

Core Objectives:

Communication Skills

- Develop, interpret, and express ideas through written communication
- Develop, interpret, and express ideas through oral communication
- Develop, interpret, and express ideas through visual communication

Critical Thinking

- Generate and communicate ideas by combining, changing, and reapplying existing information
- Gather and assess information relevant to a question
- Analyze, evaluate, and synthesize information

Empirical and Quantitative Competency Skills

- Manipulate and analyze numerical data and arrive at an informed conclusion
- Manipulate and analyze observable facts and arrive at an informed conclusion

Disabilities: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester to make the appropriate arrangements. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese (Building 8) 806-716-4606, or Levelland (Student Services Building) 806-716-2577.

Diversity: In this class, the teacher will establish and support an environment that values and nurtures individuals and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Non-Discrimination: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please

refer to the SPC policy at:

(http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Class Policies

Blackboard: Blackboard is an online course management system that SPC uses for course information. In Blackboard, you will find the course syllabus, outline, and lesson videos. For technical support, call 806-716-2180 or email blackboard@southplainscollege.edu.

MyMathLab: We will be using a math website called MyMathLab (MML). In MML, you will find all assignments, class announcements, the textbook, and much more. You can access MML directly at www.mymathlab.com. For technical support, log into MML, and click on support.

Logging into your course: When you sign up in MML, your name MUST appear EXACTLY as it appears in Texan connect. If your name does not appear as it does on my class roster, then you will not receive a grade for the class. If someone other than you logs into this course, you will be dropped immediately regardless of the reason and you will receive an F or X at my discretion.

Attendance Policy: Attendance and effort are the most important activities for success in this course. Your attendance is monitored through completion of assignments in MML. Logging into the course does not keep you compliant. You must be turning in work. **If you miss any 8 assignments, you may be dropped from this class and receive an X or F.**

Withdrawal from the course: If you wish to drop this class, you must contact Student Support Services as soon as possible. Until the drop is officially processed, you will continue to be on my class roll and will be at risk of being dropped by me if you miss the maximum number of assignments.

Academic Integrity: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. Please refer to the SPC Student Guide under "Student Misconduct" and "Academic Integrity" regarding consequences for cheating and plagiarism.

Communication: I will do my best to respond to all emails within 24 hours. Between 5 pm Thursday and 8 am Monday morning, responses may take longer. When you email me through MML, my reply email will go to the email address you used to register in MML.

Computer Issues: You should ALWAYS stay days ahead of schedule so that if you have any issues, it can be resolved before the deadline. Issues cannot be resolved after the deadline. You must give me 24 hours to fix any issues. **NEVER wait until the last day to complete an assignment.** Computers seem to have issues when you are in a hurry to meet a deadline. **Computer problems, mechanical failures, internet service provider issues, etc. do not constitute excuses for late submission of work.**

Netiquette: Professionalism, respect, and courtesy are required at all times. **NO PROFANITY** under any circumstances in any situation. Confrontational behavior will NOT be tolerated, and you will be dropped from this course immediately to receive an X or F at my discretion. Do not use all CAPS or text language in your emails, and **make sure to sign your name and class on EVERY email.**

Assignments and Grades

Homework: If you do not want to spend all of your time in front of the computer, the homework assignments may be printed, worked on paper, and then the answers can be entered at a different time. You can log out and come back to work homework assignments. You should not settle for less than a 100 on all homework assignments since you can rework all problems until you get them right. If you miss a problem, or if you just want more practice, hit “similar exercise” at the bottom of the screen for a new problem to work. Five homework grades will be dropped. For every day a homework assignment is late, a 25% deduction will be taken per day.

Quizzes: There will be several quizzes throughout the semester. You are allowed only one attempt to complete quizzes. For every day a quiz is late, a 25% deduction will be taken per day.

Midterm Exam: There will be a midterm exam over units 1 – 4. You are allowed only one attempt to complete this exam. For every day the exam is late, a 25% deduction will be taken per day.

Final Exam: There will be a final exam over units 5 – 8. You are allowed only one attempt to complete this exam. For every day the exam is late, a 25% deduction will be taken per day.

Quizzes and Exams: All quizzes and exams are timed and are due by the date and time listed in the outline. You will get the full amount of time unless you start the exam right before the deadline. Then, you forfeit the full amount of time. For example, if the exam allows 2 hours to complete, and you start the exam 30 minutes prior to the deadline, then you are only allowed 30 minutes to complete the exam.

Entering answers: If you go through the videos under “How to enter answers” in MML, read and use the “Tips on entering answers in MML” in Blackboard, and practice homework, you will know how to enter answers on all exams. **You must know the proper way to answer the questions.** If you are having problems entering answers, please contact me while doing homework so I can help. I will not be checking every problem on every exam. I will only be grading the problems that require work to be shown.

Showing work on quizzes and exams: There will be several problems where you must show your work. You can either enter the steps on the computer, or you can upload a picture of the work you wrote on notebook paper. There will be a practice quiz so you can practice how to enter or upload your work before you start a quiz or exam.

Save for Later Option: You will have the “save for later” option on all quizzes and exams. This means you must work the problems in order. You may save the test and come back to it at a later time, but you will not be able to go back to any previous problems. **Be extremely careful** because if you click out of the test or get kicked out for any reason, you will forfeit the chance to finish the problem you were working on at that time. For example, if you are working on number 3, and you get kicked out of the test due to a power outage, then when you return, you must start on number 4, and number 3 will be counted wrong.

Grading Scale:

A: 90 – 100	Homework	25 %
B: 80 – 89	Quizzes	25 %
C: 70 – 79	Midterm	25 %
D: 60 – 69	Final Exam	25 %
F: 0 – 59		

Course Outline

This is a tentative schedule. Any changes will be posted in Blackboard.

Dates listed on the left of the outline give you an idea of how long to work on each assignment, and how quick you need to move on to the next assignment. Dates listed on the right of the outline are the due dates for each assignment.

Week	Dates	Day	Section Number	Due Date
1	Jun 3	Mon		Mon, Jun 10 by midnight
	Jun 4	Tues	Orientation	
	Jun 5	Wed	1.1	
	Jun 6	Thurs	1.2	
	Jun 7	Fri	1.3	
2	Jun 10	Mon	1.4	Mon, Jun 17 by midnight
	Jun 11	Tues	1.5	
	Jun 12	Wed	1.6	
	Jun 13	Thurs	Quiz 1	
	Jun 14	Fri	2.1	
3	Jun 17	Mon	2.2	Mon, Jun 24 by midnight
	Jun 18	Tues	2.3	
	Jun 19	Wed	2.4	
	Jun 20	Thurs	2.5	
	Jun 21	Fri	2.6	
4	Jun 24	Mon	Quiz 2	Mon, Jul 1 by midnight
	Jun 25	Tues	3.1	
	Jun 26	Wed	3.2	
	Jun 27	Thurs	3.3	
	Jun 28	Fri	3.4	
5	Jul 1	Mon	3.5	Mon, Jul 8 by midnight
	Jul 2	Tues	Quiz 3	
	Jul 3	Wed	4.1	
	<i>Jul 4</i>	<i>Thurs</i>	<i>Holiday</i>	
	Jul 5	Fri	4.2	
6	Jul 8	Mon	4.3	Mon, Jul 15 by midnight
	Jul 9	Tues	4.4	
	Jul 10	Wed	4.5	
	Jul 11	Thurs	Quiz 4	
	Jul 12	Fri	MIDTERM EXAM	

7	Jul 15	Mon	5.1	Mon, Jul 22 by midnight
	Jul 16	Tues	5.2	
	Jul 17	Wed	5.3	
	Jul 18	Thurs	5.4	
	Jul 19	Fri	Quiz 5	
8	Jul 22	Mon	6.1	Mon, Jul 29 by midnight
	Jul 23	Tues	6.2	
	Jul 24	Wed	6.3	
	Jul 25	Thurs	6.4	
	Jul 26	Fri	6.5	
9	Jul 29	Mon	Quiz 6	Mon, Aug 3 by midnight
	Jul 30	Tues	7.1	
	Jul 31	Wed	7.2	
	Aug 1	Thurs	7.3	
	Aug 2	Fri	7.4	
10	Aug 3	Mon	7.5	Mon, Aug 10 by midnight
	Aug 6	Tues	Quiz 7	
	Aug 7	Wed	8.1	
	Aug 8	Thurs	8.2	
	Aug 9	Fri	8.3	
11	Aug 10	Mon	8.4	Wed, Aug 14 by midnight
	Aug 13	Tues	Quiz 8	
	Aug 14	Wed	<i>FINAL EXAM</i>	