

Syllabus for MATH 194L – Math Lab for Int. Algebra for Bus. & Soc. Sci. – Eureka Campus		
Semester & Year	Spring 2016	
Course ID and Section #	MATH-194L-E9847 (1/2 unit) and MATH-194L-E9848 (1.0 unit)	
Instructor's Name	Elizabeth (Betsy) Buchanan, Math Lab Coordinator	
Day/Time	Students drop in during Math Lab Open Hours: Mon – Thurs, 10:00AM – 5:50 PM Friday, 10:00AM – 3:00PM Closed on holidays, Spring Break and during Finals Week	
Location	Math Lab is located in the Library (LRC) in the Academic Support Center (ASC) on the Eureka main campus	
Number of Credits/Units	MATH-194L-E9847 (1/2 unit) and MATH-194L-E9848 (1.0 unit)	
Contact Information	<i>Office location</i>	L101E
	<i>Office hours</i>	Mon – Fri 9:30 – 3:00
	<i>Phone number</i>	(707) 476-4369
	<i>Email address</i>	Betsy-Buchanan@redwoods.edu
Textbook Information	<i>Title & Edition</i>	No additional textbooks are required for Math Lab
	<i>Author</i>	
	<i>ISBN</i>	
Course Description		
A course which offers instructional support for students in Intermediate Algebra for Bus. & Soc. Sci. (Math 194), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 194. Note: <i>Students should be enrolled in Math 194 or similar course. Every 1.0 unit of LAB requires 54 hours (45 actual 60-minute hours is equivalent to 54 "classroom" 50-minute hours).</i>		
Student Learning Outcomes		
Students should be able to do as a result of taking this course:		
<ol style="list-style-type: none"> 1. Use numerical, graphical, symbolic, and verbal representations to solve problems and communicate mathematics. 2. Apply knowledge obtained through individualized instruction, calculator or use of software applications to enhance learning in Math 194. 		
Special Accommodations		
College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services . Students may make requests for alternative media by contacting DSPS at 707-476-4280.		
Academic Support		
Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services , for eligible students, with advising, assistance, tutoring, and more.		
Academic Honesty		
In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases,		

Syllabus for MATH 194L – Math Lab for Int. Algebra for Bus. & Soc. Sci. – Eureka Campus

where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee.

The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at:

(http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

Math 194L Math Lab for Intermediate Algebra for Bus. & Soc. Sci.
MATH-194L-9847 is ½ unit, and Math 194L-E9848 is 1.0 unit

Math Lab Coordinator: Elizabeth (Betsy) Buchanan
Contact Information: Office: L101E, in the LRC/ASC
email: betsy-buchanan@redwoods.edu
[Put “MATH 194L” in subject line of email message]
Phone: 707-476-4369

Math Lab Instructors: Dave Arnold, Mike Butler, Steve Jackson, Erik Kramer, Bruce Wagner, Manuel Manrique, Kyle Falbo, Jon Pace, Phil Zastro, Tyler Evans, Holland Heese

Official Course Description: (from official Course Outline):

Math-194L Math Lab for Int. Algebra for Bus. & Soc. Sci. (0.5 – 1.0 units LAB) P/NP only
A course which offers instructional support for students in Int. Algebra for Bus. & Soc. Sci. (Math 194), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 194 (or similar course).
Note: *Students should be enrolled in Math 194 or similar course. Every 1.0 unit of LAB requires 54 hours (45 actual 60-minute hours is equivalent to 54 “classroom” 50-minute hours).*

Math 194L Course Learning Outcomes: *Students should be able to do as a result of taking this course:*

1. Use numerical, graphical, symbolic, and verbal representations to solve problems and communicate mathematics.
2. Apply knowledge obtained through individualized instruction, calculator or use of software applications to enhance learning in Math 194.

More information: See also the Math 194L course webpage at:
<http://msenux2.redwoods.edu/mathdept/courses/math194L.php> and the official course outline at:
<http://msenux2.redwoods.edu/mathdept/outlines/current/math194L.php>

Course Requirements (subject to change with fair notice):

Course Requirements (subject to change with fair notice):
MATH-194L may be taken for a grade of “P” (pass) or “NP” (no pass) only. This course is not repeatable.

To pass the ½-unit class, a student must complete a set of course-specific online assignments, and have at least 22.5 hours of documented attendance during the Math Lab Open Hours. Otherwise, the student will receive a grade of “NP” (no pass).
To pass the 1-unit class, a student must complete a set of course-specific online assignments, and have at least 45 hours of documented attendance during the Math Lab Open Hours. Otherwise, the student will receive a grade of “NP” (no pass).

Locations and Open Hours:

The Math Lab is located in the ASC (Academic Support Center) on the Eureka main campus.
Math Lab Hours for days when regular classes are in session:

- **Mon-Thurs 10:00AM – 5:50PM** **Fridays 10:00AM – 3:00PM**
- **CLOSED on Holidays, Spring Break and during Finals Week**

Online Assignment Schedule:

Three online assignments will be assigned through Canvas as follows:

Assignment #1: Assigned sometime during Week 2 of classes (week of Jan 25th) and will be due by end of Week 5 (Feb 22nd)

Assignment #2: Assigned sometime during Week 7 of classes (week of Feb 29th) and will be due by end of Week 10 (Apr 3rd)

Assignment #3: Assigned sometime during Week 12 of classes (week of Apr 11th) and will be due by end of the semester (May 13th)

This syllabus is subject to change.
