

## Syllabus for Math 380L – Math Lab for Elementary Algebra – Del Norte Education Center

<b>Semester &amp; Year</b>	Spring 2017	
<b>Course ID and Section #</b>	MATH-380L-D1139 (1/2 unit) and MATH-380L-D1140 (1.0 unit)	
<b>Instructor's Name</b>	Amber Buntin	
<b>Day/Time</b>	Students drop into <b>DM 36</b> during Math Lab Open Hours: <b>Mon/Wed 3:30-4:30pm, Tues/Thurs 11:30-12:30pm</b> <b>Closed on CR holidays and during Finals Week</b>	
<b>Location</b>	Math Lab is located in DM 36 on the Del Norte campus	
<b>Number of Credits/Units</b>	MATH-380L-D1139 (1/2 unit) and MATH-380L-D1140 (1.0 unit)	
<b>Contact Information</b>	<i>Office location</i>	E2 in the "Faculty Clubhouse"
	<i>Office hours</i>	By appointment
	<i>Phone number</i>	707-465-2316
	<i>Email address</i>	Amber-Buntin@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	<b>No additional textbooks are required for Math Lab</b>
	<i>Author</i>	
	<i>ISBN</i>	
<b>Course Description</b>		
<p>A course which offers instructional support for students in Elem. Algebra (Math 380), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 380. Note: Students should be enrolled in Math 380 or similar course.</p> <p>Every 1.0 unit of LAB requires 54 hours (45 actual 60-minute hours is equivalent to 54 "classroom" 50-minute hours).</p>		
<b>Student Learning Outcomes</b>		
<ol style="list-style-type: none"> <li>1. Use numerical, graphical, symbolic, and verbal representations to solve problems and communicate mathematics.</li> </ol>		
<b>Special Accommodations</b>		
<p>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 <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-465-2352.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		
<b>Academic Honesty</b>		
<p>In the academic community, the high value placed on truth implies a corresponding intolerance of</p>		

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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, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment 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: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>. 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; 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 the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>.

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 Del Norte campus:**

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Crescent City campus emergency map is available at (<http://www.redwoods.edu/delnorte/Maps-and-Directions; scroll down to the Safety Map>). For more information on Public Safety, go to <http://redwoods.edu/publicsafety> 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 campus authorities.

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](http://redwoods.edu)." Please contact Public Safety, 707-476-4112, [security@redwoods.edu](mailto:security@redwoods.edu), if you have any questions.

*College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.*

***Math 380L Math Lab for Elementary Algebra***

**MATH-380L-D1139 is ½ unit, and Math 380L-D1140 is 1.0 unit**

**Math Lab Instructor:** Amber Buntin  
**Contact Information:** Office: E2 in the “Faculty Clubhouse”  
email: [amber-buntin@redwoods.edu](mailto:amber-buntin@redwoods.edu)  
[Put “MATH 380L” in subject line of email message]  
Phone: 707-465-2316

**Official Course Description:**

**Math-380L Math Lab for Elementary Algebra** (0.5 – 1.0 units LAB) P/NP only

A course which offers instructional support for students in Elem. Algebra (Math 380), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 380. Every 1.0 unit of LAB requires 54 hours (45 actual 60-minute hours is equivalent to 54 “classroom” 50-minute hours).

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**Course Requirements (subject to change with fair notice):**

MATH-380L 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).

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**Locations and Open Hours:**

**The Math Lab is located in DM 36 on the Del Norte campus.**

**Math Lab Hours for days when regular classes are in session:**

**Mon/Wed 3:30-4:30pm, Tues/Thurs 11:30-12:30pm**

- **CLOSED on CR Holidays, Breaks and during Finals Week**
- **Math Lab will be CLOSED Thursday January 26<sup>th</sup>**

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**Online Assignment Schedule:**

Three online assignments will be assigned through Canvas as follows:

**Assignment #1:** Assigned sometime during Week 4 of classes (week of Feb 6<sup>th</sup>) and will be due by end of Week 6 (Feb 23<sup>rd</sup>)

**Assignment #2:** Assigned sometime during Week 8 of classes (week of Mar 6<sup>th</sup>) and will be due by end of Week 10 (Mar 30<sup>th</sup>)

**Assignment #3 (Required Survey):** Assigned sometime during Week 14 of classes (week of Apr 24<sup>th</sup>) and will be due by end of the semester (May 11<sup>th</sup>)

***This syllabus is subject to change.***