STUDENT MANUAL

MATH MATTERS MISSION STATEMENT

GNTC will strive to improve student learning in MATH 0098 and MATH 0099 through a redesign of the existing teaching model. This should improve the success rates of students progressing through the various levels of math and increase graduation rates of students placed in learning support math.

The Math Matters lab is committed to offering superior tutorial and instructional services in Math by staying current with the best practices and methodologies. The lab maintains a caring, supportive, and encouraging academic presence to the students.

INTRODUCTION TO THE MATH MATTERS LAB

Welcome to Math Matters! MATH 0098 and 0099 are now taught in a modular format in order to enhance student progress. These courses are taught using computer-aided instruction (CAI) that has been shown to be very successful in allowing students to gain immediate feedback and item analysis that assists in determining objectives where improvement is needed. Pearson’s MyLabsPlus will be used for MATH 0098 and MATH 0099. Students will spend 50% of the required time in a classroom and 50% of the required time in a Math Matters lab. Both areas will have access to the CAI for ease of use. Students will be given assignments for each module with the ability to show mastery either in a pre-test or post-test. Intervention strategies will be deployed to give students every opportunity for success. Increased tutoring and redesigned modular curriculum should allow students the flexibility needed to complete the class with the necessary skills and preparation.
STEP ONE - DIAGNOSTIC TESTING

The Math Matters redesign involves proper placement of students. If a student has scored 25-46 on the algebra portion of COMPASS, then a COMPASS diagnostic test will be administered to ensure proper placement. A student scoring 0-24 will begin with the pre-test for module one the first week of class. A score of 85% on a pre-test will allow the student to skip that module and move to the next module pre-test. If a student elects to drop a course and fails to enroll in that course the following term, the COMPASS algebra placement exam must be taken again to ensure appropriate placement.

Students will be given a diagnostic test when entering MATH 0098 and MATH 0099. This information is for data collection purposes and does not supersede the scores of the COMPASS placement exam.

STEP TWO - ORIENTATION

Students must complete the orientation found at the Math Matters website for MATH 0098 and 0099 and Pearson’s MyLabsPlus orientation found at login before beginning the module work.

STEP THREE - MODULAR REDESIGN OF CURRICULUM

Once placed properly, students will use computer-assisted instruction and classroom activities to assist in mastering each of the modules for MATH 0098 and 0099. Attendance will be required in the classroom and the lab. Students will show mastery of each module through a pre-test at 85% or post-test at 80%. Guided instruction and completion recommendations will be provided to students. However, students who wish to work at a faster pace are encouraged to do so and may progress through both classes in one semester to receive credit by exam for MATH 0099 or 1013. Students who do not complete the last module in one class during one semester will be given an in progress grade (IP) The student who receives a grade of IP will need to register and pay for that class the next semester and begin working at the last module. When the MATH 0098 modules are completed, students may progress to the MATH 0099 modules and receive credit by exam if they complete MATH 0099 during the semester. Students will take a comprehensive final at the end of MATH 0099 to ensure mastery of the following student learning outcomes.
<table>
<thead>
<tr>
<th>MATH 0098</th>
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<tbody>
<tr>
<td>1</td>
<td>Real Numbers - Apply properties of real numbers to simplify algebraic expressions.</td>
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<tr>
<td>2</td>
<td>Linear Equations and Inequalities - Solve linear inequalities and their application problems using the addition and multiplication principles.</td>
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<tr>
<td>3</td>
<td>Graphing Linear Equations and Inequalities - Graph linear equations using a table-of-values, x and y intercepts, the slope and the y-intercept, and the graphing calculator.</td>
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<tr>
<td>4</td>
<td>Systems of Linear Equations - Solve application problems using system of equations in two variables.</td>
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<tr>
<td>5</td>
<td>Exponents and Polynomials - Perform arithmetical operations with polynomials in one or more variables including applying special products.</td>
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<tr>
<td>MATH 0099</td>
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<tr>
<td>6</td>
<td>Factoring Polynomials - Factor algebraic expressions.</td>
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<tr>
<td>7</td>
<td>Rational Expressions and Equations - Solve rational equations and their applications including those involving proportions.</td>
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<tr>
<td>8</td>
<td>Radical Expressions and Equations - Solve radical equations and applications using algebraic methods and the calculator.</td>
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<tr>
<td>9</td>
<td>Quadratic Equations - Solve quadratic equations and applications using any appropriate method.</td>
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**STEP FOUR-PROCEDURES**

**ACADEMIC HONESTY**

Academic misconduct includes but is not limited to each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

- **Cheating:** Using or providing others with unauthorized materials, information, study aids, or computer-related information.
- **Plagiarism:** The presenting of words, data, works, ideas, computer programs, or output of another as one's own work.
- **Fabrication:** Presenting as genuine any invented or falsified citation or material.

See Student Handbook for a more detailed description of academic misconduct.

**AMERICANS WITH DISABILITIES ACT (ADA)**

Students with disabilities are entitled to appropriate and reasonable auxiliary aids and accommodations through The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. It is the student's responsibility to notify Disability Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. For more information or to request academic accommodations, please contact:
Floyd, Gordon, and Polk County campuses: Sheila Parker, Disability Services Coordinator, Office Building B Room 115, 706-295-6517, sparker@gntc.edu

Walker County Campus: Michael Walters, Disability Services Coordinator, Office Building 200 Room 209, 706-764-3799, mwalters@gntc.edu

Whitfield Murray Campus: Kevan Watkins, Instructor of Psychology and Disability Services Coordinator, Office Main Building Room 619A, 706-272-2958, kwatkins@gntc.edu

Report complaints concerning discrimination on the basis of race, color, creed, national or ethnic origin, gender, age or religion to:

Sonya Richards, Special Populations Coordinator, Title VI and Title IX Coordinator, Floyd County Campus, Building I, Room 105, 706.295.6932, srichards@gntc.edu

ANNOUNCEMENTS

Announcements about the course, special sessions, and changes in schedules or procedures will be communicated by your instructor via class time, course announcements, or your GNTC student email.

ATTENDANCE

The course will be divided into 50% of clock hours required for the classroom environment and 50% of clock hours required for lab attendance. Lab attendance can be completed any time during the week. Attendance will be part of the participation grade for MATH 0098 and 0099 and will be calculated by the clock time spent in the classroom and lab. Missed lab time must be made up within one week and classroom attendance will not be made up.

CLASS MEETINGS

Since research indicates that students who attend classes regularly have a better grade, classroom attendance is required. The goal of the class meeting is to offer guided instruction, reviews, overviews, study strategies, and group work for a better understanding of the mathematical concepts being taught and application to real world problems. A missed class meeting will not be made up.
GRADING

Final grades for each course will be determined as follows:

**MATH0098**

- Tests: 70%
- Attendance: 10%
- Quizzes and Homework: 20%

**MATH0099/1013**

- Tests: 50%
- Final Exam: 20%
- Attendance: 10%
- Quizzes and Homework: 20%

Homework mastery of 80% is required before a post-test is given. Pre-test mastery is 85% and post-test mastery is 80%.

HOMEWORK TIPS

- Keep your work neat when using paper.
- Don’t try to take shortcuts or do too much in your head. Write down your steps for less confusion.
- Find a quiet place to study.
- Learn to use your calculator correctly. Practice with problems where you know the answer.
- Start early. Give yourself the chance to talk with your instructor, classmates, or the Math Matters personnel when problems arise.
- Use MyLabsPlus tutorial help such as ‘Help Me Solve This,’ and ‘View an Example.’

HOW THE COURSE WORKS

Using computer aided instruction, students begin with a pre-test for each module and if mastery is shown, the pre-test for the next module will be administered. Modules will consist of

- Pre-test (only administered once)
- Homework assignments (as assigned)
- Quizzes (as assigned)
- Post-test (two attempts and then intervention strategies are deployed)
INTERVENTION STRATEGIES

Students will receive guided learning from their instructors to assist in managing time wisely with the modules. If the student does not show mastery on the post-test of 80% the first time, the student is encouraged to study what was missed and try again. If mastery is not shown after the second attempt, the student must complete the study plan in MyLabsPlus. If mastery is not shown on the third attempt, the student will meet with a credentialed instructor for further intervention.

LABS

To best utilize the Math Matters lab students should

- Come prepared. Try your assignment first on your own. Be sure to look at the sample problems. When you come to the lab, bring your assignment schedule, pencils, eraser, paper, and a calculator.
- Bring your own headphones or ear buds for use with the audio portion of the course.
- Bring your student ID and necessary login information.
- Seek assistance in MyLabsPlus or with a tutor at the first hint of trouble or confusion. Don’t wait until the last minute.
- Have your questions ready before you ask for assistance so you can best utilize your time.
- Practice extra problems on your own as this will not only help you learn but also build up your confidence.
- Understand that math is conceptual in nature and not just a series of steps. Think about what you just leaned and fit it in with what you already know.
- Realize tutoring cannot substitute for going to class. Tutors are available to assist you to further understand the material, but not to teach you the course content.
- Remember some days and times are very busy. Plan ahead for your visits.
- Print only one copy of a document and use resources wisely. Printing should be limited to 20 pages per lab session. Computers in the Math Matters labs are for math work only. Printing in labs is monitored by the Information Technology staff.
- Be considerate and respectful of others in the lab, including the lab personnel.
- Store large bags under the desk as space is limited.
- Follow the GNTC Acceptable Computer Use Guidelines found in your student handbook or at www.gntc.edu > Current Students.

*Students are encouraged to work on their math course wherever they have a computer and internet connection as it allows for advancement in the course. However, it does not count toward attendance unless time is spent in the classroom and the lab. All tests must be taken in the Math Matters lab.
LOGGING IN AND OUT OF THE LAB

Since 50% of the attendance grade will be comprised of the appropriate lab time, please be sure to log in and out of the Math Matters lab so your time can be recorded. Only GNTC students who are currently enrolled in MATH 0098 or MATH 0099 should be in the Math Matters labs.

To use the computer in the Math Matters lab at your location, you must first sign on to the GNTC network using the format listed in each lab.

LOGGING IN TO MyLabsPlus

NEVER SHARE YOUR LOGIN INFORMATION WITH ANYONE!

To access your course(s), go to http://gntc.mylabsplus.com and log in using the following credentials:

User ID: ID number starts with 900
Password: six digit birthday such as 041782

Click on your course.

Once you have logged in, you may change your password at any time by clicking "My Profile." We advise that you change it upon your first login and every few months thereafter. You can also update this information in "My Profile."

If at any time you encounter difficulties using the eCollege system, you can access the eCollege helpdesk at (888) 883-1299 or helpdesk@eponline.com

TESTING PROCEDURES

Student collaboration may be encouraged on many assignments and guided work, but tests and quizzes are considered individual work and must be completed without unauthorized assistance of any kind, including the help of other students, tutors, notes, or websites. This type of action may lead to loss of credit and loss of lab privileges for the student.

Students will use an indicator to request a test, and this indicator will remain in place until the test is completed. The tutor or the instructor may release the test and ensure that students do not have access to prohibited resources. The test must be completed in the lab and with only the calculator and any formulas provided by the lab personnel.

If students must leave the lab for any reason during a test, a new test will be administered upon return. A test should not be started unless the time can be devoted to finishing.
TEXTBOOK

A copy of the textbook is optional but the access code is required. An E-book (electronic copy of the textbook) is included with an access code to MyLabsPlus. The access code can be purchased in the GNTC bookstore or online in the course using a credit card. Temporary access of three weeks is available within the course.

TUTOR ASSISTANCE

Tutors are available to assist you with

- Understanding your homework assignments
- Understanding what you missed on tests and homework
- Developing organizational skills and strategies for working mathematics problems
- Using graphing calculators and courseware
- Following lab procedures

STEP FIVE-MATH MATTERS LAB POLICIES

In order to maintain the goals of the Math Matters labs, the following policies must be applied and practiced.

- All students must sign in and out.
- Students are required to conduct themselves in an appropriate manner conducive to learning (see student handbook and lab manual).
- Horseplay and loud talking are not allowed in the Math Matters lab.
- Students are asked to treat Math Matters staff with respect and consideration. Anyone who disregards this rule will be asked to leave.
- Lab materials and computers may only be used for math purposes.
- Reference material and other resources are property of the Math Matters lab. Students may not damage or remove them from the lab. Please inform the supervisor if this occurs.
- Eating and drinking is prohibited in the Math Matters lab.
- Cell phones must be silenced and kept off of the desks. They should be used outside of the lab only.
- Children are not allowed in the Math Matters lab.

*In addition to the above guidelines, the lab personnel reserve the right to resolve other matters on the basis of rules not explicitly stated.
LEARNING SUPPORT MATH SEQUENCE

MATH 0090 – Learning Support Mathematics
MATH 0098 – Elementary Algebra
MATH 0099 – Intermediate Algebra