



# CHIPOLA COLLEGE

## COURSE SYLLABUS

Chipola's website: [www.chipola.edu](http://www.chipola.edu)

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**COURSE TITLE:**

Developmental Mathematics – Combined

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**COURSE NUMBER:**

MAT 0022

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**COURSE DESCRIPTION (with prerequisites):**

This is a developmental course designed for the student who has little or no secondary school background in algebra and needs preparation for MAT 1033, MGF1106 or MGF 1107. Topics included: order of operations including parenthesis and exponents; operations on polynomial, rational and radical expressions; factoring; solve linear, and quadratic equations; graph linear equations. This course content is a combination of the traditional lecture format and in-class online practice, with additional out of class computer-assisted homework assignments. Students with placement test scores of 18 or lower on the ACT or 113 or lower on the PERT are required to take MAT 0022. A grade of "C" or higher must be earned in the course to advance to the next higher mathematics - MAT 1033, MGF1106 or MGF1107. This course does not meet general education requirements in mathematics. 3 noncredit semester hours.

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**NAME(S) OF INSTRUCTORS:**

Donna Huff  
Instructor  
[huffd@chipola.edu](mailto:huffd@chipola.edu)  
850-718-2382

Allyson Howell  
Instructor  
[howella@chipola.edu](mailto:howella@chipola.edu)  
850-718-2247


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**EFFECTIVE ACADEMIC YEAR:**

2023-2024

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**REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:**

No textbook or course materials are required to purchase for this course. 

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**GRADING POLICY:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

**A – 90 – 100**

**B – 80 – 89**

**C – 70 – 79**

**D – 60 – 69**

**F – 59 or less**

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

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**ATTENDANCE AND WITHDRAWAL POLICIES:**

Chipola College expects regular attendance of all students, and all instructors record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

#### **MAKE-UP POLICY:**

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

#### **ACADEMIC HONOR CODE POLICY:**

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

#### **STUDENTS WITH DISABILITIES POLICY:**

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

#### **NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:**

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, [pippenw@chipola.edu](mailto:pippenw@chipola.edu).

#### **LIBRARY AND ON-LINE REFERENCE MATERIALS:**

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College.

On-line catalogs, e-books and electronic databases can be accessed by using the *LINCCWeb* icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

### **TECHNOLOGY RESOURCES:**

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The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

### **FREE TUTORING RESOURCES:**

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The Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE Lab hours are posted each semester at the room entrance and on the website. Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE @ Home. For a conference schedule or to schedule an individual appointment, visit “ACE Tutoring” in the left navigation from any course in Canvas.

### **ELECTRONIC DEVICE USAGE STATEMENT:**

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Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

### **DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

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#### **Demonstrate Basic Mathematical Skills and Knowledge**

M-1 Apply arithmetic, algebraic, or geometric skills to solve mathematical problems.

M-2 Represent basic mathematical information verbally, numerically, graphically, or symbolically.

M-3 Use technology to solve mathematical problems.

M-4 Interpret mathematical models such as formulas, graphs, tables and schematics.

M-5 Use mathematical processes in solving real world applications.

**MAT 0022 is not a General Education core course and therefore a student in MAT 0022 will demonstrate selected learning outcomes from this list.**

<b>LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS</b>			
<b>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR MAT 0022</b>	<b>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</b>	<b>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</b>	<b>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</b>
<ul style="list-style-type: none"> <li>Calculate using real numbers</li> </ul>	M-1, 3	Pre/Post, CF	No artifact will be submitted for program assessment as MAT 0022 is not a course that earns college credit.
<ul style="list-style-type: none"> <li>Determine solutions for linear and quadratic equations</li> </ul>	M-1, 3	Pre/Post, CF	
<ul style="list-style-type: none"> <li>Apply more than one method to construct a graph of linear equations</li> </ul>	M-1, 2, 3, 4	Pre/Post, CF	
<ul style="list-style-type: none"> <li>Change algebraic expressions into equivalent forms</li> </ul>	M-1, 3	Pre/Post, CF	
<ul style="list-style-type: none"> <li>Use various operations to simplify algebraic expression</li> </ul>	M-1, 3	Pre/Post, CF	
<ul style="list-style-type: none"> <li>Make use of mathematical concepts to solve real-world problems</li> </ul>	M-1, 3, 5	Pre/Post, CF	
<b>**Assessment Codes</b>			
<b>T</b> = Tests <b>Pre/Post</b> = Pre- and Post-Tests <b>OT</b> = Objective Tests <b>UT</b> = Unit Tests <b>Q</b> = Quizzes <b>F</b> = Final Examination <b>CF</b> = Cumulative Final <b>EX</b> = Departmental Exam <b>SE</b> = Nat'l or State Standardized Exam	<b>RPT</b> = Report/Presentation <b>SP</b> = Skills Performance <b>SD</b> = Skills Demonstration <b>W</b> = Writing Assignments <b>E</b> = Essays <b>DE</b> = Documented Essays <b>RP</b> = Research papers <b>J</b> = Jury <b>R</b> = Recital	<b>Proj.</b> = Projects <b>Exp.</b> = Experiments <b>Cap. Proj.</b> = Capstone Project <b>Cap. Course</b> = Capstone Course <b>Prac.</b> = Practicum <b>Intern.</b> = Internship <b>H</b> = Homework <b>PS</b> = Problem Solving <b>DB</b> = Discussion Board	<b>BO</b> = Behavioral Observation <b>Clin.</b> = Clinicals <b>CS</b> = Case Study <b>CP</b> = Case Plan <b>Port.</b> = Portfolio <b>Obs.</b> = Teacher Observation <b>Sk. Check</b> = Skills Check-off Curriculum Frameworks <b>JP</b> = Judged Performance/Exhibition

**MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:**

The content for this course has been broken down into six units, each containing computerized practice material (homework). Daily lectures will be presented in class and students will use the remaining class time to begin work on computerized assignments. Assignments not completed in class must be finished outside of class

time.

- Office Hours: The instructor will be available during office hours for individual assistance. The instructor's schedule will be posted on their office door and/or via canvas modules.
- ACE tutors: Student tutors are available in the ACE to provide individualized help. Hours can be found posted each semester on the ACE door and/or via the web site. |

**ASSIGNMENT AND/OR COURSE OUTLINE**

See your Instructor First Day Handout for individual instructor assignment schedule.