

RICHLAND COMMUNITY COLLEGE

Mathematics and Sciences Division

Course Syllabus

Course: Math 110 Basic Concepts of Mathematics

Course Credits: 4 Lecture, 0 Lab, 4 Credit Hours

Course Prerequisite

(Prerequisite: all of the following: (1) Mathematics 098 ((completed with a C or above) or satisfactory score on the mathematics placement exam, **AND** (2) Mathematics. 095 (completed with a C or above) or one year of high school geometry, **AND** (3) eligibility for Engl. 101)

Note: Any student found not meeting the prerequisite will be withdrawn from the course, regardless of the date of the course and regardless of the student's grade. Note that a grade of incomplete in a prerequisite fails to meet the qualifications of meeting the prerequisite, and the student found with an incomplete will be withdrawn from the course.

Mode of Delivery: Lecture, Discussion, Computer software

Course Title Basic Concepts of Mathematics

Course Credit Line

4-0-4

Semester and year

Fall Semester 2012

Section number and Days and Times of Course

01 9:00 - 9:50 pm -- M, T, Th, F

Room

S-143

Name of Instructor

Professor Jon Odell

Office phone of Instructor

217-875-7200 – Extension 486
or 217-875-7211-486 for direct

E mail address of Instructor

www.jodell@richland.cc.il.us

Office hours of Instructor

Office hours will be announced by the instructor and should be noted by the student.

Warning: If you miss more than two consecutive classes without contacting me, I will no longer consider you a part of the class. You may contact me using e-mail or leaving a phone message. This does not mean you have withdrawn. You **CANNOT** withdraw simply by not attending. You will receive an F on your transcript unless you formally withdraw at the Registrar's Office. Avoid an unnecessary failure on your permanent record.

Text

Title

A SURVEY OF MATHEMATICS WITH APPLICATIONS, 9th edition
(Expanded)

Author(s)

Allen Angel and Christine Abbott and Dennis Runde

Date Text Published

2012

Recommended Student Supplements

Title

A SURVEY OF MATHEMATICS WITH APPLICATIONS, STUDENT'S SOLUTION MANUAL, expanded 9th edition

Author(s)

Aimee L. Calhoun and Richard Stewart

Publisher

Addison Wesley Publishing Company

Year Published

2012

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Course Description

(IAI: MI 904)

[4-0-4]

Mathematics 110 provides an overall view of mathematics for students whose primary interests are not in engineering or the physical sciences. The course is designed to fulfill general education requirements. It is not designed as a prerequisite for any other college mathematics courses. The course focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. **Three or four topics are studied in depth, with a least three chosen from the following list:**

Geometry

Counting techniques and probability

Graph theory

****Logic/set theory**

****Mathematical modeling**

****Mathematics of finance**

Game theory

Linear programming

****Statistics.**

** refers to topics studied in depth

A graphing calculator is required.

Applicable toward graduation where program structure permits:

Certificate or Degree - All Certificates and All Degrees

Group Requirement - Mathematics

Area of Concentration - Not Applicable

Topics this course - Mathematical Modeling, Logic/Set theory, Statistics, Mathematics of Finance.

Required Equipment for Course

GRAPHING CALCULATOR REQUIRED

A graphing calculator is **required** for the course.

The Texas Instruments TI - 84 Plus or TI – 84 or TI-83 plus Silver Edition or TI-83 Plus are recommended. A TI-83 or TI-82 will be satisfactory. The instructor may provide students with programs for these calculators, but is not able to provide programs for other kinds of calculators. The instructor will not be able to provide assistance with other makes of calculators and some other calculators do not have all the necessary functions necessary for the classroom activities. The tutors in the Student Learning Center have been trained in the use of these recommended calculators.

THE STUDENT IS TO BRING THE GRAPHING CALCULATOR TO ALL CLASS MEETINGS.

The graphing calculator will be an integral part of the learning process. The student will be given homework and examinations, which will require its use.

A video on the use of the graphing calculator is available on reserve in the Learning Resource Center (library)

The student is highly encouraged to copy the serial number of the calculator and write their name on the calculator with a permanent marker.

Topical Outline

MATH 110 CONCEPTS OF MATHEMATICS

Four Major Topics to be covered will be announced by the instructor
Topics - Mathematical Modeling, Logic/Set theory, Statistics, Mathematics of Finance.

Mental, Written and Electronics Mathematics will to be included as part of each of the course topics.

Technology will to be used throughout the course as appropriate.

Problem Solving is to be an integral part of each major topic

(The order of topics will to be announced)

* **Elementary Logic / Set Theory**

Including Inductive and Deductive Reasoning Sets

the logic of the number system will to be interwoven into the topic

* **Introduction Statistics**

Measuring devices, interpretation of data, and applications

* **Modeling techniques and applications**

Mathematics applied to real world situations and current events

* **Mathematics of Finance**

Percents, Interest, simple, compound interest, annuities

NOTE: The amount of time on each topic may vary as certain topics may require additional or less emphasis based on the individual instructor's evaluation of class progress and mastery of the material.

The instructor will announce the amount of time spent on examinations.

Course Outcomes

OBJECTIVES OF THE COURSE

Upon completion of this course, the student will:

1. Demonstrate in writing an **understanding of the basic nature of mathematics** and how it has grown in human's effort to understand and master nature, and an understanding of the role of mathematics in today's world.
2. **Interpret mathematical models** such as formulas, graphs, tables, and schematics, and draw inferences from them.
3. **Represent mathematical information symbolically, visually, numerically, and verbally.**
4. Use arithmetic, algebraic, geometric, and statistical methods to solve problem.
5. Estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives, and select optimal results.
6. Recognize the limitations of mathematical and statistical models
7. Demonstrate and apply a **knowledge and sense of numbers**, including numeration and operations including subtraction, multiplication, and division.
8. Use algebraic and analytical methods to **identify and describe patterns and relationships** in data, solve problems, and predict results.
9. Identify and use various **problem-solving strategies**.
 - a. Utilize the rule of three including the use of numerical, graphical and symbolic solving methodologies.
 - b. Utilize communication both verbal and written to explain how the rule of three is being utilized.
 - c. Utilize a variety of problems solving strategies and not limit oneself to purely symbolical manipulation of algebraic symbols.
 - d. Build new mathematical knowledge through problem solving.
 - e. Apply and adapt a variety of appropriate strategies to solve problems.
 - f. Monitor and reflect on the process of mathematical problem solving.
 - g. Recognize reasoning and proof as fundamental aspects of mathematics.
10. **Interpret numerical and graphical data** to solve mathematical problems.

11. Use **technology** appropriately in problem solving and in exploring and developing mathematical concepts.
12. Identify, develop and solve problems related to **real world situations**.
 - a. Utilize symbolical, numerical, and graphical methods to solve problems related to real world situations.
 - b. Explain the methodology of solutions to real world situations.
 - c. Interpret the limitations of mathematical models.
 - d. Organize and consolidate mathematical thinking through communication.
 - e. Use the language of mathematics to express mathematical ideas precisely.
 - f. Recognize and use connections among mathematical ideas precisely.
 - g. Understand how mathematical ideas interconnect and build on one another to produce a coherent whole.
 - h. Recognize and apply mathematics in context outside of mathematics.
 - i. Create and use representations to organize, record and communicate mathematical ideas.
 - j. Select, apply and translate among mathematical representations to solve problems.
 - k. Utilize representations to model and interpret physical, social and mathematical phenomena.

National/State Standards

STANDARDS

Objectives and Standards meeting the criteria of the American Mathematical Association of Two-Year Colleges

Standard I-1: **Problem Solving**

Students will engage in substantial mathematical problem solving.

Standard I-2: **Modeling**

Students will learn mathematics through modeling real-world situations.

Standard I-3: **Reasoning**

Students will expand their mathematical reasoning skills as they develop convincing mathematical arguments.

Standard I-4: **Connecting With Other Disciplines**

Students will develop the view that mathematics is a growing discipline, and interrelated with human culture.

Standard I-5: **Communicating**

Students will acquire the ability to read, write, listen to, and speak mathematics.

Standard I-6: **Using Technology**

Students will use appropriate technology to enhance their mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of their results.

Standard I-7: **Developing Mathematical Power**

Students will engage in experiences that encourage independent exploration in mathematics, develop and reinforce tenacity and confidence in their abilities to use mathematics.

Standard C-1: **Number Sense**

Students will perform arithmetic operation, as well as reason and draw conclusions from numerical information.

Standard C-2: **Symbolism and Algebra**

Students will translate problems situations into their symbolic representations and use those representations to solve problems.

Standard C-3: **Geometry**

Student will develop a spatial and measurement sense.

Standard C-4: **Function**

Students will demonstrate understanding of the concept of function by several means including verbal, numerical, graphical, and symbolic and incorporate the understanding as a central theme into their use of mathematics.

Standard C-5: **Discrete Mathematics**

Students will use discrete mathematical algorithms in order to solve problems of finite character.

Standard C-6: **Probability and Statistics**

Students will analyze data and use models to make inferences about real-world situations.

Standard C-7: **Deductive Proof**

Students will be exposed of the deductive nature of mathematics as an identifying characteristic of the discipline, recognize the roles of definitions, axioms, and theorems, and identify and construct valid deductive arguments.

Standard P-1: **Teaching with Technology**

Mathematics faculty will model the use of appropriate technology in mathematics, so that students can benefit from the opportunities it presents as a medium of instruction.

Standard P-2: **Interactive and Collaborative Learning**

Mathematics faculty will foster interactive learning through student writing, reading, speaking, and collaborative activities so that students can learn to work

effectively in groups and communicate about mathematics both orally and in writing.

Standard P-3: **Connecting with Other Experiences**

Students will be actively involved in meaningful mathematical problems that build upon their experiences, focus on broad mathematical themes, and build connections within branches of mathematics and between mathematics and other disciplines so that student will view mathematics as a connected whole relevant to their lives.

Standard P-4: **Multiple Approaches**

The curriculum will model the use of multiple approaches- numerical, graphical, symbolic, and verbal - to help students learn a variety of techniques for solving problems

Teaching Methods

The course incorporates discussion, problem solving, student questions, lecture, and group work. Students should come to class with a prepared list of questions.

Methods of Evaluation

Evaluation **will** be done by a series of examinations and a comprehensive final examination. Evaluation **may** be done using in class quizzes, take home quizzes, research papers or essays, mathematics notebook evaluation, attendance, and class participation.

Letter grades will be assigned to final scores as follows:

A	90 - 100%
B	$80 \leq \text{grade} < 90 \%$
C	$70 \leq \text{grade} < 80 \%$
D	$60 \leq \text{grade} < 70$
F	grade < 60%

Grading Policy

The following letter grades are used at Richland to represent the student's level of performance in courses numbered 080 or above in this catalog:

Grading System

Letter Grade	Meaning
A	Superior or excellent
B	Very good or above average
C	Good or average
D	Barely passing or below average
F	Failure or unsatisfactory
AU	Audit (For more information, see "Auditing a Course" in the college catalog.)
CR	Completed course requirements.
I	Incomplete. All coursework must be finished by the end of each term, unless the instructor agrees in writing to a specified grace period no longer than 60 days after the end of the term. Failure to complete coursework within the 60-day grace period will result in the grade the student would earn without having all the course

work complete. Grade of "W" or "AU" is not allowed on an incomplete.

- W Withdrew from the College or dropped the course before the beginning of the final examination period.
- X Did not complete course requirements.

GRADING AND EXAMINATION POLICIES
MATHEMATICS COURSE 110
Professor Odell's Policies

TEST POLICIES

Please use a pencil and eraser for taking all examinations. **YOU ARE EXPECTED TO SHOW ALL YOUR WORK AND CIRCLE YOUR ANSWERS.** Calculators are allowed for examinations unless otherwise announced. **THE STUDENT IS RESPONSIBLE FOR ALL ANNOUNCEMENTS REGARDING THE EXAMINATION. NO CELL PHONES MAY BE OUT OR USED DURING ANY QUIZ OR EXAMINATION!!!**

- No talking during the examination.
- All work must be shown where appropriate and answers circled where appropriate.
- All x minimum and maximum and y minimum and maximum on graphs are to be shown.
- Any essays are to be answered using complete sentences with correct spelling.
- The student is not to leave the room unless given approval by the instructor.
- All cell phones are to be left turned off.
- If the student expects an emergency during the examination, the instructor is to be notified.
- If the student is found “cheating” during the examination, the student will receive a zero for the examination and the instructor reserves the right to inform the appropriate administrators of this violation. The instructor reserves the right to fail the student for the course if the student is found “cheating.”
- If the student leave’s the room and returns and continues the examination without the instructor’s permission, this will be perceived as cheating and the appropriate actions will be taken.
- All questions are to be answered thoroughly and graphs shown when asked to sketch graphs.

- The student is responsible to insure their name appears on the examination.
- The student is to NEVER take an examination from the classroom during the administration of the examination

FINAL EXAM

All students **MUST** take the final exam(s). **If a student does not take the exam, the grade for the course will be "F"**. The final examination will be comprehensive.

HOURLY TESTS

There will be several major tests approximately 50 minutes in length. **If an exam is missed, a phone call, or verbal notice PRIOR to the test is to be made where possible.** *IN ADDITION, A WRITTEN NOTICE MUST BE GIVEN EITHER PRIOR TO OR AS SOON AS THE STUDENT RETURNS TO CLASS. THIS NOTICE IS FOR THE INSTRUCTOR'S RECORDS. If the instructor is not contacted and a written notice is not given, the grade will be zero.*

MISSING AN EXAMINATION

There is no make up on missing exams. *The final exam percent score will be substituted for the missing exam..*

QUIZZES

Quizzes may or may not be announced ahead of time.
*There will be **NO MAKE UP ON QUIZZES!***

UNANNOUNCED QUIZZES

Unannounced quizzes may be given at any class meeting and at any time during the class meeting. Quizzes may be "open mind". A quiz may also be OPEN NOTEBOOK over problems discussed in prior class meetings. If the student is diligent in homework and has a good working set of homework problems, the student should do very well on quizzes. These quizzes may be given at the first of the hour, although they may be given at any time, as the instructor deems necessary.

TAKE HOME QUIZZES

There may be opportunities for some take home quizzes, many of which will be problems strictly from the textbook. **TAKE HOME QUIZZES WILL NOT BE ACCEPTED LATE!!** All take home quizzes or tests must have the following:

1. Student's Name
2. Course number
3. Course Section Number
4. Problem Section Number
5. Problem Number
6. Problems on only one side of the paper.
7. Answers circled where appropriate and highlighted with yellow highlighter.
8. Work is to be neat, not crowded and all work is to be shown where appropriate in a logical manner and to be done in one column down the paper.
9. All work, which involves more than one piece of paper, is to be stapled in the upper left hand corner. **IF IT IS NOT STAPLED, IT WILL GET A ZERO.**
10. Do NOT use paper torn from a spiral notebook!

Take home quizzes problems will be graded as wrong for any one of the following:

1. The answer is not circled
2. The answer is not yellow highlighted. (Not graphs and sentences)
3. The answer does not include appropriate units or incorrect units.
4. The answer only is given, where symbolic manipulation will be necessary to arrive at the answer, and work is to be shown where appropriate.
5. Graphs are not properly labeled.
6. The problem has an incorrect answer.
7. Complete sentences are not used where appropriate.
8. Words are misspelled

Papers

All papers submitted for evaluation are to meet the following criteria:

- a. **Cover page with title, author, and class and instructor and date**
- b. All pages stapled together in upper left corner
- c. Times New Roman is the preferred font.
- d. A 12-point font is required. Not bigger and not smaller.
- e. All sources are to be documented. No exceptions
- f. **A bibliography page is to be the last page.**
- g. Incorrect use of the English language will result in deductions.
- h. Do not use contractions.
- i. Do not use the impersonal you or your
- j. All spelling is to be correct. Serious deductions will result.
- k. No run together sentences. Serious deductions will result.
- l. Sentences are to be complete.

- m. Sources are to be cited using the methodology currently used by RCC in typical English classes.
- n. The instructor will announce the number of Internet sources that may be used.
- o. Plagiarism will result in an automatic grade of a zero and possibly other penalties as well.
- p. The quality of work should reflect the work of a college student and college level work.
- q. Using the study assistance center to proof your work and attaching proof of this to the end of the paper is an excellent idea.
- r. Late papers will not be accepted.

Attendance Policy

Class Attendance Policy of Richland

Regular attendance is necessary for satisfactory college work. Richland faculty will take roll daily, at least through the midterm of the semester.

If a student is absent for one week plus one day (or less, if specified by the instructor in the course outline), his/her name may be sent to the Student Records Office. Students with unsatisfactory attendance may be sent a "stopped attending" letter. At midterm, the College will administratively drop students who have failed to meet the attendance standard as certified by the instructor. This procedure is in accordance with Illinois Community College Board policy.

The College reserves the right to remove any student from the College who is interfering with or disrupting the normal activities of the institution or the rights of others. Students removed from the College must apply for readmission through the Vice President of Student and Academic Services.

ATTENDANCE/TARDINESS POLICY OF THE INSTRUCTOR:

Regular attendance is essential in satisfactory completion of this course. If students have excessive absences, they cannot develop to their fullest potential in the course. Students who, because of excessive absences, cannot complete the course successfully will be administratively dropped from the class at midterm.

As the study of mathematics involves collaborative learning and student interaction and discussion regular attendance is essential in satisfactory completion of this course. If students have excessive absences, they cannot develop to their fullest potential in the course.

The instructor expects the student to regularly attend class and to be on time. Failure to be in class when class begins will be considered tardy. Roll may be taken at any time during the class period and may occur more than once. If a student is tardy and not present when roll is taken, the student will be considered absent.

The instructor reserves the right to lower a student's grade due to excessive absences. For each absence over the number of credit hours of the course will result in the lowering of the grade a letter grade, and this process is cumulative. For example, a four-hour course in which the student has 5 absences may result in the letter grade lowered one grade. Six absences may result in the grade lowered two letter grades. 7 absences may result in the grade lowered three letter grades, and eight absences may result in the grade lowered four letter grades. The instructor does not distinguish between what some refer to as excused absences and unexcused absences. An absence is an absence. Any absence or tardiness should be briefly discussed with the teacher. Being tardy and absent on a regular basis are not conducive to learning.

Consistent tardiness will not be tolerated and will result in the student being withdrawn from the class!

THE STUDENT IS RESPONSIBLE FOR ALL ANNOUNCEMENTS, CHANGES IN ASSIGNMENTS, OR OTHER VERBAL INFORMATION GIVEN IN THE CLASS WHETHER THE STUDENT IS IN ATTENDANCE OR NOT!

The instructor will announce the class makeup policy for missed exams and related work. The maximum learning situation for everyone results from regular attendance, class participation, and attentiveness and attitude in class.

If at any time the instructor believes that a student is at risk of being unsuccessful in the course, the instructor may notify the Student Success office. This office will in turn contact the student suggesting assistance options.

Study Time Required

Two hours or more of outside study for each class hour of lecture/discussion is usually needed for satisfactory performance, although this amount may vary from student to student.

Students who plan to work at outside jobs while attending Richland should take study time into consideration when planning their schedules.

****The following is the general opinion of the mathematics faculty. If a student is of average background or training and of average ability then studying effectively for 2 hours for every hour in class will generally result in a C. It will possibly take 3 hours of efficient and effective studying for every hour in class for this average student to receive a B and 4 hour or more of quality studying for every hour in class to receive an A. If a student is well above average ability and preparation these hours may be reduced. It is the opinion of the Richland Mathematic Department that one hour or less of efficient study outside of class will earn the student a grade of F (failure)!**

STUDY GROUPS

The student is encouraged to study with other students. A study group of 2 to 4 persons is an excellent opportunity to ASSIST in the learning of mathematics. Each student in the study group should be responsible for the understanding of ALL of the material.

HOMEWORK

The student of mathematics will be given the opportunity to do numerous homework exercises. As time permits, these will be discussed in class, although it will be impossible to work every homework problem in class. It is the belief of this instructor that college students have to take responsibility for their own studies and mathematics courses taught at the college level need a good deal of study.

DO NOT GET BEHIND IN HOMEWORK!!!

A student should plan on working problems assigned in each section even if they miss the class.

HOMEWORK NOTEBOOK

The student's homework notebook needs to be orderly and include the following:

1. Student's point total - filled out **AT THE VERY BEGINNING** of notebook.

2. All problems/exercises are to be graded and should be graded in red pen and marked with a (T) and all those wrong are to be marked with an (x). Students doing corrections should indicate the corrections and be sure to give the fraction of the total correct worked exercises on the front sheet of homework.
3. *Answers circled where appropriate.*
4. All work is to be shown. Do not show just answers.
5. Work is to be neat, not crowded and in a logical manner.
6. Do NOT use paper torn from a spiral notebook
7. All homework-all sections numbered, all answers (except graphs) circled, and homework percent after corrections right over total exercises assigned on each section.
8. A graph indicating the overall grade should be kept on a weekly basis. It should be in the notebook as the second page following the overall point total grade page.
9. Class notes with appropriate information from the text.
10. Section dividers - Divide and label sections in order for the student and instructor to quickly determine the location of any section. Use topic names and not section numbers.
11. Copies of all exams - of those which student gets to keep (some will be kept by the instructor)
12. Corrections to examinations
13. Course Syllabus
14. Copies of all handouts
15. Assignment sheet
16. **USE A 3 RING NOTEBOOK -**
17. Copies of trial tests worked
19. Problems and/or exercises done in class are circled in homework.

**** ***ALWAYS HAS HOMEWORK WITH YOU FOR CLASS*******

The instructor will provide an assignment of the sections to be presented during class.
The student should read this material prior to class.

Each student is to grade his or her own homework. See Homework Requirements for specifics. .

The instructor will announce the policy for late homework.

General HOMEWORK Recommendations

The Front Page of graded Homework should include the following:

1. The Fraction indicating the number of problems correct divided by the number of problems. Example: (54/60).
2. The sections being graded should be noted next to the score.
3. All problems/exercises that could not be done should be listed in the upper left of the front page.
4. Each problem should have a red (T) if it is correct or an (x) if it is wrong.
5. If corrections are done, the new fraction of total right divided by total of problems should be circled.

The upper right-hand corner of the front page of the homework section should include the following:

1. Student's name
2. Course number
3. Course section number

SUPPLIES NEEDED

1. Graphing calculator - Required and Essential
2. Stapler
3. Red pen
4. Ruler
5. 3-ring notebook **REQUIRED**
6. Pencils
7. Graph paper
8. Calculator reference book (or instruction manual)
9. Loose leaf lined paper
10. Yellow Highlighter

11. Notebook dividers

Optional Supplies

13. Plastic zippered notebook (to store items)
14. Protractor
15. Compass
16. Paper punch

CLASSROOM

1. No student is to bring candy, food or beverage item into a classroom other than water.
2. **All students are to show courtesy to their fellow students and respect their right to have the opportunity to learn.**
3. Classroom presentations may be taped. These tapes would be for that student's use only.
4. Cell phones and pagers are to be left off unless one is expecting a definite emergency call and if so, the instructor should be made aware of a potential emergency.
5. **There will be no CELL PHONE “texting” in class. Any student that is found “texting” shall be asked to leave the classroom.**
6. **No hats are to be worn in the classroom.**
7. If one has to leave the room, it should be for an emergency situation, and done with courtesy to the instructor and students. Slamming of doors, use of swear words is not acceptable.
8. **Students that throw items, yell, are disruptive to typical classroom behavior, swear at students or the instructor, or throw temper tantrums will be asked to leave and will be dropped from the class!!!! INNAPPROPRIATE BEHAVIOR IS NOT TOLERATED!!!!**
9. No student is to continually leave and return to the classroom.
10. No student is welcome that has clothing where obscene language is visible.

Student Learning Center

The Student Learning Center (SLC), Room S117, offers free tutoring to students who may need help with classes or programs. Both peer and faculty tutors are available on an appointment or drop-in basis for many areas including math, biology, chemistry, reading comprehension, study skills, vocabulary building, research, and specific written assignments. Biology and chemistry tutoring is available in Room E112 with hours varying each semester. In cooperation with other academic programs, the SLC may offer study groups each semester.

Schedules with location and time are posted in the Center. Computers with tutorial software and word processing programs are available for student use any time the SLC is open.

ADDITIONAL HELP:

. The student is encouraged to get additional help when the material is not comprehended. Mathematics is a cumulative subject; therefore, getting behind is a difficult situation for the student.

The entire course has been videotaped by the author and is available in the Learning Resources Center. Using the problem list that shows the correspondence between the lesson numbers on the video lessons and the section numbers in the text is very useful.

Attendance Policy

Regular attendance is necessary for satisfactory completion of a course. Richland faculty will take roll at each class meeting at least through midterm. If a student is absent for one week plus one day (or less, if specified by the instructor in the course outline), the student may be dropped from the course. At midterm the College will administratively drop any student who has failed to meet the attendance standard as certified by the instructor. This report will be used to determine certain financial aid awards. A student who fails to attend the first two classes of a course may also be dropped from the class.

Additional attendance requirements will be announced by the instructor

Classroom Procedures:

The instructor will announce specific classroom procedures or rules.

Human Relations Policy

Richland Community College Human Resources Statement

** It is the policy of Richland Community College that discrimination against any individual or group of individuals on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental or physical disability (except where it is a bonafide occupational qualification), sexual orientation, military status, or status as a disabled or Vietnam-war veteran, is specifically prohibited.

RCC Academic Integrity Policy

Each student is expected to be honest in his/her class work or in the submission of information to the College. The College regards dishonesty in classroom and laboratories and on assignments and examinations and the submission of false and misleading information to the College as a serious offense. A student who cheats, plagiarizes, or

furnishes false, misleading information to the College is subject to disciplinary action u to and including failure of a class or suspension/expulsion from the College.

my.richland.edu

Richland uses my.richland.edu as the information portal for students. users can access a wide variety of web-based services, including online registration, academic information, Richland e-mail, the Angel Learning Management System, and the LRC research databases. Academic information available includes current semester schedule, unofficial transcripts grade point average projection financial aid information review, online payment services, and degree auditing to determine degree completion progress. Student grades are posted only on the my.richland.edu website. Grades will not be mailed to students unless requested.

Students with a "hold" placed on their records due to a financial obligation to the College or other unmet requirement will be unable to view academic records.

RCC College Telephone Number 217-875-7200 or

217-875-7211 (with extension number)

Academic Success Center

Accommodations, Room C 148 Ext. 379

Responsibilities: Services for students with documented disabilities, including advisement, counseling adaptive equipment and materials, instructional aides, tutors, note takers, interpreters, and testing accommodations.

Testing, Room S 116, Ext 2389

Responsibilities: Placement testing in English, mathematics, reading health courses, make up testing as arranged by instructor, testing for on-line courses.

Tutoring, room S118 Ext. 419

Responsibilities; Tutoring on walk-in or appointment basis, study groups, computers.

Enrollment Services

Advising and Registrations, Room C129, ext 267

Responsibilities: Advisement, registration, general student services

Financial and Veteran Affairs, room N136, ext 274

Responsibilities: federal and state aid, veteran and entitlement benefits, scholarships

Student Records, Room C129, Ext 257

Responsibilities: grades, transcripts, graduation.

Learning and Resources center (Library) Room C152, Ext 303

Responsibilities: Manages print and electronic resources for students, faculty, and broader College community. Offers research assistance, information literacy sessions, course reserves, and individual and group study areas.

Online Learning Support, ochelp@richland.edu Room W143, Ext 376

Responsibilities: Assists students with navigation in an online course, access and navigation in the student information system, and technical questions regarding personal computer system requirements and troubleshooting. Assistance is also given to students in hybrid and technology enhanced courses. Staff provide technical support thorough e-mail, telephone, and walk-in service. The best way for students to contact the Online Help Desk is to use the Tech Request Support Form at <http://www.richland.edu/online/support> or e-mail at ochelp@richland.edu. The request goes directly to the Help Desk e-mail as well, and this e-mail is checked regularly.

Open Computer Labs

Students may use computers in the Learning Resources Center and in the Academic Success Center.

Student and Career Development

Career Services, Room C129, Ext 307, 205

Responsibilities: Career Assessments job placement information and transfer information and assistance

Counseling Services, Room 129, Ext 307, 205

Responsibilities, Academic advising personal counseling.

Transfer Center, Room C129, Ext. 222

Responsibilities, Transfer information college visits and campus representatives on campus

Veterans Services, Room C129, Ext 307, 205

Responsibilities: assist veterans with comprehensive college services

Student Engagement

Student Success, Room C131, Ext. 314

Responsibilities: Passport workshops, academic success strategies and workshops, Success. net, (assist with identifying academic needs early) probation and suspension students.

Student Support Services/TRIO Program, Room C143, Ext. 440

Responsibilities: Program designed for first-generation college students, offering academic and personal support.

Security Services

Richland has around-the-clock security officers. Evening escort service is available. Richland's security works with local law enforcement officers with campus interventions.

Student Support Services/TRIO (assuming funding is available)

Student Support Services/TRIO, a federally funded program, provides educational support to low-income, first generation students (neither parent with a bachelor's degree) and to students with physical or learning disabilities who are admitted to the program. Participants must also be accepted as Richland students and have citizenship, permanent residency, or refugee status. The purpose of the program is to help students improve academic performance, graduate from Richland, and transfer to a four-year institution of their choice.

Services include advising, tutoring, mentoring in addition to academic improvement services, cultural trips, college trips, leadership activities, and technology loans. Applications are available in the TRIO Office.

www.richland.edu/sas/retention/trio/.

Proficiency Exam

The fee for a proficiency exam is one-half of the tuition normally charged for a course. See the Dean for information about the process of proficiency.

Full-Time Academic Load

An academic load of 12-17 semester hours is considered normal for a full-time student during regular semesters. During the summer session, 6-8 semester hours is considered a full load.

Part-time students are those students enrolled for less than the normal full load. Students with jobs or other outside commitments should limit their credit loads accordingly.

Students planning an overload of courses (more than 17 semester hours) must have at least a "B" average for 12 or more hours during the previous semester. An advisor or counselor in Retention Services before registration must approve all such overloads.

Appealing a Grade

A student who feels he/she has received an unfair or inaccurate grade may appeal through the Judicial Board.

Grade appeals must be filed no later than one year from the last day of the semester for which the grade was received. A student wishing to appeal should follow the procedures set forth in the Student Resolution Process Chart on page 44 under Student Grievance and Disciplinary Proceedings.

Dropping a Course

Dropping a course at Richland can occur under two circumstances: Student-Initiated or Administrative.

1. Student-Initiated

A student may drop a course through the last day before final exam week of any term. A grade of "W" will be recorded for the course dropped. **Students are encouraged to consult with their instructor before dropping a course.**

A "Change of Schedule" form may be obtained in the Student Services Center or any academic division office and must be signed by the class instructor.

Students dropping two or more courses for two consecutive terms are advised to see a counselor in Retention Services to establish a reasonable academic load for the next term of attendance.

2. Administrative

A student may be administratively dropped due to nonpayment of tuition and fees or for poor attendance as follows:

1. Any time a student's attendance violates the standard set by the course instructor (as stated in the course syllabus). At midterm, the College will administratively drop students who have failed to meet the attendance standard for the course.
2. Failure to attend the first two classes of a course.
3. Students having unsatisfactory attendance during the period from midterm through the last regular week of class before finals may be administratively dropped.

When a student stops attending a course, he/she should not assume the College has issued an Administrative Drop. If the Administrative Drop is not issued, the student may receive an "F" for the course. Students who stop attending a class should complete the "Change of Schedule" form and have it signed by their instructor. This form must be turned in to Student Records before the deadline to complete the withdrawal process.

Students who miss a class are responsible for work assigned during their absence. Instructors may, at their option, accept late work, but such work may receive a lower grade.

Students may also be required to withdraw from a course or the College if they cannot make satisfactory academic progress despite special assistance, advising, and counseling.

Withdrawing from a Course or the College

Students withdrawing from the College are required to settle all obligations, including money owed to the College, and must see a counselor or advisor as part of the withdrawal process. Students may withdraw in person or by telephone.

Students may withdraw at any time, up to the last day of class before the final examination period of any term. A grade of "W" will be given for all current courses, if the courses are officially dropped.

"Change of Schedule" forms are available in the Student Services Center, Room C129. To withdraw by phone, call 875-7211, Ext. 267.

Auditing a Course

Any credit class offered by Richland may be taken on an audit basis unless otherwise specified.

Students wishing to audit a class will be assessed the credit hour rate and other applicable fees and must complete an audit form in the Student Records Office by the 10th day of the semester. Change to the grading status cannot be made after the 10th day, and a grade of AU will be assigned at the completion of the course. No credit will be awarded for auditing a course.

Statement of Student Responsibilities

Listed below are the responsibilities that Richland students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the Richland teaching and learning community, students have a responsibility to:

- Read the College Catalog and Student Handbook
- Become knowledgeable about College policies and procedures.
- Abide by College policies and procedures.
- Be aware of academic and graduation requirements.
- Provide accurate information on College forms.
- Meet financial obligations to the College.
- **Attend classes and be on time.**

- **Complete assignments and exams based upon course syllabus information.**
- **Participate in class.**
- Fulfill their academic responsibilities in an honest and forthright manner.
- Utilize appropriate support services when needed.
- Seek help from faculty when needed.
- Seek out answers to questions.
- Abide by the equipment usage policy.
- Meet published deadlines.
- Notify College officials if a condition exists which is in violation of student's rights, College policies, rules, standards, and procedures.
- Join/seek out groups and individuals that will help students achieve their goals.
- Abide by state and federal laws.
- Conduct themselves in a responsible manner in and out of the classroom.
- Protect, support, and contribute to a safe environment within the learning community.
- Show regard for the property of the College, its community members and visitors. Assist the College in fulfilling its administrative responsibilities.

Student Conduct

Students enrolled at Richland Community College are considered by the College to have reached the age of responsible citizenship and are expected to conduct themselves in a responsible manner while on campus.

By the act of registration for classes at the College, students obligate themselves to adhere to the rules and regulations, which the institution formulates and publishes in the College Catalog, Student Handbook, and other, published materials. Accordingly, students are expected to assume primary responsibility for their own conduct.

Disciplinary action may be imposed upon a student by an instructor or an administrator of the College for gross misconduct that would tend to interfere with educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the student is on the College premises (owned, leased, or rented) or at functions under the sponsorship of the College. In addition, the College reserves the right to remove any individual from the campus who is physically or verbally disrupting a class or disturbing the peace.

Students charged with misconduct or with violation of the law and/or College rules and policies may be subject to written reprimand, restitution, temporary expulsion, disciplinary probation, suspension, or expulsion. Individuals who are not students and who violate these regulations will be considered trespassers and will be treated accordingly.

Academic Dishonesty Policy

The student is expected to be honest in his/her class work or in the submission of information to the College. The College regards dishonesty in classroom and laboratories and on assignments and examinations and the submission of false and misleading information to the College to be a serious offense.

Those students who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary actions up to and including failure of a class or suspension/expulsion from the College

Removal from a Class or the College

The College reserves the right to remove any individual from a class or the College for the following reasons?

- 1. For physically or verbally disrupting a class or disturbing the peace.**
2. For unsatisfactory academic progress.
3. For gross misconduct or any other actions or unlawful conduct which would tend to interfere with the educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the individual is on the College premises (owned, leased, or rented) or at functions under the sponsorship of the College.

Student Support Services/TRIO

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