

## Syllabus for **Math 30L Math Lab for Pre-Algebra (E6533 & E6067)**

College of the Redwoods – Eureka Campus

<b>Semester &amp; Year</b>	Spring 2019	
<b>Course ID and Section #</b>	Math 30L-E6533 (0.5 unit) & Math 30L-E6067 (1.0 unit)	
<b>Instructor's Names</b>	Holland Heese (Instructor of Record) & Emily Chang (Math Lab Coordinator)	
<b>Day/Time</b>	Students drop in during Math Lab Open Hours: <b>MW 9am-5:50pm, TTh 10am-5:50pm, Fridays 10-3</b> on days when regular classes are in session (closed Finals Week, Holidays, and on "no-class" days including Spring Break)	
<b>Location</b>	LRC 101 in Academic Support Center (ASC) in the Learning Resource Center (LRC), at College of the Redwoods Eureka Campus	
<b>Number of Credits/Units</b>	Math 30L-E6533 is <b>0.5 unit</b> & Math 30L-E6067 is <b>1.0 unit</b>	
<b>Contact Information for Instructor of Record Holland Heese</b>	<i>Office location</i>	Math Lab
	<i>Office hours</i>	Th 10:00 am, plus available TTh in MathLab (T 1:30-2:30, Th 11:30-5:30). Also available by chance and by appointment.
	<i>Phone number</i>	Office: (707) 476-4543
	<i>Email address</i>	Holland-heese@redwoods.edu Include " <b>Math 30L</b> " as <b>part of</b> the email Subject line
<b>Contact Information for Math Lab Coordinator Emily Chang</b>	<i>Office location</i>	LRC101 (ASC in LRC)
	<i>Office hours</i>	In Math Lab
	<i>Phone number</i>	Office: (707) 476-4369
	<i>Email address</i>	<a href="mailto:Emily-Chang@redwoods.edu">Emily-Chang@redwoods.edu</a>
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	<b>No textbook required for Math Lab courses</b>
	<i>Author</i>	
	<i>ISBN</i>	

Math 30L Course Information (excerpted from the Course Outline of Record):

**Course Description** [*catalog description from course outline of record*]

**MATH-30L Math Lab for College-Algebra** (0.5-1 Unit LAB) P/NP only

A course which offers instructional support for students taking College-algebra (MATH-30), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-30.

**Special Note:** Students should be enrolled in MATH-30

**Course Learning Outcome**

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 30

### **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 [Disability Services and Programs for Students](#). 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. 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.*

### **In the event of an emergency requiring immediate assistance:**

1. Someone in class should **call 9-1-1**: can use telephone at Teachers station or cell phone (if possible). It could take minutes for help to arrive, so
2. someone else in class should also **call CR Security's Emergency number: 707-476-4111** – or just dial **“4111”** on the telephone at the Teachers station or at a “Courtesy Phone” – and/or hit the **“Panic Button” on a CR telephone** (Line 2) – to inform CR Security of the emergency.

### ***In case of fire,***

- calmly exit the classroom and go down the stairs to leave the building. **Do not use the elevator.**
- At the bottom of the stairs (on either side) **pull the Red Fire Alarm** on the wall near the exit (before exiting the building).

### ***In case of earthquake: DUCK—COVER—HOLD ON.***

- The parking lot and Highway 101 are in the Tsunami Zone, so **WAIT** until we know whether it is safe to drive away. **Don't just leave!**

### ***In case of Power Outage***

- The classroom (and office) telephones probably will NOT work.
- The doors may automatically lock – so if you exit a room and the door closes, the door might automatically lock behind you in which case the card-keys won't work

Additional Information about services and help available to CR Students:

**Tip Line**

Anyone wishing to make an anonymous report of a crime may use the tip line at 707.476.4555  
Or by emailing [CRTip@redwoods.edu](mailto:CRTip@redwoods.edu).  
See also: <https://www.redwoods.edu/publicsafety/How-do-I-File-a-Report>

### **Students get Microsoft Office365 FREE**

All CR Students and faculty can get OFFICE 365 for \*free\* -- for PC, Mac, Smartphone, Tablet – up to 5 devices -- using your @mycr.redwoods.edu email address.

- Go to: <http://office.com/getoffice365> (If you get an Error message using the hyperlink, copy and paste the url directly into your browser.)
- Enter your "mycr" student email account (e.g., [jdoe555@mycr.redwoods.edu](mailto:jdoe555@mycr.redwoods.edu))
- Go into your student email account; click on the verification link in the Microsoft email.
- The link will take you back to the website and you can download the software at that time, OR access the account at a later time via: <https://login.microsoftonline.com>

See also: <https://www.redwoods.edu/online/Help-Student>

**Mathematica** -- symbolic mathematical computation program, sometimes called a computer algebra program, used in many scientific, engineering, mathematical, and computing fields.

All faculty, staff, and students are welcome and are entitled to a free version of Mathematica for personal use. See: <https://www.redwoods.edu/math/Mathematica>

### **Associated Students of College of the Redwoods (ASCR)**

- ASCR is run by and for CR students. If you aren't involved already, you might like to check it out. See <https://www.redwoods.edu/ascr/>
- There are many student clubs and organizations. Contact ASCR if you would like to start a new one! <https://www.redwoods.edu/ascr/Orgs>

Support Classes (a partial list of what's available for students at CR's Eureka campus)

### **Classes for Academic Support (register in one or more of these to benefit from them)**

- Math Lab classes: Drop-in math help, during open hours. There are different math lab class options for Math 30 students: Math 30L (.5 unit or 1 unit) or Math 252 (0 units)
- LIGHT Center classes open to all students: GUID 143, 145, 146, 147, 148, 205, 215.  
For information: 476-4290 (Eureka campus)  
NOTE: Many GUID classes can be taken by any students (even if not DSPS)
- ESL classes such as ESL 211 are free and support academic students. You can sign up in class!
- Math Review Courses: Math 301, Math 302, Math 303 – short, 9 hours of class time total
- CIS 210: For help with computers, computer programs/software, such as Excel, Canvas

Student Services (a partial list of what's available for students at CR's Eureka campus)

### **ACADEMIC SUPPORT AVAILABLE AT CR**

- Academic Support Center (ASC) -- variety of services to help students succeed, including free tutoring and proctored testing. <https://www.redwoods.edu/asc>
  - Testing Center in ASC -- for make-up tests, and when accommodations cannot be made in the regular classroom: <https://www.redwoods.edu/asc/Testing-Policies-Procedures/Accomodations>
  - Tutoring Services -- free for all CR students, by appointment (you do not need to be enrolled in a Math Lab class to meet with an ASC Tutor). <https://www.redwoods.edu/asc/Tutoring-Services>
- Calculator Rental -- <https://www.redwoods.edu/math/Resources/Calculator-Rentals>
- Math Lab -- students must be registered in a Math Lab course to receive math help in the Math Lab. <https://www.redwoods.edu/math/Lab> There are many sections of MathLab associated with different math classes. Any student can sign up for non-credit Math Lab (Math 252) to get help with math-related work. This course is available at DN, EKA, and KT
- Tutoring and Writing Help: The Eureka Campus ASC provides help and tutoring for writing and many other classes. Tutoring is available, by appointment, to any CR student (you do not have to be registered in a special class). Some special programs (such as TRiO, EOPS, DSPS) also have tutoring available for students in those programs.
- Math Textbooks – many available for check-out from Library; free textbooks online for Math 276, Math 30, Math 380, Math 120. <https://www.redwoods.edu/math/Free-Math-Textbooks>; also copies of texts in the MathLab class for use while you are there. Some special programs (such as TRiO, EOPS) may have textbooks available for students in those programs.
- Mathematica Software -- <https://www.redwoods.edu/math/Mathematica>
- Online Practice in Mathematics, “OPTIMATH” -- <http://msenux2.redwoods.edu/optimath>
- Math Review website -- <https://www.redwoods.edu/math/Resources-Algebra-Review>

### SPECIAL PROGRAMS AT CR

- **CalWORKs** – California Work Opportunity & Responsibility to Kids (CalWORKs) assists students who are parents of children under age 18, who are receiving assistance. <https://www.redwoods.edu/calworks>
- **DSPS** – Disability Services and Programs for Students (DSPS) is a special program funded by the State of California to provide services, accommodations and classes to students with disabilities. <https://www.redwoods.edu/dsps>
- **EOPS** – Extended Opportunity Programs and Services (EOPS) is a state-funded program designed to provide financial assistance, support and encouragement for eligible low-income students. <https://www.redwoods.edu/eops>
- **TRiO** – The TRiO Student Success Program is a multi-faceted support program—offering assistance and encouragement to low-income, first-generation students, and/or students with disabilities. <https://www.redwoods.edu/trio>
- **Honors Program** – a challenging program designed for successful transfer to a competitive four-year college. <https://www.redwoods.edu/honors/>
- **Veteran Resource Center** – to support and facilitate academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources. <https://www.redwoods.edu/vets>

Other Services (a partial list of what’s available for students at CR’s Eureka campus)

### OTHER SERVICES FOR CR STUDENTS

- **Child Development Center (CDC)** -- subsidized childcare for eligible, low income families. Private-pay childcare may be available if space allows. <https://www.redwoods.edu/cdc>
- **Food Pantry / Resource Center** -- <https://www.redwoods.edu/resourcecenter>
- **Health Services for Students** – Free Flu Shots (while they last). Health care available at little or no cost at the Student Health Center during open hours. PE building 114. 476-4149. Closed Holidays and Breaks. <https://www.redwoods.edu/studenthealth>
- **Multicultural and Diversity Center** – in LRC 103
  
- **Parking information** -- Permit is required. <https://www.redwoods.edu/publicsafety/Parking>
- **Scholarships** --
  - CR Scholarship office offers scholarships from dozens of courses -- all on just one application. <https://www.redwoods.edu/financialaid/Scholarships>
  - Outside Scholarships to apply for (a partial list) <https://www.redwoods.edu/financialaid/Types-of-Aid/Scholarships/Scholarship-List>
  
- **Security/Public Safety** -- Security Officer is on duty 24 hrs/day, 365 days/yr.
  - Can be reached from "Courtesy Phones" and call boxes located across campus.
  - Emergency Line: 476-4111 (Non-emergencies 476-4112) <https://www.redwoods.edu/publicsafety>
  
- **Technical Support:**
  - Email [its@redwoods.edu](mailto:its@redwoods.edu) at any time and get a response within one business day.
  - Phone (707) 476-4160 or 800-641-0400, ext. 4160 (8am-4pm Mon-Fri).

#### **ADDITIONAL BENEFITS TO CR STUDENTS**

- Art Gallery -- Admission is Free during open hours. <https://www.redwoods.edu/artgallery>
- Bus Pass -- There will be bus passes in the Bookstore that CR Students can purchase at 50% off (31-day pass). EOPS will provide them for students in that program.
- Humboldt Botanical Gardens -- Open Wed-Sun. The gate is kept closed to keep deer out; during open hours, walk in and be sure to close the gate. <http://www.hbgf.org/visit>
- Preferred Name in Canvas: Students now have the option of having an alternate first name appear in Canvas. Use this form from the Admissions website <https://www.redwoods.edu/Portals/28/Forms/Student%20Information%20Update%20form.pdf?ver=2016-08-30-140231-443> . Social Security card is ONLY required for official name change – Not required for Canvas “preferred name” change.
- Workshops – such as Financial Literacy, Support Groups – check CR Events list <https://www.redwoods.edu/events>



## **Math 30L Math Lab for College-Algebra**

**Math 30L-E6533 is ½ unit, and Math 30L-E6067 is 1.0 unit**

1/22/2019 – 5/10/2019

**Math Lab Coordinator:** Emily Chang  
**Contact information:** Office: **LRC101 in ASC**  
email: [Emily-Chang@redwoods.edu](mailto:Emily-Chang@redwoods.edu)  
[Put "**Math 30L**" in Subject line of email messages]  
Phone: 707-**476-4369**

**Math Lab Instructors:** Adam Falk, Anya Savage, Brad Morin, Erin Wall, Holland Heese, Jackson, Kimberly Peterson, Sonja Manor, Tami Matsumoto, Tony Luehrs, Ward Nickle

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

**MATH-30L Math Lab for Pre-Algebra** (0.5-1.0 units LAB) P/NP only.

A course which offers instructional support for students taking College-algebra (MATH-30), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-30.

**Special Note:** Students should be enrolled in MATH-30

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**Math 30L Course Learning Outcomes:**

Some objectives of things students should be able to do as a result of taking this course are:

- Use numerical, graphical, symbolic, and verbal representations to solve problems and communicate mathematics.

For More Information about Math Lab, see <https://www.redwoods.edu/math/Lab>.

For information about Math Courses, see <https://www.redwoods.edu/math/Math-Course-Details>

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

MATH-30L may be taken for a grade of "P" (pass) or "NP" (no pass) only. **This course is not repeatable.**

To "Pass" the 1/2-unit class, a student must complete a set of course-specific online assignments, and have at least 22.5 hours of documented attendance during Math Lab Open Hours between January 22, 2019 and May 10, 2019; otherwise the student will get 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 Math Lab Open Hours between January 22, 2019 and May 10, 2019; otherwise the student will get a grade of "NP" (No Pass).

## Locations and Open Hours:

**The Math Lab is located in the Academic Support Center (ASC) in the Learning Resource Center (LRC) on the College of the Redwoods Eureka main campus.**

Math Lab Hours for Spring 2019 on days when regular classes are in session:

- January 22 to May 10:  
    **MW 9am-5:50pm, TTh 10am-5:50pm, Fridays 10-3**
- Math Lab is closed Finals Week, Holidays, and on “no-class” days including Feb 15 and Spring Break

The current instructor schedule will be available at: <https://www.redwoods.edu/math/Lab>

## 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. 28) and will be due by end of Week 5 (Feb 22)

### Assignment #2:

Assigned sometime during Week 7 of classes (week of March 4) and will be due by end of Week 10 (April 5)

### Assignment #3:

Assigned sometime during Week 12 of classes (week of April 15) and will be due by end of the semester (May 17)

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

*This syllabus is subject to change.*

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## **Important dates for Spring 2019:**

- Tuesday, January 22 - **First day Math Lab is open**
- Friday, Feb. 15 – **No Classes** (“Lincoln Day”). Many offices will remain open.
- Monday, Feb. 18 – **Washington Day HOLIDAY**. No Classes. Campus will be CLOSED.
- Thursday, March 7 - *Last Day to petition to graduate / receive certificate* this semester
- Monday-Saturday, March 18-23 **Spring Break** - No Classes
- Saturday, April 6 – **Humboldt Math Festival** at Adorni Center, 12-4pm (*Attendance not required, but you'll enjoy it!*)
- Friday, May 10 - **Last day Math Lab is open**
- **Finals Week: May 11-17.**
- Friday, May 17 - Last day to submit any late work.