Instructor: Bradenton campus
Office: Math Office: 27-108
Phone: Math Office Phone: 752.5224
E-mail: Math Lab: Bldg. 5
Office Hours: Math Lab Hrs: See below

Course Performance: http://www.scf.edu/Academics/Mathematics/MathematicsCoursePerformanceStandards.asp
ARC: http://www.scf.edu/StudentServices/AcademicResourceCenter/default.asp
Final Exam Schedule: http://www.scf.edu/Academics/FinalExamSchedule.asp

COURSE DESCRIPTION
Three hours lecture, one hour lab per week. Test scores and/or past performance indicate a need for training in the basic skills of arithmetic and algebra. Topics include operations with integers, fractions, decimals and percent, geometric figures and their measures, and pre-algebra topics including properties of rational numbers, operations of rational numbers, simplification of polynomials and equation-solving techniques. Additional special fees are required. Course placement standards are available at Mathematics Course Performance Standards and in the math labs.

LAB REQUIRED
Every student enrolled in MAT 0018 must also enroll in a MAT 0018 Lab (course MAT 0018L). There are two different choices of lab for the students to enroll. A student may elect the off-site MAT 0018 Lab or an on-site MAT 0018 Lab. Both types of MAT 0018 Lab have the same assignments for students. Both types will use MyMathLab software to complete assignments.

- Off-Site MAT 0018 Lab: Students will complete the MyMathLab weekly assignments off campus but may use the open lab in the Academic Resource Center to get assistance as needed.
- On-Site MAT 0018 Lab: Students will have a tutor available for help in a room with computers. A student that registers for the on-site lab must attend at the same time each week throughout the semester.

TEXT
Prealgebra & Introductory Algebra, , 4th Edition by Elayn Martin-Gay

MATERIALS
A calculator is required. It is allowed during exams as directed by the instructor but will be used in conjunction with chapters 5, 6, 7, and 8 only. The final exam has two parts - one portion allows the calculator and the other portion does not allow a calculator.

ADDITIONAL MATERIALS
MyMathLab instructional software is required and it comes with an e-book. Students must be enrolled in MyMathLab by the end of the first week. Tutoring is available in the Academic Resource Center (ARC). A Student Solutions manual is available in the bookstore. This manual contains solutions to odd-numbered exercises at the end of each section and to all exercises in the review and tests in the text.

TESTS
There will be five exams and a required comprehensive, departmental final examination given in class during the scheduled final exam period. NO MAKE-UP TESTS, EXAMS, or QUIZZES WILL BE GIVEN.

GRADING
Your grade in the course is determined by the percentage of points earned during the semester. A grade of 70% or higher must be earned on the final exam in order to earn a grade of A, B, or C.

<table>
<thead>
<tr>
<th>POINTS</th>
<th>SCALE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 EXAMS</td>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>MyMathLab Weekly Assignments</td>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>Quizzes/Participation/Projects/Homework</td>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>Final Exam (cumulative)</td>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>Total</td>
<td>0 - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

LATE WORK
No late work may be turned in for credit unless permission given by the instructor.

ATTENDANCE
All late arrivals, early departures and absences must be discussed and cleared with the instructor. More than 3 hours of absences or excessive tardiness may result in your withdrawal from the course.
## NO-SHOW POLICY

Students who do not drop a course that they have never attended will be reported as a No-Show by the course instructor during the No-Show period. This drop may have financial aid implications for the student who is dropped.

## ELECTRONICS POLICY

Cell phone etiquette must be observed: In-class usage is restricted to emergency situations — this includes texting. Cell phones are not to be used during tests, not even as a calculator. Inform the instructor before class of any extenuating circumstances. The use of mobile devices (cell phones, beepers, tablets and other smart devices) in the classroom is determined by the faculty member’s mobile device use guidelines for that particular class. Each faculty member determines the acceptable use of mobile devices in the classroom, from requiring the device be turned off to allowing the use of mobile devices in classroom projects. Adhere to the expectations communicated by the faculty member for that course.

## MISCONDUCT

Students are required to adhere to statements regarding student misconduct outlined in official State College of Florida publications including the Catalog and the Student Handbook. The minimal consequence of failure to adhere to these statements is withdrawal from the course.

## TECHNICAL SUPPORT INFORMATION

For technical issues with Canvas, contact Canvas technical support by clicking the question mark icon in the lower left hand corner of the Canvas window and choosing “Report a Problem” or “Chat with Canvas Support.” Also, Canvas support can be contacted via phone at 844-920-2764.

For technical issues with My SCF, contact SCF technical support by calling 941.752.5357 or emailing helprequest@scf.edu.

For technical issues with the publisher site, contact their technical support by:
- MML 1.800.677.6337
- Connect 1.949.390.2095
- WebAssign 1.800.955.8275

## PROHIBITING RECORDING DEVICE

The use of recording devices during class is prohibited, except when the use of such devices is approved as an accommodation through the college Disability Resource Center. In such cases the student must provide a copy of their Memo of Accommodation and meet with the instructor to discuss how best to provide the approved accommodation.

## E-MAIL

Students are required to communicate with their instructor using their official SCF email address.

## WITHDRAWAL

In accordance with the State College of Florida policy as stated in the college catalog, a student may withdraw from any or all courses without the academic penalty of a "WF" grade by the withdrawal deadline as listed in the academic calendar, Catalog or on the SCF website. A student in an accelerated or short-term course may withdraw without the academic penalty of a "WF" grade any time before the withdrawal deadline specific for the course. When a "WF" is entered, it is recorded in the student's permanent record and calculated as an "F" in the grade point average. SCF encourages the student to discuss a withdrawal with the instructor prior to withdrawing. A student who withdraws from any or all courses can withdraw online. Students should consult with the Financial Aid Services office prior to any course withdrawal.

Course withdrawals, after the deadline for the term or accelerated or short term course as published in the academic calendar, will result in a grade of "WF" which is computed in the term and cumulative GPA. Appeal request forms, accompanied by an explanation and documentation detailing major extenuating and documented circumstances, should be directed to the appropriate campus Dean, who has the final approval/dis-approval authority. If the appeal is granted, the "WF" grade would be changed to a "W" without GPA consequences. Forms can be obtained from the respective campus advising centers.

Effective Fall 1997, the state mandates a student will be permitted a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period.
A student must take responsibility for initiating the withdrawal procedure. If this procedure is not followed, a grade of "WF" may be recorded for the student and "F" calculated in the grade point average.

If a "WF" is entered, it will be recorded on the permanent record and calculated as "F" in the grade point average.

All withdrawal policy statements apply to part-time as well as full-time degree credit and developmental credit students.

In accordance with the State College of Florida policy as stated in the college catalog, students may withdraw from any course or all courses without academic penalty of a WF by the withdrawal deadline as listed in the State College of Florida academic calendar. The student must take for initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors first before taking any withdrawal action.

In addition, students should note that faculty may also withdraw students for violating policies, procedures, or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.

**STATEMENT OF PLAGIARISM**

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

**DISABILITY RESOURCE CENTER**

State College of Florida, in accordance with the Americans with Disabilities Act, will provide classroom and academic accommodations to students with documented disabilities. Students are responsible for registering with the Disability Resource Center (DRC) in order to receive academic accommodations. Reasonable notice must be given to the DRC office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation.

DRC Contact Information: Email: drc@scf.edu  Phone: 941-752-5295  
http://scf.edu/StudentServices/DisabilityResourceCenter/

**STATEMENT OF NONDISCRIMINATION**

State College of Florida, Manatee-Sarasota (SCF) is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.  
http://www.scf.edu/Administration/HumanResources/DiversityEquity/equalopportunity.asp

**RELIGIOUS OBSERVANCES**

Students who expect to be absent due to religious observances must provide their instructor with advance notification, in writing, of the purpose and anticipated length of any absence by the end of the second week of classes. At that time, the instructor and student will agree upon a reasonable time and method to make up any work or tests missed.

**DEPARTMENT CHAIR INFORMATION**

If a student encounters a problem in the course, they should work with the professor to resolve it. If the student needs help and the professor is unable to help or is unavailable, contact, based on your campus, Kim Ghiselin (Bradenton), Angelique Medvesky (Lakewood Ranch), or Stephanie Cook (Venice).
<table>
<thead>
<tr>
<th>Week</th>
<th>Sections Covered</th>
<th>Topics Covered</th>
<th>Suggested Homework Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M 1/8 - F 1/12</td>
<td>1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3</td>
<td>Place Value, Add &amp; Subtract Whole Numbers, Rounding &amp; Estimating, Multiply Whole Numbers, Divide Whole Numbers, Exponents &amp; Order of Operations, Integers, Add Integers, Subtract Integers</td>
</tr>
<tr>
<td>2</td>
<td>M 1/15 - F 1/19</td>
<td>2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4</td>
<td>Multiply &amp; Divide Integers, Order of Operations, Solve Equations, Algebraic Expressions, Review Basics of Solving Equations, More Solving Linear Equations, Problem Solving with Equations</td>
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<tr>
<td></td>
<td>1/15 - MLK Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>M 1/22 - F 1/26</td>
<td>4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7</td>
<td>Fractions and Mixed Numbers, Simplest Form of a Fraction, Multiply &amp; Divide Fractions, Add &amp; Subtract Fractions (Part I), Add &amp; Subtract Fractions (Part II), Order of Operations, Mixed Numbers</td>
</tr>
<tr>
<td>4</td>
<td>M 1/29 - F 2/2</td>
<td>4.8, 4.9, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, Review</td>
<td>Solving Equations with Fractions, Decimals, Add &amp; Subtract Decimals, Multiply Decimals, Divide Decimals, Fractions, Decimals, Order of Operations, Solving Equations with Fractions, Mean, Mode, and Mode</td>
</tr>
<tr>
<td>6</td>
<td>M 2/12 - F 2/16</td>
<td>6.7, 7.3, 8.2, 8.3</td>
<td>Simple Interest, Square Roots &amp; Pythagorean Theorem, Perimeter, Area, Volume, &amp; Surface Area</td>
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<td></td>
<td>2/16 Fac Dev Day</td>
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<tr>
<td>8</td>
<td>M 2/26 - F 3/2</td>
<td>Review for Final, Final Exam</td>
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