

I. Course Description:

MAT 0012: Developmental Arithmetic with Algebra, 3 lecture hours, and 3 credit hours.
Prerequisite: Math placement test.

Developmental Arithmetic with Algebra (3 credit) is a course designed for students who need to strengthen their mathematical background. The course must be passed with a minimum grade of “C” and is not intended to satisfy general education requirements in mathematics or to count toward the required hours for graduation. Calculators are allowed in the course.

Topics included are operations with integers, fractions, decimals, geometric figures and their measures, pre-algebra topics—including properties of rational numbers, operations of fractional numbers, simplification of polynomials, and equation-solving techniques.

II. Approved (Required) Course Materials and Resources:

- a. MyLab Math with Pearson eText for Beginning & Intermediate Algebra, 7/e, by Elayne Martin-Gay ISBN-13: 9780137644193 or ISBN-13: 9780137644216

- b. A handheld calculator

Note: While calculators with fewer features are acceptable, the GCSC Mathematics Division recommends the TI-83 or TI-84 calculator. Each student is expected to have their own calculator. Cell phones and computers **may not** be used as a calculator.

- c. Learning Management System Usage: All of the course content, including the access point for My MathLab assignments, will be provided through Canvas. Additionally, the Canvas gradebook will be set up to calculate current averages with the caveat that if an assignment has not been completed it is not factored into the course average displayed. Course evaluations will also be administered via Canvas.

III. Student Learning Outcomes:

The student will be able to:

1. Identify properties of real numbers and perform order of operations with real numbers and algebraic expressions.
2. Solve linear equations and various applications involving linear equations.
3. Solve and graph linear and compound inequalities with one variable and write the solution in interval notation.
4. Identify intercepts and graph linear equations in two variables.
5. Find the slope of a line.
6. Perform basic operations on polynomials and algebraic expressions.
7. Evaluate square roots and apply the rules of exponents

IV. Section Specific Course Information: See the daily schedule for your course schedule, section number, instructor's contact information, office hours, and email/voicemail response time, as well as for the contact information for the Division Chair and Division admin.

V. ATTENDANCE-WITHDRAWAL-GRADE FORGIVENESS-ATTEMPTS:

A. Attendance Policy:

Students who are absent from class more than one-eighth of a course without the instructor's permission may be withdrawn. Students who never attend during the first two weeks of class shall be classified as “no show” and withdrawn from the course.

B. Withdrawal Policy:

Two withdrawals are permitted per course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. There are two kinds of withdrawals:

1. Student Withdrawal

Students may withdraw from a course prior to the scheduled withdrawal deadline published in the college catalog. To do this, complete and submit a Student Withdrawal Form (accessible from <https://www.gulfcoast.edu/admissions/forms.html>)

2. Administrative Withdrawal

This withdrawal is done by an instructor for excessive absences or by the Dean under certain extenuating circumstances.

Withdrawals initiated prior to midterm will be recorded as "W". There are no withdrawals initiated after the deadline. After this date, students will receive a grade in the course.

C. Grade Forgiveness:

A student may repeat a course when a grade of "RD" or "RF" has been earned. The last grade counts. However, universities may count forgiven grades in calculating the grade point average. Forgiven grades may also be calculated in determining financial aid eligibility.

D. Attempts:

This course, which is a college credit course, may be attempted three times. On the third attempt, 100% of the full cost of instruction will be charged. Students with major extenuating circumstances may submit a letter of appeal stating the circumstances to the Counseling Center. All grades from the third and subsequent attempts will be calculated in the grade point average.

VI. MyMathLab:

Homework, quizzes, test reviews, and tests will be assigned and completed using MyMathLab. The student will have unlimited attempts at each homework, quiz, and test review, but only a single attempt at each test. The student will be held responsible for all material in this course and is expected to keep up with their daily assignments. See section VIII on grading.

VII. Testing:

There will be five (5) unit tests and a comprehensive final exam and because the material builds on itself, no test should be skipped. While homework, quizzes, and test reviews may be done outside of class, each of the tests must be completed in a secure proctored environment. There are no exemptions from the final exam. The student is expected to keep up daily with the assigned work.

VIII. Calculation of Grades and Grading Scale:

The average of the five (5) unit tests will count 50% of the grade, the Homework from MyMathLab will count 10%, Quizzes from MyMathLab will count 10%, and the Reviews from MyMathLab will count 10%. A comprehensive final exam (no exemptions) will count 20% of the grade. The college grading scale is: RA (100-90), RB (89-80), RC (79-70), RD (69-60), and RF (59-0).

IX. Make-up work:

Students who miss a test for any reason should contact their instructor as soon as possible. Instructors may allow a student to test late, but this is only at their discretion. If you miss a unit test and you have a valid excuse, your final exam grade may count as the first missing unit test grade. If you have not missed any unit tests, the final exam may be used to replace the lowest unit test grade.

X. Available help:

1. **Your Instructor**

Full-time faculty have ten (10) posted office hours per week. Their offices are located on the second floor of the Student Union West Building. Adjunct faculty will be available for assistance 30 minutes before or after their class. Students having difficulty are strongly encouraged to see their instructor for additional help.

2. **The GCSC Math Lab**

Students are automatically enrolled in the Math Lab located on the second floor of Student Union West, Rooms 260 and 261. Math learning managers and student tutors provide free tutoring in the Math Lab. The hours vary for each semester but are available on the GCSC website at <https://www.gulfcoast.edu/academics/academic-support-tutoring/tutoring-labs/math-lab/index.html>

3. **Videos**

The course videos can be accessed online through Canvas.

4. **TRIO Student Support Services:**

TRIO is a federally funded grant program which serves first-generation students (neither parent has a 4-year bachelor's degree), low-income students, and/or students with disabilities to achieve their academic goals. TRIO offers academic advising, 24/7 online tutoring, textbook and computer/technology

loans, and more. Visit <https://www.gulfcoast.edu/current-students/trio/> to apply online or call 850.913.2937 for more information. TRIO is located in SUW 89.

5. **Accessibility Statement:**

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Services. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

6. **Counseling Center**

Personal and academic counselors are available on the first floor of Student Union East and are there to help if you are struggling with academic or personal problems. The counselors adhere to the highest standards of confidentiality and will work with you so that you can succeed throughout your academic career. For more information, please contact:

Leigh Bailey: lbailey@gulfcoast.edu, 850-769-1551 ext. 4861

7. **Academic Advisor/Academic Degree Plan:**

Based on your selected major of study you are assigned to a faculty advisor. Your faculty advisor will work with you to complete your degree plan so that you know all the necessary requirements to graduate. Your academic advisor and degree plan are located on your major of study web page.

XI. CLASSROOM CONDUCT POLICY

In order to promote a learning environment in which you as a student may receive the greatest consideration, your instructor will do all they can to prevent unnecessary interruptions and class disruptions, and in turn expects students to adhere to the following:

1. **Students are expected to attend each class and to be on time.** View this course as a job. Attendance is necessary, as well as attentiveness to detail and alertness. Additionally, anyone entering the classroom after class has begun is late and is a disruption to the class. Your instructor has the right to not allow late students into the classroom once class has begun.
2. **Come to class prepared!** At every class meeting, it is expected that the student has previewed the lesson(s) for the day and has worked on any assigned homework or quiz from the previous class. Gulf Coast State College takes pride in producing students who possess high academic standards, qualities, and work ethics. We expect you to continue this tradition.
3. **Students are expected to do their own work.** Submitting someone else's work as your own or utilizing unapproved resources to complete any graded assignment is considered cheating and will not be tolerated (see Section XII below).

4. **Students should obtain prior consent from the instructor before leaving class early.** If you must leave class early notify your instructor in advance. We do not conduct “open” classrooms where individuals arrive and leave at their own discretion. This activity is disruptive to others and will not be allowed. If you leave early without prior notification, you will not be allowed back in the classroom without first obtaining permission from the Division Chair.
5. **Talking or other distractions at inappropriate times is not permitted.** There will be no usage of any unauthorized electronic devices during class. I reserve the right to ask you to leave my classroom for any disturbance of the classroom environment, and even for those not stated herein. You will then have to meet with the Division Chair concerning the nature of the behavior before being allowed to return to the classroom.
6. **No food or drink is allowed in the classroom.**
7. **Infractions of the classroom conduct policy may be handled by the instructor as the final authority.** The student has a right to appeal.

XII. Academic Integrity: Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college’s mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment and therefore will not be tolerated. “Cheating” includes but is not limited to the use of any unauthorized assistance in completing coursework. “Plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Sanctions for incidents of academic misconduct, depending on the severity of the incident and/or its repetition, may range from receiving an F grade (or zero) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the program or the college.

XIII. OTHER:

A. **Classroom Recording:** In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. **Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member.** Failure to obtain permission to publish could lead to the students’ having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

B. **Generative Artificial Intelligence Policy (AI):**

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Generative AI Use with Permission and Disclosure: Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) may also be used for classes and/or assignments where instructors have given explicit permission. Students must clearly disclose and properly cite any AI-generated content used in their work, following course guidelines. Students are permitted to use AI only in the manner and means described by the instructor. Unacknowledged or unauthorized AI use will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

Additionally, the Math Division at GCSC discourages you from utilizing AI as a substantial source of your learning. You are expected to do your own work in this course and will be graded on your mastery of the material herein. Although AI can be an outside resource for problem-solving, it may not be a reliable source. What is most important in a math course is that you personally learn the step-by-step processes that it takes to find solutions to problems, to analyze data sets, to create mathematical models, and to apply what you have learned, in theory or through formulas, to applications of mathematics found in real-life instances.

For graded assignments (tests or quizzes), you will not be allowed to use any AI tools, such as chatbots, text generators, paraphrasers, summarizers or solvers, to complete any part of your assignments. Using AI tools for graded assignments will be considered a form of academic dishonesty and could result in a grade of zero for the assignment and disciplinary action. If you have any questions about what constitutes acceptable uses of AI tools, inside or outside the classroom, please consult your instructor.

C. PaperCut

The PaperCut print management client is installed in all computer labs. The PaperCut user web console is accessed through the MyGCSC portal. The logon is the first part of your student email address, everything before the @mygulfoast.edu. Students will be required to add money to their PaperCut accounts before they are able to print. Money can be added to student print accounts by cash, credit, or debit card. Cash is accepted at PaperCut kiosks located in the Library. Credit and debit card payments, minimum \$5.00, can be made through the "add credit" tab on the PaperCut user web console. Instructions for the use of PaperCut are located at <https://www.gulfoast.edu/academics/academic-support-tutoring/information-technology-services/printing/>