



## **Syllabus**

**Course Name:** Math Non-STEM BASE NCBO

**Course Number:** 0025

**Semester & Year:**

**Day/Time:**

**Instructor Information:**

Name: Georgia Fricks

Office: Physical Sciences Building

Telephone: 903 823 3460

E-mail:

## **Materials needed:**

MyMathLab Access Code

Textbook for Foundations of Mathematical Reasoning

Calculator

Pencil

Paper

**Course Description and Goal:** Math 0025 is a Basic Academic Skills Non-Course Based Option designed as a co-requisite lab course for Math 0023. Students work on online assignments, review for tests, and receive additional instruction to assist them in learning the concepts for Math 0023.

**Prerequisite:** Students have already tested on the TSIA and scored in the 320-330 range.

## **Student Learning Outcomes for the Course:**

1. Students will develop number sense and the ability to apply concepts of numeracy to investigate and describe quantitative relationships and solve real-world problems in a variety of contexts.
2. Students will use proportional reasoning to solve problems that require ratios, rates, proportions, and scaling.
3. Students will transition from specific and numeric reasoning to general and abstract reasoning using the language and structure of algebra to investigate, represent, and solve problems.
4. Students will understand and critically evaluate statements that appear in the popular media (especially in presenting medical information) involving risk and arguments based on probability.
5. Students will understand, interpret, and make decisions based on financial information commonly presented to consumers.
6. Students will understand that quantitative information presented in the media and by other entities can sometimes be useful and sometimes be misleading.

## **Purpose of NCBO:**

- A student in the NCBO will work on assignments, textbook and/or computer, from Math 0023 – Foundations of Math.



- To review concepts and materials in a more individualized setting with the instructor. Test reviews will be provided before each exam.
- The NCBO is **not an optional course** for a student who is placed into it, and the course will help ensure the student is successful in Math 0023 and has a foundation for the college level math the next semester.

### **Student Responsibilities:**

- 1. Attend class:** *The student must attend each class and stay for the entire class time. A student can be dropped after the 5<sup>th</sup> absence in the course. **Failing to attend the NCBO will result in the student being dropped from both the NCBO and Math 0023.***
- 2. Be prepared:** *Bring all materials and assignments for Math 0023, including log-in information for the lab.*
- 3. Behave positively and productively:**
  - *Students must work on course related material such as homework assignments, video tutorials, or computer generated math problems. While viewing computer tutorials or videos, students must take notes, which the instructor may ask the student to produce later.*
  - *Students should seek to learn and understand the material presented in Math 0023 and ask for assistance from the instructor.*
  - *Students must work on and review for exams with the class on designated exam review days.*

### **AEL Classroom Protocol:**

1. Students should be prepared to work, listen, participate, and complete assignments each day in class.
2. Cell phones must be on mute or vibrate and out of sight in the classroom. Cell phones may NEVER be out during testing. If an emergency exists, please see the instructor and ask permission before leaving the classroom to use the phone.
3. Students are not allowed to listen to music via headphones during class. Headphones may be used to listen to videos while working on academic work, but headphone use is not allowed during testing.
4. Students are not allowed to have their head down and to be inattentive during class.
5. Students are not allowed to use a personal computer or other devices during class without permission from the instructor.
6. Students are not allowed to bring children to class.
7. There will be a zero-tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude/disrespectful behavior toward the instructor, staff, director, or other students in the class. The student will be asked to leave the classroom.
8. Students should not leave the classroom without permission. The instructor will dismiss the class. Bathroom breaks are provided at the teacher's discrepancy.
9. Only drinks with lids will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption. Also, food and drink should not be near computers. Drink and snack machines are provided in the inner hallway, and students must dispose of their trash.
10. Students must park in areas not designated as faculty or handicap and must have a parking permit.



11. Smoking is not allowed on school property, and students may be ticketed if caught smoking on campus.
12. Loitering is not allowed on campus.
13. Students are expected to attend class every day, arrive on time, and stay for the entire class period. (SEE ATTENDANCE POLICY).
14. **Students must sign the Sign-in Sheet when they arrive and sign out when they leave for documentation of attendance.**
15. Immediate and permanent expulsion from the program will result if a student brings a weapon on campus, has an altercation, or is under the influence of drugs or alcohol.

***Students must follow the rules, regulations, and policies of the Texarkana College Student Handbook/Catalog.***

### **Student Assessment**

- Students do not receive a letter grade in the course.
- The course is considered pass or fail based on the student responsibilities and grade received in Math 0023.
- Weekly online assignment checks will be conducted to ensure students are progressing and understanding concepts for Math 0023.

**A student may be dropped from the course for any of the following reasons:**

1. Missing 5 classes
2. Not having online MyMathLab Access by week 3 of class (temporary access may be used for two weeks)
3. Failure to take the pre and posttests (TABE 11/12) for Math 0025 (week 1 and 15 of class)
4. Any breach of classroom conduct (see TC Student Handbook and AEL Program Rules Above)

\*Being dropped from the course could affect your financial aid.

### **Absentee Policy**

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent or tardy. **Three tardies constitute one absence.**

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. Regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.



### **Maximum Allowable Absences**

The maximum allowable absences refer to the maximum number of unexcused absences a student is allowed before a student may be dropped from the course. After official registration for a three-hour academic class, the instructor may withdraw a student from the course if they exceed 4 absences. This means you may be dropped from the course for having 5 recorded absences.

### **Excused Absences**

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons.

### **Course Correspondence**

Any course correspondence will be through TC student email. It is the student's responsibility to check his/ her TC email regularly for any communication related to the course.

### **Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F". This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

### **Disability Act Statement**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé at 903.823.3349, or go by her office located in the Academic Commons/Library for personal assistance. If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. It is best to request these changes at the beginning if not before the start of class so there is ample time to make the accommodations.

### **Financial Aid**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

### **Tutoring:**

*Texarkana College offers free tutoring to all TC students in the Math Lab.*

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

*Friday                      8:00 a.m. – 4:00 p.m.*

*Sunday                      2:00 p.m. – 9:00 p.m.*



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## Tentative Class Schedule:

Week	Class Work
<b>1</b>	Class Syllabus and Procedures Course Pre-Test TABE 11 Math
<b>2</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
<b>3</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
<b>4</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check Exam 1 Review
<b>5</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
<b>6</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
<b>7</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check Exam 2 Review
<b>8</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
	Spring Break – No Class
<b>9</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
<b>10</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
<b>11</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check Exam 3 Review
<b>12</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check
<b>13</b>	Work on Online Assignments Classroom Review of Concepts



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	Weekly Homework Check
<b>14</b>	Work on Online Assignments Classroom Review of Concepts Weekly Homework Check Exam 4 Review
<b>15</b>	Final Exam Review <b>Course Post-Test TABE 12 Math – Mandatory</b>
<b>16</b>	<b>NO CLASS – FINAL EXAMS WEEK</b>

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*

*Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.*

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**Math 0025 Section \_\_\_\_\_**

**I \_\_\_\_\_ (Student – Please Print)**

**acknowledge that I have read and received a copy of the syllabus for Math 0025.**

**Phone: \_\_\_\_\_ Email: \_\_\_\_\_**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**