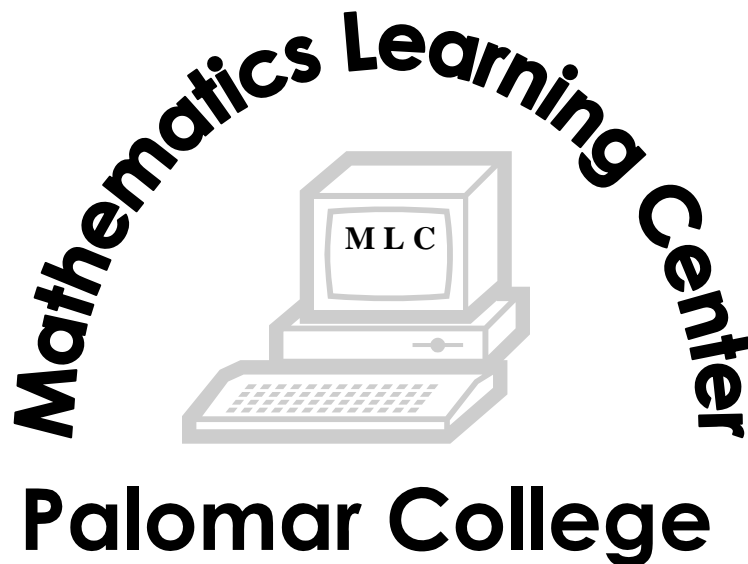


Math 15

Self-Taught Course



Student Handbook

Fall 2009





MATH 15

Getting Started with MyMathLab

MyMathLab is an interactive website which you will be using for this course where you can:

- Self-test to improve your math skills and create your personal study plan
- Practice exercises to help with specific textbook sections
- View a video for further understanding
- Work interactive problems in the Multimedia textbook
- Use customized materials prepared by your instructor

What do you need to get started?

<input checked="" type="checkbox"/>	A Valid Email Address	<i>Don't have it yet?</i> Contact your school's technology center or set up a free account on a web site that offers this service (for example, through Hotmail or Yahoo).
<input checked="" type="checkbox"/>	Course ID (CourseCompass students only)	<i>Don't have it yet?</i> Contact your instructor to get it. The Course ID is unique for each course.
<input checked="" type="checkbox"/>	Student Access Code 	<i>Don't have it yet?</i> If your new textbook was not bundled with a Student Access Code, you need to: <ul style="list-style-type: none">• Go to your campus bookstore to buy the standalone Student Access Kit (kit contains access code card and instructions) for your textbook OR• Purchase online access now using a credit card.   

What steps do I take next?

- 1) In order to register, you will need to use this Course ID – **towfiq04523**
- 2) The school zip code is 92069.
- 3) Go to www.coursecompass.com. For an audio tour on how to register, click on 'Take a Tour', and select the 'Register and enroll in a course with a code' tour.
- 4) Click on the Students 'Register' button.
- 5) Enter your six-word access code found inside your student access kit, under the tab.



- 6) Register only ONCE using the access code in your kit. You will create your own Login Name and Password. After registration you'll receive a confirmation email.
- 7) After you've registered: Login at <http://coursecompass.com> (bookmark this URL), using the Login name and Password you have just created.
- 8) From the "Welcome page" click on your course, then choose the "Installation Wizard" link to check that your computer has the required set-up and plug-ins. The **MathXL player must be installed** for you to work exercises within the tutorial, homework, and tests.
- 9) For help on entering answers, go to the audio tour: <http://www.mymathlab.com/tours.html> and click on the How to Enter Answers Using the MathXL Player link.

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

Plugs-ins and Players required for MML (MyMathLab by Pearson Education)

If you need to access the course material and online assignments from home, you will need the plug-ins and players listed below. The plug-ins can be installed by clicking on the Installation Wizard button, once you have logged on to CourseCompass.com on your home computer.

We already have installed the plug-ins on the computers in the labs. Therefore, there is NO NEED to run the Installation Wizard.

Plug-in/Player:

Needed for:

MathXL Player

Math content in certain courses

InterAct Math Plug-in

Math content in certain courses

TestGen Plug-in

TestGen tests

Java Virtual Machine

Calculus and Statistics courses

Acrobat Reader

Online textbook pages

Apple QuickTime

Video content

RealPlayer/RealOne Player

Audio and video content

Macromedia Flash Player

Animations

Macromedia Shockwave Player

Interactive activities

GENERAL INFORMATION

Location:

Mathematics Center
Room E-2

Telephone:

(760) 744-1150, Ext. 2718

Web Page:

math.palomar.edu/mlc/

Mathematics Center Hours:

Mon - Thu 8:00 am - 8:00 pm
Fri 8:00 am - 2:00 pm
Sat 9:00 am - 12:00 noon
Sun Closed

Director of the Mathematics Center:

Fari Towfiq
ftowfiq@palomar.edu
(760) 744-1150, ext. 2716

Office Specialist:

Terri Hafiz-Fetter
thafiz-fetter@palomar.edu
(760) 744-1150, Ext. 2718

Instructional Computer Lab Technician:

Russell Thomas
(760) 744-1150, Ext. 2540

Instructional Assistants:

Joshua Botica
Jonathon Singh
(760) 744-1150, Ext. 2718

Instructors & Tutors:

Names and hours are posted in the Mathematics Center

Drop Dates:

August 24, 2009 to September 23, 2009 (Without "W")
September 24, 2009 to October 17, 2009 (With "W")

Credit/No Credit/Audit:

Deadline for Credit/No Credit/Audit is September 24, 2009

Palomar College is dedicated to serving the needs of a wide variety of students by offering many alternative learning opportunities. One is the Self-Taught Course offered through the Mathematics Center.

The Mathematics Center offers Prealgebra, Beginning Algebra, and Intermediate Algebra in a Self-Taught format.

The Self-Taught format offers students the opportunity to complete a mathematics course in less than one semester or to finish two courses in a semester.

Aspects of a Self-Taught Course:

- 1) Lessons are presented by the computer. An instructor and tutors are available at any time in the Mathematics Center for assistance.

- NOTE:**
- a. Supplementary material, such as computer lessons/drill and practice, for many topics is easily accessible.
 - b. Videotapes of the lessons are available to students.

- 2) Each student is responsible to attend a designated number of hours per week in the Mathematics Center, during operational hours, according to his/her schedule. These designated hours should be comprised of:

- a. Working on the computer or in the book
- b. Asking questions of tutors and/or instructor
- c. Taking/reviewing exams

- 3) Students may accomplish the goals of each chapter by spending more or less time, as needed.

- 4) Students must take the designated number of exams and a final exam to earn a grade in self-taught courses.

NOTE: A recommended schedule of exams is given. If a student falls behind the recommended exam schedule, he/she could be dropped from the course.

Requirements for Success in a Self-Taught Course:

1) **Self-Motivation**

If a student is not self-motivated he/she is likely to fall behind in this class.

2) **Self-Discipline**

Even though homework is not specifically assigned, he/she should do exercises from the text outside of class.

3) **Good Time-Management Skills**

Student should make a schedule for him/herself and follow the recommended attendance and test schedules.

4) **Good Reading Skills**

He/She needs to be able to follow instructions which appear on the computer screen and in the text.

MATH 15 SYLLABUS

Instructors:

Fari Towfiq (Director)
Mathews Chakkanakuzhi
Craig Chamberlin
Dan Clegg
Bill Colburn
Tim Hempleman

Karen Mifflin
Chuong Nguyen
Yan Tian
Mark Walker
Jay Wiestling

Required Textbook:

PREALGEBRA, Fourth Edition, Lial/Hestwood. Pearson/Addison-Wesley,
ISBN-10: 0321657365

You can purchase:

1. Package which includes the textbook and MyMathLab
2. Used textbook and MyMathLab Stand Alone Student Access Kit
3. MyMathLab Stand Alone Student Access Kit (e-book included)

Attendance:

- Every student should have a valid Palomar Identification Card (PIC).

- After registering for this class, be sure to check-in and out (using your PIC card or Palomar ID number) each time you attend the Math Center.

Note: If check-in/out is done incorrectly, you could be dropped for non-attendance.

- Since Math 15 is a 3-unit course, it is essential that you budget **three (3) hours per week** in the Math Center for a total of **48 hours**. However, if you finish the course material in less than **48 hours**, the attendance requirement will be waived for the remainder of the semester.

Note: If you are taking this class under the assumption that you do not need to attend the Math Center except for exams, this is wrong, and you could be dropped for non-attendance.

Note: If you decide to withdraw from the course, be sure to do the necessary paperwork. Do not expect the Math Center Director to automatically drop you from the course.

- If for some compelling reason you are going to be absent for an extended period of time, please inform the Math Center Director. Otherwise, **you could be dropped for non-attendance.**
- You may also receive attendance credit for watching math videotapes at the Learning Resource Center in the Library (2nd floor) and for working on the computers at the Academic Technology Lab in the Library (1st floor) on the main campus (San Marcos). (See Additional Resources)
- You may also receive attendance credit for studying at the Escondido Educational Center Teaching Learning Center (TLC) or at the Joint Education Center on Camp Pendleton. (See Additional Resources)

Grading Procedures:

The course grade will be based on the following:

Written Exam #1	Chapters 1 & 2	16%
Written Exam #2	Chapters 3 & 4	16%
Written Exam #3	Chapters 5 & 6	16%
Written Exam #4	Chapters 7, 8, & 9	16%
Online Test #1	Chapters 1 & 2	2.75%
Online Test #2	Chapters 3 & 4	2.75%
Online Test #3	Chapters 5 & 6	2.75%
Online Test #4	Chapters 7, 8, & 9	2.75%
Written Final Exam		25%
<hr/>		
Total		100%

Note: The Final Exam is comprehensive. Also, it is mandatory.

Note: If you do not take a written exam or online test, you will receive a grade of zero (0) for that written exam or online test.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Math 15

Written Exams and Online Tests Schedule

<u>Exam</u>	<u>Chapters</u>	<u>Online Test Deadline</u>	<u>Written Exam Deadline</u>
#1	1 & 2	Fri., Sept. 18	Mon., Sept. 21
#2	3 & 4	Tue., Oct. 13	Thur., Oct. 15
#3	5 & 6	Fri., Nov. 6	Mon., Nov. 9
#4	7, 8, & 9	Tue., Dec. 1	Thur., Dec. 3

Final Exam - Monday, December 14

Note: Skip Section 9.4, 9.5, Chapter 10, and Chapter R

Note: The last day to **retake** a written exam is **Tuesday, December 8**

Note: Written exams are given only Monday through Thursday, 9:00 a.m. to 8:00 p.m., and Friday 9:00 a.m. to 2:00 p.m.

No written exams will be given on Saturdays or from 8:00 a.m. to 9:00 a.m., Monday through Friday.

math.palomar.edu/mlc/

How to Approach a Self-Taught Course

1. If you have the MyMathLab Student Access Kit, go to <http://www.coursecompass.com>, and click on the "Register" button for students and follow the on-screen instructions. The Instructor Course ID is listed on Page 2 of your handbook. You may purchase MyMathLab from that web site online. You will set up your account as part of the registration process.
2. You can either access MyMathLab here in the Math Center, or in the other computer labs at Palomar, or at home. Follow the instructions in your handbook to install it on your home computer. Use the Installation Wizard.

3. You need to read the weekly announcements in MyMathLab.
 4. There is a copy of the textbook in MyMathLab (an e-book).
 5. There are videotaped lectures available in MyMathLab to explain concepts to you.
 6. Now let's get started with our course:
 - a. Get a general overview of one section from the textbook or the e-book in MyMathLab (Video Lecture and Multimedia Textbook section).
 - b. If you have any questions, raise your hand for help from a tutor or an instructor.
 - c. Do the Multimedia Textbook Exercises in MyMathLab or in your textbook.
Note: Do as many exercises as it takes for you to feel comfortable with the subject matter.
 - d. Continue steps **a** through **c** until you complete the chapter you are currently working on.
 - e. Go to **Practice/Online Tests** and take the practice test (sample test) in MyMathLab. The practice tests (sample tests) do not count toward your grade.
 - f. After taking the practice test (sample test), go to **Study Plan** in MyMathLab and practice the topics that you had difficulty with.
 - g. Continue steps **e** and **f** until you feel comfortable with the chapter you are currently working on.
 - h. Continue steps **a** through **g** until you finish all the chapters pertaining to the exam you are currently preparing for.
 - i. Go to **Practice/Online Tests** in MyMathLab. Take the online test that you prepared for. Online tests are worth 10% of your total grade.
Note: You can take each online test as many times as you wish. The highest score will count toward your grade.
 - j. If you receive a **score of 80 or better on the online test**, you are ready to take the actual written exam. Otherwise, it is recommended that you review the material again before you take the actual written exam.
 - k. Continue steps **a** through **j** to prepare for the next written exam.
- Note:** If you do not do well on a written exam, make sure that you review your exam and then take it as a retake for a maximum score of 90.

Written Exam Procedures:

- Ask for the exam at the front counter.
- You **must** show your valid Palomar Identification Card (PIC) or other picture I.D. in order to take an exam.
- You will not be allowed to start an exam during the last hour the Math Center is open.
- You will not be allowed to start the final exam during the last two hours the Math Center is open.
- No** notes or books are allowed while taking an exam.
- No** cell phones or other electronic devices, such as beepers, Palm Pilots, iPods, etc., are allowed in the testing room.
- All your belongings must be stored under your chair during exams.
- A scientific calculator is required only for Exam 4 and Part 2 of the Final Exam. No calculator on exam 1, exam 2, and exam 3. **(No graphing calculator is allowed for any exam.)**
- Each exam contains 20 questions. Final Exam is 50 questions (Part 1: 35 questions, Part 2: 15 questions)
- Each question on the exam is worth 5 points.
- Allow yourself **at least** one hour for each exam and two hours for the Final Exam.

- You must complete your exam in one sitting, but there is no time limit. **Note: Test must be completed by Math Center closing time.**
- Do not write on the exams. Answer sheets will be provided.
- Show all your work on the provided answer sheet. Write neatly and clearly. Partial credit may be earned.
- If you have any questions while taking an exam, you may ask the instructor on duty **only**.
- You may **not** use your own scratch paper in the testing area; scratch paper will be provided upon request.
- Scratch paper will not be graded.** You must show your work in the appropriate space on the answer sheet.
- The exam, answer sheets, and scratch papers must be returned to the front counter upon completing the exam.
- Any attempt to remove exams, answer sheets, or scratch papers used with the exam is considered academic dishonesty and will be dealt with accordingly.
- You may retake each exam once. **(except the Final Exam)**
- The highest score you can receive on a retake is **90**.
- The last day to retake a written exam is **Tuesday, December 8, 2009**.

Test Results/Review:

- The results of your exam will be ready in **3 working days**. Your score will be posted in MyMathLab (under the **Gradebook** tab).
- You **must** show your valid Palomar Identification Card (PIC) or other picture I.D. to see your exam.
- You may review your exam in the designated area only.
- IMPORTANT:** Graded exams cannot be removed from the Math Center. Taking your exams from the Math Center will result in a grade of **F** for each exam removed.
- Do not make any marks on the graded exam. Scratch paper will be provided. **Do not use your own paper.**
- If you have any questions on the grading of your exam, please contact the Math Center Director. Any change in grade has to be authorized by the Math Center Director.
- Once your review is done, return the exam and all the papers pertaining to your exam to the front counter.
- Exam results will not be given over the telephone or by e-mail.

General Policies:

- Submit your Palomar Identification Card (PIC) or other picture I.D. when requesting services in the Math Center.
- No food or drinks are allowed in the Math Center.
- Please do not bring children to the Math Center.
- Please do not bring pets to the Math Center.
- While in the Math Center, store your backpacks under your workstation.
- Keep your cell phones/beepers in the OFF/STUNT mode while in the Math Center.
- If you receive a phone call, please step out of the Math Center before answering it.
- Do not engage in unnecessary conversations, while in the Math Center.
- Do not use the computers for uses not related to your Math class.

Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, the Palomar Community College District will provide reasonable accommodation whenever possible to facilitate access to and participation in its services, programs, facilities and activities. If you need any such accommodation, let the Director or instructor on duty know immediately.

Academic Integrity Code of Conduct:

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.

If a student is found cheating on an exam, he/she will receive a grade of "F" for that exam; and the exam cannot be repeated.

ADDITIONAL RESOURCES

The Academic Technology Lab (located on the bottom floor of the Library), the Palomar College Escondido Educational Center Teaching Learning Center (TLC), and the Camp Pendleton Computer Lab (located at the Joint Education Center), have computers available for your use. You may do all or part of your studying at these locations. **However, you must take your exams at the Mathematics Center on the main campus (San Marcos).**

ACADEMIC TECHNOLOGY LAB (bottom floor of Library)

760-744-1150, ext. 2657

Hours vary

Please call

ESCONDIDO EDUCATIONAL CENTER

Teaching Learning Center (TLC)

1951 E. Valley Parkway

Escondido, CA 92027

Monday – Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 3:00 p.m.

Saturday & Sunday Closed

CAMP PENDLETON COMPUTER LAB

JOINT EDUCATION CENTER (JEC)

Building 1331, Room 109

760- 725-6626

Mon. & Wed. 8:30 a.m. – 4:30 p.m.

Tues. & Thurs. 8:30 a.m. – 6:00 p.m.

Fri. 8:30 a.m. – 1:00 p.m.

Sat. & Sun. Closed

Note: Time spent at these locations will count toward Math Center attendance. Sign-up sheets are available at each location to track your attendance.

The Learning Resource Center, located on the second (2nd) floor of the Library, has most lessons on videotape.

Note: Videotapes cannot be taken out of the Learning Resource Center.

Note: Time spent watching math videotapes at the Learning Resource Center will count toward Math Center attendance. Sign up sheets are available to track your attendance.

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