

Clarendon College
Course Syllabus
NCBM 0201 – Math Lab
Fall 2024

Credit Hours: 2

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Office Hours: MTWR 1:30-2:30
TR 9:30-11:00
TRF 11:00-12:00 in library

Required Instructional Materials:

Textbook: There is no textbook for this course; however, students will be required to have a MathXL account that goes along with their college-level math course

Recommended Readings: These books don't really have to do with the class, but they are fun and give either some nice mathematics history or show you what mathematics is about from a bigger picture standpoint:

- Number: The Language of Science, Tobias Dantzig. Gives a very comprehensive history of number systems up to our own and beyond, as well as a history of 16th to 19th century mathematics.
- Mathematics From the Birth of Numbers, Jan Gullberg. A mathematics overview book. Is fun to flip through and look at all the pictures.
- Flatland, A Romance of Many Dimensions. Edwin Abbott. A whimsical book designed to help people imagine a world with more than three dimensions.
- The Language of Mathematics, Making the Invisible Visible, Keith Devlin. One of any number of “popular math” books, which are written to give the reader a sense of higher mathematics and its relationship to the world, without the rigorous diction of a regular mathematics text.
- Anything by Lewis Carroll. While most famous for his two books about Alice, Lewis Carroll's primary vocation a mathematician. He wrote many logic puzzle books that are quite challenging.
- Democracy, the God that Failed, Hans Herman Hoeppe. This is a political science book, but is an excellent example of deductive reasoning at its finest.

Other Relevant Materials: Paper and notebook

Course Description: NCBM lab reinforces basic math skills that are needed to be successful in College math classes. These skills also re-enforce the skills needed to be TSI Complete.

Core Objectives:

Critical Thinking Skills

- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills

- to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills

- to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Learning Outcomes

At the end of the course the student should be able to:

1. Understand and apply ratios, proportions and percent's.
2. Recognize basic geometric figures and the terminology and formulas associated with them.
3. Apply the four arithmetic operations using the order of operations on signed numbers, fractions, and decimals. (Assess EQS with quizzes)
4. Evaluate the perimeter, area, and volume of basic geometric shapes. (Assesses COM and EQS with class activity and quiz)
5. Apply conversions between fractions, decimals, and percent's. (Assesses EQS with a quiz)
6. Apply conversions within the U.S. system of measurement and the Metric system of measurement. (Assess CT and EQS with Quiz)
7. Apply mathematical skills to evaluate equations from various types of stated problems, then state solutions in complete sentences. (Assesses CT, COM, EQS with classroom activity and quiz)
8. Evaluate data from tables and graphs. (Assesses CT with reading and evaluation quiz)
9. Apply the distributive property, simplify and evaluate algebraic expressions. (Assesses EQS with quiz)
10. Evaluate algebraic equations by performing the addition property of equality and the multiplication property of equality. (Assesses EQS with quiz)
11. Apply arithmetic operations on algebraic expressions. (Assess EQS with quiz)
12. Solve and graph linear equations and inequalities in 1 variable. Assesses EQS and COM with short answer and graphing quiz)
13. Solve and graph linear equations and inequalities in 2 variables. (Assesses EQS and COM with comparison short answer quiz)
14. Apply the distributive property, simplify and evaluate algebraic expressions. (Assesses EQS with quiz)
15. Write the equation of the line and use the slope to identify the perpendicular and parallel line. (Assess EQS and CT with quiz)
16. Perform operation with Real Numbers and Rational Expressions. (Assesses EQS with quiz)
17. Problem Solve and use formulas. (Assess EQS and COM with quiz and short answer)
18. Solve systems of linear equalities and inequalities. (Assess EQS with quiz)
19. Solve, graph, and apply quadratics. (Assesses EQS and CT with quiz)
20. Factor Polynomials. (Assesses EQS, CT, COM with quiz and short answer)
21. Define, evaluate and graph functions. (Assesses EQS and COM)

Exemplary Objectives:

- ✚ To apply arithmetic, algebraic, higher-order thinking methods to modeling and solving real-world situations.
- ≡ To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.

- 3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- 4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and determine the reasonableness of the results.
- 5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
- 6. To recognize the limitations of mathematical models.
- 7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

Student Requirements

Comment: Students must attend class every class day.

Methods of Instruction

When in the classroom, the instructor will be there to give guidance and tutoring as needed.

Grading Policies:

Attendance 25%	Each student receives two “free” absences. Making the attendance grade basically (days attended +2) / (days class meets). Excused absences, tardies, and so forth count as half an absence. Absences can be made up by coming to office hours.	
Notebook 50%	Each week the student will turn in their notebook and the instructor will verify that they are progressing.	
Final Exam 25%	A student's final evaluation will be based on their completion rate for the homework in their regular math course.	
Grading Scale:	90-100	A
	80-89	B
	70-79	C
	60-69	D
	<60	F

A student’s final grade will be made available at the Clarendon College website. Students must complete the online evaluations before they can see their grades.

Clarendon College Policies:

Academic Integrity

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to:

- (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;

- (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;
- (3) observing the work of another during an examination or providing answers to another during the course of an examination;
- (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ;
- (5) entering an office, classroom, laboratory, or building to obtain unfair advantage;
- (6) taking an examination for another person;
- (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;
- (8) altering grade records;
- (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or,
- (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate Vice President, and/or Executive Vice President of Academics and Student Affairs. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Executive Vice President of Academics and Student Affairs. The Executive Vice President of Academics and Student Affairs. will maintain a file on all violations. If a faculty member prefers to report the case directly to the Executive Vice President of Academics and Student Affairs., it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Executive Vice President of Academics and Student Affairs. If the Executive Vice President of Academics and Student Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Executive Vice President of Academics and Student Affairs. is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Executive Vice President of Academics and Student Affairs. is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

Classroom Policies:

1. **Final Exams:** Students must take a final exam for each of their academic courses. The schedule of final exams times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.
2. **Scholastic Honesty:** I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that assignment or exam with no opportunity to make up the zero and may be dropped from the course with a grade of F. That student, if allowed to remain in the course, will not be allowed to receive any extra credit points from the time of the infraction through the remainder of the course. Furthermore, that student will not be allowed to drop their lowest quiz grade or exam grade. A second act of dishonesty will result in an F for the course. Students who commit an act of academic dishonesty will not be allowed to withdraw from the course with a "W." Note that dishonest behavior includes both the act of copying someone else's work as well as allowing someone to copy your work. Both students are equally guilty and will be equally punished.
3. **Electronic Communication/Entertainment Devices:** Are not allowed. Any students seen with their phone out (on desk, in hand, in lap) or with headphones on will be counted absent. Exceptions can be made for students who have a compelling reason to need to have their phone in class (for example, they have young children and therefore need to be accessible).
4. **No food, alcohol, or tobacco in the classroom:** Clarendon is a tobacco-free campus, so do not chew during class. Also, the presence of food is distracting to other students.
5. **Be respectful:** Arrive on time. Stay awake during class. Participate in classroom activities and discussions. Don't distract from the class. Do not use profane or inappropriate gestures and/or language.
6. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript. A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week. **Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.** If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not attending labs or taking exams before we have discussed your situation.
7. **Grievance/Appeals:** If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

8. **Accommodation Statement** REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

9. **Nondiscrimination Policy**

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status. It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

Clarendon College Campus Carry Policy: Please click the following link to become informed about our campus carry policy: <http://www.clarendoncollege.edu/CampusCarry>

The full details of **Student Rights and Responsibilities** policies can be viewed on Clarendon College's website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

Important Dates:

August 29	Last day to Add/Drop
November 14	Last day to drop with a "W"
December 9-11	Final Exams