

**Syllabus for MATH 372L – Math Lab for College Arithmetic – Eureka Campus**

<b>Semester &amp; Year</b>	Spring 2018	
<b>Course ID and Section #</b>	MATH-372L-E4022 (1/2 unit) and MATH-372L-E4023 (1.0 unit)	
<b>Instructor's Name</b>	Elizabeth (Betsy) Buchanan, Math Lab Coordinator	
<b>Day/Time</b>	Students drop in during Math Lab Open Hours. You can see the current semester Math Lab Hours at the following link: <a href="http://www.redwoods.edu/math/Lab">http://www.redwoods.edu/math/Lab</a> <b>Closed on CR holidays, breaks, and during Finals Week</b>	
<b>Location</b>	Math Lab is located in the Library (LRC) in the Academic Support Center (ASC) on the Eureka main campus	
<b>Number of Credits/Units</b>	MATH-372L-E4022 (1/2 unit) and MATH-372L-E4023 (1.0 unit)	
<b>Contact Information</b>	<i>Office location</i>	L101E
	<i>Office hours</i>	Mon – Thurs 10:00-2:00
	<i>Phone number</i>	(707) 476-4369
	<i>Email address</i>	Betsy-Buchanan@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>	

**Course Description**

A course which offers instructional support for students in College Arithmetic (Math 272 or Math 372), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 272 or Math 372. Note: *Students should be enrolled in Math 272 or Math 372 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).*

**Student 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.

**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, 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.

## Syllabus for MATH 372L – Math Lab for College Arithmetic – Eureka Campus

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:

<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.

### **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> ; choose the evacuation map option). For more information on Public Safety, go to <http://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](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 372L Math Lab for College Arithmetic**

**MATH-372L-4022 is ½ unit, and Math 372L-E4023 is 1.0 unit**

**Math Lab Coordinator:** Elizabeth (Betsy) Buchanan  
**Contact Information:** Office: L101E, in the LRC/ASC  
email: [betsy-buchanan@redwoods.edu](mailto:betsy-buchanan@redwoods.edu)  
[Put “MATH 372L” in subject line of email message]  
Phone: 707-476-4369  
**Math Lab Instructors:** Amber Buntin, Steve Jackson, Erik Kramer, Brad Morin, Guy Adams, Emily Chang, Kyle Falbo, Erin Wall, Jon Pace, Holland Heese, Tony Leuhrs

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**Official Course Description:** (from official Course Outline):

**Math-372L Math Lab College Arithmetic** (0.5 – 1.0 units LAB) P/NP only

A course which offers instructional support for students College Arithmetic (Math 272 or Math 372), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 272 or Math 372 (or similar course).

Note: *Students should be enrolled in Math 272 or Math 372 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).*

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**Math 372L 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.

More information: See also the Math 372L course webpage at:

<http://msenux2.redwoods.edu/mathdept/courses/math372L.php> and the official course outline at:  
<http://msenux2.redwoods.edu/mathdept/outlines/current/math372L.php>

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

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

MATH-372L 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 the ASC (Academic Support Center) on the Eureka main campus.**

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

You can see the current semester Math Lab Hours at the following link:

<http://www.redwoods.edu/math/Lab>

- **CLOSED on CR Holidays, Breaks and during Finals Week**

## **Online Assignment Schedule:**

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Three online assignments will be assigned through Canvas as follows:

**Assignment #1:** Assigned sometime during Week 2 of classes (week of January 22<sup>nd</sup>) and will be due by end of Week 5 (February 18<sup>th</sup>)

**Assignment #2:** Assigned sometime during Week 7 of classes (week of February 26<sup>th</sup>) and will be due by end of Week 10 (April 1<sup>st</sup>)

**Assignment #3:** Assigned sometime during Week 12 of classes (week of April 9<sup>th</sup>) and will be due by end of the semester (May 11<sup>th</sup>)

**Please be sure to check Canvas regularly for Assignments, Announcements, and Grades.**

*This syllabus is subject to change.*

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