**Instructor:** Brooke Quinlan  
**Email:** bquinlan@hccfl.edu  
**Office:** DSSC 220  
**Office Phone:** 259-6313

MathXL computer program; CD ROM with book videos; headphones for use in the lab; notebook for class notes; pencils for tests and HW

**CALCULATOR:** A basic or scientific calculator is sufficient. A graphing calculator is not required.

**SOFTWARE:** All homework in this course will be done online with the MathXL software that comes packaged with a new book. If you buy a used book, the software is available for purchase for $34.95 online at [www.mathxl.com](http://www.mathxl.com) or you can buy copies at the HCC bookstore. If you used MathXL in your MAT 0012 class, it is possible that the license will last through the end of this course, so you need to contact MathXL’s technical support at 1-800-677-6337 to see if your license lasts until at least May 1, 2008.

**GRADING SCALE:**

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 65 - 69 = D or N
- Below 65 = F or N

**COURSE GRADE:** To calculate your final grade in the course, compute the following:

\[
\text{Attendance average} \times 0.05 = \text{Attendance portion of grade}
\]

\[
\text{Homework average} \times 0.25 = \text{Homework portion of grade}
\]

\[
\text{Test average} \times 0.60 = \text{Test portion of grade}
\]

\[
\text{Comprehensive Final Exam} \times 0.10 = \text{Final exam portion of grade}
\]

Add these to get your final grade in the class

---

### My Schedule – available Office Hour times are shaded and bolded

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 – 9:30</td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
</tr>
<tr>
<td>9:30 – 10:35</td>
<td>MAC 2312 - 70454</td>
<td>MAC 2312 - 70454</td>
<td>MAC 2312 - 70454</td>
<td>MAC 2312 - 70454</td>
</tr>
<tr>
<td></td>
<td>DSSC 128</td>
<td>DSSC 128</td>
<td>DSSC 128</td>
<td>DSSC 128</td>
</tr>
<tr>
<td>10:35 – 11:00</td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
</tr>
<tr>
<td>11:00 – 11:50</td>
<td>MAC 2233 - 70432</td>
<td>MAT 0024 - 70605</td>
<td>MAC 2233 - 70432</td>
<td>MAT 0024 - 70605</td>
</tr>
<tr>
<td></td>
<td>DSSC 128</td>
<td>DSSC 128</td>
<td>DSSC 128</td>
<td>DSSC 128</td>
</tr>
<tr>
<td>11:50 – 12:30</td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
<td><strong>Office Hours DSSC 220</strong></td>
</tr>
<tr>
<td>12:30 – 1:45</td>
<td>MAT 1033 - 70641</td>
<td><strong>Starting at 12:50</strong></td>
<td>MAT 1033 - 70641</td>
<td><strong>Starting at 12:50</strong></td>
</tr>
<tr>
<td></td>
<td>DSSC 128</td>
<td><strong>Office Hours DSSC 220</strong></td>
<td>DSSC 128</td>
<td><strong>Office Hours DSSC 220</strong></td>
</tr>
<tr>
<td>1:45 – 2:05</td>
<td><strong>Office Hours DSSC 220</strong></td>
<td>ONLINE</td>
<td><strong>Office Hours DSSC 220</strong></td>
<td>ONLINE</td>
</tr>
<tr>
<td>5:30 – 6:30 p.m.</td>
<td>ONLINE</td>
<td>ONLINE</td>
<td>ONLINE</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>
CLASS RULES:
• Turn off all cell phones and pagers before class.
• Cheating is not permitted. **Any form of academic dishonesty will result in an “F” in the course** and may result in HCC disciplinary action.

ATTENDANCE:
• Attendance will be taken at every class, and you are expected to attend every class meeting. **I will not re-teach or provide notes for material that you missed when you were absent.** It is your responsibility to get notes from a classmate for any classes that you miss, so you need to make a couple friends in the class!
• **Attendance counts as 5% of your final grade in the course.** The attendance grade is calculated by dividing the number of days you were in class by the number of days that the class met.
• You are expected to arrive on time. Late arrivals will be marked as “Tardy”, and 2 Tardy’s will equal 1 unexcused absence when calculating the attendance grade.
• If you need to leave class early, let me know before class begins. **If you leave class without having informed me prior to class starting, then I will mark you absent.**

TESTS:
• There will be six in-class tests. If you take all 6 tests, I will drop the lowest test score and compute your test average from the 5 highest tests.
• Your test average counts as 60% of your final grade.
• If you fail a unit test, you have the option of doing the following to improve your grade on that test: A) correction of the failed test on separate notebook paper, and B) completion (with a score greater than 70%) of a post-test given on line in the MRC (this post-test will be administered only after completion of the Chapter Review homework assignment in MathXL with a score of 75% or greater). Completion of items A-B will change your test score to a 70%.
• **There will be NO makeup tests. If you miss one test, your remaining five test scores will make up your test average. Any additionally missed tests will receive a grade of zero. If you know that you will miss a test you must make prior arrangements with me in order to take the test in the testing center BEFORE THE REST OF THE CLASS TAKES THE TEST. No tests will be administered after the class has taken a test except for extreme circumstances (i.e. hospitalization). ★**

FINAL EXAM:
• The final will be comprehensive and will only be given to students with a 70% or higher test average.
• **The final exam must be passed with a 70% or higher in order to pass the class.**
• The final exam is worth 10% of your final grade.
• **The final exam is mandatory for everyone, even if you have an A going into the final. ★**
HOMEWORK:

- The only way to learn math is by working exercises, so homework is required for the course. All homework will be completed online using MathXL software. The website for login is www.mathxl.com.

- If you do not have a computer at home, you can work on your homework in the Developmental Math Resource Center, in DHUM 101. Also, the computer lab on the third floor of the Social Sciences Building has 30 computers, all of which have MathXL software on them. You can print up to 10 pages per day in the lab, so you can print out your homework assignments, work on them elsewhere, and then return to enter your answers. There are also computer labs in Sciences 215 and on the 4th floor of the Technology Building that have the MathXL software installed.

- Even though the homework is done online, you should keep a notebook containing all of the worked-out MathXL problems for each homework section. The notebook must be kept orderly: you must start each new section's problems on a new sheet of paper and label the section (i.e. "HW 2.1") on the top line of the paper. Problems must be done neatly and be numbered. The notebook must be handed in on test days, and the quality of the notebook will determine the number of bonus points that will be added to your test (between 0 and 3 bonus points).

- MathXL homework is due by 11:59 p.m. on the dates specified on the attached schedule. There is one homework assignment for each section that we will be covering in the book.

- You can re-work a problem as many times as necessary in MathXL until you get the correct answer. If you attempt the same problem 3 times and get it wrong (a red “x” will appear over the problem number along the top of the window), then just hit the “Similar Exercise” button and the problem will regenerate with new values. Since you can re-work missed problems, there is really no reason to not have a perfect homework score (or at least an “A”!!!)

- The three lowest homework scores will be dropped. You can look at this as having the option of not doing three homework assignments (in which case all other HW scores will count), or you can complete all assignments knowing that I will then drop the lowest 3 scores. However, please know that not doing an assignment will almost certainly adversely affect your test performance from that section.

- If you miss a due date for a legitimate reason (it is my decision what counts as “legitimate”) and would like an extension on the due date, you must notify me via EMAIL and state 1) why you didn’t turn the homework in on time and 2) which specific sections you missed. If I decide the reason is legitimate, then I will email you back with a new (later) due date.

- Homework is worth 25% of your final grade in the course. If you do not have a passing grade on the homework, you will almost certainly NOT pass the course.

DEVELOPMENTAL MATH RESOURCE CENTER:
Located in DHUM 101: Open M-Th: 8:00 AM - 9:00 PM, Friday: 10:00 AM - 2:00 PM. The DMRC will be open to all MAT 0024 students on a walk-in. It has free tutors, computers with MathXL, and worksheets specific to this class. Mrs. Shirley Dobbins is the Lab Manager. The MRC phone number is 253-7460.

SPECIAL ACCOMMODATIONS STATEMENT:
Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the Office of Services for Students with Disabilities. The office is located in the Student Service Building Room 204. You may also reach the office by phone at (813) 259-6035.
**BONUS POINT OPPORTUNITIES:**
There are three ways to get bonus points in this class, as outlined below.

A. Homework Notebooks: explained in detail under the “Homework” heading of this syllabus. The points earned for each homework notebook apply **only** to the test for which the notebook material applies. Since the homework notebooks are worth up to 3 points each, that gives you a possible 18 bonus points from the notebooks.

B. Donating Blood: If you donate blood, I will award you 5 bonus points. As proof, you must bring in the slip of paper they give you when you donate blood that has your name on it and the date of donation. You can donate blood every 8 weeks, so if you plan to do this twice during the semester, you need to donate near the beginning of the semester so there will be time to donate again before the end of the semester.

C. Volunteering: If you volunteer **4 hours** with a non-profit agency (such as a hospital, nursing home, animal shelter, etc.), I will award you 5 bonus points. As proof, you must bring a letter from the volunteer coordinator/someone in charge that states what you did, how long you volunteered for, the dates you volunteered on, and includes that person’s name and phone number.

You can take advantage of options B &/or C up to twice a semester for a maximum of 10 bonus points. Thus, to get your maximum of 10 points, you can EITHER

1. donate blood twice (5 points × 2)
2. volunteer for 8 hours (4 hours + 4 hours = 5 points × 2)
3. donate blood once (5 points) + volunteer for 4 hours (5 points)

★One possible volunteer opportunity is with The Florida Kinship Center, a non-profit organization that is located in the School of Social Work on the campus of the University of South Florida. The Florida Kinship Center was established in 1998 to respond to the needs of and issues facing kinship care families. Kinship care is the full-time care and nurturing of a child by a relative. The Center’s mission is to serve kinship care families living in Florida, engage the resources of the Center in partnerships that respond to kinship care needs and issues, and conduct research that advances knowledge and understanding of kinship care. Through innovative programs, services and partnerships, the Florida Kinship Center helps support kinship caregivers, children, and the entire kinship family. Programs offered by the Florida Kinship Center include the Warmline, Training and Education services, Website, Newsletter, Research and Evaluation, and Special Events and Programs. Please visit their website, www.flkin.org for more information on their programs.

Tasks for volunteer students vary depending on what project is due at the time. Usually, it is administrative tasks: putting together materials for presentations, updating County Resource guides, helping prepare for the annual conference or the annual Rally in Tally event, etc. Please contact Amy Caparratto by email (acaparra@cas.usf.edu) or by phone (813-974-8414) if you are interested in this volunteer opportunity.
<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture</th>
<th>Assignment Due in MathXL</th>
<th>Date</th>
<th>Lecture</th>
<th>Assignment Due in MathXL</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 1/7</td>
<td>—</td>
<td>—</td>
<td>M 3/3</td>
<td>—</td>
<td>HW 14.1, 14.2, 14.3</td>
</tr>
<tr>
<td>W 1/9</td>
<td>—</td>
<td>—</td>
<td>W 3/5</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>R 1/10</td>
<td>MathXL Orientation, 10.1</td>
<td>—</td>
<td>R 3/6</td>
<td>14.5, 14.6</td>
<td>—</td>
</tr>
<tr>
<td>M 1/14</td>
<td>—</td>
<td>—</td>
<td>M 3/10</td>
<td>—</td>
<td>HW 14.4, 14.5, 14.6</td>
</tr>
<tr>
<td>T 1/15</td>
<td>10.2, 10.3</td>
<td>—</td>
<td>T 3/11</td>
<td>14.7, Review</td>
<td>—</td>
</tr>
<tr>
<td>W 1/16</td>
<td>—</td>
<td>HW 10.1, 10.2</td>
<td>W 3/12</td>
<td>—</td>
<td>HW 14.7</td>
</tr>
<tr>
<td>R 1/17</td>
<td>10.3, 10.4, Review</td>
<td>—</td>
<td>R 3/13</td>
<td>TEST 4</td>
<td>—</td>
</tr>
<tr>
<td>M 1/21</td>
<td>No Class – MLK Day</td>
<td>HW 10.3, 10.4</td>
<td>M 3/17</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>T 1/22</td>
<td>TEST 1</td>
<td>—</td>
<td>T 3/18</td>
<td>15.1, 15.2</td>
<td>—</td>
</tr>
<tr>
<td>W 1/23</td>
<td>—</td>
<td>—</td>
<td>W 3/19</td>
<td>—</td>
<td>HW 15.1, 15.2</td>
</tr>
<tr>
<td>R 1/24</td>
<td>11.1, 11.2</td>
<td>—</td>
<td>R 3/20</td>
<td>15.3, 15.4</td>
<td>—</td>
</tr>
<tr>
<td>M 1/28</td>
<td>—</td>
<td>HW 11.1, 11.2</td>
<td>M 3/31</td>
<td>—</td>
<td>HW 15.3, 15.4</td>
</tr>
<tr>
<td>T 1/29</td>
<td>11.3, 11.4</td>
<td>—</td>
<td>T 4/1</td>
<td>15.6, Review</td>
<td>—</td>
</tr>
<tr>
<td>W 1/30</td>
<td>—</td>
<td>HW 11.3</td>
<td>W 4/2</td>
<td>—</td>
<td>HW 15.6</td>
</tr>
<tr>
<td>R 1/31</td>
<td>11.4, 12.1, Review</td>
<td>—</td>
<td>R 4/3</td>
<td>TEST 5</td>
<td>—</td>
</tr>
<tr>
<td>M 2/4</td>
<td>—</td>
<td>HW 11.4, 12.1</td>
<td>M 4/7</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>T 2/5</td>
<td>TEST 2</td>
<td>—</td>
<td>T 4/8</td>
<td>16.1, 16.2</td>
<td>—</td>
</tr>
<tr>
<td>W 2/6</td>
<td>—</td>
<td>—</td>
<td>W 4/9</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>R 2/7</td>
<td>13.1, 13.2</td>
<td>—</td>
<td>R 4/10</td>
<td>No Class – Faculty In-service</td>
<td>—</td>
</tr>
<tr>
<td>M 2/11</td>
<td>—</td>
<td>HW 13.1, 13.2</td>
<td>M 4/14</td>
<td>—</td>
<td>HW 16.1, 16.2</td>
</tr>
<tr>
<td>T 2/12</td>
<td>13.3, 13.4</td>
<td>—</td>
<td>T 4/15</td>
<td>16.3, 16.5</td>
<td>—</td>
</tr>
<tr>
<td>W 2/13</td>
<td>—</td>
<td>—</td>
<td>W 4/16</td>
<td>—</td>
<td>HW 16.3</td>
</tr>
<tr>
<td>R 2/14</td>
<td>13.5, 13.6</td>
<td>—</td>
<td>R 4/17</td>
<td>16.5, 16.6, Review</td>
<td>—</td>
</tr>
<tr>
<td>M 2/18</td>
<td>No Class – Presidents Day</td>
<td>HW 13.3, 13.4, 13.5</td>
<td>M 4/21</td>
<td>—</td>
<td>HW 16.5, 16.6</td>
</tr>
<tr>
<td>T 2/19</td>
<td>13.8, Review</td>
<td>—</td>
<td>T 4/22</td>
<td>TEST 6</td>
<td>—</td>
</tr>
<tr>
<td>W 2/20</td>
<td>—</td>
<td>HW 13.6, 13.8</td>
<td>W 4/23</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>R 2/21</td>
<td>TEST 3</td>
<td>—</td>
<td>R 4/24</td>
<td>Final Exam Review</td>
<td>—</td>
</tr>
<tr>
<td>M 2/25</td>
<td>—</td>
<td>—</td>
<td>M 4.28</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>T 2/26</td>
<td>14.1, 14.2</td>
<td>—</td>
<td>T 4/29</td>
<td>FINAL EXAM</td>
<td>11:00 – 12:50</td>
</tr>
<tr>
<td>W 2/27</td>
<td>—</td>
<td>—</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R 2/28</td>
<td>14.2, 14.3</td>
<td>—</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>