Math& 107 Online Item 4221

Professor Brackebusch, Summer Quarter 2017, Olympic College

This class requires a proctored final exam that is completed offline.

Other features of this class:

1. Required projects are not completed inside the class website.
2. Assignments have regular due dates.
3. The Online Assignments area of the class website only shows the HW and Quizzes in this class; it does not list the projects or the final exam or their due dates.
4. The textbook (available in the class website) is the best source for in-depth information about the topics in this course.

Professor Contact Information

Email: abrackebusch@olympic.edu, answered Monday through Friday at about 8:30 am and 5 pm. Voicemail: 360-475-7735, checked once a week.

Course Description

Topics relevant to Liberal Arts majors, including the following: Mathematical Models (Linear and Exponential) as tools for solving real-world problems. Probability as a tool for making informed decisions. Basic descriptive statistics as an introduction to statistical thinking. Consumer Mathematics (loans, annuities, etc.) as a life skill.

Course Prerequisite

A grade of 2.0 or higher in Math 099 or Math 098 or Math 099I or Math 098I within the last six years (Spring 2011 or later) or an appropriate placement test score dated May 2015 or later.

Learning Outcomes

At the end of this class, successful students will be able to do the following:
- Using financial formulas, calculate present and future value of one-time deposits or annuities.
- Analyze and critique claims related to personal finance (future value, present value, compound interest, annuities, financial loans, cash flow) to make informed decisions.
- Recognize and apply Linear and Exponential behavior in data and develop an appropriate mathematical model for that data.
- Apply basic probability theory in a variety of contexts such as card playing, lotteries, opinion polls, likelihood of events, etc.
- Organize statistical data and present it in appropriate graphic form.
- Compute and interpret statistics such as the mean, five-number summary, and standard deviation.

Course Learning Outcomes and Correlation to Olympic College Core Abilities

This course addresses three Core Abilities Outcomes.
- Communication: "Graduates understand and produce effective written communication."
- Thinking: "Graduates engage in quantitative reasoning."
- Life-long Learning: "Graduates demonstrate self-monitoring and self-advocacy skills to effect positive life changes."

Textbook

- The textbook is *Using and Understanding Mathematics: A Quantitative Reasoning Approach, 6th edition* by Bennett/Briggs. This class covers these parts: 5ABCD, 6AB, 7ABD, 4ABCD, 8ABC, 9ABC.
- The class website contains a complete electronic text; the physical textbook is not required.

MyMathLab Class Website

- The required class website is located at mymathlab.com. Since the class website is hosted by the publisher, students are expected to pay a fee to use the class website. It is not possible to waive this fee for any reason.
- Students who wish to use the online textbook inside the class website need only purchase MyMathLab access. Access may be purchased online at the class website using a credit card or by purchasing a MyMathLab access code elsewhere. The Olympic College Bookstore is a reliable source for course materials. Students may choose to also purchase or rent the textbook if they prefer to read offline.
- The professor will email students information on entering the class website (including the course ID) on June 30, 2017. Information on entering the class website for free temporarily will be included. This will assure that all students start the class in a timely fashion. This will also allow students to use the online textbook to determine which purchase option (physical textbook plus MyMathLab access code OR MyMathLab access only) is best for them.

Required Calculator

A scientific or graphing calculator is required. Because many of the calculations are lengthy, a calculator with a display that can be viewed and edited is best. An affordable scientific calculator with a good display that is popular among students is one of the TI-30 models. Note that cell phone calculators or tablet apps may not be used during the Final Exam.

Obtaining Help

Technical Help: If you have trouble the registering for the class website or with technical issues in the class website, consult the support link in MyMathLab or call 800-677-6337.

Help with Math: Contact the professor by email. No question is too big or too small! If you need help with a specific online problem, it is best to use the "Ask My Instructor" link next to the problem while any answers you have entered are showing. For information on in-person and online tutoring provided by Olympic College, visit this link: http://www.olympic.edu/services/tutoring-services

Course Grade Calculation

The course grade is based on the overall score percentage shown in MyMathLab. The table below shows how the percentage converts to a course grade.

Percentage	95% or above	85%	75%	65%	62%	61% or lower
Course grade	4.0	3.0	2.0	1.0	0.7	See below.

For course percentages between 62% and 95%, each 1% change in the course percentage corresponds to a 0.1 change in the course grade. The professor reserves full authority to determine whether a grade of 0.0 or WF is most appropriate for students with a course percentages 61% or lower.

Extra Credit Not Available: This class does not offer any extra credit assignments.

Fairness of Grading System: All students are graded using the same grading system. It is not appropriate to ask for special grading deals or exceptions to how grades are awarded for any reason.

Composition of Course Grade

Homework	Quizzes	Projects	Final Exam
19%	42%	8%	31%

Homework Assignments

Percentage of Grade	• Homework is 19% of the course grade; 19 homework assignments each counting as 1% of the course grade and 2 that do not count towards the grade. • The orientation assignment does not count towards the course grade. • The other non-counting assignment called "Final Exam Plan" is listed with the homework. It is used so students can indicate their choice of when/where they will take the proctored Final Exam; students also email details to the professor.
How Completed	• These are completed online from the "Online Assignments" area. • These may be completed in multiple sittings.
Due Dates	• These are listed in the "Online Assignments" area and the Calendar, page 9.
Retakes or 2nd Chances?	• Incorrect problems may be re-done using the "Try Again" button. • Depending on when a problem is re-done, a late penalty may apply.
Late Work	• The late penalty is 10% per day late for problems completed after the due date. • Exceptions: (1) The Orientation Assignment, HW 5A, 5B, and 5C remain open to be worked through Friday July 14, with no late penalties, to account for possible "getting started" issues. (2) All HW closes and may no longer be worked after Monday August 21.
How Graded	• Grading is automatic by the MyMathLab system.
Hints	• HW may be printed, use the "Question Help" menu to do so. • Helper material for each chapter is posted in the "Class Information" area. • The best way to ask a question about a HW problem is to use the "Ask My Instructor" button while any incorrect answers are showing. This method automatically sends the professor a copy of the problem with your answers. • To work Homework for credit, it must be entered from the Online Assignments page. • To review homework, even after it has closed in the Online Assignments area, go to the Gradebook.

Projects

Percentage of Grade	• Projects count as 8% of the course grade. • There are 2 projects, each is worth 4% of the grade.
How Completed	• Students write answers using the word processor of their choice. Students who use a Mac computer should use "save as" to create a PDF document to submit. • The completed project document is submitted to the professor by OC email. • The instructions are in the "Projects" area of the class website.
Due Dates	• Project 1: Monday July 17; Project 2: Wednesday August 2.
Retakes or 2nd Chances?	• An "Early Submission Special Deal" is only available for projects submitted one week early; see the Projects area of the website for information. • Otherwise, no retakes or 2nd chances are available.
Late Work	• The late penalty is a 20% deduction per day late.
How Graded	• The professor will grade these and email feedback.
Hints	• Be sure to follow the instructions carefully and notice that form (spelling, grammar, etc.) as well as content contribute towards the project grade.

Quizzes

Percentage of Grade	• Quizzes count as 42% of the course grade. • There are 3 quizzes, each is worth 14% of the grade.
How Completed	• These are completed online from the "Online Assignments" area. • The Quizzes are not timed. • These may be completed in multiple sittings over several days. To take a break from a quiz, close the quiz by closing the question window (X it out); ignore any warning message about closing the window. • However, DO NOT CLICK SUBMIT until finished; this cannot be "un-done".
Due Dates	• These are as listed in the "Online Assignments" area and the Calendar, page 9.
Retakes or 2nd Chances?	• One quiz may be made up provided the request is emailed by August 22. • One try will be given on the quiz, whether it was previously taken or not. • Only the higher score will count towards the course grade. • The due date for the make-up quiz is Thursday August 24.
Late Work	• A total of 5 late days for quizzes is allowed over the entire quarter. • To request an extension of a quiz due date, email by 5 pm the day following the due date of the quiz (or earlier) and indicate how many late days are to be used to extend the quiz. • Using late days to extend a quiz does not result in any point deduction.
How Graded	• Grading is automatic by the MyMathLab system. • Because MyMathLab grading is so restricted, please email the professor about problems marked incorrect for technical reasons; for example, if you entered a comma instead of a decimal point, two decimal points, a rounded answer off by the last digit, etc. Deadline for quiz re-grading consideration: August 25 by 5 pm.
Hints	• All quiz questions are based on previously assigned homework problems; taking the HW seriously is the best preparation for completing the quiz. • Reviewing a completed quiz is done from the Gradebook area.

Proctored Final Exam

Percentage of Grade	• The Final Exam is 31% of the course grade.
How Completed	• It is completed in a proctored (supervised) setting; it is not computer-based. • It is multiple-choice, 50 questions, two hours. • There are several options for when/where to take it.
Due Date	• All final exam testing must be completed on or before Wednesday August 23.

The "Final Exam Plan" indicates your Final Exam testing choice	• This item is listed in the Online Assignments, use it to indicate your choice
	    o August 23 testing sessions on the Bremerton campus, 1 pm or 6 pm, room TBA.
	    o Bremerton Testing Center HSS 222 ,on or before August 22
	    o Shelton Test Proctor, on or before August 23
	    o Another college's testing center or a military education center, on or before August 23.
	• An email indicating additional details should be sent to the professor; the details to provide are given in the "Final Exam Plan" assignment.
	• Links to the schedules for the Bremerton Testing Center and the Shelton Test Proctor are on the Class Information page.
	• Students who plan to take the final earlier than Wednesday August 16 should email their details at least four calendar days in advance.

Retakes or 2nd Chances?	• NONE.
Late Work	• It is not expected that a late Final Exam will be given, but there are instances where this is possible. In general, these instances are covered by ADA or Title IX laws. (Example: You give birth to a child at the time the final is given.) • Documentation to support a request for a late final must be submitted to the appropriate campus personnel.
How Graded	• The professor will grade these.
Hints	• Study materials to prepare for the Final Exam are posted in the "Class Information" area. • The Ch 4 Formula Sheet will be provided. The Ch 4 Formula Sheet is linked from the Class Information page. Be sure to include any other formulas you need in your notes.
What to Bring	• A government issued ID (driver's license, military ID, OC student ID) • A calculator, scientific or graphing. Cell phone calculators or tablet apps may not be used during the Final Exam. • A pencil and eraser. • Two pages of student-created notes, letter-size paper, front and back, 4 sides. Notes may be word-processed, but they may not consist of content simply electronically cut or pasted from any source. This would defeat the review and learning process that preparing notes entails. However, students may hand-copy or word-process any information, formulas, or examples from the text or online problems or study questions. • Students who test before the last testing session at 6 pm on August 23 will be required to turn in their notes. Students may bring a copy of their notes if they wish to keep the original.

Class Policies

Knowledge of Information about the Class: Students are responsible for the information given in this syllabus, class announcements, email to student OC email accounts, the "Class Information" area of the website, and the "Projects" area of the class website. Among this information is a knowledge of the grading in this class, policies concerning assignments, and all due dates for all assignments.

Olympic College Email: Students are required to check OC email regularly. Except in emergency situations, personal email accounts should not be used to communicate with the professor. Responses to all student email, including email generated by the "Ask My Instructor" system, are sent to student OC email accounts. Note: This class does NOT use the Canvas email system.

Academic Honesty Policy: Students are required to do their own work on all assignments for this class that count towards the course grade. In addition, students may not allow any other person to use their MyMathLab class accounts in any way. Certainly, it is appropriate to get help with textbook exercises and with reading information in the text.

Name in MyMathLab: Although the login name for MyMathLab may be any name students wish, students must use real last names and first names to identify themselves elsewhere in MyMathLab.

Backup Computer and Internet Access: Because this is an online class, students are responsible for having a back-up plan for accessing a computer and the internet in case of technology problems. All OC students may use the Olympic College open computer labs in Bremerton or Shelton or Poulsbo. Lack of access to a computer and the internet may not be used as a reason to fall behind in this class or to request special treatment or favors.

Privacy of Grades: The professor does not communicate information about student progress or grades to anyone but the student. Exception: when a student has signed a release, exceptions will be made for offices seeking information about class performance.

Missed Deadlines and Due Dates: Students are responsible for any grading consequences or disadvantages that result from missing these.

Syllabus Modifications: The professor reserves the right to make corrections or modifications to this syllabus and related policies as needed. Any changes will be publicized to the class.

Studying in This Class

You can do it! Successful students in online Math& 107 are those who take charge of their learning and set aside time for Math& 107 on at least four days a week. They decide to get going in the class and keep going, even when there might be frustrations and setbacks in personal or work lives. They make sure they are aware of the rules in this syllabus.

Get Started, Keep Up, and Do NOT Fall Behind! This is the number one secret of success!

Become Familiar with the Information in this Syllabus!
What if you can't find the information you are looking for? Just email your question, the professor will be happy to help you locate it.

Read the Textbook before Completing Homework!

The textbook gives fascinating background information and worked examples. By contrast, the homework problems and videos should be considered a supplement to the textbook, not the primary source of content.

When reading a section for the first time, it is not critical to read the details of the worked examples; refer back to the examples when you start the HW. Your first read is to get an overview, giving you a context and purpose behind the math you study in the section.

Use the Resources!

Refer to the study information specific to each chapter given on the Class Information page.

The Class Information area also has links to course documents, study guidance for the final exam, links to videos, and more.

Take the Calculator Procedures Seriously! A common problem students have in completing

Chapter 4 on Finance is a simple one. They do not learn how to enter complex formulas in a single step. A document with examples to follow is available on the Class Information page.

Take Advantage of Online Examples and "Ask My Instructor"!

When completing the homework problems, notice additional "Question Help" is available, including "View an Example" and "Ask My Instructor". "Ask My Instructor" sends a copy of the problem exactly as it appears so you do not need to explain what problem you are completing.

Miscellaneous Technical Information

IMPORTANT Browser Set-Up Information: Be sure to complete all steps in setting up your

browser correctly, the instructions are linked <u>here</u>. When configuring your browser, all addresses <u>except</u> myitlabs.com need to be given "special permissions".
Note: The TestGen add-on is not required in this class.

Do you think MyMathLab Made a Mistake? Use "Ask My Instructor" while your graded answer is

shown. Sometimes there is a mistake the publisher needs to be notified about; sometimes there is something in an answer a student is not noticing.

Textbook Tip: Use the "Online Textbook" link from the main course menu to access the text. Once you

open it, you may navigate anywhere, including to the chapter review summary area. If you only read the text from the links next to an online problem, you will not be able to view all the textbook pages.

Side-door Access: If MyMathLab is temporarily unavailable, there is a side-door entrance to the

online assignments, but not the full class website: https://www.mathxl.com/login_mml.htm

Repeated Login Requests: If MyMathLab does not appear to remember you have logged in, you

may need to delete cached files and cookies associated with your browser. Information is given here: https://support.pearson.com/getsupport/s/article/Deleting-Browser-Cached-Files-and-Cookies

Limitation of "Online Assignments" Area of Class Website: This area only lists the HW and

Quizzes; it does not show the Projects or the Final Exam because these are completed outside of MyMathLab. Also, it is not the place to review previous work; use the Gradebook area instead.

Finishing the Class in Six Weeks or Less

Students may choose to accelerate and finish the class early. These are the considerations that apply.
1. Keys to projects and the final are not released until after the class due dates for these assignments.
2. Graded finals are not returned until after the class due date.
3. At least four calendar days' notice (by email) about the place and date of the final exam is needed to assure a final is available when and where a student wishes to test.

Disability Accommodations

Any student who feels he or she may need an accommodation based on the impact of a disability should contact Access Services in Room 205 of the Humanities & Student Services Building, (360) 475-7540 or by email at AccessServices@olympic.edu. For more information, visit www.olympic.edu/AccessServices.

Nondiscrimination Statement

Olympic College provides equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, pregnancy or family status, national origin, age, marital status, religion, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, gender identity, or status as a disabled or Vietnam-era veteran in its educational programs, admissions, activities, and employment policies, in keeping with the letter and spirit of all equal opportunity and civil rights laws.

Inquiries may be directed to any of the following:

Title IX Officer, Cheryl Nuñez, Vice President for Equity and Inclusion, Olympic College, College Service Center 317, 1600 Chester Avenue, Bremerton, WA 98337, (360) 475-7125

EEO Officer, Jacquie Curry, Interim Executive Director of Human Resource Services, Olympic College, College Service Center 540A, 1600 Chester Avenue, Bremerton, WA 98337, (360) 475-7307

Title IX Statement

Olympic College complies with Title IX of the Education Amendments of 1972. In compliance with Title IX, Olympic College does not tolerate sexual harassment or discrimination in its educational programs or activities. It is the College's goal to maintain a respectful environment that is free from harassment, discrimination, bullying, hazing, domestic violence, dating violence, stalking, sexual violence, and rape. If you have experienced harassment, discrimination, sexual harassment, sexual assault, rape, domestic/dating violence, stalking, bullying or hazing, or are aware of an incident, CALL OR GO TALK TO:

OC Title IX Coordinator, (360) 475-7125, CSC 317

OC Human Resource Executive Director, (360) 475-7300, CSC 524

OC Campus Safety, (360) 475-7800, HSS 101

OC Vice President for Student Success and Achievement, (360) 475-7474, HSS 201

OC Counseling Center, (360) 475-7530, HSS 203

Math& 107 Calendar of Due Dates Summer 2017

◄Completed from the Online Assignments area of website.

☐Document submitted by email attachment; instructions are in the Projects area of website.

◉Information sent to professor by email.

✄Taken in a group testing session or testing center, offline, see page 5.

Olympic College administrative deadlines are located <u>here</u>.

	Monday	Tuesday	Wednesday	Thursday
Week 1	3-Jul ◄Orientation ◄HW 5A	4-Jul	5-Jul ◄HW 5B	6-Jul ◄HW 5C
Week 2	10-Jul ◄HW 5D	11-Jul ◄HW 6A	12-Jul ◄HW 6B	13-Jul Review, work on project and quiz
Week 3	17-Jul ☐Project 1	18-Jul ◄Quiz 1	19-Jul ◄HW 7A	20-Jul ◄HW 7B
Week 4	24-Jul ◄HW 7C	25-Jul ◄HW 4A	26-Jul ◄HW 4B	27-Jul ◄HW 4C
Week 5	31-Jul ◄HW 4D	1-Aug Review, work on project and quiz	2-Aug ☐Project 2	3-Aug ◄Quiz 2
Week 6	7-Aug ◄HW 8A	8-Aug ◄HW 8B	9-Aug ◄HW 8C	10-Aug ◄HW 9A
Week 7	14-Aug ◉+◄Final Exam Plan ◄HW 9B	15-Aug ◄HW 9C	16-Aug Review, work on quiz	17-Aug ◄Quiz 3
Week 8	21-Aug Review for Final	22-Aug ◉Request for Make-up Quiz Review for Final	23-Aug ✄Final Exam 1 to 3 pm OR 6 to 8 pm	24-Aug ◄ (Optional) Make-Up Quiz

◉25-Aug by 5 pm: Last chance to request quiz re-grading consideration per syllabus.