

Syllabus for MATH 252 – Open Mathematics Lab – Eureka Campus		
Semester & Year	Summer 2017	
Course ID and Section #	MATH 252-E3954	
Instructor's Name	Elizabeth (Betsy) Buchanan, Math Lab Coordinator	
Day/Time	Students drop in during Math Lab Open Hours. You can see the current semester Math Lab Hours at the following link: http://www.redwoods.edu/math/Lab Closed on CR holidays 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	This is a 0 unit, NON-CREDIT course	
Contact Information	<i>Office location</i>	L101E
	<i>Office hours</i>	Mon – Fri 10:30 – 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		
<p>A course offering instructional support to students needing help in mathematics in a self-paced lab environment. This course supports basic skills mathematics and mathematics-related classes. Students receive one-on-one and small group instruction to enhance success in mathematics across the curriculum.</p> <p>Note: <i>Students can be enrolled in a mathematics course or any course with math content.</i></p>		
Student Learning Outcomes		
<p>Students should be able to do as a result of taking this course:</p> <ol style="list-style-type: none"> Analyze problems in mathematics or mathematics-related courses. Apply strategies to plan and complete assignments on time. 		
Special Accommodations		
<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 Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
Academic Support		
<p>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.</p>		
Academic Honesty		
<p>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, 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.</p>		

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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>, and scroll to AP 5500.

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:

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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/aboutcr/Eureka-Map>

For more information on Public Safety, go to <https://www.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 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.

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.

College of the Redwoods – Summer 2017

Math 252 Open Mathematics Lab
MATH-252-E3954 (Non-Credit)

Math Lab Coordinator: Elizabeth (Betsy) Buchanan
Contact Information: Office: L101E, in the LRC/ASC
email: betsy-buchanan@redwoods.edu
[Put "MATH 252" in subject line of email message]
Phone: 707-476-4369
Math Lab Instructors: Jonathon Pace, Adam Falk, and Brad Morin

Official Course Description: (from official Course Outline):

MATH 252 Open Mathematics Lab (non-credit)

A course offering instructional support to students needing help in mathematics in a self-paced lab environment. This course supports basic skills mathematics and mathematics-related classes. Students receive one-on-one and small group instruction to enhance success in mathematics across the curriculum.

Note: *Students can be enrolled in a mathematics course or any course with math content.*

MATH 252 Course Learning Outcomes:

Students should be able to do as a result of taking this course:

1. Successfully analyze assignments for other courses.
2. Appropriately complete assignments for other courses.

More information: See also the Math 252 course webpage at:

<http://msenux2.redwoods.edu/MathDept/courses/math252.php> and the official course outline at:
<http://msenux2.redwoods.edu/MathDept/Outlines/current/math252.php>

Course Requirements (subject to change with fair notice):

MATH-252 is a NON-CREDIT course. This is a non-credit option for getting Math help in the Math Lab.

No minimum hours are required; however, to utilize the help of the Math Lab, students must log in to document their attendance during the Math Lab Open Hours.

This is an open-entry course, where students can add this course up to the day before the last day of instruction. This course is repeatable.

What is the Math Lab course?

The Math Lab is an optional, separate course from your regular mathematics course, and can be taken as either a variable-unit, Pass/NoPass course, or as a non-credit course. It is a course that offers instructional support for mathematics students, given in a drop-in, self-paced lab environment. Students receive one-on-one and small-group instruction to enhance success in the student's associated mathematics course.

Math Lab resources available at the Eureka campus include:

- one-on-one help from peer tutors
- additional tutorial assistance from CR mathematics instructors
- computers (with internet access) and printers
- textbooks, solution manuals, and other reference materials

What is the procedure for using the Math Lab?

Each time you attend the Math Lab during regular open hours, you must log in at the Math Lab computer when you arrive, and log out when you leave. While logged in at the Math Lab, you work on mathematics – which can be reading, doing homework, and studying. When you have a question or need help, alert one of the tutors, and a tutor will assist you so that you can continue with your mathematics work.

- On your first visit to the Math Lab each semester, come during open hours and meet with a mathematics instructor working there. Read the Math Lab rules and policies. Sign a Math Lab contract acknowledging you understand the policies and procedures.
- On every subsequent visit to the Math Lab, remember to log in on the Math Lab computer, and log out when you leave. Attendance is taken periodically in the Math Lab. If you are not present when your name is called, you can lose all the time for that session. If for any reason you need to make an adjustment to your logged hours, please fill out a Time Adjustment Form and turn it in to the Math Lab Coordinator. Continue to log in and out even after your hours requirement has been met.
- Log onto Canvas periodically (at least once per week) to check your Math Lab page for information, announcements and messages.
- **You will be asked to complete an online survey regarding your Math Lab experience at the end of the semester.**

Locations and Open Hours:

Students come to the Math Lab on a drop-in basis.

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 9:00AM – 3:00PM**
- **Fridays Closed**

CLOSED on CR Holidays

This syllabus is subject to change.