

# An Instructor's Guide to the Math Modules Courses

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**Developmental Math 085**  
**MyMathLab/Modules Based**  
**GENERIC SYLLABUS- SUBJECT TO CHANGE EACH QUARTER**

**INSTRUCTOR INFORMATION**

Instructor:  
Office:  
Office Phone:  
FAX Number: 512-2464  
Office Hours:  
Email:

**COURSE INFORMATION**

Course Number: DEV 085  
Course Title: **Basic Mathematics 2 - Accelerated Math**  
Course Credit: 4 Credit Hours  
Prerequisites: 084 or placement  
Department: Academic Foundations  
Division: Liberal Arts, Communication, and Social Sciences

**COURSE DESCRIPTION:**

This is a self paced computer based course in which a student may have the opportunity to complete the requirements for both DEV 085 and 108.

**Modules 1-4 (DEV 085)**

Review of basic arithmetic skills in whole numbers, decimals, and fractions with emphasis on problem solving situations. Instruction into the meaning and use of percentages, ratios, proportions, measurements, and data interpretation. Brief introduction into signed numbers as well as one and two-dimensional geometric formulas.

Module 1- Whole Numbers and Decimals

Module 2- Fractions

Module 3- Ratios, Proportions, and Measurement

Module 4- Percents and Signed Values

**Modules 5-9 (DEV 108)**

An introduction to beginning algebra concepts including operations with rational numbers, identifying and combining like terms, solving one-variable linear equations, and laws of exponents. Additional topics include the recognition of simple algebraic patterns and the study and use of some basic geometric formulas.

Module 5- Review of Arithmetic

Module 6- Real Numbers

Module 7- Equations

Module 8- Applications

Module 9- Polynomials and Factoring

**COURSE OUTCOMES:**

Modules 1-4

1. Demonstrate understanding of basic-skills concepts and ability to perform computations with whole numbers, decimals, fractions, and integers.
2. Demonstrate ability to understand the meaning of ratios, proportions and to solve stated proportions.
3. Demonstrate ability to understand the meaning of percents and solve percent expressions.
4. Demonstrate a general understanding of measurements and learn procedures for unit conversions.
5. Demonstrate ability to solve a variety of applied problems including percent applications and direct proportions.

#### **Modules 5-9**

1. Demonstrate a vocabulary of algebraic definitions.
2. Demonstrate correct usage of the rules for operations with rational numbers.
3. Demonstrate ability to translate, evaluate, and simplify algebraic expressions.
4. Demonstrate ability to recognize, perform operations and factor polynomials.
5. Demonstrate ability to understand, translate and solve linear equations.
6. Demonstrate ability to understand and use the Laws of Exponents.
7. Demonstrate ability to interpret and use basic geometric formulas.

#### **LEARNING RESOURCES:**

Tutoring and Learning Center:	Library (Lower Level Bldg 7)	512-4506
Website:	TLC.sinclair.edu	
Tutorial Services:	Library (Lower Level Bldg 7)	512-2792
Counselors:	Room 11-346	512-3054

**COURSE FORMAT:** This course is a self-paced, and computer modules based. Although self-paced, there is mandatory attendance. Students are required to attend class three scheduled hours per week and one additional unscheduled hour. Students can access the computer software from their home computers as well as the lab computers. Target dates will be given for module completions so that students can have an idea how to pace themselves for course completion. If a student completes modules 1-4 they can proceed into the next level and attempt to complete modules 5-9. Students will be given pretests at the beginning of each unit. If the student receives a grade of 80% or better on the pretest, they may skip that module completely and proceed to the next module.

#### **CLASSROOM EXPECTATIONS/BEHAVIORS:**

- Students will exhibit a positive attitude and effort
- Students will complete and submit assignments according to the deadlines indicated
- Students will be respectful of fellow classmates and the instructor
- Students will attend class at least four hours per week
- Pagers and cellular phones must be turned off or must be in vibration mode.
- Per Sinclair policy, children are not permitted in class

#### **HONOR CODE VIOLATIONS:**

The Student Judicial Affairs Code of Conduct Handbook can be found at <http://www.sinclair.edu/student/leader>  
 . As addressed in the Student Judicial Affairs Code of Student Conduct Handbook,

*"Cheating, plagiarism, and other forms of academic dishonesty"  
 is a Level II offense of the Student Code of Conduct. This  
 violation is quite serious, and second offenses at a Level II*

*violation could result in dismissal."*

Any student violating the Student Code of Conduct by engaging in "cheating, plagiarizing, and other forms of academic dishonesty" is subject to disciplinary action before the Student Conduct Hearing Panel.

Incidents of "cheating, plagiarizing, and other forms of academic dishonesty" will be vigorously pursued.

Examples of Cheating, plagiarizing, and other forms of academic dishonesty include but are not limited to:

- Using calculator (except as specified by appropriate documentation from Disability Services)
- Using cell phone calculator
- Copying answers from another student
- Use of books, notes, basic fact charts on tests, quizzes, etc.
- Communicating in any way during tests, quizzes, and other assignments that require independent work

**CALCULATOR POLICY.** This is a strictly non-calculator use class.

**TEXTBOOK and MATERIALS:**

- **MyMathLab access code**- purchased through the bookstore
- **Study Guide** - purchased through the bookstore
- **E-Books**- provided within MyMathLab :Basic College Mathematics by Lial for modules 1-4  
Beginning Algebra by Tobey/ Slater for modules 5-9
- Pencils and paper

**EVALUATION/ASSESSMENT FACTORS:**

**Grades:** This course uses a percentage to determine your Final Grade

**Grading Scale:**

A	92% - 100%
B	83% - 91.9%
C	75% - 82.9%
N	65% - 74.9%
F	0% - 64.9%

Your grade will be based on the following:

Study Guide	5%
Attendance	5%
Homework( e-book)	10%
Homework(MML)	10%
Quizzes	10%
Module Tests	40%
Final Exam	20%

**To earn credit for DEV 085, you must do the following:**

- complete modules 1-4
- earn at least a 74% on the final exam

**These must be met to progress to the next course**

**\*\*\*\*If you complete modules 5-9 with at least a course grade of "C", then credit can also be given for completion of DEV 108.**

**\*\*\*\*Each module takes approximately 6-8 hours to complete**

**Attendance:** Students are expected to attend every class. Students are expected to be on time and stay for the entire class period. **Be aware that attendance is 5% of your grade.**

**Pretest:** Students take a timed diagnostic pretest before beginning each module in MyMathLab. **If a student scores an 80% or better, they do not have to do work for this module and they may skip to the next module.**

**Study Guide:** The study guide is a textbook summary that will help you with the content of this course and serve as a tool for studying for module tests. **To be eligible to take a module test the study guide pages for that module must be complete.**

**Homework:** There are two types of homework; E-book exercises and MyMathLab (MML) exercises.

- The E-book exercises will be completed on paper and turned in to the instructor prior to testing. These exercises should be labeled by section with answers circled.
- The MyMathLab (MML) exercises are completed and graded on the computer. You must score at least a 90% on the MyMathLab homework to be eligible to take the section quiz. If you score less than 90%, you can review the material and the computer will produce an alternate homework assignment to allow you to raise your score.

**All homework assignments must be complete to be eligible to take the module test.**

**Quizzes:** Quizzes are online, and graded immediately by the computer. You may take a quiz up to three times in order to improve your score.

**All quizzes for a module must be complete to be eligible to take a module test.**

**Module Tests:** Module tests are taken upon completion of all the requirements of a module. Effective fall quarter, students may retake one exam in DEV 085. Tests are pencil/paper tests, and are taken in the lab. Students must complete each exam in one sitting. That is students may not start exam and finish it later that day or another day.

**Practice Tests:** Practice tests are available to help students prepare for module tests. Practice tests can be accessed by clicking "Course Documents" on the MyMathLab homepage. They are also available in the lab

**Final Exam:** The final exam must be completed by the final week of the quarter. The final exam is a comprehensive exam that covers the entire course. A grade of 74% must be earned on the final exam in order to pass the course for DEV 085. The final exam counts as 20% of the course grade.

## How to Get Started on MyMathLab

Take the access code that you purchased in the bookstore, and follow the following steps:

- Enter [www.pearsonmylab.com](http://www.pearsonmylab.com) in your web browser.
- Under Register, click **Student**.
- Enter your **Course ID** exactly as provided by your instructor and click **Continue**. *Your course information appears on the next page. If it does not look correct, contact your instructor to verify the Course ID.*
- Sign in or follow the instructions to create an account. Use an email address that you check and, if possible, use that same email address for your username. Read and accept the License Agreement and Privacy Policy.
- Click **Access Code**. Enter your **Access Code** in the boxes and click **Next**. *If you do not have an access code and want to pay by credit card or PayPal, select the access level you want and follow the instructions*

## Course Outline for Lial E-Book

DEV 297 part 1/DEV 085

Module	Assignments Complete the assignments in the order that they are listed	Target Due Dates 085 Only 085 & 108 (these will be specified on your individual syllabus).
Module 1  Whole Numbers and Decimals	1. Take Module 1 Diagnostic Pretest 2. Complete Study Guide Module 1 pp 3. E-Book assignment #1 p. 7 problems 3,5,15,21 p. 17 problems 9,13 & 33 pp. 27-28 problems 19, 37 & 67 pp. 37-38 problems 11,29, 43 & 71 4. Complete MML Homework # 1 5. Complete MML Quiz # 1 6. Complete Study Guide Module 1 pp. 5-7 7. E-Book Assignment #2 pp. 51-53 problems 1,7,13,15,17,18, 45,77,88 pp. 61-62 problems 3, 15, & 17 pp. 73-75 problems 13, 29 & 53 pp. 79-80 problems 5,6,9,11,35,55 pp. 95-97 problems 7, 11 & 25 8. Complete MML Homework # 2 9. Complete MML Quiz # 2 10. Complete Study Guide Module 1 pp 8 & 9 11. E- Book Assignment # 3 pp. 271-272 problems 5, 19,28,43 p. 281 problems 7, 9 & 21 pp. 287-288 problems 7,9, 11 & 27	

	<p>12. Complete MML Homework # 3</p> <p>13. Complete MML Quiz # 3</p> <p>14. Complete Study Guide Module 1 pp 10-12</p> <p>15. E- Book Assignment # 4 pp. 293-294 problems 1, 13 &amp; 25 pp. 305-306 problems 3, 15, 27, 35,37 pp. 313-315 problems 35, 41,45, &amp; 55</p> <p>16. Complete MML Homework # 4</p> <p>17. Complete MML Quiz # 4</p> <p>18. Optional Module #1 Practice Test (paper/pencil)</p> <p>19. Take Module # 1 Test (paper/pencil)</p>	
<p><b>Module 2</b></p> <p><b>Fractions</b></p>	<p>1.Take Module 2 Diagnostic Pretest</p> <p>2. Complete Study guide Module 2 pp. 13 &amp; 14</p> <p>3. E-Book Assignment# 5 pp. 117 - 118 problems 4, 11 &amp; 19 pp. 123 - 124 problems 17, 37 &amp; 45 p. 131 problems 9, 25 &amp; 39 p. 137 problems 7, 9 &amp; 33</p> <p>4. Complete MML Homework # 5</p> <p>5. Complete MML Quiz # 5</p> <p>6. Complete Study guide Module 2 pp. 15, 16 &amp; top half of p. 17</p> <p>7. E-Book Assignment# 6 pp. 149-150 problems, 11, 23, 35 &amp;31 pp. 157-158 problems 3, 9 &amp; 11 pp. 167-168 problems 7, 23 &amp; 31 pp. 177-178 problems 2, 9 &amp; 17</p> <p>8. Complete MML Homework # 6</p> <p>9. Complete MML Quiz # 6</p> <p>10.Complete Study guide Module 2 pp. bottom half of p.17 &amp; pp. 18-20</p> <p>11. E-Book Assignment# 7 p.203 problems, 9, 15 &amp; 27 pp. 213-214 problems 9, 21 &amp; 39 pp. 221-223 problems 11, 17,33 &amp; 41 pp. 231-233 problems 5,19 &amp; 33 pp. 243-244 problems 8, 15, 31 &amp; 53</p> <p>12. Complete MML Homework # 7</p> <p>13. Complete MML Quiz # 7</p> <p>14. Optional Module #2 Practice Test (paper/pencil)</p> <p>15. Take Module # 2 Test (paper/pencil)</p>	





## Course Outline for Tobey/ Slater E-Book

Introduction to Algebra DEV 108

Module	Assignments Complete the assignments in the order that they are listed	Target Due Dates
Module 5	<ol style="list-style-type: none"> <li>1. Take Module 5 Diagnostic Pretest</li> <li>2. Complete Study guide Module 5 pp. 37-38</li> <li>3. E-Book Assignment# 14 pp. 8-9 problems 15, 21, 27 &amp; 37 pp. 19-20 problems 9, 17, 29 &amp; 47 pp. 27-28 problems 5, 15, 29 &amp; 39 pp. 38-39 problems 3, 7, 15, 23 &amp; 31</li> <li>4. Complete MML Homework # 14</li> <li>5. Complete MML Quiz # 14</li> <li>6. Complete Study guide Module 5 pp. 39-40</li> <li>7. E-Book Assignment# 15 p. 46 problems 9, 10, 23, 28 &amp; 33 p. 57 problems 1 &amp; 3 pp. 76-77 1, 6, 9, 27, 31, 37 &amp; 61</li> <li>8. Complete MML Homework # 15</li> <li>9. Complete MML Quiz #15</li> <li>10. Optional Module # 5 practice test (paper/pencil)</li> <li>11. Take Module #5 Test (paper/pencil)</li> </ol>	
Module 6  Real Numbers	<ol style="list-style-type: none"> <li>1. Take Module 6 Diagnostic Pretest</li> <li>2. Complete Study guide Module 6 pp. 41-42</li> <li>3. E-Book Assignment# 16 pp. 82-83 5, 13, 21, 31, 41, 47 &amp; 49 pp. 97-98 3, 7, 9, 17, 23, 25, 42 &amp; 45 pp. 101-102 7, 15, 21, 25 &amp; 31</li> <li>4. Complete MML Homework # 16</li> <li>5. Complete MML Quiz # 16</li> <li>6. Complete Study guide Module 6 pp. 43-44</li> <li>7. E-Book Assignment# 17 pp. 107-108 problems 9, 21 &amp; 31 pp. 112-113 problems 9, 15, 23 &amp; 35 pp. 119-121 problems 11, 21, 39, &amp; 47</li> <li>8. Complete MML Homework # 17</li> <li>9. Complete MML Quiz #17</li> <li>10. Optional Module #6 practice test (paper/pencil)</li> <li>11. Take module #6 test (paper/pencil)</li> </ol>	
Module 7  Equations	<ol style="list-style-type: none"> <li>1. Take Module 7 Diagnostic Pretest</li> <li>2. Complete Study guide Module 7 p. 45</li> <li>3. E-Book Assignment# 18 pp. 138-139 problems 15, 21 &amp; 43 p. 144 problems 5, 19, 21 &amp; 41</li> <li>4. Complete MML Homework # 18</li> <li>5. Complete MML Quiz # 18</li> <li>6. Complete Study guide Module 7 pp. 47-48</li> <li>7. E-Book Assignment# 19 pp. 150-151 problems 7, 15, 31 &amp; 41 pp. 158-159 problems 5, 11, 15 &amp; 19</li> <li>8. Complete MML Homework # 19</li> <li>9. Complete MML Quiz #19</li> </ol>	

	10. Optional Module #7 practice test (paper/pencil) 11. Take module #7 test (paper/pencil)	
<b>Module 8</b>  <b>Percents And Signed Values</b>	1. Take Module 8 Diagnostic Pretest 2. Complete Study guide Module 8 pp. 49-51 3. E-Book Assignment# 20 p. 194 problems 3, 9, 13 & 21 P. 202 problems 5, 19, 21 pp. 208-209 problems 1, 3, 9 & 11 4. Complete MML Homework # 20 5. Complete MML Quiz # 20 6. Complete Study guide Module 8 pp. 52-53 7. E-Book Assignment# 21 pp. 219-221 problems 7, 9, 11 & 12 pp. 228-230 problems 7, 15, 25 & 39 8. Complete MML Homework # 21 9. Complete MML Quiz #21 10. Optional Module #8 practice test (paper/pencil) 11. Take module #8 test (paper/pencil)	
<b>Module 9</b>  <b>Polynomials And Factoring</b>	1. Take Module 9 Diagnostic Pretest 2. Complete Study guide Module 9 pp. 54- top of 56 3. E-Book Assignment# 22 pp. 258-259 19, 33, 43, 53 & 73 pp.279-280 problems 5, 19, 29 & 35 pp. 285-286 problems 7, 11, 19 & 25 4. Complete MML Homework # 22 5. Complete MML Quiz # 22 6. Complete Study guide Module 9 pp. bottom of p. 56-58 7. E-Book Assignment# 23 p. 305 problems 5, 13, 25 & 27 p. 317 problems 17, 23, 29 & 31 8. Complete MML Homework # 23 9. Complete MML Quiz #23 10. Optional Module #9 practice test (paper/pencil) 11. Take module #9 test (paper/pencil)	
<b>Final Exam</b>		

<p style="text-align: center;"><b>Developmental Math 108</b> <b>MyMathLab/Modules Based</b> <b>GENERIC SYLLAUS- SUBJECT TO CHANGE EACH QUARTER</b></p>
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**INSTRUCTOR INFORMATION**

Instructor:  
Office:  
Office Phone:  
FAX Number: 512-2464  
Office Hours:  
Email:

**COURSE INFORMATION**

Course Number: DEV 108  
Course Title: Introduction to Algebra - Accelerated Math 2  
Course Credit: 4 Credit Hours  
Prerequisites: 085 or placement  
Department: Academic Foundations  
Division: Liberal Arts, Communication, and Social Sciences

**COURSE DESCRIPTION:**

This is a self paced computer based course in which a student has the opportunity to complete the requirements for DEV 108.

**Modules 5-9 (DEV 108)**

An introduction to beginning algebra concepts including operations with rational numbers, identifying and combining like terms, solving one-variable linear equations, and laws of exponents. Additional topics include the recognition of simple algebraic patterns and the study and use of some basic geometric formulas.

Module 5- Review of Arithmetic  
Module 6- Real Numbers  
Module 7- Equations  
Module 8- Applications  
Module 9- Polynomials and Factoring

**COURSE OUTCOMES:**

**Modules 5-9**

8. Demonstrate a vocabulary of algebraic definitions.
9. Demonstrate correct usage of the rules for operations with rational numbers.
10. Demonstrate ability to translate, evaluate, and simplify algebraic expressions
11. Demonstrate ability to recognize, perform operations and factor polynomials
12. Demonstrate ability to understand, translate and solve linear equations.
13. Demonstrate ability to understand and use the Laws of Exponents.
14. Demonstrate ability to interpret and use basic geometric formulas.

**LEARNING RESOURCES:**

Tutoring and Learning Center:	Library (Lower Level Bldg 7)	512-4506
Website:	TLC.sinclair.edu	
Tutorial Services:	Library (Lower Level Bldg 7)	512-2792
Counselors:	Room 11-346	512-3054

**COURSE FORMAT:** This course is a self-paced, and computer modules based. Although self-paced, there is mandatory attendance. Students are required to attend class three scheduled hours per week and one additional unscheduled hour. Students can access the computer software from their home computers as well as the lab computers. Target dates will be given for module completions so that students can have an idea how to pace themselves for course completion. Students will be given pretests at the beginning of each unit. If the student receives a grade of 80% or better on the pretest, they may skip that module completely and proceed to the next module.

**CLASSROOM EXPECTATIONS/BEHAVIORS:**

- Students will exhibit a positive attitude and effort
- Students will complete and submit assignments according to the deadlines indicated
- Students will be respectful of fellow classmates and the instructor
- Students will attend class at least four hours per week
- Pagers and cellular phones must be turned off or must be in vibration mode.
- Per Sinclair policy, children are not permitted in class

**HONOR CODE VIOLATIONS:**

The Student Judicial Affairs Code of Conduct Handbook can be found at <http://www.sinclair.edu/student/leader>. As addressed in the Student Judicial Affairs Code of Student Conduct Handbook,

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Incidents of "cheating, plagiarizing, and other forms of academic dishonesty" will be vigorously pursued.

Examples of Cheating, plagiarizing, and other forms of academic dishonesty include but are not limited to:

- Using calculator (except as specified by appropriate documentation from Disability Services)
- Using cell phone calculator
- Copying answers from another student
- Use of books, notes, basic fact charts on tests, quizzes, etc.
- Communicating in any way during tests, quizzes, and other assignments that require independent work

**CALCULATOR POLICY.** This is a strictly non-calculator use class.

### TEXTBOOK and MATERIALS:

- **MyMathLab access code**- purchased through the bookstore
- **Study Guide** - purchased through the bookstore
- **E-Books**- provided within MyMathLab : Basic College Mathematics by Lial for modules 1-4  
Beginning Algebra by Tobey/ Slater for modules 5-9
- Pencils and paper

### EVALUATION/ASSESSMENT FACTORS:

**Grades:** This course uses a percentage to determine your Final Grade

#### Grading Scale:

A	92% - 100%
B	83% - 91.9%
C	75% - 82.9%
N	65% - 74.9%
F	0% - 64.9%

Your grade will be based on the following:

Study Guide	5%
Attendance	5%
Homework( e-book)	10%
Homework(MML)	10%
Quizzes	10%
Module Tests	40%
Final Exam	20%

**\*\*\*\*If you complete modules 5-9 with at least a course grade of "C", then credit can be given for completion of DEV 108.**

**Attendance:** Students are expected to attend every class. Students are expected to be on time and stay for the entire class period. **Be aware that attendance is 5% of your grade.**

**Pretest:** Students take a timed diagnostic pretest before beginning each module in MyMathLab. **If a student scores an 80% or better, they do not have to do work for this module and they may skip to the next module.**

**Study Guide:** The study guide is a textbook summary that will help you with the content of this course and serve as a tool for studying for module tests. **To be eligible to take a module test the study guide pages for that module must be complete.**

**Homework:** There are two types of homework; E-book exercises and MyMathLab (MML) exercises.

- The E-book exercises will be completed on paper and turned in to the instructor prior to testing. These exercises should be labeled by section with answers circled.
- The MyMathLab (MML) exercises are completed and graded on the computer. You must score at least a 90% on the MyMathLab homework to be eligible to take the section quiz . If you score less

than 90%, you can review the material and the computer will produce an alternate homework assignment to allow you to raise your score.

**All homework assignments must be complete to be eligible to take the module test.**

**Quizzes:** Quizzes are online, and graded immediately by the computer. You may take a quiz up to three times in order to improve your score.

**All quizzes for a module must be complete to be eligible to take a module test.**

**Module Tests:** Module tests are taken upon completion of all the requirements of a module. Students must complete each exam in one sitting. That is students may not start exam and finish it later that day or another day.

There are no retakes on tests. Tests are pencil/paper tests, and are taken in the lab.

**Practice Tests:** Practice tests are available to help students prepare for module tests. Practice tests can be accessed by clicking "Course Documents" on the MyMathLab homepage. They are also available in the lab

**Final Exam:** The final exam must be completed by the final week of the quarter.

The final exam is a comprehensive exam that covers the entire course.

The final exam counts as 20% of the course grade.

## How to Get Started on MyMathLab

Take the access code that you purchased in the bookstore, and follow the following steps:

- Enter [www.pearsonmylab.com](http://www.pearsonmylab.com) in your web browser.
- Under Register, click **Student**.
- Enter your **Course ID** exactly as provided by your instructor and click **Continue**. *Your course information appears on the next page. If it does not look correct, contact your instructor to verify the Course ID.*
- Sign in or follow the instructions to create an account. Use an email address that you check and, if possible, use that same email address for your username. Read and accept the License Agreement and Privacy Policy.
- Click **Access Code**. Enter your **Access Code** in the boxes and click **Next**. *If you do not have an access code and want to pay by credit card or PayPal, select the access level you want and follow the instructions*

## Course Outline for Tobey/ Slater E-Book

Introduction to Algebra DEV 108

Module	Assignments Complete the assignments in the order that they are listed	Target Due Dates 108 (these are specified on your individual syllabus)
Module 5	1. Take Module 5 Diagnostic Pretest	

<b>Arithmetic Review</b>	2. Complete Study guide Module 5 pp. 37-38 3. E-Book Assignment# 14 pp. 8-9 problems 15, 21, 27 & 37 pp. 19-20 problems 9, 17, 29 & 47 pp. 27-28 problems 5, 15, 29 & 39 pp. 38-39 problems 3, 7, 15, 23 & 31 4. Complete MML Homework # 14 5. Complete MML Quiz # 14 6. Complete Study guide Module 5 pp. 39-40 7. E-Book Assignment# 15 p. 46 problems 9, 10, 23, 28 & 33 p. 57 problems 1 & 3 pp. 76-77 1, 6, 9, 27, 31, 37 & 61 8. Complete MML Homework # 15 9. Complete MML Quiz #15 10. Optional Module # 5 practice test (paper/pencil) 11. Take Module #5 Test (paper/pencil)	
<b>Module 6</b>  <b>Real Numbers</b>	1. Take Module 6 Diagnostic Pretest 2. Complete Study guide Module 6 pp. 41-42 3. E-Book Assignment# 16 pp. 82-83 5, 13, 21, 31, 41, 47 & 49 pp. 97-98 3, 7, 9, 17, 23, 25, 42 & 45 pp. 101-102 7, 15, 21, 25 & 31 4. Complete MML Homework # 16 5. Complete MML Quiz # 16 6. Complete Study guide Module 6 pp. 43-44 7. E-Book Assignment# 17 pp. 107-108 problems 9, 21 & 31 pp. 112-113 problems 9, 15, 23 & 35 pp. 119-121 problems 11, 21, 39, & 47 8. Complete MML Homework # 17 9. Complete MML Quiz #17 10. Optional Module #6 practice test (paper/pencil) 11. Take module #6 test (paper/pencil)	
<b>Module 7</b>  <b>Equations</b>	1. Take Module 7 Diagnostic Pretest 2. Complete Study guide Module 7 p. 45 3. E-Book Assignment# 18 pp. 138-139 problems 15, 21 & 43 p. 144 problems 5, 19, 21 4. Complete MML Homework # 18 5. Complete MML Quiz # 18 6. Complete Study guide Module 7 pp. 47-48 7. E-Book Assignment# 19 pp. 150-151 problems 7, 15, 31 & 41 pp. 158-159 problems 5, 11, 15 & 19 8. Complete MML Homework # 19 9. Complete MML Quiz #19 10. Optional Module #7 practice test (paper/pencil) 11. Take module #7 test (paper/pencil)	
<b>Module 8</b>  <b>Percents</b>	1. Take Module 8 Diagnostic Pretest 2. Complete Study guide Module 8 pp. 49-51 3. E-Book Assignment# 20 p. 194 problems 3, 9, 13 & 21 P. 202 problems 5, 19, 21 & 41 pp. 208-209 problems 1, 3, 9 & 11 4. Complete MML Homework # 20 5. Complete MML Quiz # 20	



And Signed Values	6. Complete Study guide Module 8 pp. 52-53 7. E-Book Assignment# 21 pp. 219-221 problems 7, 9, 11 & 12 pp. 228-230 problems 7, 15, 25 & 39 8. Complete MML Homework # 21 9. Complete MML Quiz #21 10. Optional Module #8 practice test (paper/pencil) 11. Take module #8 test (paper/pencil)	
Module 9  Polynomials And Factoring	1. Take Module 9 Diagnostic Pretest 2. Complete Study guide Module 9 pp. 54- top of 56 3. E-Book Assignment# 22 pp. 258-259 19, 33, 43, 53 & 73 pp.279-280 problems 5, 19, 29 & 35 pp. 285-286 problems 7, 11, 19 & 25 4. Complete MML Homework # 22 5. Complete MML Quiz # 22 6. Complete Study guide Module 9 pp. bottom of p. 56-58 7. E-Book Assignment# 23 p. 305 problems 5, 13, 25 & 27 p. 317 problems 17, 23, 29 & 31 8. Complete MML Homework # 23 9. Complete MML Quiz #23 10. Optional Module #9 practice test (paper/pencil) 11. Take module #9 test (paper/pencil)	
Final Exam		

## **General Instructor Frequently Asked Questions for Math Modules**

**Q: What are the math modules courses? How do they differ from traditional classes?**

**A: The Math Modules courses are self-paced versions of DEV 085 and DEV 108. The content is the same, but the ordering is different. Students use the software program, MyMathLab to complete their work. Students work individually on their work with the help of the MyMathLab multimedia and the lead teacher and tutors. Students also have the opportunity to complete both DEV 085 and DEV 108 in one quarter. If students complete DEV 085 and start DEV 108 but do not finish, they can simply complete DEV 108 the next quarter.**

**Q: What is a module?**

**A: A modules is basically a unit of chunked material. For example, in DEV 085, module 1 consists of whole numbers and decimals.**

**Q: What do students need to complete in each module?**

**A: Let's use module 1 as an example. Students should start off by completing their study guide. The study guides are basically in lieu of class notes. The study guides provide students with sample problems and basic terminology. Students should then complete their textbook problems using the eBook. That is basically their online textbook. Students should then complete MyMathLab (MML) homework assignment 1. After that, students should then complete MML quiz 1. Students can then move onto MML homework assignment 2 and then onto MML quiz 2 and so forth.**

**Q: Can students test out of a module?**

**A: Yes! Before starting each module, students take an online pre-test. If they score 80% or higher on that pre-test, they are exempt from all of the requirements in that module.**

**Q: So is the entire course online?**

**A: No. At the end of each module, students must still take a traditional paper and pencil test that is graded by hand. Also, even though students answer many questions on the computer, they must still write out the problems by hand in an organized fashion in a notebook.**

**Q: This is a four credit class, but we only meet for three hours a week. I don't get it!**

**A: Yes, there are three hours of contact time each week. However, students are still required to spend four hours in the lab. The math lab is open five days a week. The specific daily hours will be posted each quarter. Students can come in anytime to work on their**

**materials. They do not necessarily have to attend their scheduled class. However, they must put in at least four hours a week.**

Q: What's with the blue and red cups?

**A: The blue cups are for student questions. Let's face it; the lab can get busy. It may take a few minutes for a teacher or tutor to get to a student's question. Instead of a constant hand raise, the blue cup will make the teacher or tutors aware of student questions. The red cup is for testing. If a student is taking a pre-test or a paper and pencil test, the red cup indicates that they may not receive any help.**

Q: Is there a "sign in process?"

**A: Yes, when students enter the math lab, they should swipe their Tartan ID card through the swiper next to the computer. They should also do this before they leave as well. This will log the correct amount of hours.**

Q: What's the deal with the folders?

**A: To keep track of all students, all students should have a file folder. The file folders are kept inside the front desk and contain completed student exams along with other important information. Student and professional tutors can design these file folders at the beginning of the quarter.**

Q: The paper and pencil tests, the study guides and the EBook assignments add up to a lot of grading! How am I supposed to handle all of that?

**A: The professional and student-tutors can help you with the bulk of your grading (see job descriptions).**

Q: What should students bring to class on the first day?

**A: First of all, some students may not bring any materials on the first day. However, for these courses, students will need a MML access folder and a study guide. Both can be obtained in the bookstore. Students need the access folder to register for the course. If a student does not have these materials on the first day, they should obtain them immediately. It is perfectly acceptable to use class time on the first day to send students to the bookstore.**

Q: I hear that there have been a lot of bookstore issues. Students have come to class on the first day with the wrong book? Is there anything that I can do about that?

**A: The sections are generally correctly labeled in the bookstore, but we have very little control over the bookstore personnel directing students to the wrong book or students not reading directions. If a student comes to class with wrong book, simply allow them class time to take care of the situation. Also, you can email the letter on page # within a week**

**before class. This letter gives the student an idea of the class and includes the course material.**

Q: What should the tutors and I be doing during the class?

**A: Please refer to the job descriptions on page 27.**

Q: Do students still take the same exit assessments? Is there still a required 74% passage rate on the DEV 085 exit assessment?

**A: Yes to both questions!**

Q: Besides receiving help from the tutors and myself, how else can students get help in this course?

**A: MyMathLab has built in multi-media to assist students. There are guided examples as well as short video. Effective fall of 2011, there will also be links to supplementary videos to assist students.**

Q: Are there practice tests for students?

**A: Yes. They are available by clicking the Course Documents link in MyMathLab. They are also available in the file cabinets. They should be given out to students before the student is ready for the appropriate test or students can simply print them off. However, please make the student aware they are not replicas of the unit tests. They are not identical to the formatting of the test. They are simply more practice questions.**

Q: What if a student starts a test in class but cannot finish it at that time. Can he or she come back later or the next day to finish the exam?

**A: This should not be permitted. Students should be advised that the exam can take about an hour. The student should only begin an exam if they have the time allotted to finish the exam. Students can come in anytime that the lab is open to complete an exam.**

Q: What about students with special accommodations on exams (i.e. calculator usage, proctored-read exam).

**A: All of the special needs testing accommodations are handled by Disability Services in building 10. Students should present a letter from disability services to their instructor with their testing accommodations.**

Q: Can students retake an exam?

**A: Effective fall of 2011, students may retake ONE exam in DEV 085 (modules 1-4). Students may retake an exam because of a low grade. It is the decision of the instructor as to when the student can retake the exam. No retakes are permitted in DEV 108.**

Q: Are calculators permitted in these classes?

**A: All exams in both courses are non-calculator. Please continuously remind students of that. Students should be able to complete any type of problems without a calculator. Some of the problems on the MyMathLab software can be computationally intensive. In some cases, it is permissible for students to use the computer-based calculator in class. However, students must be made aware that paper and pencil tests are non-calculator.**

Q: Can students take exams late?

**A: Module Exams and the corresponding work (textbook problems, study guide) must be completed within one week after the assigned date for the test. Failure to do so will result in a “0” on the exam.**

Q: What if a student starts DEV 085 but does not finish? Can he or she complete DEV 085 the next quarter?

**A: Absolutely not! If a student does not complete DEV 085, he or she must re-register for the course and start from the beginning the next quarter. However, the student may be more likely to test out of the some of the modules the next time around.**

Q: When a student completes DEV 085, starts DEV 108 but does not finish what do I do? How do I make sure that the student gets the appropriate credit the next quarter?

**A: Simply go to “gradebook” and print off the work that the student completed. Place that information inside the student’s file folder. Also send an email to [brian.cafarella@sinclair.edu](mailto:brian.cafarella@sinclair.edu) that you had a student complete DEV 085, start DEV 108 but did not finish. Please send the name of the student(s).**

Q: What if my entire class finishes before the last scheduled day of classes? Do I still need to report to the lab?

**A: Yes! The lab is still open to all students. Other students will most likely be attending to complete work! It is imperative that you report to the lab during your regularly scheduled time periods.**

## **Instructor- Frequently Asked Questions for using Mymathlab**

### **Gradebook Feature**

Q: A student gets 80% on the pretest. How do I grant them access to the next module?

**A: Click on “gradebook” and then select the student. Go to the homework for the next module. For example, if a student passes the pretest for module 3, go to homework 4. On the right side, there is a drop down menu. It is under “actions.” Click “dismiss prerequisite” for that assignment.**

Q: A student failed a quiz three times, what do I do?

**A: Click on “control panel” and then “gradebook.” Then, select the student and look for the specific quiz and go to the drop down menu on the right side. Click “settings per student.” You will see an option for “limit number of attempts.” You can increase the number of times that students can take their quizzes.**

Q: How I change a grade for a student?

**A: Click on “control panel” and then “gradebook.” Then, select the student and look for the specific assignment and go to the drop down menu on the right side. Click “change score” and enter the new score. Always click “save.”**

Q: A student has emailed me about an incorrect answer on an online test or quiz. How can I find out exactly what he or she is talking about?

**A: Click on “control panel” and then “gradebook.” Then, click on the student in question. When you do that, you will see next to each of the student’s assignments, there is an option to “review.” Click on the “review” link next to the assignment in question. You will be able to view all of the questions with the student’s answers.**

Q: A student was taking an online test, and his or her computer froze. He or she could not sign back on to take the test. How can I grant access for the student to complete the online test?

**A: First of all, you would be within your rights not to grant the student access. Students should be well aware that they need to take their exams on RELIABLE computers. However, if you want to grant them a one-time warning and allow them to finish the test, here is what you do: Click on “control panel” and then “gradebook.” Then, click on the student in question. Click on the assignment in question. On the right far, click the drop down menu. You will see an option entitled, “enable access.”**

Q: I have given an off line assignment such as a written homework assignment or a paper and pencil test. How do I enter the grades into gradebook?

**A: Click on “control panel.” Then, click on “gradebook.” Select and click on the student in question. You are now viewing the student’s grades. Look for the assignment in question (i.e. test 1 part 1). On the far right, there is a drop down menu. Click “submit score.” Then, enter the amount of points desired. Always click “OK” when finished.**

Q: I know some students have not completed their assignments by the deadline. I need to give them zeros. Isn’t there an easier way than going into each student’s gradebook and entering zeros?

**A: Yes, there is. Click on “control panel.” Then, click on “gradebook.” You should see an option for “manage incompletes.” After clicking that link, check the boxes next to all the assignments that are past due. By doing that, all of the students who have not completed those assignments will receive zeros.**

### **Homework/Test Manager**

Q: I don’t like surprises; I want to view the problems in advance that my students will be completing in their online homeworks, quizzes, and tests. How do I do that?

**A: Click on “control panel.” Then, select “Homework/ Test Manager.” Locate the assignment in question and then select the drop down menu on the far right side. First of all, you will see an option to “list questions.” When you click that, you will be able to see the amount of questions in that assignment and then topic for each question (i.e. evaluating expressions, solving equations). If you want to see the exact questions, click “preview.” Then, you will be able to see each question your students will have to answer. Scroll across the top to travel from question to question.**

### **Course Documents**

Q: I want to add some handouts or additional information to the Course Documents page. How do I do that?

**A: Click on “control panel.” Then, select “Course Documents.” Click on “Course Documents” again if needed. You will see the Course Documents page. To add a new item, click “folder.” There, you can give your new item a name. Be sure to “submit.” Then, back at the home page, click “item.” Give your item a name and then you will see an option to upload from Word or wherever. Again, be sure to “submit.” ALWAYS click “OK” when prompted!**

### **Announcements**

Q: I want to add my own personal announcement for students to see. How do I do that?

**A: Click on “control panel.” You will see an option for announcements under “course tools.” You will see an option to modify the existing announcement. Again, always save and click “OK” when prompted.**

### **General**

Q: When the coursecompass homepage appears, I want the courses that I am teaching right now to appear first. How do I do that?

**A: When you arrive at the coursecompass homepage, click “settings.” On the next page, you will an option to “move.” Simply move your present course to the top of the list and “save changes.”**



## MyMathLab- Student Frequently Asked Questions

Q: How do I get to Mymathlab?

**A: Go to <http://www.coursecompass.com>**

Q: What do I need each time I use Mymathlab?

**A: You only need your Login Name and Password. If you forget either of these, click **Forgot your login name/password?** when you enter the coursecompass page. An email will be sent to the email that you provided when registering.**

Q: How do I get to my work?

**A: After you log on, you will see your course (i.e. DEV 108). Click on it and you will see a variety of options. You can do homework or take a quiz or a pretest.**

Q: If I'm struggling with a problem, how do I get help?

**A: On the right side of the screen when doing a homework problem, you will see a variety of options. There are a variety of multimedia resources to help you with each problem. You can also email the instructor. However, these options are not available on quizzes or pretests.**

Q: What happens if I get the wrong answer on a homework assignment?

**A: You have three tries on each problem on each homework assignment. After the third try, however, you must click "similar exercise" and try a similar problem. Once you get it correct, you can move on. On quizzes, however, you must wait until you answer ALL of the problems to check your work.**

Q: I swear I answered the problem correctly, but the computer says I'm wrong? What gives?

**A: After you check your answer or review a quiz, the computer will show you the CORRECT ANSWER. When you put your mouse on top of the correct answer, you will see YOUR ANSWER.**

Q: How many times can I retake quizzes?

**A: three**

Q: How do I access the online textbook?

**A: On the main coursecompass screen, look to the right and you will see an icon labeled, "ebook." Go ahead and click it and scroll down and you will see all of the chapters for the book. Click the chapter that you want. Then click the section that you want. You will then**

**see four different options. Click the 3<sup>rd</sup> option entitled, Multimedia Textbook Exercise Set. You will then be able to access the actual book. On the top of the screen, you can enter the page number that you want. The exact section numbers for the book are listed on top of the notes pages.**

**Q: How can I see how I'm doing?**

**A: When you're on the home screen page for your course, click the "gradebook" icon. You can view all of your grades for the course. Click "Show Overall Grade" to see your current average.**

**Q: How do I review my quizzes?**

**A: Click on the "gradebook" icon. Next to each of your assignments, you will see an option to "review."**

**Q: When can I take a test?**

**A: When you have completed the online homework, the online quiz, the written study guide and the textbook problems.**

**Q: How do I enter exponents into the computer?**

**A: Look at the far left of the screen. You will see two columns of small boxes. There is an icon with a solid box and there is a much smaller box to the right and above that solid box. Click it and that icon will allow you to enter an exponent. However, after entering the exponent, hit the right arrow to return to normal size.**

**Q: How do I enter fractions into the computer?**

**A: Look at the far left of the screen. You will see two columns of small boxes. There is an icon with two solid boxes separated by a line. Click it and that icon will allow you to enter a fraction.**

## STUDENT DIRECTIONS (Navigating the Course)

The Math Modules classes, DEV 085 Accelerated and DEV 108 Accelerated, are composed of parts called **modules**. DEV 085 Accelerated is composed of modules 1-4, while DEV 108 Accelerated is composed of modules 5-9. Each module contains notes, homework, quizzes, and tests that must be completed to successfully complete the class. In addition, each module has a suggested amount of time, or pacing, which is necessary for completion. These intervals are not hard deadlines, but merely suggested dates that a student should pay attention to. A summary of each of these items is already included in your syllabus. Students should adhere to the following steps for each module:

### 1. Complete **Diagnostic Pretest**

A score of 80% or above means that the student can move directly to the **next** module, **without completing any other work in the current module**. For example, if a student scores an 80% on the module 1 pretest, then they would proceed **directly** to the module 2 pretest. These are timed (most are 30 min). The pretest must be completed in the allotted time or unanswered will be counted as incorrect.

- On left margin, click on quizzes and tests (If taking DEV108, click on "Take Quizzes".)
- Click on desired "module pretest".
- Hit "next" to move to next question. **DO NOT HIT SUBMIT UNTIL YOU ARE COMPLETELY DONE!!!**

### 2. Complete **Study Guide**

- Click on "E-Book" which is found on left margin of the Course Compass main page



- b. Click on a chapter (not important what chapter you choose).
  - c. Click on a section (not important what chapter you choose).
  - d. Click on blue highlighted “multimedia textbook section” hyperlink or book icon **or** Click on “Chapter opener”.
  - e. You should now be in the E-Book. Turn pages by clicking on the back or forward buttons in the upper right hand corner of the E-Book screen. You can also change pages by typing the page you desire in the text box and then hit enter key.
  - f. The syllabus will indicate the pages that each module covers in the study guide.  
For example – The syllabus states “Complete study guide Module 1 pp. 5-7.” This means that the student complete pages 5-7 in the study guide. The left side of the page has questions that need to be completed. The right margin indicates the page where the answers to that question can be found.
3. Complete **E-Book assignments**
  - a. E-Book assignments must be completed on loose leaf paper. Staple sheets of loose-leaf together and turn in to instructor. **These assignments need to be turned in at least a day before a student plans on taking the module test.**
  - b. For example, the syllabus states “E-Book assignment #1 p. 7 problems 3, 5, 15, 21.” Go to page 7 in the E-Book as stated in the Study Guide directions. On page 7 of the E-Book, write down the prescribed questions on loose-leaf paper and solve.
4. Complete **MML Homework**  
MML means “MyMathLab”. MML homework assignments are completed on the computer and can be done anywhere that a student can access the internet. To complete this assignment, go to Course Compass main page (see #2 –Complete study guide).
  - a. On left margin, click on homework tab (If taking DEV108, click on “Due Homework”). A new box will open called “Homework and Tests”.
  - b. Click on homework assignment indicated in syllabus
  - c. Click ok.
  - d. These assignments can be stopped and started at anytime.
5. Complete **MML Quiz**
  - a. MML means “MyMathLab”. To complete a quiz, go to Course Compass main page (see #2 – Complete study guide).
  - b. On left margin, click on quizzes and tests.
  - c. Click on desired quiz.
  - d. Hit “next” to move to next question.
  - e. Submit
6. Optional **Module Practice Tests**
  - a. These practice tests have to be obtained from the student’s instructor or under the course documents tab on the course compass main page. The practice tests mirror the Module Test, so they are a recommended portion of the curriculum.
  - b. Answers can be found to all questions on the back of each practice test.
  - c. Practice tests should be completed to the best of the student’s ability. At that point, if the student has any questions, they should ask the instructor or a professional tutor.
7. Take **Module Test**
  - a. After all previous items have been completed for that given module (Diagnostic Pretest, Study Guide Modules, E-Book Assignments, MML Homework, MML Quiz, and Module Practice Test) in order for a student to take the module test.
  - b. Students should speak with their instructor when they feel they are ready to take the Module Test.
  - c. All Module Tests are completed **in class only**. The time necessary to complete the test varies (allow at least an hour at minimum), so students should make sure they have allotted a generous amount of time to finish.

- i. For example, if the lab is scheduled to close at 5pm, then the student should arrive by 4pm.
  - d. All tests must be started and finished in one sitting. Tests cannot be started, stopped, and then completed at another time.
- 8. Take **Practice Final Exam**  
A practice final exam is available for all interested students. Please ask your instructor for a copy.
- 9. Take **Final Exam**
  - a. The Final Exam can only be taken after all modules for that specific course have been completed.
  - b. The Final Exam **can only be taken in class**.
  - c. Students should speak to their instructor when they believe they are ready to take the exam.
- 10. Communication  
A student can e-mail an instructor in a couple of different ways. To do the first, each student should
  - a. Hit the "Communication" button on the Course Compass main page.
  - b. Hit the "Send Email" icon.
  - c. Hit "All Instructor Users".

For #1-Email Instructor, enter desired subject and message.  
 For #2-Add Attachments, attach items as necessary.  
 For #3-Submit, submit e-mail or cancel email if so desired.

When completing a MML Homework assignment, an instructor can be notified if the student is having difficulties by

- a. Hitting the "Ask My Instructor" tab on the right of each question.
- b. A pop-up box will open allowing the student to ask the instructor questions based upon the problem they are currently attempting.
- c. When finished with message, hit "submit" to send or "cancel/done" if so desired.

Additionally, students can contact their instructors through ANGEL if they so desire.

### Viewing Grade

A student can view their current grade by pressing the "gradebook" tab. This grade will include bookwork if the student has completed the module as well as all computer work. Only the highest MML quizzes and homework are graded. **Please be aware that the grade indicated is an approximation, not an exact calculation of a student's grade.**

### Reviewing Quizzes

Students can review MML quizzes that they have taken by following these directions

- 1. Hitting the "gradebook" tab
- 2. Click on blue "review" button next to correct/total score column

The computer will show the correct answer. If the student drags the cursor over the answer box, then the student's answer will appear.

## Head Instructor Job Description

- Update course syllabus (lab hours and target dates)
- Check attendance and registration for both Sinclair and MyMathLab.
- Ensure that all students understand the math module course requirements and policies.
- Work individually with students who are struggling.
- Assign responsibilities as needed to the student tutors and professional tutors.
- Grade exams and other written work.
- Ensure that students are completing their work in a timely manner. Contact students who are not completing their work in a timely manner. Check email for student questions throughout the week.
- Maintain coursecompass shell, make sure the online gradebook is current, and submit final grades.
- If a student will be continuing the math modules format, the instructor will print out their grades to give to the student's next instructor.
- Create an environment that provides the same learning experience for all students at all times (such as, quiet and clean atmosphere, ample tutoring, and knowledgeable staff).
- When assigned to class, you are responsible for ensuring that every student in the lab gets the help they need, whether or not they are "your students." Every class is also an open lab, so you will have other students in the room. Likewise, other instructors will be helping your students when you are not there.

## Professional Tutor Job Description

- Be aware of the math module course requirements and policies and explain it to students if needed.
- Circulate around the room and provide one-on-one assistance to students who are struggling with math problems or need computer assistance.
- Assist the head instructor by working individually with students who have struggled with an exam or done poorly on a homework assignment.
- Assist the head instructor by grading homework, written assignments, and tests.
- Assist the head instructor by entering data into the "gradebook" component of MyMathLab and updating student folders.
- Get supplies for the lab from the ACA supply office/department.
- **One** of the professional tutors will oversee the test and homework answer keys.

## Student Tutor Job Description

- Circulate around the room and provide one-on-one assistance to students who are struggling with math problems.
- Assist the head instructor with any clerical work that needs to be done (creating/organizing folders, filing, passing out papers) and keeping the lab organized (straightening chairs, light cleaning).
- Assist the head instructor with other responsibilities as assigned.

Note: Unless assigned another activity, it is important that the student tutor is constantly circulating around the room so that he or she is cognizant of students who are struggling.

- Please note that student tutors are required to have certain paperwork completed before starting employment. If the paperwork is incomplete or incorrect, employment will be terminated.

## Overall Math Lab Policies

- All instructors, professional tutors, and student workers should report to their classes at scheduled times. If tardiness or absence is unavoidable, you must make arrangements with another colleague or the math modules coordinator.
- There is no food permitted in the lab. Nonalcoholic drinks such as water and soda are permissible if covered.
- Cell phones should be turned off or on vibration mode.
- All instructors, professional tutors, and student workers should check to make sure that the module work is completed (online and offline) before allowing students to take module tests. If a student hands in work and their instructor is not there, it should be placed in the correct instructor's folder for grading.

Note: Please email this letter to your students within one week of the beginning of class. This letter simply informs or reminds the student about the modality of this class. Obviously, you can edit the letter to personalize it better.

Dear Student,

My name is Brian Cafarella, and I will be your professor for DEV 085 or 108- (section number). Hopefully, your advisor informed you that the structure for this class differs from the structure of a traditional class. In a traditional class, lecture is generally the primary form of instruction. This is a self-paced class that utilizes computer-based instruction. More specifically, we will be using the MyMathLab software.

In this class, you will be able to work at your own pace with certain deadlines. Each unit is referred to as a module. At the beginning of each module, you will take a pre-test. If you score 80% or higher on that pre-test, you will be able to test out of that module. If not, you will simply complete the tasks within that module. There are still paper and pencil tests after each module along with a comprehensive final exam. During class time, you will simply work on math problems. You will have me along with a tutor to assist you if you have difficulty.

**As for class materials, you simply need to purchase the MyMathLab folder and the Study Guide.** Both of these items are sold in the bookstore. Those are the only materials you will for this class. We will discuss the context of the course much more in depth when we meet on the first day. I look forward to working with all of you during the upcoming quarter.

Sincerely,

Brian Cafarella



