SYLLABUS: Developmental Math (Math 095)           FALL 2015

Instructor: Charlie Myers                     Email: cmyers@ccsj.edu
Course Schedule: See Study Outline          Room: 261

Instructor Background: AS/BS Computer Information Systems, MA Liberal Studies, MS Information Technology.

Course Description: This course introduces students to basic math concepts in preparation for Beginning Algebra. Topics include whole numbers, fractions and mixed numbers, decimals, ratio, rate, proportion, percentages, Geometry, and real numbers.

Prerequisites: Placement with Accuplacer or Compass test

Learning Objectives: Upon successful completion of this course, students will have acquired the skills and knowledge base necessary to do the following:

- Round, add, subtract, multiply and divide whole numbers
- Know the rule for order of operation and grouping symbols
- Solve equations and application problems
- Add, subtract, multiply and divide fractions and mixed numbers
- Find least common multiple (LCM) of fractions
- Add, subtract, multiply and divide decimals
- Convert fractions and decimals
- Solve for ratios, rates and proportions
- Solve percent problems using proportions
- Use Geometry to find lines, angles, perimeters and areas
- Add, subtract, multiply and divide integers
- Demonstrate an understanding of the basic principles of Algebra


Materials: You will need note paper and pen/pencil for class. A calculator may be used AFTER chapter one. Phone calculators are not allowed for quizzes and exams.

Learning Strategies: Lecture, discussion, group exercises and individual practice exercises, weekly and comprehensive assessments.

Course Components consist of:

Lecture/Discussion/Practice: There will be discussion and demonstration of the chapter concepts each week. It is important to attend class so that you can observe, question and participate.
Assignments: IXL online and written exercises are assigned for each chapter so that you can practice the procedures and properties presented during the lectures and demonstrations. Home work is due the following week. All work is due on the dates listed on the course outline. LATE WORK WILL NOT BE ACCEPTED.

Quizzes: There are regular quizzes. Each quiz covers about one-half to one chapter. They are aligned with weekly assignments. THERE ARE NO MAKE UP QUIZZES.

Exams: Midterm and Final exams are comprehensive. A detailed review with samples will be conducted before each exam.

Assessment:
Quizzes 40% of grade    Exams 40% of grade    IXL and Written Assignments 20% of grade

Class Policy for Assignments:
Written assignments are an integral part of the learning process. They will be handed out each week. Working problems is crucial to your success. On written assignments, problems should be numbered and adequate work shown for each, with answers clearly marked. Correct answers without accompanying work, where appropriate, will not be given credit. To receive full credit, work should be neat, organized and complete, and should include the student's name on each page. DO NOT SKIP ANY PROBLEMS. Online work using IXL must meet the 70% requirement as outlined in the course IXL orientation.

Grading Scale: (given as a percent of total possible points)
A: 93-100   A-: 90-92  B+: 87-89  B: 83-86  B-: 80-82  C+: 77-79
C: 73-76    C-: 70-72  D+: 67-69  D: 63-66  D-: 60-62  F: below 60

Class Policy on Attendance:
Attendance is important and is expected. You are responsible for all material covered in class, including announcements of assignments and quizzes.

Class Policy on Electronic Devices: As a matter of courtesy, electronic communication devices should be switched off; texting is out of place. In the event of necessity for answering a cell phone during class, please inform the instructor ahead of time and set the device to "vibrate", if possible, and answer it in the hallway.

Student Success Center (formerly Tutoring Center):
The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by room 413.

The Supplemental Instruction (SI) Program is an academic support program designed to increase student performance and retention. The SI Program provides peer-assisted study sessions to aid students in academic courses that often prove challenging. Weekly study sessions are led by a supplemental instructor, a “peer facilitator” who can help students master course content and practice effective study skills. In SI sessions, students are provided with an opportunity to review lecture notes, clarify difficult concepts, discuss ideas, and study for tests in group settings. SI sessions are for students who need or want supplemental instruction in courses in which SI support is provided. Students may attend as many sessions as they deem helpful. For more information regarding the SI Program, contact the Academic Support Programs Office at 219 473-4352.
**Math 095  Study Outline for Fall 2015  Traditional Study**

Course Meets on Tuesdays and Thursdays from Noon until 1:30 PM

Attendance is taken for each meeting. Weekly written and IXL assignments will be on Blackboard.

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*Class meets on TUESDAY ONLY, Thursday is Thanksgiving break.*
Statement on Plagiarism:
If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

Citation Guidelines:
Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for each course to see what each instructor requires. The Library has reference copies of each manual; the Bookstore has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral “Student Handbook and Planner” and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the “Works Cited” and “References” pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.

Withdrawal from Classes Policy:
After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.

If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control. This grade is submitted by the instructor at the end of term.

Disability Services:
Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary aid (e.g., additional time for tests, note taking assistance, special testing arrangements, etc.). It is the student’s responsibility to contact the Academic Support Programs Office to request an accommodation at least one month prior to enrollment for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student. If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.

CCSJ Alert:
Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College’s website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: http://www.ccsj.edu/alerts/index.html.

School Closing Information:

Internet: http://www.ccsj.edu or http://www.EmergencyClosings.com

WBBM NEWS RADIO 780

TV Channels: 2, 5, 7, and 9