Instructor Information

Instructor: Lana Riding
Office: IT 409E
Mailbox: IT 409
Hours: Mondays 1:10 - 1:40 in CCB 311 and 4:00 - 4:30 in CCB 312
         Tuesdays and Thursdays 1:10 – 2:10 in IT 409E
Phone: 501-812-2748 office, 501-804-4833 cell
Email: lriding@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Denise Hammett (501)812-2874 denisehammett@uaptc.edu
Dean: Dr. Marico Bryant Howe (501)812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

In Person
Instructor is physically in the classroom and delivering content in a face-to-face format for ALL meetings of the class. We may make use of computers, internet or other electronic media in the classroom on any given day. Students may be directed to online material provided by the publisher, or to other internet accessible sources as part of their course work. Students may be expected to work in groups and to make project presentations.

Class Days and Meeting Times MW 12:15 – 1:05

Catalog Description

1 Credit Hour (2 contact hours per week)

Math 0100 is a co-requisite support course for students enrolled in Math 1300. As the support course for the credit-bearing course, Math 1300, the grade earned in Math 0100 does not apply toward graduation requirements and is not included in the cumulative grade point average computation. The course must be taken during the same semester as Math 1300 to satisfy the developmental requirement based on the student’s ACT math score, Accuplacer Elementary Algebra Placement Test, or the COMPASS Algebra Placement Test.

A TI-83 or TI-84 graphing calculator is required for this course. The course also requires an online learning component.
Co-Requisite (Students are required to concurrently enroll in MATH 0100 and MATH 1300 when the student has one of the following):

- A score of 17 or below on the Math section of the ACT
- A score of 76 or below on the Accuplacer Elementary Algebra Placement Test
- A score of 32 or below on the COMPASS Algebra Placement Test

**Purpose:** In Mathematical Reasoning students work in these areas: (a) Personal, state and national finance (b) Statistics and probability (c) Mathematical modeling (d) Quantities and measurement. The support course will help the students with any skills they are lacking, and provide extra instruction to reinforce and supplement what is being taught in the credit-bearing course. Students will also receive guidance and assistance in completing the projects assigned in Mathematical Reasoning.

**Course Materials**

Required Materials: **No additional resources are required for the support course.** This course uses the same materials as MATH 1300 and those materials are listed below.


Calculator: A TI-83 or 84 calculator is required for the course. No other brands of calculator will be supported and no Texas Instrument models other than 83’s and 84’s will be discussed. TI-89 models cannot be used.

(Please note, you do not need to purchase the physical textbook unless you prefer to have an actual book versus an etext book which can be viewed in the MyLabsPlus software. So, you can purchase the MyLabsPlus Access Code listed above or you can purchase the actual book which comes with an Access Code. You will need the calculator mentioned above.)

*If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account. This will allow you to purchase your book early and will alleviate you getting behind this semester.*

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at [http://www.uaptc.edu/footer-navigation/tutoring-center](http://www.uaptc.edu/footer-navigation/tutoring-center)

MLP Technical Support: If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8pm (All times are Eastern Standard Time)

*Do not contact the UA-PTC IT services department for assistance with MLP issues. Please be sure to contact the 1-800 number that was provided above.*
Student MyLabsPlus Access

MyLabsPlus Web Address: http://pulaskitech.mylabsplus.com/ or you can also access the MLP link in UA-PTC’s Portal.

- **Student MyLabsPlus Username**: The first two letters of your first name, your entire last name, and the last four digits of your student ID.
- **Student MyLabsPlus Password**: Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)
  *If you have previously used MLP with UAPTC and changed the default password, you will need to use that password instead.

Once you login in to MyLabsPlus,

1. You will be prompted to accept the terms of the Pearson User License Agreement and Privacy Policy. Click I Accept once you have read the terms of use.
2. You will be prompted to enter the access code that you received with your book. If you have already purchased the book, chose “Access Now”.
3. If you do not have a code, you will choose “Pay Later”. This will give you **14 days of Temporary Access**, which will begin on the day you registered in the course. This means that the temporary code could expire at different times for each student since it is based upon the date each student registers into the system. You will need to purchase your book before the temporary access code expires or you will be locked out of MyLabsPlus and you will not have access to your work which could result in zeros on assignments that were missed. **DO NOT LOSE YOUR ACCESS CODE ONCE YOU HAVE PURCHASED IT. YOU WILL NOT BE ABLE TO ENTER IT UNTIL THE TEMPORARY ACCESS CODE EXPIRES.**

If you have trouble logging in, entering your code or experience issues with not being able to access the course, please contact the Chair of the department. Her name is Denise Hammett and her email is dhammett@uaptc.edu. Please send as much information as you can about the situation including screen shots along with a good working phone number, your username and birthdate.

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

**Department / Program Learning Outcomes**

The Mathematics department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and mathematical thought
2. Academic Integrity
3. Independent thinking and learning
4. Quantitative and technological literacy on a collegiate level

**Student Learning / Course Outcomes**

The overarching goal of Mathematical Reasoning Support is to provide students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. Students will receive the support they need to solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. More specifically, **student performances** will include:

1. Identifying problem-solving strategies and applying them to contemporary everyday problems, both in work and in personal lives.
2. Analyzing reports from media to determine completeness and accuracy noting assumptions both stated and unstated.
3. Critiquing public consumer and political information for better understanding, completeness, and accuracy.

In keeping with the tenets of student performance in a general education course, Mathematical Reasoning Support is designed to deliver instruction that focuses on process, conceptual understanding, communication and problem solving.
Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester and throughout the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student's grade based on excessive absences. Instructors set the attendance policy for courses and students' must follow those policies.

Any student who does not attend class before the roster certification date will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Students who were dropped because they had not attended class, will not be allowed back into the course during that specific term; refunds are automatically added to the student’s account for being reported as Never Attending a class.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive tardiness and/or absences are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. More importantly, students who are absent miss important information from lectures, class discussions, handouts and assessments, and can easily fall behind on the material. As mastery is a basis for progression, students will need to be present each day. Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor.

Departmental Attendance Policy Each unexcused absence will result in a 1% deduction from your homework average for the support course.

Drop Date: (Dropping this support course means also dropping the co-requisite main math course!): The last day to drop a course or withdraw from the college is Friday, November 16th. This course is part of a pilot program and for students to drop this course requires the instructor’s permission. Students need to discuss their unique situation with their instructor, their advisor and their financial aid advisor (if applicable) prior to dropping. Once the decision has been made that dropping the course is the best course of action, then
the student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. **Once the drop form has been received by the registrar’s office, an email will be sent to the instructor and only after the instructor gives permission will the student be dropped.** Both the support and credit-bearing courses will be dropped together; you cannot drop one and keep the other. Faxed requests can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which courses you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option during the summer terms.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Email Policy:**  *Due to UA-PTC's board policy and privacy issues, please only send emails from your Pulaski Technical College email account. UA-PTC employees (and students) can only receive and send official email through UA-Pulaski Technical College's email accounts.*

**Timely Response:** Instructors will normally answer emails and voice mails within 24 hours, except for weekends and times when the college is closed.

**Campus Visitors Policy:** Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a schedule course is being taught. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent.

**Incompletes:** The requirements for awarding a grade of incomplete, “I” can be found in the Academic Catalog.

**Math Department Chair:** Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact after an agreeable resolution has not been found through consultation with the instructor. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

**Cell Phones:** Please turn cell phones on vibrate mode during class time. Texting during class or doing other things on your phone or tablet or smart watch during class not related to the
course is not a good idea as concepts being taught will be missed. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

**Group Work:** In the Support course you may be expected to work with a small group of class peers; peer groups are to be determined by your instructor and may include peers who have similar degree plans or focus areas. Once these groups have been determined, you will be expected to sit in the classroom together as a group and be resources for each other inside and outside of the classroom (except for testing, final exam and other instances to be determined by the instructor). In life, there will be jobs or other instances where you must have the ability to work with others even if you would not normally do so or agree with them on a personal level. You will be expected to act respectfully and productively in your groups.

**Grading Policy**

The grade earned in the main math course will also be the grade earned in the support course. Your overall average for the support and main course will be found in MyLabsPlus for the main course. The support course in MyLabsPlus will only show the Support homework average and may not include deductions for unexcused absences. Deductions for unexcused absences will be made by the instructor when the instructor enters the Support Homework Average into the overall grade in the main course in MyLabsPlus.

Letter grades will be based on the following scale:

- 90% to 100% A
- 80% to 89% B
- 70% to 79% C
- 60% to 69% D
- 0% to 59% F

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<thead>
<tr>
<th>MR Homework: 15%</th>
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<tr>
<td>Support Homework: 10% <em>(1% deduction for each unexcused absence)</em></td>
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<td>Projects: 30% <em>(including portfolio &amp; presentation)</em></td>
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<td>Tests: 20% <em>(will be part of a portfolio grade)</em></td>
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<td>Final Exam: 25% <em>(Student will receive an F for the course for failure to take final exam)</em></td>
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**Course Average will be calculated as follows:**

\[
(\text{MR Homework Avg} \times 0.15) + (\text{Support Homework Avg} \times 0.10) \\
+ (\text{Projects Avg} \times 0.30) + (\text{Tests Avg} \times 0.20) + (\text{Final Exam Avg} \times 0.25)
\]
Homework – Homework will be assigned for each section discussed. Homework problems will be found in MyLabsPlus. Homework should be worked out on paper and kept in an organized notebook so you will have something to review when needed. Answers obtained for the homework problems need to be entered in MyLabsPlus. You’ll have aids you can click on to help you work the problems if you have trouble or need help. **MyLabsPlus will keep track of your homework percentage.** The instructor will periodically (minimally at midterm and end of term) update the homework average from the support course into the main course average. To be successful in the class, all homework needs to be worked. **You are allowed to rework the homework assignments for extra practice and for a higher score (up to 100%) as many times as you like until the due date.** Please be responsible and do assignments by the Due Date shown in MyLabsPlus. **Each unexcused absence will result in a 1% deduction from your homework average.**

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

For the support course, homework **must** be completed by the due date provided. No extensions will be allowed.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

For any writing assignment, you must be careful to make it clear when text is being quoted and where the text comes from. Cite any sources from which you obtain numbers, ideas, or other material. If you have any questions about what does or does not constitute plagiarism, ask! Plagiarism is a serious offense and will result in a zero for the assignment.

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.
Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership  
Campus Center Building Room 216  
501-812-2756  
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

**Information Literacy**

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
Tentative Course Schedule

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Final Exam Schedule: This course has no final exam.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Lana Riding’s Mathematical Reasoning Support class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

As a student in this course, I understand:

1) My attendance for the duration of each class is expected.

2) My attention and participation is required for the duration of each class.

3) The Instructor determines what constitutes an excused absence.

4) Unexcused absences may lower my support homework average by 1% for each occurrence.

5) The grade I earn in the main course, with the support homework included, is the grade that will be reported for this course.

6) Dropping this course also means dropping the main math course.

7) An instructor approval is required to drop this course.

____________________________
Semester

____________________________
Date

____________________________
Print name

____________________________
Signature

____________________________
UA-PTC Email address

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Telephone