**Math 20, Arithmetic, Spring 2018**
7:30 - 9:50 PM Tues/Thurs, CRC Main L 300
Instructor: Melody Molander Office: LRC 161 Email: MolandM@scc.losrios.edu

## DESCRIPTION
This course provides instruction in the fundamentals of arithmetic with emphasis on computational skills. Topics include whole numbers, fractions, decimals, percents, ratios, proportions, problem solving, and applications.

## WEBSITE
crc.losrios.edu -> Click on "ELEARNING" -> Click on "Canvas"
I will be using Canvas very frequently. If for any reason you have no internet access, please let me know so we can make alternative arrangements to see course materials and grades. Note that there are computer labs on campus with internet access.

## TEXTS
*Essentials of Basic Mathematics* by Charles P. McKeague
A new book costs $56 at CRC bookstore. The library should have at least 2 copies on reserve. The Math Center also has some copies as long as students are enrolled in Math 70.

## CALCULATORS OF ANY SORT WILL NOT BE PERMITTED IN THIS COURSE.

## CLASS STRUCTURE
Class time will be spent mainly on lecture, group work, and individual work time.
Please follow guidelines of good behavior. Turn off your cell phones/electronic devices, end private conversations once class begins, and be polite and respectful to everyone in the class. The Los Rios regulations (R-2441) specify classroom expectations and consequences if those expectations are not met. If you arrive late, please take a seat near the door quickly and quietly. If you must leave early, please notify me before class begins. You are expected to be present in the class each session. Attendance is extremely important to success in this class, and, as such, attendance will be taken during each class session.

If for any reason you must leave class and return during regular lecture (bathroom, emergency, etc.) you are welcome to do so without asking for permission, just please do so quietly. During a test or quiz, please raise your hand and ask me directly.

The instructor reserves the right to drop students for missing the **first meeting** or if a total of **four days** are missed (including excused absences), in accordance with school policy. However, it is your responsibility to drop the course if you choose to withdraw. Failure to do so will result in an F on your transcript.

**EMAIL POLICY**
Use your school account when emailing instructors to avoid having your email sent straight to spam. When emailing me, please include your name and Math 20 on the subject line. During Monday - Thursday, I will try to reply to your email within 24 hours. If you email me during the weekend (Friday - Sunday), expect a response the following Monday. If you don't get my reply within the time range, please talk to me in person. It is possible that I didn't receive your email. **Please check your email frequently for emails regarding this class.**

**RESOURCES**
**Office Hours:** My office hours are on **Tuesdays from 6-7 PM** in **LRC 161**
Each student has individual needs which may not be resolved by simply reading the textbook or asking a question in class. Thus coming to office hours can be very beneficial to students. I can also sometimes answer math questions through email and email is usually the best way to try and contact me outside of class.

**Math Center:** The Math Center is located in **LRC 205**. You will need to sign up for Math 70 in order to use the Math Center. The Math Center provides students with assistance in arithmetic skills. It is recommended for students who are encountering difficulties in the areas of math anxiety, basic skills, problem solving, and/or arithmetic concepts. Students may enter the Math Center course at any time during the first 12 weeks of the semester. Registering for 0.25 units will require the student spend a minimum of 13.5 hours throughout the semester in the Math Center studying for the relevant course.

**Tutoring Center:** The Tutoring Center is located in **LRC 216**. You can find more about the tutoring center at: crc.losrios.edu/services/tutoring

**ATTENDANCE**
I will be taking attendance every day. Going to class, taking notes, asking questions, and being attentive are crucial to be successful in any class. If for any reason you will need to miss class, please email me as soon as possible. **It is the student's responsibility to determine from their peers what they missed in class due to an absence**. Missing class due to illness, emergency, car failure, etc. will not count against your attendance grade as long as you let me know of your absence. However, if a total of four days are missed (including excused absences), instructors do have the right to drop students from the course, in accordance with school policy. Please note **I do not allow make up work even if the absence is excused**.

## HOMEWORK

A schedule of when homework is collected can be found on the pacing chart. Homework problems will be announced in class or found on Canvas. It is always a good idea to start the homework early. Homework solutions will be given the day the homework is collected and therefore, **THERE WILL BE NO LATE HOMEWORK COLLECTED FOR ANY REASON**. If for any reason you cannot make it class, you MUST email it to me by the time class is over the day the homework is due. Please show your work on all problems and write legibly. Simple mistakes happen in mathematics, but the amount of mistakes you make will greatly decrease if you write your work down and write clearly. I will not be grading every problem on the homework. I reserve the right to give a zero on any problem where sufficient work is not shown or cannot be read. You may work with others or with a tutor on your homework, however, **the work you turn in must all be your own.**

## QUIZZES

The class after homework is collected there will be a quiz based upon the homework. Quizzes are a great way to determine if you can do the work independently in a test-environment before test day. Your lowest 2 quizzes will be dropped. **NO MAKEUP QUIZZES WILL BE GIVEN**. The quiz schedule can be found on the pacing chart.

## TESTS

There will be four tests and one final. We will have a review session before every test. The test schedule can be found on the pacing chart. **NO MAKEUP TESTS WILL BE GIVEN**

## FINAL

The final will be held on **Tuesday, May 15 7:45-9:45 PM** in our regular classroom. The final will be comprehensive. **THERE WILL BE NO MAKEUP FINAL**.

## GRADING

| | | | |
|---|---|---|---|
| 90 - 100% | A | Tests - 40% |
| 80 - 89% | B | Quizzes - 10% |
| 70 - 79% | C | Homework - 25% |
| 60 - 69% | D | Attendance - 1% |
| 0 - 59% | F | Final - 24% |
| | | Total - 100% |

**CHEATING**
Any student caught cheating will be dealt with in the most serious possible way. To be successful in this class, all work on tests and quizzes must be yours and yours alone. On tests and quizzes, you will never be permitted to use your notes, textbook, cell phone, or any other study aids. Should you see someone else engaging in this behavior, I encourage you to report it to me. Students who cheat devalue their degree as well as yours. Be aware that it is my professional obligation to report academic misconduct, and I will not hesitate to do so. If you are caught cheating or engaging in another form of academic dishonesty as defined in the Student Code of Conduct, you will receive a 0 for the assignment which may not be dropped. You will also be referred to the discipline officer.

**HOLIDAYS**
Jan. 15 - Martin Luther King Jr. Day
Mar. 26 - Apr. 1 - Spring Break

**DEADLINES**
Jan. 21 - Last day to enroll without instructor permission
Jan. 26 - Last day to drop for refunds
Jan. 28 - Last day to enroll with instructor permission
Jan. 28 - Last day to drop without a "W" on Transcript
Feb. 15 - Last day to petition for pass/no pass grading
Apr. 15 - Last day to drop with a "W" on transcript

**SPECIAL NEEDS**
If you are a student with a learning or physical disability, or have special needs, please let me know as soon as possible what accommodations are needed. This is best handled before/after class, during my office hours, or by appointment.

**DISCLAIMER**
All information on the syllabus is subject to change if the instructor finds it necessary. Any changes will be announced during a class session.

**HOW TO DO WELL IN THIS CLASS**
1. Have a positive attitude.
2. Learn to manage your time.
3. Choose to attend all class periods
4. Do your homework
5. Check your work
6. Learn from your mistakes
7. Know how to get help if you need it
8. Organize your class materials, homework, quizzes, and tests
9. Read your textbook before class
10. Don't be afraid to ask questions

**Anyone can do math. With hard work you can accomplish anything! I believe in your success. Please always feel comfortable talking to me about your concerns and questions via office hours or email.**