

Developmental Mathematics Program

Spring 2012 - Classroom Syllabus

The Developmental Mathematics Program (DMP) is comprised of the courses MAT081, MAT082, and MAT083 Foundations for University Mathematics. The program is designed to help you prepare to be successful in a general studies mathematics course.

Staff offices are in Popplewell Hall 114
Department phone: 816-271-4400

PROPER ENROLLMENT:

It is the responsibility of the student to enroll in the correct class.

REQUIRED MATERIALS:

ALEKS subscription for entire semester.
Notebooks for notes, pencils and erasers.
Students may use a handheld calculator.

COURSE OBJECTIVES:

Course objectives for the program are listed on the DMP web page.

www.missouriwestern.edu/csmp/dmp

The following outlines the policies of the program:

ATTENDANCE:

Attendance is vital to your success in this course. Your instructor will check attendance every class meeting. To be recorded as present you must arrive at class on time, come with all needed materials and **be in class for the entire scheduled class time**. Any student missing two weeks of classes will be considered to be in violation of the attendance policy as follows:

- a second absence for classes meeting once a week
- a fourth absence for classes meeting twice a week
- a sixth absence for classes meeting three times a week.

Violations of the attendance policy will be reported to the Office of Financial Aid and other campus authorities. Students may be given a failing grade for being in violation of the attendance policy.

There are **no excused** absences. If you must be absent always contact your instructor. Your instructor may give you permission to make up missed class time.

The attendance policy will be in effect throughout the entire semester

DISABILITY SERVICES

If you have been diagnosed with a disability or if you suspect that you may have a disability that has never been diagnosed and would like to find out what services may be available, please visit the Office of Disability Services (ODS) in Eder Hall, room 203N or visit the ODS website at <http://www.missouriwestern.edu/ds/> as soon as possible. This syllabus, as well as all other printed or electronic materials, can be made available in alternative/accessible formats if requested with sufficient prior notice. Missouri Western is an equal opportunity/affirmative action institution.

CLASSROOM CONDUCT

MWSU policy prohibits the presence of food or drink in any campus computer lab.

The DMP computer lab is to be used only for ALEKS.

The use of cell phones, pagers, laptops, net books, or any other instrument of electronic communication is **prohibited** in the DMP computer lab and will be reported as a violation of the Academic Honesty Policy. Instructors may void all student work for use of these devices.

Using another student’s ALEKS code or allowing another student to use your ALEKS code is a violation of the Academic Honesty Policy of MWSU and is subject to all the penalties listed in the student handbook including expulsion from MWSU.

All university policies regarding classroom conduct and lab use apply to DMP labs.

NOTICE TO STUDENT

Your instructor may provide you with information using ALEKS e-mail or your MWSU e-mail address. Notices sent to your e-mail address will be considered as having been received by you on the date sent. It is your responsibility to check your e-mail frequently.

FINAL ASSESSMENT

To receive credit [grade of A, B, or C] you must complete an in-class assessment during final exam week. If you have completed all course requirements prior to that time, the instructor may excuse you from the final exam during finals week.

OTHER IMPORTANT INFORMATION:

All policies listed in the applicable MWSU Catalogue and Student Handbook applies to DMP classes. You should make special note of:

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|-----------------------------------|-------------------------------------|
| Class Attendance Policy | Academic Honesty Policy |
| Continuous Enrollment rule | Center for Academic Support |
| Student Conduct | Scholastic Probation and Suspension |
| Students with Disabilities | Student Disciplinary Code |
| | The twice enrollment policy |

AUTHORITY

All instructors have the authority to apply all department policies regarding homework, ALEKS, grade determination, attendance, discipline, and all other classroom and course matters. Any challenges of instructor decisions or action must be made in writing and presented to the Director of the Developmental Mathematics Program within three (3) business days of the disputed action. The Director will respond to the challenge within five (5) business days. The decision of the Director will be final except on matters covered by the MWSU appeal policy.

INSTRUCTORS WILL MONITOR

Learning Objectives Assessment objectives ALEKS hours Notebook
Mandatory Attendance Classroom conduct Mastery is determined by last **ICA**.

DMP Grading Scale - Spring 2012

A passing grade [A, B, or C] requires satisfactory completion of three requirements.

1. Completion of the number of objectives in the learning mode.
2. Mastery of the required number of objectives in the assessment mode.
Mastery will be determined by an ALEKS in-class assessment [ICA].
3. Compliance with the attendance policy.

A grade of D does **NOT** meet the prerequisite requirement for the next math course therefore a student receiving a grade of D will be required to re-enroll in the course.

MAT081	Completion of Learning Objectives	Mastery of Assessment Objectives
A	160	140
B	140	120
C	120	100
D	100	80

in compliance with the Attendance Policy **AND** a minimum of 60 hours on ALEKS

F does not meet requirements for grade of D or higher.

MAT082	Completion of Learning Objectives	Mastery of Assessment Objectives
A	200	180
B	180	160
C	160	140
D	140	120

in compliance with the Attendance Policy **AND** a minimum of 60 hours on ALEKS

F does not meet requirements for grade of D or higher

MAT083	Completion of Learning Objectives	Mastery of Assessment Objectives
A	226	210
B	210	200
C	200	180
D	180	160

in compliance with the Attendance Policy **AND** a minimum of 60 hours on ALEKS

F does not meet requirements for grade of D or higher