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**Calumet College**

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**of Saint Joseph**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

*We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.*

## **COURSE SYLLABUS, Fall 2020**

<b>Course: Math 95A Developmental Math</b>
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<b>Instructor Information:</b>	
<b>Instructor Name</b>	Jill Kaniewski
<b>Office Number:</b>	179
<b>Phone Number:</b>	219-670-9524
<b>Email:</b>	jkaniewski@ccsj.edu
<b>Office Hours:</b>	Office hours: M/T/W/Th – 9 a.m. – 10 a.m.  Virtual hours: T/Th 6 p.m. – 8 p.m. Use phone number provided to text or facetime me.  Other assistance can be arranged with instructor to fit your schedule.

### **Instructor Background:**

<p><b>Instructor Background:</b> B.S. Biology, Purdue University; M.S. Higher Education, Purdue University. I have been an educator for 35 years. I have taught at the high school level (11 years), junior college level (11 years) and a private tutor for 9 years. I played college volleyball at St. Xavier University and I have coached volleyball and tennis at the high school level as well as travel volleyball for many years. I am a certified volleyball official. I have coached women's softball and currently have a daughter who plays at the collegiate level. I am married with 3 daughters and have lived in the Calumet Region my whole life. I am involved in a philanthropic organization for the last 15 years serving president for 2 of those years. I strongly believe education is very important. Learning new things makes a stronger community.</p>
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## Course Information:

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<b>Course Delivery Method:</b>	This course will be formatted in a hybrid structure. Half the class will be assigned to meet face-to-face with the instructor one day a week. The other half of the class will have a virtual lecture and assignment on the same day as those that are meeting face-to-face. The second meeting day will be a reverse of the first meeting day. Those that met virtually will meet face-to-face, while those that were face- to- face will meet virtually.
<b>Course Time:</b>	Tuesday and Thursday 10:15 a.m. – 11:45 a.m.
<b>Classroom:</b>	263
<b>Prerequisites:</b>	Accuplacer score
<b>Required Books and Materials:</b>	<p>Bello, I. (2006) Basic College Mathematics: A Real World Approach (4<sup>th</sup> edition). ISBN: 9780063384382</p> <p>Calculator will not be used for the first 3 chapters but you will need one beginning in chapter 4. That will give you 5 weeks to find a basic computational calculator.</p> <p>Notebooks, pens and pencils. A composition notebook will help when working on IXL.</p> <p>Other resources can include Kahn academy and YouTube videos for additional homework help. Google these sites for further information.</p>
<p><b>Learning Outcomes/ Competencies:</b>            Students in this course, through appropriate assessment, will demonstrate:</p> <ol style="list-style-type: none"> <li>1. Remember the necessary steps and procedures for computing arithmetic operations with rational numbers.</li> <li>2. Understand what each computation means on a conceptual level.</li> <li>3. Apply their understanding of the concepts and use appropriate computations to solve application problems.</li> </ol>	
<p><b>Course Description:</b> The student will study fundamental operations and properties of whole numbers, integers, rational numbers, and real numbers, including decimals, ratios, percent, proportions, and exponents. <b>Credit not applicable toward a degree.</b></p>	
<p><b>Learning Strategies:</b> Through group discussion, lecture, hands-on activities, IXL software and lots of practice, the promotion of a better understanding of mathematic concepts and how they are used will be one of this courses goal. Students will be encouraged to logically thing through problems instead of rote memorization. It is important that the student comes <b>PREPARED</b> by <b>READING</b> the sections of the textbook that will be discussed. <b>STUDY</b> the examples and <b>WORK</b> through all problems to help gain better understanding of the material <b><u>Active participation in class</u></b> and using the resources and services provided by CCSJ such as the Student Success Center, will help the student reach mastery of the material.</p>	
<p><b>Experiential Learning Opportunities:</b>            Applications of the course objectives.</p>	

## Assessments:

<b>Major Assignments: Exams:</b>	Five chapter exams (1,2,3,4-5, 9-10)	40% of grade
<b>Cumulative Final Exam:</b>	Chapter 1, 2, 3, 4-5, 9-10	20% of grade
<b>Homework</b>	Assigned bookwork or packets	15% of grade
<b>IXL work</b>	Assigned on scheduled basis with due dates	15 % of grade
<b>Hybrid Quizzes</b>	Evaluates attendance of virtual class	10% of grade
<b>Class Participation:</b>	<p><b>Tests and In Class Assignments:</b></p> <ul style="list-style-type: none"> <li>• Five <u>chapter tests</u> will be given during the term and <u>one comprehensive final exam</u> during exam week.</li> <li>• You will be given a note card that can be used for each chapter test. These cards will be collected the day of the test and you will be given them for use on your final exam.</li> <li>• You will be allowed to use a calculator after chapter 3.</li> <li>• You will NOT be allowed to use any electronic devices on an exam (i.e. phone, tablet, etc.).</li> <li>• <b>Please note that you MUST pass your exams to pass this course.</b></li> <li>• Thoughtful completion of your homework should be done to practice and prepare for your exams.</li> <li>• You are allowed to drop your lowest chapter test score (NOT final exam). There are absolutely <b>NO</b> makeup exams, for any reason, so if you are absent on the day of an exam, that will be your dropped score. If you know of a planned absence in advance, you can take the exam BEFORE the scheduled exam date.</li> <li>• In class assignments cannot be made up, but your two lowest scores will be dropped. In class assignments will not be announced ahead of time.</li> </ul> <p><b>Written homework assignments and IXL homework assignments:</b></p> <ul style="list-style-type: none"> <li>• Homework is critical to your success in this course. The written homework and IXL homework are meant to serve as practice for the exams.</li> <li>• Your written homework should be neat and organized. Problems should be copied from the book and all necessary work should be shown. <b>Answers without work will not be given credit.</b> All written homework from the textbook will be due when you take your exams.</li> </ul> <p>NO LATE HOMEWORK will be accepted, for any reason, <b>period.</b> You are welcome to turn it in early, but never late.</p> <p>Students that must miss class because they are quarantined will be able to participate on-line until they are able to return. If</p>	

	during that time a test is given, they will be allowed to make up the exam during a designated time.	
<b>Total</b>		
<b>Grading Scale:</b>		
100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

### Course Schedule:

<b><u>AUG</u></b>		
<b>Week of 24</b>	<b>Intro, Syllabus, Chapter 1; Pretest</b>	<b>Chapter 1</b>
<b>Week of 31</b>	<b>Chapter 1</b>	<b>Chapter 1</b>
<b><u>SEPT</u></b>		
<b>Week of 7</b>	<b>Chapter 1</b>	<b>Chapter 1 Test</b>
<b>Week of 14</b>	<b>Chapter 2</b>	<b>Chapter 2</b>
<b>Week of 21</b>	<b>Chapter 2</b>	<b>Chapter 2</b>
<b>Week of 28</b>	<b>Chapter 2; Chapter 3</b>	<b>Test Chapter 2</b>

<b><u>OCT</u></b>		
Week of 5	Chapter 3	Chapter 3
Week of 12	Chapter 3; Chapter 4	Chapter 3 Test
Week of 19	Chapter 4/5	Chapter 4/5
Week of 26	Chapter 5	Test Chapter 4/5
<b><u>NOV</u></b>		
Week of 2	NEW GRAPHING	Graphing Project
Week of 9	Chapter 9	Chapter 9
Week of 16	Chapter 9/10	Chapter 9/10
Week of 23	Thanksgiving Break	Thanksgiving Break No Classes
Week of 30	Chapter 10	Test Chapter 9/10 and Graphing
<b><u>DEC</u></b>		
Week of 7	Cummulative Review	Final Exam

I reserve the right to change this schedule to meet the needs of the class.

<b>Student Responsibilities</b>	
<b>Safety Measures</b>	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> <li>• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.</li> <li>• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.</li> <li>• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track.</li> <li>• Disinfecting your personal space using the materials provided when you enter the classroom.</li> <li>• Maintaining physical distancing of at least six feet within classrooms and other common spaces.</li> </ul> <p><b>Please note:</b> To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
<b>What to Do in Case of Illness</b>	<p>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to <a href="mailto:illness@ccsj.edu">illness@ccsj.edu</a>. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction</p>

	<p>in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p><b>Eighty percent of success is showing up</b> – Woody Allen</p> <p>Attendance is important and expected. Materials covered in class are your responsibility, including the announcements of assignments, in-class work and test dates. If you miss class contact the instructor by e-mail (<a href="mailto:jkaniewski@ccsj.edu">jkaniewski@ccsj.edu</a>) within 24 hours of the missed class. Illness is unexpected but also does not happen weekly. The instructor will consider meeting the situation presented case by case. Remember, do not fool the instructor or all consideration of future absences will not take place. <b>Be On Time and Be Present.</b></p>
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work when due. Late work will not be accepted in class or when working on IXL. Meet the dates that have been given on the assignment sheet.
<b>Meeting Standards for Classroom Behavior</b>	<ul style="list-style-type: none"> <li>• <b>Use all the class time.</b> Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.</li> <li>• <b>Come prepared.</b> Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.</li> <li>• <b>Respect others.</b> Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.</li> <li>• <b>Use electronic devices only for class purposes.</b> Engage with your classmates and the instructor without technological distractions. Phones need to be in a bag/backpack when class begins. Failure to secure those phones out of sight may result in the phone spending time in phone jail.</li> <li>• <i>No food or drink allowed in class. Finish before entering the room.</i></li> </ul>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p>

	<p>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at <a href="https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf">https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf</a> This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p><b>Please note:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a>. <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b></p>
<b>Student Success Center</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.</p>
<b>Disability Services</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
<b>Student Assistance Program</b>	<p>Through a partnership with <b>Crown Counseling</b>, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b>, at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a>.</p>

<b>CCSJ Alerts</b>	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .
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