Cindy Zarske
Summer 2010
Fullerton College CRN: 30077

SYLLABUS
Math 100 Online
Liberal Arts Mathematics
MyMathLab Course ID: zarske47471
(Deadline to enroll in this MyMathLab course: noon on Weds. June 23)

CONTACT INFORMATION:
Email: czarske@fullcoll.edu
Note: Use my email only for personal issues, not math questions. To contact me with math questions, please post the question on MyMathLab on the discussion board so other students can see the question and answer. See p. 5 of syllabus for more information.
Webpage: http://staffwww.fullcoll.edu/czarske/

CLASS MEETINGS On Campus in Room 719:
Each student must be able to attend one session on July 7 and one session on July 26 or he/she will not be able to participate in the summer course. I regret that there can be NO exceptions.

Midterm, Weds. July 7
Choose one:
10:40 am - 1:40 pm, or
6:30 pm - 9:30 pm
Review Session, first hour
Exam, remaining two hours

Final Exam, Mon. July 26
Choose one:
10:40 am - 1:40 pm, or
6:30 pm - 9:30 pm
Review Session, first hour
Exam, remaining two hours

If the student does not take the midterm during one of the scheduled sessions on July 7, an instructor withdrawal will be submitted to Admissions & Records to drop that student from the class.

COURSE DELIVERY: http://coursecompass.com/
MyMathLab, Course ID zarske47471 (last 5 characters are digits)
Technical Support for MyMathLab: (800) 677-6337

Online Access (Required): You must purchase MyMathLab online access to our course and enroll in Course ID zarske47471 (last 5 characters are digits). Access codes may be purchased in the FC bookstore, or directly through the above Course Compass website using a credit card. If you choose to also buy the printed textbook (optional) at the FC bookstore, the new books come shrink-wrapped with the student's solutions manual, and a MyMathLab access code. So if you take this route, don't purchase separate access!

Using the website requires high-speed Internet access (DSL, cable, or on-campus labs). If you have technical difficulties, call MyMathLab technical support: (800) 677-6337.
Follow the instructions on p. 7 of the syllabus to enroll on MyMathLab. After enrolling, you will need to use the Installation Wizard found on the Course Compass website to download
needed plug-ins. Within our course, there is a menu button Installation Wizard on the left-hand side. If you have technical difficulties, call MyMathLab technical support: (800) 677-6337.

**Printed Textbook (Optional):** Our MyMathLab course includes online access to all parts of the textbook we will be covering in the course. Purchasing the textbook in printed form is optional. Textbook pages can also be printed from our course on MyMathLab. The only reason to buy the textbook is if you are more comfortable flipping pages of a book than scrolling on a computer, or using pages that can be printed from the online course.

**MATERIALS NEEDED:**
1. MyMathLab access (required)
2. Textbook (optional)
3. PENCIL and eraser (please do all work in pencil)
4. Printer to print out worksheets
5. Scientific Calculator - Graphing Calculators are also acceptable

**COURSE DESCRIPTION (from FC Catalog):**
Prerequisite: Math 40 Intermediate Algebra with a grade of "C" or better or math skills clearance. This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. (CSU) (UC) (Degree credit) AA GE, CSU GE, IGETC

**TIME COMMITMENT**
Because of the condensed summer schedule, you should plan to spend about 25 hours per week on this class!!!!

"Online" does not mean self-paced. There are deadlines for all assignments that must be met. See the schedule on syllabus p. 8-9.

**COURSE REQUIREMENTS:**
**Midterm Exam and Final Exam:**
For the midterm exam and the final exam, you may use a whole sheet of notes, handwritten on both sides. In addition, I will provide a copy of all formula sheets posted on MyMathLab under Course Documents. Important: You must bring a picture ID or you will not be allowed to take the midterm/final!!!!!

**Reading Worksheets:**
Since this is an online class, you will primarily be reading the content of the course. Reading Worksheets serve as a guide to lead you through the textbook sections. Some also
contain additional examples I've added. Reading Worksheets take the place of lecture notes. Filling out reading worksheets will be our version of "coming to class."

In our MyMathLab course, click Reading Worksheets on the course menu (on the left-hand side of our course). Click the worksheet desired, and print the worksheet. Fill out the worksheets using pencil. Reading Worksheets from Chapters 2, 3, and 10 (and also the syllabus worksheet) will be collected at the midterm. Reading Worksheets from Chapters 11, 12, and 14 will be collected at the final exam.

To access the textbook pages referenced in the worksheets, click Chapter Contents on the menu bar. Click the chapter, then the section. Click multimedia textbook section. If you have technical difficulties, call MyMathLab Tech Support: (800) 677-6337

**Online Homework:**

Before doing online homework problems, first complete the reading worksheets for the sections covered in the assignment (see schedule on syllabus p. 8-9).

Homework assignments are due at 11:59 pm according to the schedule on syllabus p. 8-9. Once the due date passes, you can still submit the assignment, but you will lose "on-pace" points if the assignment is late (see p. 4 of the syllabus). On MyMathLab, click Online Homework. You will see a list of assignments and their due dates. Click the assignment you wish to work on. Click Question 1 to begin. When you are finished, click Save. Even after you have saved your work, you can still re-open the assignment, continue to work, and then resave.

Each problem has help options on the right-hand side - “Help Me Solve This,” “View an Example,” etc. You may use one of these options for math help. For technical help with the website, call MyMathLab Tech Support: (800) 677-6337

**Midterm and Final Exam Reviews:**

These review sheets will contain problems similar to the problems on the exams. They will be posted on MyMathLab under Course Documents. Print out each review sheet. Using pencil, write all your work and the answers on the review sheet. You will turn in each review sheet on the day of the exam.

**Online Tests:**

There will be 4 online unit tests. You may attempt each test up to 3 times to try to improve your score. Each attempt has a time limit of 90 minutes. On MyMathLab, click Online Tests. At the top, you will see a list of the online tests and their due dates. Once the due date passes, you can still submit the test, but you will lose "on-pace" points if the test is submitted late (see p. 4 of the syllabus). (Note - the sample tests in the bottom list are generated by Course Compass and are not required.)
Discussion Board

Discussion Board: On MyMathLab, click Communication, Discussion Board. The discussion board can be used by students to communicate with each other, and with me. Rather than e-mailing your math questions to me, please post them on the discussion board. I will post my answer there so other students can see the question and answer. Although Discussion Board participation is optional, if you see a question that you can answer, please do!

On-Pace Points:

I will check the online gradebook 15 times throughout the course to see if your online homework and tests have been submitted on time. If all assignments are up to date, you will earn 2 points at each check.

GRADING:

Assignments:                      Scale:
Final Exam: 400 points
Midterm Exam: 300 points
Homework: 190 points
  12 online assignments x 10 pts each
  Reading Worksheets Set 1 - 20 pts
  Reading Worksheets Set 2 - 20 pts
  Midterm Review - 15 pts
  Final Review - 15 pts
Online Tests: 80 points
  4 unit tests x 20 pts each
On-pace Checks: 30 points
  15 checks x 2 pt each
Total Points Possible: 1000 points

To check your scores, click Gradebook on MyMathLab.
RESOURCES FOR EXTRA HELP:

Discussion Board:
On MyMathLab, click Communication, Discussion Board. You may post any questions you have on the discussion board. Students may respond to each others’ question. I will respond to all questions, usually within 24 hours.

Fullerton College Tutoring Center: LRC Room 806 (In the library building)
Open: Mon/Weds, 10am - 5pm
  Tues/Thurs, 11am – 5pm
The tutoring center offers free one-on-one tutoring on a walk-in basis. Note: To use the tutoring center, you must have a signed referral form from your teacher. Since electronic or copied signatures are not acceptable, I will need to mail it to you. Please send me your mailing address via e-mail if you need a referral form.

Pearson Math Tutor Center: Telephone tutoring provided by the publisher, staffed by college math instructors, Sun-Thurs, 2pm – 9pm. On MyMathLab, click Chapter Contents, Math Tutor Center (on top help bar) for phone number and more information.

Online help sessions with the instructor through CCC Confer:
Periodic online help sessions will be held throughout the course. The days and times will vary to accommodate as many different student schedules as possible. Each weekend, I will e-mail you the schedule and access information for the following week.
To participate in the online help sessions, you need a phone and/or the internet. Log onto www.cccconfer.org. Under “Office Hours” at the bottom of the screen, click Student Log In and click on GO next to my name. Then you may also call a toll free number and enter an access code that will put all of us on a conference call. All students logged in to my online help session will be able to see my computer screen, and/or speak to me and each other on the phone. For phone number, access code, and password, check the e-mails I will send you each week.

PARTICIPATION POLICY
Although this is not a face-to-face class, you are still required to participate in order to remain in the class. If you miss three or more assignment deadlines (homework, tests, etc.), you may be dropped from the class for non-participation. If you miss the scheduled midterm on July 7, you will be dropped from the class.

Student Withdrawal: Fullerton College considers it to be the responsibility of the student to drop a class through Admissions and Records if he or she wishes to withdraw. If you wish to withdraw from this class by your choice, it is your responsibility to do so through Webstar. Withdrawal deadline: July 15.
FULLERTON COLLEGE MATHEMATICS DIVISION
SELECTED COLLEGE POLICIES

ACADEMIC HONESTY POLICY
Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize
2. Students shall not cheat
3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an “F” on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

Repeated violations may result in students receiving an “F” in the course, suspension or dismissal from the College.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT
Fullerton College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations.

CHILDREN ON CAMPUS
Children are not allowed on campus unless supervised by a parent or guardian. Children may not attend classes or computer labs (unless the course is specifically designed to include children.) Children must be supervised so educational activities are not interrupted and may not be left unattended in common areas such as the library, student center, food services area, quad or college parking lots.

EMERGENCY RESPONSE STATEMENT
Take note of the safety features in and around the classroom. Also, please study the posted evacuation routes. The most direct route of exit may not be the safest. Running out of the building during earthquakes may be dangerous. During strong earthquakes, it is recommended to duck, cover, and hold until the quaking stops. Follow the guidance of your instructor. Your cooperation during emergencies can minimize the possibility of injury to yourself and others.

FULLERTON COLLEGE CATALOG AND CLASS SCHEDULE
The Fullerton College Catalog and the Class Schedule contain a number of policies relating to students that are important to you. Please be sure that you have read these publications thoroughly. You may purchase copies of these publications at the campus bookstore, or you may read them online at the Fullerton College website, www.fullcoll.edu.

STANDARDS OF STUDENT CONDUCT AND DISCIPLINE POLICY
The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 76034, 76036 of the State Education Code. Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s). Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, “A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student.” Students have an obligation to familiarize themselves with the College’s policies, rules and regulations and to conduct themselves in a reasonable, respectful manner, which is conducive toward attaining their educational goal. Upon registration, each student should obtain a copy of the College Policies and Regulations: Standards of Student Conduct and Discipline Policy. Contained therein are the policies approved by the Board of Trustees governing student behavior and the applicable penalties for violations of these policies. Copies are available in the Student Affairs Office, the Office of Equity and Diversity, all division offices, and the Student Services office.

WAIT TIME FOR LATE INSTRUCTORS
If, due to unforeseen emergencies, the instructor does not arrive at the scheduled start time for class, students are to wait for fifteen minutes (unless otherwise notified by the division). If they do not receive notification to wait for their instructor to arrive, after 15 minutes the students may leave with no penalty for absence or assigned work due for that class meeting.
### Getting Started with MyMathLab – Math 100 Online Summer 2010

*If you have questions or need assistance call tech support at 1 800 677 6337*

1. Go to [www.coursecompass.com](http://www.coursecompass.com)
2. Under “Students,” click Register.

3. I would like to:  
   - Select “Get access to a new course.”  
   - Click Next.

4. Enter Course ID:  
   - zarske47471  
   - Click Find Course.

5. Select “Access Code” or “Buy Now.”  
   - If you purchased an access code in the FC bookstore, or a code was included in your textbook purchase, select “Access Code.”  
   - If not, you may select “Buy Now” and enter a credit card number.  
   - Follow the on-screen instructions to complete the registration process.

6. Once you have completed registration and logged in to our course, click Installation Wizard on the left side of the screen. Follow the instructions to check your computer system and download plug-ins if necessary.

*If you have questions or need assistance call tech support at 1 800 677 6337*
SCHEDULE

Math 100 Online, Summer 2010

Monday June 21
- Class begins. Enroll in MyMathLab Course ID zarske47471. See p. 7 of syllabus for instructions.

Tuesday June 22
- Finish Syllabus Worksheet (turn in Syll WS at the midterm)

Wednesday June 23
- Students not enrolled in MyMathLab Course ID zarske47471 by noon today will be dropped from the class.
- Reading Worksheets 2.1-2.4 should be finished (turn in at midterm)
- Online HW #1 due

Thursday June 24
- Reading Worksheets 2.5, 3.1, 3.2 should be finished (turn in at midterm)
- Online HW #2 due

Friday June 25 (nothing due today)

Saturday June 26
- Read WS 3.6, 3.7 should be finished (turn in at midterm)
- Online HW #3 due (note - you may submit HW #3 through Monday June 28 with no penalty since Course Compass will be shut down this weekend for an upgrade)

Monday June 28
- Online Test #1 due - Covers Ch. 2, 3

Tuesday June 29
- Read WS 10.2, 10.3 should be finished (turn in at midterm)
- Online HW #4 due

Wednesday June 30 (nothing due today)

Thursday July 1
- Reading Worksheets 10.4, 10.5 should be finished (turn in at midterm)
- Online HW #5 due

Friday July 2 (nothing due today)

Saturday July 3
- Read WS 10.6 should be finished (turn in at midterm)
- Online HW #6 due

Monday July 5
- Online Test #2 due - Covers Ch. 10

Tuesday July 6 (nothing due today)

Wednesday July 7 - MIDTERM ON CAMPUS
- You MUST attend one of the two scheduled midterm sessions today or you will be dropped from the class. Because of the condensed summer school schedule, there can be NO exceptions, even for extreme emergencies. If you cannot attend today, you will need to re-enroll in the class during another semester.
- Choose one session:
  - 10:40 am - 1:40 pm in Room 719, or
  - 6:30 pm - 9:30 pm in Room 719
- Bring picture ID, pencil, calculator, work to turn in (Syll WS, Read WS Ch. 2, 3, 10, Midterm Review (posted on MyMathLab under Course Documents)), whole sheet of notes (both sides).
- I will provide copies of all formula sheets posted on MyMathLab under Course Documents.
Thursday July 8 (nothing due today)
Friday July 9 (nothing due today)
Saturday July 10
  • Read WS 11.1-11.3 should be finished (turn in at final exam)
  • Online HW #7 due

Monday July 12 (nothing due today)
Tuesday July 13
  • Read WS 11.4, 11.6 should be finished (turn in at final exam)
  • Online HW #8 due
Wednesday July 14 (nothing due today)
Thursday July 15
  • Read WS 11.7, 11.8 should be finished (turn in at final exam)
  • Online HW #9 due
Friday July 16 (nothing due today)
Saturday July 17
  • Online Test #3 due - Covers Ch. 11

Monday July 19
  • Read WS 12.1, 12.2, 12.4(a) should be finished (turn in at final exam)
  • Online HW #10 due
Tuesday July 20
  • Read WS 12.4(b), 14.1 should be finished (turn in at final exam)
  • Online HW #11 due
Wednesday July 21 (nothing due today)
Thursday July 22
  • Read WS 14.2 should be finished (turn in at final exam)
  • Online HW #12 due
Friday July 23 (nothing due today)
Saturday July 24
  • Online Test #4 due - Covers Ch. 12, 14

Monday July 26 - FINAL EXAM ON CAMPUS
  • You MUST attend one of the two scheduled final exam sessions today or you will earn a score of zero on
the final and a grade of F in the class. Because of the condensed summer school schedule, there can be NO
exceptions, even for extreme emergencies. If you cannot attend today, you will need to re-enroll in the
class during another semester.
  • Choose one session:
    o 10:40 am - 1:40 pm in Room 719, or
    o 6:30 pm - 9:30 pm in Room 719
  • Bring picture ID, pencil, calculator, work to turn in (Syll WS, Read WS Ch. 11, 12, 14, Final Exam Review
posted on MyMathLab under Course Documents), whole sheet of notes (both sides).
  • I will provide copies of all formula sheets posted on MyMathLab under Course Documents.