTRUCTION EMERGENCY MANAGEMENT PLAN?
In the event that Chesapeake College needs to close for an extended period of time due to a flu pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

- For a closure during the semester for up to one week, there will be an opportunity for you to make up work missed without significant alteration to the semester calendar.
- For a closure extending beyond one week (or in situations where classes are cancelled on the same days/evenings over multiple weeks), the College may extend the length of the semester.

Depending on the timing of the closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted. Students can acquire information about closures on the College website or by calling 410-822-5400 or 410-228-4360. Chesapeake College courses held at off campus sites will follow the protocol of the host facility.

What is the College’s Academic Honesty Policy?
The Student Code of Conduct states: "If, based on substantial evidence, a student is deemed guilty of academic dishonesty, the College may initiate disciplinary action as follows: The student may be:
- required to repeat the assignment or the examination
- given a failing grade for the assignment or the examination
- given a failing grade for the course
- suspended or dismissed from the College"

In conclusion, a note from your instructor
I am here to assist you successfully complete this course. If you have any questions, please don’t hesitate to speak with me. Additional information will be provided to you in Angel as announced on the first day of class.

Our very best wishes for success! The Math Department

² Note that MM 19 will be completed out of order.