Syllabus for MATH 120L – Math Lab for Intermediate Algebra – Eureka Campus		
Semester & Year	Summer 2018	
Course ID and Section #	MATH-120L-E6238 (1/2 unit) and MATH-120L-E6239 (1.0 unit)	
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	MATH-120L-E6238 (1/2 unit) and MATH-120L-E6239 (1.0 unit)	
Contact Information	*Office location*	L101E
	Office hours	Mon – Thurs 10:00-2:00
	Phone number	(707) 476-4369
	Email address	Betsy-Buchanan@redwoods.edu
Textbook Information	*Title & Edition*	No additional textbooks are required for Math Lab
	Author	
	ISBN	

Course Description

A course which offers instructional support for students in Intermediate Algebra (Math 120), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 120. Note: *Students should be enrolled in Math 120 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.
2. Apply knowledge obtained through individualized instruction, calculator or use of software applications to enhance learning in Math 120.

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.

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.

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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 ; 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 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 2018

Math 120L Math Lab for Elementary Statistics

MATH-120L-E6238 is ½ unit, and Math 120L-E6239 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 120L" in subject line of email message]
Phone: 707-476-4369

Math Lab Instructors: Adam Falk, Brad Morin, Emily Chang, and Travis Murphy

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Official Course Description: (from official Course Outline):

Math-120L Math Lab for Intermediate Algebra (0.5 – 1.0 units LAB) P/NP only
A course which offers instructional support for students in Intermediate Algebra (Math 120), given in a self-paced lab environment. Students receive on-on-one and small group instruction designed to enhance success in Math 120 (or similar course).
Note: *Students should be enrolled in Math 120 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 120L 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 120.

More information: See also the Math 120L course webpage at:
http://msenux2.redwoods.edu/mathdept/courses/math120L.php and the official course outline at:
http://msenux2.redwoods.edu/mathdept/outlines/current/math120L.php

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Course Requirements (subject to change with fair notice):

MATH-120L 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).

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 peer tutors or instructor, and they 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, messages, and new assignments.

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 (May 28th and July 4th)**

Online Assignment Schedule:

Three online assignments will be assigned through Canvas as follows:

Assignment #1: Assigned sometime during Week 2 of classes (week of 5/28) and will be due by end of Week 5 (6/22)

Assignment #2: Assigned sometime during Week 6 of classes (week of 6/25) and will be due by end of Week 8 (7/13)

Assignment #3: Assigned sometime during Week 9 of classes (week of 7/16) and will be due by end of the semester (7/27)

Please note:

Completion of all three online assignments, as well as logging in the minimum required hours in the Math Lab, is required in order to receive credit for your Math Lab course.

This syllabus is subject to change.