

NCBM 0114
Non-Course Based Mathematics
(1:1:0)

MATHEMATICS DEPARTMENT

Division of Arts & Science
SOUTH PLAINS COLLEGE

Fall 2017
Sheyleah Harris-Plant, PhD

South Plains College

Non-Course Based Mathematics 0114 – Non-Course Based Mathematics

Section: 001, Weekly Meeting

Room: Levelland Mathematics Building 104

“Intelligence plus character – that is the goal of true education.” – Dr. Martin Luther King, Jr.

“Hard work is required, but must also produce value.” – Norman Chaffee

“True knowledge exists in knowing that you know nothing.” – Socrates

“There is no end to education. It is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning.” – Jiddu Krishnamurti

“In the United States, we experience many freedoms. Two of these freedoms include: the freedom to succeed and the freedom to fail. Which one will you choose?” – Alan Worley

Instructor: Sheyleah V. Harris-Plant, PhD

Office Hours: (on the Levelland Campus)

Room: Levelland Math Building 104

Phone: (806) 716-2665

Email: sharris@southplainscollege.edu

Monday	Tuesday	Wednesday	Thursday	Friday
1300-1415	1300-1415	1300-1415	1300-1415	0900-1200
<i>Or by appointment</i>				

Note about Office Hours: Any student is more than welcome to visit during office hours, however, for the student’s visit to be most efficient it is best to make an appointment. Students from other classes are often visiting during office hours and other college responsibilities often prevent office hours without notice.

Required Textbook: Materials required for the MATH 1314/1324/1342 course

Supplies: Pencil, paper, and erasers

Course Description

The prerequisites of this course are being a first semester math student at South Plains College, have minimum Elementary and Intermediate Algebra Diagnostic scores of 8. This course includes topics in developmental mathematics including arithmetic operations, basic algebraic concepts and notation, and geometry. This course will not satisfy graduation requirements. This course is required if testing indicates a need.

Course Purpose

The purpose of this course is to provide a background in algebra concepts necessary for MATH 1314 or 1324.

Course Requirements

To maximize the potential to complete this course, a student should make and attend all appointments with the instructor, take notes, complete all homework assignments and examinations including final examination.

Disclaimer

The instructor reserves the right to alter any class policies as deemed necessary by the instructor or South Plains College, and will announce any changes in class. If a student has any questions about a change in policy ask the instructor for clarification.

Student Learning Outcomes/Competencies

Successful completion of this course should reflect mastery of the following objectives:

1. Attend the weekly appointments with the instructor.
2. Attend class for your college level mathematics course.
3. Develop a weekly schedule for time management and follow it.
4. Exchange names and phone numbers or email addresses with at least two (2) people in your college level mathematics course.
5. Have all materials need for your college level mathematics course by end of the second week.
6. Keep a well-organized binder for your college level mathematics course.
7. Complete all homework for your college level mathematics course.
8. Show all exams and quizzes to the instructor.
9. Work with a SPC tutor (the minimum amount of time is dictated by the class grade).
 - a. Grade is a B, spend one (1) hour a week.
 - b. Grade is a C, spend two (2) hours a week.
 - c. Grade is a D, spend three (3) hours a week.
 - d. Grade is an F, spend four (4) hours a week.
10. Visit your college level mathematics course instructor's office hours at least two (2) times during the semester to ask questions with your attempted work.

Attendance Policy*

Attendance and effort are the most important activities for success in this course. Records of your attendance are maintained throughout the semester. Two absences, *for any reason*, are allotted to you for the semester. If this number is exceeded, the instructor has the right to drop you with a grade of F or an X, depending on their discretion. You can seek temporary reinstatement within a week after being withdrawn, assuming the student submits their syllabus receipt, but you must withdraw yourself from the course via the Admission and Records Office within two days of reinstatement. In the latter case, you will receive a W or a U. ***After the two days have expired, the instructor has the right to drop you for a final time, after which there will be no reinstatement. THERE WILL BE NO WAITING UNTIL THE END OF THE SEMESTER TO WITHDRAW!*** Withdrawal from this course will also require a withdrawal from your college level mathematics course.

Withdrawal

If you wish to withdraw from this class for any reason, you must initiate the appropriate steps on your own. To withdraw from this class, you will need to go to the Admissions and Records office either on the Levelland campus or the Reese Center campus, and fill out a drop notification form, and pay \$5. The drop form can be obtained online in MySPC, under the Student Forms and Tools link. Please be aware that SPC may not permit an undergraduate student to drop a total of more than six courses (including any course a transfer student has dropped at another institution of higher education) if the student enrolled in college for the first time during the Fall 2007 academic term or any term subsequent to the Fall 2007 term.

TSI

The Texas Success Initiative (TSI) is a state program designed to ensure that all Texas institutions provide placement testing, personal advisement and appropriate instruction to students to enhance their opportunities for success in their college studies. **All new students entering Texas colleges and universities are required to take a placement test prior to enrolling in college-level courses, unless exempt from testing under specified state standards (i.e., scores on ACT, SAT or TAKS).** Testing will indicate whether a student possesses adequate basic college-level skills in reading, writing and mathematics necessary to begin an undergraduate program of study. (copied from current South Plains College catalog)

* The submission of the syllabus receipt is required.

Email Policy

All students at South Plains College are assigned a standardized SPC e-mail account. Although personal e-mail addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at www.southplainscollege.edu. To access the SPC student e-mail account, login to MySPC and click the SPC Google Mail option under Campus Bookmarks. (Copied from SPC Student Guide)

Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient.

Final Grading Policy

All grades are rounded from the first decimal. Upon the submission of grades at the end of the semester, **ALL GRADES ARE FINAL!**

Grading Scale

90% or above	A
80% to 89%	B
70% to 79%	C
60% to 69%	D
59% and Below	F

Assignment

The percentage of the items completed from the objective list is the grade for the course. Failure in this course will negate any credit earned in your college level mathematics course.

Religious Holy Days

In accordance with Section 51.911, Texas Education Code, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester (**Monday, 18 September 2017**) in which the absence will occur. Forms for this purpose are available in the Student Services Office along with instructions and procedures. "Religious holy days" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code. (copied from current South Plains College catalog)

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (copied from current South Plains College Faculty Handbook)

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. (copied from current South Plains College Faculty Handbook)

* The submission of the syllabus receipt is required.

Sexual Misconduct

As a faculty member, I am deeply invested in the well-being of each student I teach. I am here to assist you with your work in this course. If you come to me with other non-course-related concerns, I will do my best to help.

It is important for you to know that all faculty members are mandated reporters of any incidents of sexual misconduct. That means that I cannot keep information about sexual misconduct confidential if you share that information with me. Dr. Lynne Cleavinger, the Director of Health & Wellness, can advise you confidentially as can any counselor in the Health & Wellness Center. They can also help you access other resources on campus and in the local community. You can reach Dr. Cleavinger at 716-2563 or lclevinger@southplainscollege.edu or go by the Health and Wellness Center. You can schedule an appointment with a counselor by calling 716-2529.

Campus Concealed Carry

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Holiday/Travel Statement*

If a student has pre-existing plans to travel out of the area during scheduled class times, you must inform the instructor by **NO LATER THAN Monday, 18 September 2017**, at the end of class and submitting the syllabus receipt. Failure to do so will result in the forfeiture of any assignments that will come into question during your dates of absence. These assignments will not be replaced or allowed for make-up work.

Academic Honesty, Equal Opportunity

You are expected to uphold the ideas of academic honesty. All work that is graded must be your own. This policy applies to all work attempted in this course. If this policy is violated the student will receive an **F** for the assignment and will be dropped with an **F**. For more details on what is considered cheating, see the South Plains College catalog.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability, or age.

Expectations for the Instructor

The student is within all rights to expect that the instructor do the following:

- Show up, as scheduled, to all scheduled appointments.
- After the diagnostic exam is complete, provide a study plan for the course.
- Provide notice of any schedule changes.
- Be accessible to those who need assistance outside of the classroom setting, by way of e-mail or in person, during office hours or reasonably scheduled appointment times.
- Hold to any assignment(s) given during the course of the semester unless removed.
- Uphold the policies of the college as it pertains to the student's welfare in the course.

* The submission of the syllabus receipt is required.

- Not make any exceptions regarding the dismissal of any student from the course for reasons listed herein.

Expectations for the Student

The instructor is within all rights to expect that the student do the following:

- Show up, as scheduled, to all scheduled appointments.
- If you are going to INITIALLY withdraw from this course, then ***all initial withdrawals must be done by Thursday, 16 November 2017***. There will be no withdrawals given after this date.
- READ THE SYLLABUS!!! You will remain subject to the criteria outlined herein whether you read this or not, so it is in your best interest to do so! Take advantage of ***all*** resources available to you. In the collegiate setting, all students are considered adults and are expected to uphold conduct worthy of such consideration.
- Be mindful of the classroom setting and the roles therein. While student tuition is vital to the well-being of this academic institution, this does NOT warrant the concession of any instructor to you in a manner that compromises the integrity of the classroom setting and that of the institution itself. Bring all materials needed for the course and refrain from bringing anything that is not needed. This allows you to pay attention to the subject matter only and shows the instructor that you are prepared to learn.
- Keep all homework assignments organized in a binder. This will prove to be helpful in preparing for the exams. ***Write all graded work legibly and in pencil only. All work not done in pencil will not be accepted by the instructor and will cause you receive a grade of zero percent (0%) for the work in question.*** Work homework early enough to get help, if needed.

Homework

Achieving success in this class will require giving regular effort outside of class, meaning doing homework. If you plan to be successful in this class, expect to spend a **minimum** of 7 to 11 hours outside class every week maintaining or increasing your math skills. Homework is planned practice for students to master the skills taught in class and needed in higher-level mathematics courses.

Every student must do homework. The assigned homework will be given in your college level mathematics course.

Exams

All exams taken in your college level mathematics course will need to be viewed and signed off by the instructor of NCBM 0114.

Motivation

The biggest hurdle in a math class is having the self-discipline to study on your own.

Keys to Success:

- Set goals for each unit, and try to stick to them.
- Set aside regular times each week to work on your math, and do not let them get bumped by other activities.
- Read the textbook, study the examples, and work the suggested problems.
- Seek help when you find the going difficult.
- If you feel the urge to put your work off for a week, beware! Procrastination can easily become a habit.

Resources/Assistance

- The instructor is here to help you by email or telephone. Or you may want to set up an appointment to visit in person (necessary to view your previously taken exams).
- **Free** tutoring at Levelland is available in room 116 of the Mathematics-Engineering Building, at the Reese Center campus in Building 2 Room 208, and at the Byron Martin ATC in Lubbock (34th and Avenue Q). Please remember to sign in when you seek the help of a tutor in each of these places.

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