

DEVELOPMENTAL MATHEMATICS (TECHNOLOGY BASED) MTT 1, 2, 3-35/36 to cover MTE Units 1 – 9

INSTRUCTOR INFORMATION

Name: Ellen Oliver
Email: eoliver@nr.edu
Phone: 540-674-3600, ext. 4405
Office: Godbey 51
Office hours: Posted under “Office Hours” link on course page in Blackboard.

IMPORTANT:

- The recommended browser to use with the current version of Blackboard for this course is **Mozilla Firefox**. For the Hawkes web site, use **Chrome or Firefox**. Other browsers are inconsistent in their performance with Blackboard and Hawkes. When completing Certifications, use a WIRED connection.
- Check your VCCS email regularly and respond/keep in touch with your instructor.

COURSE DESCRIPTION

Credits: 1 – 3 (MTT 1 = 1 credit, MTT 2 = 2 credits, and MTT 3 = 3 credits)
Submissions: Certifications online on web-based software provided with text
Proctored Assessments: Unit Exams – 1 per Unit (All Unit Exams **MUST** be taken **at the Testing Center**)
Online Activities: Required via web-based software provided with text

This course covers mathematics topics in a technology-based setting to prepare students for the study of college-level mathematics courses and curricula. Designed for the study of one, two, or three developmental math unit(s) prescribed by the student’s placement test results. Credits not applicable toward graduation.

COURSE MATERIALS

Required Textbook/Access Code: *Foundations of Mathematics for Virginia* published by Hawkes Learning (Guided Notebook and software access code bundle). ISBN 978-1-941552-88-9. Custom edition; must be purchased through the NRCC bookstore. The access code gives students access to all of the resources, including the e-text, online video lectures, homework, quizzes, and Unit Exams.

Calculator: No calculator is allowed for all of Unit 1, or for the first four sections of Unit 2. A four-function or scientific calculator is allowed in Units 2 - 9. A graphing calculator will not be needed for this course. Cell phones or other electronic devices may NOT be used as a calculator.

Other Materials: Reliable internet access is required in order to complete and submit assignments.

Instructional Activities: Online video instruction, e-text lessons, and online homework assignments using web-based software purchased by student. Guided Notebook to be filled out by student during video instruction and e-text readings.

This course consists of 9 separate units of developmental math, beginning with operations with fractions, and including operations with decimals and percents, algebra basics, first-degree equations and inequalities in one variable, systems of linear equations, exponents, factoring, polynomial equations, rational expressions and equations, rational exponents and radicals, and functions, quadratic equations, and parabolas. A specific list of outcomes and objectives for each unit is listed [here](#), and posted in Blackboard under the START HERE menu. Students may enroll in up to 3 credits of MTT units (1 unit = 1 credit) per semester depending on how many MTE Units they need (based on previous developmental math courses or the Virginia Placement Test – Math) to complete as a pre-requisite for the credit math course for their program of study. This course is technology-based (reliable internet access is required).

Note: NRCC assumes no liability for virus, loss of data, or damage to software or computer when a student downloads software for classes.

The Student's Guide to Distance Education is available at <http://www.nr.edu/de/pdf/stuguide.pdf>

The **Accountability in Student Learning Program (ASLP) Team** connects students to the resources they need in order to meet their educational goals. Connection Specialists intentionally engage students who may be in need of academic advising, tutoring, or help in overcoming obstacles to academic success such as lack of books, computers or internet access at home. NRCC and the ASLP program cannot solve every problem; however, they CAN connect you to various community resources that are available. The ASLP Team also creates opportunities for students with similar backgrounds, goals and/or challenges to come together to support each other. If you are in need of academic assistance or other types of support, let us know. To contact the ASLP office for any reason, including to find out who your connection specialist is, email aslp@nr.edu or call 540.674.3677 or drop by Godbey 53 (in Dublin) or room 103 at the Mall Site.

COURSE INFORMATION

Prepared By: Ellen Oliver, Instructor

Approved By: Mrs. Sarah Tolbert-Hurysz

A. INTRODUCTION

This is a Distance Education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting. This class tends to be more difficult when taken as a DE course; consider switching to a face-to-face section of MTT if you do not work well independently. The student will be working with an online textbook and the associated web-based software. ***Reliable internet access is required to complete assignments, and Unit Exams and the Unit 2 Proctored Quiz must be taken in the Testing Center or with an approved proctor.*** Access to the software is fully described in the Getting Started Checklist posted in Blackboard.

B. COURSE OUTCOMES

General and specific objectives for each of the 9 MTE Units are posted [here](#).

C. COURSE COMMUNICATION

You are responsible for reading and understanding all documents and information posted in Blackboard and in the web-based software, as well as checking your VCCS email account regularly. Course documents and periodic announcements will be posted in Blackboard, but the remainder of the course will be conducted in the web-based software, and this is where you will log in to complete all your assignments. You are encouraged to email your instructor with any questions. You should expect a response within 24 hours if it's a weekday and 48 hours if it's the weekend.

D. GRADING/EVALUATION

Course Grade: This is a pass/fail course (S/U). You must complete ***all*** of the Units you have signed up for in the semester in order to earn a grade of S (passing). If not, you will earn a grade of U (failing). You will not have to repeat any individual MTE Units you pass during this course, but if you do not finish all the Units you have signed up for, you will need to start back *at the beginning of your first incomplete Unit* the next time you enroll in an MTT course.

Homework: Students will be required to complete homework assignments (“Certifications”) in the web-based software. Refer to the Syllabus for details.

Quizzes: There is a Syllabus Quiz for all students posted in Blackboard. It is due no later than midnight on the Friday of the first week of class. Students must earn a 100% on this quiz, and it may be taken as many times as needed. For students completing MTE Unit 2, there is one proctored Quiz that must be taken at the Testing Center. Refer to the Syllabus for details.

Unit Exams: All Unit Exams must be taken in the Testing Center or with an approved proctor. (The Testing Center info and hours are at the end of this Course Plan. Exams cannot be started less than 2 hours before the testing center closes.) If you are unable to come to either the Dublin or Christiansburg Testing Centers because you live outside the region or have a documented disability, you can arrange

for a proctor for your Unit Exams during the first week of the semester. Students will test each Unit when they have completed all the assignments prior to the Unit Exam in the web-based software. Refer to the Syllabus for details.

An MTT Pacing Guide is posted in Blackboard (in the START HERE menu) to assist you in staying on track to finish your required Units during the semester. Not meeting the due dates will jeopardize your ability to finish your required Units within the semester and to pass the course. Please contact your instructor immediately if you have difficulty in this course.

E. WITHDRAWAL POLICY

Student-Initiated Withdrawal Policy

A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

- a. If a student withdraws from a class prior to the termination of the drop/add period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the drop/add period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.
- c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted. Late withdrawal appeals will be revised and a decision made by the Coordinator of Admissions and Records.

No-Show Policy – IMPORTANT!

A student must **demonstrate participation*** in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and **will be withdrawn** as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to participate in a course will adversely impact a student's financial aid award. ***For this course, this means students must have no late assignments in the software AND have passed the Syllabus Quiz in Blackboard by midnight on February 6**. If this requirement is not met, the student will be withdrawn as a no-show.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable. The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

Instructor-Initiated Withdrawal

Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be **withdrawn due to non-performance**. As this policy applies to this course, you will be withdrawn for non-performance from the course **if you go for 2 weeks or more without evidence of your work in the course software**.

F. CHEATING/PLAGIARISM POLICY

A grade of zero will be awarded to any writing assignments or tests that show cheating or plagiarism. To plagiarize is “To use and pass off as one’s own the ideas or writings of another.” (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

G. DIVERSITY STATEMENT

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

H. DISABILITY STATEMENT

If you are a student with a documented disability who will require accommodations in this course, please register with the Center for Disabilities Services located in the Advising Center in Rooker Hall for assistance in developing a plan to address your academic needs.

TESTING CENTERS INFORMATION

Testing Center - Martin Hall Phone: 540-674-3600 extension 4439 Fax: 540-674-3643		New River Valley Mall Site Phone: 540-674-3610 and 540-674-3620 Fax: 540-381-7128	
Monday & Thursday	8 a.m. - 9 p.m.	Monday - Thursday	8 a.m. - 10 p.m.
Tuesday & Wednesday	8 a.m. - 6 p.m.	Friday	8 a.m. - 5 p.m.
Friday	8 a.m. - 5 p.m.	Saturday	9 a.m. - 1 p.m.
Sunday	1 p.m. - 5 p.m.		
*TESTS MUST BE REQUESTED BEFORE THE LAST 2 HOURS OF OPERATION			

IMPORTANT SEMESTER DATES

Last day to add class without instructor approval.....	Friday, January 26
Proctor Request Form Due (if applicable)	Friday, February 2
Last day to drop with full refund.....	Tuesday, February 6
FACULTY IN-SERVICE/SPRING BREAK	Monday-Friday, March 5-9
• No Day/Evening Classes	Monday-Friday, March 5-9
• Testing Centers Open Only 8 am – 5 pm	Monday-Friday, March 5-9
• Testing Centers Closed.....	Saturday & Sunday, March 10-11
Last day to drop and receive “W” grade.....	Friday, March 30
Summer Registration Begins	Tuesday, March 13
Library/Testing Center Closed, Easter Sunday	Sunday, April 1
Fall Registration Begins.....	Tuesday, April 17
Classes End	Friday, May 4
Last day to submit DE assignments/tests (See your course information)	Monday, May 7

ESSENTIAL PHONE NUMBERS

NRCC Main Number.....	540-674-3600
NRV Mall Site	540-674-3610 and 540-674-3620
NRCC Toll Free	1-866-462-6722
Distance Education Office	540-674-3614
Blackboard Technical Help	540-674-3614
College Bookstore	540-674-3638

For bookstore operational hours and other information: www.nr.edu/bookstore