

**Please read through and then delete anything written in red or blue.**

Instructor contact information **You must provide your students with some way of contacting you. In general, an email address will do as long as you check it frequently. If you are unable to provide “office hours” for your students, please let them know that help is available in the Academic Success Center. Delete Office, Office Phone, Office Hours, and MyMathlab Course ID if you will not use them.**

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| **Instructor:**(required) |  | **Office Phone:** |  |
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| **Office:**  |  | **Office Hours:** |  |
| (or hours of availability) |
| **E-mail:** (required-Lone Star College email address only)  |  | **Website:** (required if you have a blogs page set up)**MyMathLab Course ID:**  |  |

Welcome to **Please add your section number after the Course Number, Class Days & Times, and Class Room Location. If your classes occur on the same days, you may place both section numbers on one syllabus. Please do not change the other information.**

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| **Course Title:** |  | **Term and Year:** FA 13 |  |
| **Course Subject:** MATH |  |  |  |
| **Course Number:** |  | **Class Days & Times:** |  |
| **Credit Hours:** 3 |  |  |  |
| **Lecture Hours:** 3 |  | **Class Room Location:** |  |
| **Lab Hours:** 1 |  |  |  |
| **Total Contact Hours:** 64**(All hrs. x 16)** |  |  |  |

Course overview

**Catalog Description: This information can be found in the attached Course Document.**

**Student Learning Outcomes: This information can be found in the attached Course Document.**

**In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within LSCS. The specific requirements are listed below:**

***(Examples only - please delete and list your specific requirements here): Online quizzes, online assignment submissions, Microsoft Word document submissions, discussion boards, etc.***

Getting ready **The Prerequisites and Required Materials options are in the Course Document. It is your choice to require the use and purchase of MyMathlab and/or a calculator.**

**Prerequisites:**

**Required Materials:**

**Recommended calculators:**

**Optional Materials
or Reference Texts:**

Instructor guidelines and policies **This section is really where you get to design your course. Here are some examples of what might be included.**

**Attendance: (Do not change the first two sentences, as it is our departmental attendance policy that all transitional math faculty must follow.)** Daily attendance in your mathematics course is very important. If you miss 8 hours or more of class and if your overall average is below 70%, you may be withdrawn from this class. Your attendance will be recorded from a class roster that you must sign each class period. If you are extremely tardy, and you miss signing the roster, you will be counted as absent. If you leave before the end of the class period, you will also be counted as absent.

**Assignments: (Please state something here about the types of assignments that you give, and whether or not you allow assignments to be made up.)**

**Make-up Exams: Feel free to keep what is in blue or please change it.)** You will be able to make - up missed exams PROVIDED you contact me regarding the make-up within two days of the missed exam. Also, I do not drop any grades! You are expected to complete all of your assignments.

**Electronic devices: (Feel free to keep what is in blue or please change it. You can also look at the optional syllabus content document for more options.)** In order to create an environment that promotes the success of all students, cell phones and beepers are to be turned to the off mode or placed on silent. Please turn your electronic devices off before entering the classroom.

**Academic Integrity: (Feel free to keep what is in blue or please change it or delete it.)** While you will read more about academic integrity in the System policies, you should be aware of my specific policies on cheating. I consider cheating to be the copying of work (homework or exam) from any source, getting someone else to complete your assignment, or turning in group work to which you have not contributed. If I suspect that you have cheated on any assignment/exam, your grade will be a zero (non-negotiable). If someone else in the class is involved in cheating with you, that person will receive a zero as well.

**Recommendations:** **(Feel free to keep what is in blue or please change it or delete it.)** Read the sections in the textbook before they are covered in class. Keep up with all homework assignments and turn in assignments on time. If you miss class, you are responsible for getting the assignments that you missed. Please remember that ‘math is not a spectator sport’. Stay focused and participate. Seek help from your instructor as soon as possible, if you are unsure about anything at all. Be prepared for all in-class quizzes and tests. Be on time for all classes. If you must leave class early for any reason, please let your instructor know at the beginning of class. You are expected to act professionally at all times and with courtesy to both others in the class and to your instructor. PLEASE remember that your instructor is here to help you.

**Department/Division Contact:**

Division Coordinator: Fawnette Kleff

phone (832) 482-1068, or e-mail Fawnette.L.Kleff@lonestar.edu

Department Chair for Transitional Math: Kimberly Lane

phone (281) 290-5929, or e-mail Kimberly.H.Lane@lonestar.edu

**Grade Determination:**

**Your weight distribution must be at least a 75%/25% split, with a minimum of 75% for tests/final exam and the remaining 25% or less for the other items (i.e. quizzes, homework assignments, and/or in-class assignments.). What I do is 60% for tests, 20% for the final exam, and 20% for the other items (i.e quizzes, homework assignments, and in-class assignments).**

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| **Your grade will be determined by the following** | **Details** | **Points**(if applicable) | **Percent of Final Average** |
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| Total: |  | 100% |

**Letter Grade Assignment:** You will need a final average of “C” or better to move to the next mathematics class in the sequence. Students who receive an IP or F will need to repeat the course. Use the following chart to determine your letter grade. NOTE: By law, I cannot discuss your grades or attendance with your parents unless you give me written permission. Please advise them of this.

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| Letter Grade | **Final Average in Percent** |
| A | 89.5 – 100 |
| B | 79.5 – 89.4 |
| C | 69.5 - 79.4 |
| IP*This grade does not impact your LSCS GPA.*  | 59.5 – 69.4 |
| IP or F(Based on attendance, participation, etc.)  | 59.4 & below |
| I (Incomplete) | Student meets the requirements for this grade and has contacted the instructor before the end of the semester regarding the completion of an I - contract. |

**Exit Assessment Statement** **Please do not remove or change this section. Please contact final exam coordinator Pamelyn Reed (****Pamelyn.J.Reed@Lonestar.edu****) if you think a student qualifies for a retest.**

At the end of the semester each student will take a comprehensive departmental approved final exam which will count a minimum of 20% of the student’s final average. In order to pass the class with a grade of C or better, a student must score at least 50% on the final exam and have an overall average of at least 70%. Students who do not take the final exam by the scheduled time, will receive a grade of 0 for the final exam to be used to calculate the students average. A student whose overall class average, with the final exam figured in, is at least 70% but whose final exam grade is below 50% will have one opportunity to retest, and only these students will be allowed to retest. **You will be contacted if this is the case.**

The retest will be a departmental exam different from the final exam given in class. **All retests must be completed WITHIN 3 DAYS after the official end of the semester.** A student who makes at least a 50% on the retest will receive the average they earned with their ORIGINAL final exam grade averaged in (not the grade on the retest). A student who retests but makes below 50% on the retest or does not take the retest will receive a grade of IP in the course. The exit assessment will be given in the Testing Center.

**Withdrawal Policy Please do not change this section.**

Withdrawal from the course after the official day of record and prior to “W” Day, (see current catalog for this date) will result in a final grade of “W” on your transcript. Instructor approval is necessary if you want to withdraw after official day. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw at the registration office prior to “W” day. If you stop attending class and do not officially withdraw, you will receive an “F” for the course.

**Six Drop Rule Please do not change this section.**

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit.  Each student should fully understand this drop limit before you drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. **This policy does not affect transitional or ESOL students.**

**Lone Star College-CyFair is committed to your success Please do not change this section.**

**Your success is our primary concern!** If you are experiencing challenges achieving your academic goals, please contact your instructor or an advisor. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

**Academic Success Center** ( Barker Cypress Campus - Learning Commons - 2nd Floor)

The Academic Success Center offers:

Tutoring: For all disciplines <http://www.lonestar.edu/tutoring-cyfair.htm> or 281.290.3279, The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 206).  Student success seminars are also offered throughout the semester.

**Academic Success Center Open Labs (TECH 104 & CASA 223)**

The Academic Success Center Open Labs are quiet work and study areas available to all students. Students access the labs with their LSCS ID card. The ASC Open Labs are available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with courseware, printing, copying, and scanning are available in TECH 104 and CASA 223. For more information, please visit http:// [www.lonestar.edu/13669.htm](http://www.lonestar.edu/13669.htm) or contact 281.290.5980 or cfasclabs@lonestar.edu.

**Counseling Services**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Counseling, Career, and Disability Services at 281.290.3260, cyfair.counseling@lonestar.edu, or CASA 109.

Students may contact counseling services at the Fairbanks Center at 832.782.5110, Fairbanks.counselor@lonestar.edu, or FBC120.

**The Assistive Technology Lab**

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. To contact the Assistive Technology Lab directly, please call 281.290.3207 or e-mail the lab at cfassistivetechlab@lonestar.edu. The AT Lab is located on the 1st floor of the CASA building. Students may contact the IT dept at the Fairbanks Center at 832.782.5072 or FBC 210 for assistance.

**Library**

The Lone Star College-CyFair Library is located in the Learning Commons building and contains information resources for both college students and community members. Librarians are available to assist with research. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

For Library hours and contact information, please visit <http://www.lonestar.edu/library> or call 281.290.3214.

Tentative Instructional Outline: **Please be as detailed as possible here. Use the textbook sections in the Course Document to fill in this outline. You must give at least 3 tests plus the final exam, as well as other items (i.e. quizzes, homework assignments, and/or in-class assignments.) . The dates for the final exam can be found in the Final Exam Schedule document online at** http://www.lonestar.edu/examschedule.htm**. If you need any assistance with this or would like to see example Instructional Outlines, please contact Kim Lane.**

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**Evaluation of Instruction Please do not change this section.**

Lone Star College-CyFair is committed to student success. As part of its’ institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, all students are required to provide input for each course they take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLonestar account. This occurs approximately half way through your

course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire are located in the Student Help Center in myLonestar. Once you evaluate your course(s), print and maintain a copy of the receipt for your records. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor’s class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

**Lone Star College-CyFair Campus and System Policies Please do not change this section.**

**Academic Integrity**

Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

**Student Behavior Expectations**

Students are expected to conduct themselves appropriately while on College property or in an online environment. Students may receive disciplinary actionup to and including suspension, if they violate System or College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom,campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the Student Code of Conduct located online at <http://www.lonestar.edu/student-responsibilities.htm> for additional information.

**Americans with Disabilities Act Statement**

Lone Star College-CyFair is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

A student requesting accommodations for a disability is required to provide documentation of the disability to the College's designated office for disability services. The documentation is required for the following three purposes:

1. to establish that someone is a person with a disability and, thus, is a member of the protected class;
2. to establish the need for accommodations in order to have equal access;
3. and to be prescriptive in assigning reasonable accommodations.

In order for a student with a disability to receive accommodations, that student is required to register for services through the College's designated office for disability services. If possible, the student requesting services should make an initial contact with the College's designated office the semester prior to enrollment – at least 4 weeks prior to the first class. Disability Services is located on the LSC CyFair Barker Cypress campus in the CASA 109. You may contact Disability Services at the following number: 281.290.3260. Additional information may be accessed online at the following URL address: <http://www.lonestar.edu/disability-services.htm>

**Student Absence on Religious Holy Days**

The student must notify the faculty member in writing within the first 12 days of the semester of the intent

to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is

absent from classes for the observance of a religious holy day shall be allowed to take an examination

or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

**Campus Safety and Security**

Lone Star College System is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. All students should register to receive emergency notifications through the Lone Star College emergency notification system. To register visit <https://lscsalert.lonestar.edu/index.php?CCheck=1>. In addition, all emergency drills (fire, lockdown, severe weather, etc.) should be taken seriously and responded to with a sense of urgency. To help ensure your safety during an emergency, please follow the instructions of college officials. Safety information and resources may be found at <http://www.lonestar.edu/oem.htm>. In the event of an emergency, contact the police at 5911.

**Computer Virus Protection**

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. Moreover, since no anti-virus software will find every virus, keeping backup copies is extremely important.

**Equal Opportunity Statement**

It is the policy of the Lone Star College System to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person’s race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Any form of harassment will not be tolerated.

**FERPA**

The academic, financial, and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. The Authorization to Release Student Information Form can be found at

<http://www.lonestar.edu/departments/generalcounsel/OGC-S-2009-03_-_Authorization_To_Release_Educational_Records.pdf>

**Internet and E-mail**

The System provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. Instructors often use System e-mail to communicate important course-related information. This account is also used by campus personnel to share details about upcoming events and other important college information (e.g., financial aid status, announcements from the college president, etc.). Stay informed by setting up your System email account as soon as possible and checking your e-mail often.

The equipment, software, and network capacities provided through the district computer services are and remain the property of the System. Use of the equipment and networks is to comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System’s policies and procedures regarding its use.

Access to the System’s e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

**Software Piracy**

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-CyFair for use in laboratories. Lone Star College-CyFair administration will take appropriate disciplinary action against anyone violating copyright laws.

**Final Examinations**

A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule.