

NEW RIVER COMMUNITY COLLEGE

DUBLIN, VIRGINIA

COURSE PLAN

Course Number and Title: MTH 01 - Developmental Mathematics

Prepared by: Debra Gupton Spring, 2008
(Instructor) (Date)

Approved by: _____ Spring, 2008
(Interim Dean) (Date)

I. Course Description

Designed to bridge the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematics courses in technical, professional, and transfer programs. Topics may include arithmetic, algebra, and geometry. Credits not applicable to graduation. Lecture 3 hours per week.

II. Introduction

The course is designed to prepare Practical Nursing students for acceptance into the program. Placement in this course is dependent upon the student's score on the practical nursing mathematics entrance test.

Topics in this course, which include fractions, decimals, ratios, proportions, per cents, and the metric system, are selected to prepare the student for the NUR 15 - Administration of Medications course.

III. Instructional Methods

MTH 01 covers whole numbers, fractions, decimals, ratios, proportions, per cents and the metric system. It is an individualized course. Students work on the material from the textbook.

IV. Instructional Materials

Student Materials:

1. Textbook: Basic College Mathematics, Martin-Gay 3rd edition.
 2. Notebook
 3. Pencils
- (No Calculator allowed)

Additional resource materials for some New River Community College classes can be found on the NRCC Web-based learning site at nr.edu/learninglinks.

If you are a student with a documented disability who will require accommodations in this course, please register with the Disability Services Office located in the Counseling Center for assistance in developing a plan to address your academic needs.

The NRCC community values the pluralistic nature of our society. We recognize diversity that includes, but is not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC, or who otherwise participate in the life of the college.

V. Course Content

- A. Whole Numbers
Fractions
Decimals
Ratio/Proportion/Per cent
Metric System
- B. Evaluation

VI. Grading

There will be **seven** tests given. The average of all tests will count as 80% of the course grade. The final exam is 20% of the course grade. **No calculator is allowed.** The tests will be given only once and no retest is allowed. Most are paper and pencil tests. Some may be on the computer. A grade of 80% or better on the tests is satisfactory. A grade of less than 80% on the test is unsatisfactory. There will be a comprehensive final exam.

Course Grade: $(0.80)(\text{Test Average}) + (0.20)(\text{Final Exam}) = \text{Course Average}$

The following grades will be assigned for this course:

- | | |
|--------------------------|---|
| S: Satisfactory | The student has completed the course with an average of 80 or better. No grade point credit. |
| U: Unsatisfactory | The student has completed the course but has an average of less than 80 on the tests, or the student has not completed the course. No grade point credit. |
| W: Withdrawal | The college withdrawal policy will be followed. |

VII. Cheating

Cheating in any form will not be tolerated. Any student involved in cheating will receive a grade of "U" for MTH 01.

VIII. Attendance

Attendance will be taken at the beginning of each class meeting. Students missing class are responsible for any material covered and assignments made in their absence. Two tardies or early departures from class is counted as an absence.

IX. Instructor

Instructor: Debra Gupton
Office: Godbey Hall, Room 89
Office Hours: TBA
Phone: (540) 674-3600, ext. 4239

X. Withdrawal Policy

Student Initiated Withdrawal Policy

A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.
- c. After that time, if a student withdraws from a class, a grade of "F" or "U" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be revised and a decision made by the Director of Student Services.

Instructor Initiated Withdrawal Policy

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class.

Students who have not attended class or picked up/accessed distance learning materials by the last day to drop class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

Since attendance is not a valid measurement for Distance Education (DE) courses, students may be withdrawn due to non-performance. Students should refer to his/her DE course plan for the instructor's policy.

When a student's absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

When an instructor determines that absences constitute unsatisfactory attendance, an Instructor Withdrawal Form should be completed and submitted to the Admissions and Records Office within five days of when the student met the withdrawal criteria. The last date of attendance must be documented. A grade of "W" will be recorded during the first sixty percent (60%) period of a course. Students withdrawn after the sixty percent (60%) period will receive a grade of "F" or "U" except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student's academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal for reinstatement into the class may be approved only by the instructor.