



**Assessment:** Grading will be done according to the standard 10 percent scale (i.e. 100% - 90% is an A, etc.) with assignments weighted as follows:

Homework	35%
Discussions	15%
Tests	50%
Final Exam	20%

Grades are calculated by taking the average of all of the grades in that assessment type, and then weighing them according to the proportions given above. Details of each assessment type are given below.

**Class Attendance:** This course is an asynchronous (not at the same time) online course, so there is no formal class to attend. Attendance is instead managed by participation in the course. Students should be involved with working the course material as often as possible in order to develop mastery of the topics presented. As a benchmark, students should expect to spend at least 15 hours per week on this course to complete it successfully. Most students usually break this down into 3 hours per day, 5-6 days per week working on this course (note that the 3 hours do not have to be continuous, but that amount of time should be accumulated each day for best results.) If a you miss more than 5 assessment items (quizzes, case studies, exams), you may be dropped from the course with an X or an F.

If a you wish to drop the course on your own (which gives a mark of W) there are instructions in the Syllabus section of the Blackboard course.

It is currently the policy of the South Plains College math department that online math courses cannot be repeated, regardless of success in or completion of the course. Therefore if a student fails, drops, or is administratively dropped, they will not be able to repeat the course online, and must repeat the course in a traditional or hybrid classroom setting.

Students should plan their work time at the beginning of each week so that they are committed in advance to the completion of their assignments. It has been well documented that spreading out study and practice over a longer period of time helps to retain knowledge, create new connections, and gain additional insights into the material. This can also help with quizzes (see below). **Make arrangements now and plan ahead for what you will do in the event that your own computer or internet connection becomes unavailable or unreliable.**

**Homework:** Daily homework is essential to developing mastery over the topics presented in this course. All homework assignments are available from the first day of classes. Homework problems may be attempted an unlimited number of times in order to achieve mastery over each lesson. Due dates are fixed, but homework assignments may be revisited to improve skills or review topics. Each lesson has embedded within it various videos reading material to help students understand the concepts, which they can then apply directly to the homework. Videos may also be included on blackboard to help students learn and reinforce the material. A primary use of the homework is to start building an intuition regarding each of the topics discussed in this course. This intuition can then be used to gain insights into material in future classes, so it is essential that students achieve as much mastery over the topics as possible. For best results, students should keep a notebook of all correctly worked homework problems to use as a study guide for quizzes, exams, and projects, as well as asking questions of the professor via email or office hours. Homework assignments close at the due date.

**Discussions:** Discussion boards are available in Blackboard(named in their appropriate content area) that serve as an opportunity for students to process information together. These particular forums serve as a way for students to modify how they process the content and to demonstrate their knowledge in group settings with feedback from classmates, in a different way than just rote calculation. The grade in these discussions will be based on the quality of the student's initial post (all other posts in a forum are invisible until the student makes their first post in the forum), as well as the quality of feedback given to one or two posts from

other classmates. Finally, after having received feedback, students are allowed to correct errors and refine their posts to be more accurate, if necessary. Specific instructions on what constitutes quality feedback will be given in a separate document.

**Exams:** There are four midterm exams and one final exam. All exams are to be taken in person. For each exam, a survey will go out 2 weeks prior to the exam date for students to choose when they will take the exam. Please note the following:

- All students who reside within 75 miles of any SPC campus must appear in person to take exams.
- All students who live farther than 75 miles from any SPC campus are responsible for finding their own proctor for exams (a form is available in the Course Resources with instructions).
- If you are unable to appear for an exam, it is your responsibility to coordinate with me an alternative *before* the due date of the exam.

**Dual Credit Students** will test in their classrooms with their faculty or staff facilitator. This information should be provided to me via the introductory survey.

Note that the primary driver of the exam grade is the written work submitted, not just the answers.

**Projects:** There is one project that will be assigned during the finance unit. It counts as an exam for the purposes of grading.

**Final Exam:** The final exam is comprehensive, and a required part of the course. Failure to take the final exam results in an automatic F in the course. You will need to take this exam in person. The Final Exam must be taken by Tuesday, May 7

**Email:** The email at the header of the syllabus is the best way to get into contact with the me. This email is also available on Blackboard in the “Send Email” tool link on the sidebar of the Blackboard course. This should be used as often as necessary to ask questions, schedule appointments for office hours (physical or virtual) or turn in written assignments in the event that blackboard is down. You may also email incomplete parts of projects and case studies in order to get feedback from me on how to proceed.

All emails should be formatted with the course number and section, and an adequate heading (i.e. “Math 1324-151 project questions”). Failure to format the subject line properly may result in emails being caught by SPC’s email filter. Neither I nor SPC is responsible for emails lost due to improper formatting.

Be sure to confirm that all relevant attachments are sent with the email and that the body of the email contains all relevant information for that correspondence.

**Regarding Blackboard Messenger:** students may communicate via the messenger feature of blackboard. I do not frequently check the messenger on blackboard, so use at your own risk.

**Showing Work:** In all written assignments submitted work of one kind or another needs to be shown in order for the me to properly assess how much of the content has been properly learned and implemented. *When submitting written work any question or component that does not have work associated with it will be given reduced (or no) credit.* Students may view the document titled “Mathematical Writing” in the syllabus content area for specific examples of properly showing work.

**Civility in the classroom:** Students are expected to assist in maintaining a classroom environment that is conducive to learning. Given that this is an online course, “the classroom” is defined as any set of interactions that students will have with one another (primarily discussion boards). Students who are found to be intentionally hurtful or disrespectful, or repeatedly detract from the focus of the discussion boards will have their grade in this category penalized (up to zero credit for a discussion assignment), and may be administratively dropped from the course (with an X or F) for creating a hostile learning environment.

It is important to note the role that students play in their own mathematical education. Just as everybody has had (and continues to have) different life experiences, we all have different mathematical experiences as well. And while it is important that the systems and institutions that people interact with (of which this class is one) are impartial, to expect such from human beings borders on impossible. To that end, it is imperative that students give space for their classmates to come into the material from where they are, and that we seek to understand each other. The most important capacity students can give each other is the space to be wrong, and to be gently guided out of misconceptions or errors. Both instructor and student are not just the product of their own hard work and thinking, but also of what their environments (both past and present) allowed them to work or think hard about.

Students in disagreements over results or processes must disagree professionally. Blanket statements (“you’re wrong” or “that doesn’t work”) cannot be given without explicit evidence, and should still be framed more in terms of your own understanding: phrases like “I think the problem is asking for...” or “did you consider...” are more appropriate phrases to use when correcting and/or helping other students. People cannot escape their biases, but everybody can recognize that people do not always look at a problem the same way. As the saying goes: “Above all else, be kind.”

**Honesty:** “Scholastic dishonesty” includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student. Incidents of academic dishonesty will be promptly reported and dealt with.

The ethics and appropriateness of the use of apps such as photomath on quizzes are discussed in one of the first discussion assignments. That being said, it is the policy of this class that use of these apps is strictly prohibited on all quizzes and exams.

**Student Resources:** Students have access to tutoring at all SPC campuses, specifically in room M116 in the Math and Engineering building on the Levelland campus, or Floor 1 of the Lubbock Downtown Center in the southeast corner.

To schedule a face-to-face or virtual meeting with SPC tutors, go to the SPC webpage, click Student Services, and click on Tutoring. There students may choose at which center they wish to have tutoring or if they wish to have a virtual session (face-to-face sessions only require an open spot, while virtual sessions require 4 hours notice). Click the Booking link and log in with SPC credentials. Students can then choose the subject and tutor.

Students also have access to the use of Tutor.com for a few hours each week. Students can access Tutor.com directly from the blackboard homepage, or from the Help section of this Blackboard course.