

Orientation for Math 0300-060: Basic Mathematics

PROFESSOR'S CONTACT INFORMATION:

Instructor: Matthew Hudock

Department: Mathematics

Course Syllabus: http://www.alamo.edu/spc/acad/math_cs_ba/0300.pdf
(Be Sure to Read This)

Course Calendar: www.countingbear.com/Math0300OnlineCalendar.pdf

Course Website: www.countingbear.com/Math0300online

Email: mhudock@alamo.edu

Phone Number: 210-486-2884

Fax Number: 210-486-2675

Office Location: NTB 304 (3rd floor of the Norris Technical Building on the Main Campus)

Office Hours:

MTWR	7 am – 9 am
MW	11 am – 1 pm
Sat	7 am – 8 am
Sat	1 pm – 2 pm (NTB 307)

Mail: St. Philip's College
Attn: Matthew Hudock
Professor of Mathematics
1801 Martin Luther King
San Antonio, TX 78203

TEXTBOOK: The textbook that will be used in this online course is ***Basic College Mathematics (2nd edition)*** by Miller, O'Neill, and Hyde. The textbook is published by McGraw Hill. You can purchase the textbook and access code in a combined package from the textbook store at St. Philip's College. The ISBN for the combined package is: ISBN 9780078072628. The ISBN for the MathZone student access code alone is ISBN: 9780077289195. If you purchase a textbook from another source or you purchase a used textbook, you will need to purchase a student access code. The code can be purchased from the SPC bookstore or online from the publisher's website; a credit card would be required for an online purchase.

SOFTWARE: In this course you will be using Blackboard Vista and MathZone for all course instruction. You will also need Adobe Acrobat Reader and Adobe Flash Player. If you do not already have the reader, click on the following link to download the free reader: www.adobe.com/reader. If you do not already have the flash player installed, click on the following link to download the free flash player: www.adobe.com/flashplayer.

EMAIL: You must have a working email address to take this course. If you do not already have an email address, you can use your free Alamo PALS email address. Through the PALS website you have access to academic resources, email, and other online services. The following link will provide you access to PALS: <http://spcportal.alamo.edu/cp/home/loginf>. You can get help with logging into PALS by calling the ALAMO Help desk 210-485-0555 or visiting their website at <http://www.alamo.edu/it/pals/troubleshoot.html>. Most of the communication between you and me will be through email. When I write to you, I will use your email address you provide in MathZone, so you will need to check your email frequently. You are free to email me from any address. Again, it is very important to check your email regularly. I will be available to answer questions or concerns that you may have by phone (210-486-2884), email (mhudock@alamo.edu), or by visiting me in my office (NTB 304) during my office hours. I usually answer all emails within 24 hours including weekends and holidays.

INTERNET: You must have access to the Internet. This access may be through the campus computer labs, library, or from home via an Internet provider. The computers in NTB (Norris Technical Building) 116 and NTB 305 have all the appropriate software and plug-ins you will need for this course already loaded on them. It is your responsibility to ensure that your computer is reliable and has all proper hardware and software for the course. A DSL or a high-speed Internet connection is strongly recommended. The URL for the website you will be using for the course content is www.mathzone.com.

HOMEWORK: You will be assigned 34 homework assignments (roughly 1 assignment for each section that will be covered in this course). The assignments will be grouped by weeks. All homework assignments for a particular week are due on Saturday evening at 11:45 pm. Homework assignments will not be available after the due date. If you do not work a homework assignment, you will be given a zero for that assignment. Your homework average will constitute 20% of your course grade. All the homework assignments are in MathZone under Assignments. You will need to select the appropriate section. On the course

home page, you will find a link to the course calendar that gives all due dates for homework and tests.

TESTS and FINAL EXAM: There will be 4 tests plus a comprehensive final exam administered online. The average of the four tests and the final exam will be worth 80% of your final grade. Each test will be available for approximately 5 days so that you will have sufficient time to take the test. All tests are closed book and closed notes and no help of any kind is allowed. You are allowed to use only a four-function calculator when taking a test. *Using a scientific or a graphing calculator while taking a test is strictly prohibited.* When taking a test, you will need to show all your work on your worksheets. The test must be completed in one sitting (you will have a time limit of 2 hours). You will not be allowed to stop and restart the test. There will be no makeup or retakes on tests. Each test will be randomly generated for each student so no two students will take exactly the same test. If you fail to take a test, the grade recorded will be a 0 (zero). To receive credit on tests, you will give me your worksheets within 48 hours of the time you complete the test. IT IS YOUR RESPONSIBILITY TO ENSURE THAT I RECEIVE YOUR WORKSHEETS AND THAT THEY ARE LEGIBLE. Your worksheets will be worth 60% of your test grade and can be delivered by one of the following ways:

- 1) Scan it and email to me as an attachment within 48 hours of completing the test at: mhudock@alamo.edu
- 2) Bring to the Math Department Office (NTB 100 between the hours of 9 am and 5 pm MTWRF). Be sure to have an office worker sign and date the worksheets and put it in my box within 48 hours of completing the test.
- 3) Mail it to me with delivery confirmation(must be post marked within 48 hours of completing the test.)

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OR

- 4) Fax it to me (Attn: Mr. Hudock) at 210-486-2675 within 48 hours of completing the test. If you work your test questions in pencil, you may need to set your fax machine to a darker scan or make a photocopy of the worksheets and then fax or scan the photocopy.

Please note the following information:

- 1) I am not responsible for equipment failure on your part. "My computer is not working" or "The cat ate my mouse", are not excuses that will allow you take the exam after the expiration date or have an extra opportunity to take a test.**
- 2) Reliable computers can be found in Math World, NTB 307, or Educational Support Services Tutoring Center, NTB 116, on SPC's Main Campus.**
- 3) You are responsible for verifying that I received your worksheets for your test within 48 hours of completing the test online and for ensuring the worksheets are complete and legible.**
- 4) No extension will be given for a test unless extreme circumstances warrant otherwise and are brought to my attention at least 48 hours prior to the test deadline.**

REVIEWS: You will be provided a review for each test. The reviews are longer and harder than the actual test but will cover all the topics that will be on the test. The review questions and answers for each test are available in Blackboard Vista and also at the home page for this course: www.countingbear.com/Math0300online. No grade is given on the reviews. You will find the link for the complete calendar for this course in Blackboard Vista and also at the home page for this course: www.countingbear.com/Math0300online.

COURSE CONTENT: Within MathZone under the Self Study tab, there are many resources such as videos, e-professor files, a multimedia textbook, and other useful features you can use to help you learn the course material. To progress through the course material, I recommend that you follow the course calendar (www.countingbear.com/Math0300OnlineCalendar.pdf) and spend at least 24 hours a week on learning the material. Read the section from the textbook, view the associated videos, work the "Skill Practice" problems, and then attempt your homework assignment. When working the homework assignments, you have available to you Guided Solutions, and a chance to work a problem similar to the one you are working (Practice).

TUTORING: If you need help, you can contact me via email or phone, but email is the best way to contact me especially on the weekends and holidays. My contact information is on the course home page and also at the beginning of this document. On campus, tutors are available in Math World (NTB 307) or Educational Support Services (NTB 116) free of charge. I strongly encourage you to take advantage of these free services, especially the support that is

available in Math World. You also have access to an online Net Tutoring that is staffed with college-level math instructors to help you under the Online Tutor tab in Mathzone as well as a cyber tutor located in PALS.

HELPFUL LINKS AND INFORMATION: Here are some web pages that are designed to help you get started:

System Requirements for MathZone:

www.countingbear.com/MathzoneMinimumRequirements.pdf

Register for MathZone Help (Section Code # 8AE-F6-8FC):

www.countingbear.com/Math0300MathZoneRegistration.pdf

MathZone Course Homepage:

www.mathzone.com

Additional help to navigate MathZone:

www.mhhe.com/math/mathzone/tour

Self Study

www.countingbear.com/selfstudy.pdf

MathZone Technical Support phone number is 1-800-331-5094.

PALS and BlackBoard Vista Technical Support number is 1-210-485-0555.

MathZone Course Home page will provide you information about the layout of course materials. Videos, e-professor files, and the multimedia textbook are available through the Self Study link in MathZone. Homework assignments and tests are found under the Assignments link on MathZone. During the registration process you will be asked to input the Section Code for this course. For this semester, my section code is 8AE-F6-8FC. Once you have successfully registered into MathZone you will need to send me a Memo of Understanding stating that you have read all the information on the website and enrolled in MathZone. You will also be asked to provide contact information. You will find the Memo of Understanding in MathZone under Assignments. You will need to print out the form and fill in the requested information. You can then get it to me by one of the following ways:

- 1) Scan it and email it to me as an attachment by Sep. 08 at Noon at
mhudock@alamo.edu
- 2) Bring to the Math Department Office (NTB 100 between the hours of 9 am and 5 pm MTWRF). Be sure to have an office worker sign and date the Memo and put it in my box by Sep. 08 at noon.
- 3) Mail it to me with delivery confirmation (must be post marked by Sep. 08)

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- 4) Fax it to me (Attn: Mr. Hudock) at 210-486-2675 by Sep. 08 at noon.

It is responsibility to ensure that I receive the memo of understanding by Sep. 08 at noon and that it is completely filled out and legible. To avoid being dropped from this course, I must receive the memo of understanding and you must be enrolled in the MathZone by the due date.

If you have any questions, please do not hesitate to contact me. I look forward to working with you this semester. Thanks!

- Mr. H