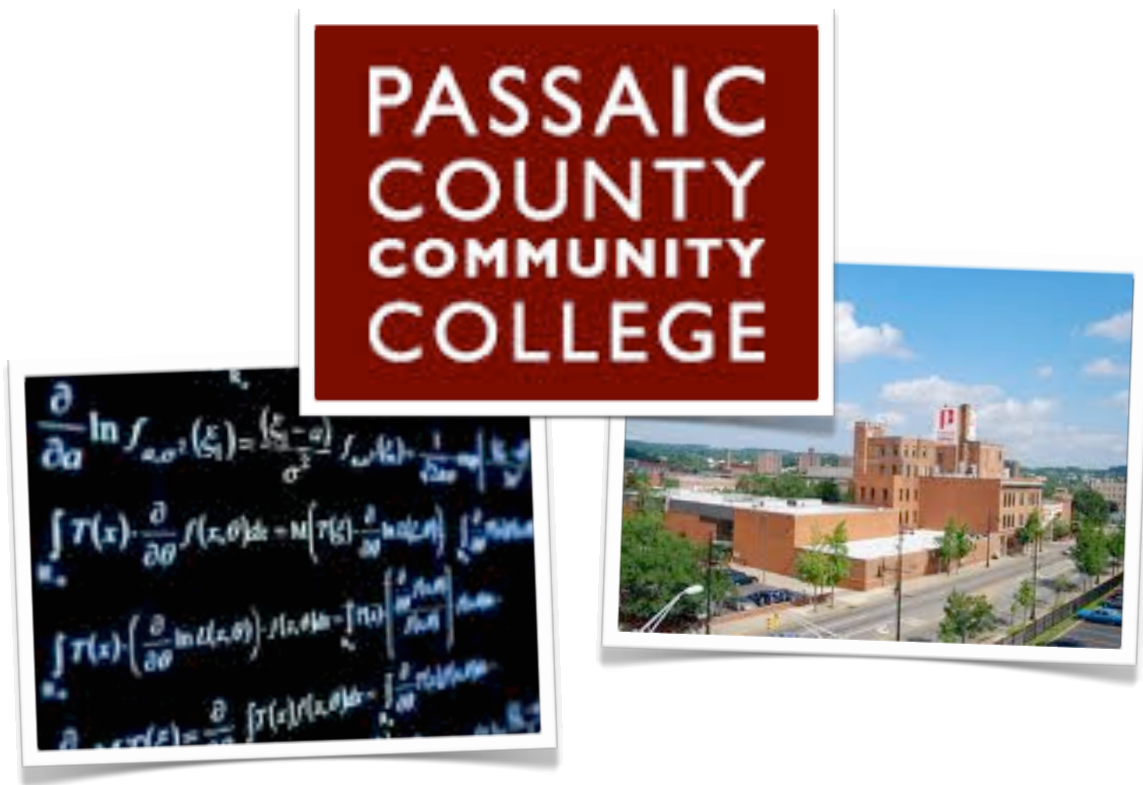


*Mathematics Department
Welcome Package/Handbook*



An Adjunct's Guide

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Campus Locations & Contact Info

Paterson Campus

Location: One College Boulevard, Paterson, NJ 07505
Phone: 973-684-6800
Website: <http://www.pccc.edu>
Hours: Monday – Friday & Saturday
7:00am – 10:00pm 7:00am – 5:00pm

Passaic Campus (PAC)

Location: 2 Paulison Ave, Passaic, NJ 07055
Phone: 973-341-1600
Website: <http://www.pccc.cc.nj.us/locations/passaic-academic-center>
Hours: Monday – Thursday Friday Saturday
8:30am – 9:45pm 8:30am – 4:30pm 8:30am – 3:30pm

Wanaque Campus (WAC)

Location: 500 Union Avenue, Wanaque, NJ 07420
Phone: 973-248-3000
Website: <http://www.pccc.cc.nj.us/locations/wanaque-academic-center>
Hours: Monday – Thursday Friday Saturday
8:30am – 8:00pm 8:30am – 4:00pm 8:30am – 2:00pm

The Adjunct Office

Location: 3 Church Street, Paterson, NJ 07505
Phone: 973-684-5302
Website: <http://www.pccc.cc.nj.us/faculty/adjunct-office>
Hours: Monday – Friday & Saturday
7:00am – 8:30pm 7:30am – 1:30pm

Coordinator: Ruggiero Manente, Coordinator
Phone: 973-684-5508
E-mail: rmanente@pccc.edu

Uses:

- Teaching supplies (Expo markers, chalk, etc)
- Copies less than 30 (For copies greater than 30 – use the Docu-Center; in Passaic & Wanaque copies greater than 50 & Final Exams – use the Docu-Center)
- Meet with students
- Mailbox
- Work Space
- Computer use
- Documents (yellow cards, yellow envelopes, incomplete forms, etc)
- Refrigerator & microwave
- Stapler, hole punch, and pencil sharpener

Building & Classroom Designation

There are many different buildings and classrooms on the campuses. This chart should help you figure out where your classroom is located.

If the Building says...	...and your room begins with...	...your class is located:
ACAD	A	Main Campus 1 College Blvd. Paterson (Academic Hall)
FH	E	Main Campus 1 College Blvd. Paterson (Founders Hall)
MC		Main Campus 1 College Blvd. Paterson
BWY	B	The Broadway Extension 126 Broadway Paterson
CTC	C	Community Technology Center 218 Memorial Dr. Paterson
HAML	H	Hamilton Hall 188 Ellison St. Paterson
HC	HC	Hamilton Club 32 Church St. Paterson
MEM		Memorial Hall Ellison Street (Next to Hamilton Hall)
PAC		Passaic Academic Center 2 Paulison Ave. Passaic
PAN	Z	The Panther Academy 203 Memorial Dr. Paterson
PRU	U	Pruden Building 44 Church St. Paterson
PSA	P	Public Safety Academic 300 Oldham Rd. Wayne
WAC	W	Wanaque Academic Center 500 Union Ave. Wanaque

Mathematics Department Contact Info

Janet Delaney (Chairperson)	jdelaney@pccc.edu
Palma Benko (Basic Mathematics Level Leader)	pbenko@pccc.edu
Yon Kim (Algebra Level Leader)	ykim@pccc.edu
Kristina Oriente (College Level Leader)	koriente@pccc.edu
Howard Schwartzberg (Boot Camp Coordinator)	hschwartzberg@pccc.mailcruiser.com

Testing Center Contact Info

The Testing Department at PCCC provides a variety of services for applicants, current students, and faculty. This office helps prepare for placement testing, schedules exams for online classes, and schedules College Writing Exams.

The final exams for **all** developmental classes will be picked up from the Testing Office on the campus where the course is being taught. Contact information for each campus is provided below.

The final exams cannot be picked up until right before you administer the exam to your class.

Reminder: Final exams must be administered during final exam week!

Testing Office (Main Campus Paterson) Room M240	973-683-6959	academictesting@pccc.edu
John Hatala (Testing Administrator)	973-684-4973	jhatala@pccc.edu
Testing Office (Passaic Academic Center) Edna Ortiz (Executive Assistant)	973-341-1602	eortiz@pccc.edu
Testing Office (Wanaque Academic Center) Kathy Coffey (Coordinator of Learning Resources) To schedule a Placement test	973-248-3000	kcoffey@pccc.edu

Office of Disability Services

Disability Services at PCCC works to ensure that students with documented disabilities receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, and ADA Amended Acts (ADA AA) of 2010.

Reasonable accommodations include, but are not limited to: alternate testing arrangements, books in alternate format, peer note-takers, adaptive/assistive technology, assistance in arranging for sign language interpreters.

Disability Services (Main Campus Paterson) Room A230 – Center for Student Success	973-684-6395	http://www.pccc.edu/ods ods@pccc.edu
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Faculty Disability Services Fact Sheet – <http://www.pccc.edu/prospective/student-services/disability-services/faculty-disability-services-fact-sheet>

Other Helpful Contact Info

Center for Student Success (CSS)	973-684-5524
Docu-Center	973-684-6009
Media Services	973-684-5881
Public Safety (Emergency)	– Paterson 973-684-5403 – Passaic 973-341-1600 – Wanaque 973-248-3000
Public Safety Office	973-684-5403

Help Desk Info

The Help Desk can assist the PCCC Community with technical issues 24/7. Students, faculty, and staff can call 973-684-6464 for technical help with issues like:

- Logging into Portal
- Logging into online class
- Accessing an online class
- Accessing online support services
- Password re-set
- Making an online payment
- Using Web registration
- Completing an online application
- Completing an online FAFSA
- Accessing your campus e-mail
- Getting grades

Adjunct Responsibilities & Expectations

Attendance Policy & Instruction Time

1. **Absences:** College policy requires the instructor to make every effort to ensure that class time is not lost, even when circumstances make it impossible for the adjunct faculty member to teach a class.
 - a. When the absence is anticipated, the instructor must notify the Adjunct Office (contact info on p.5) and the Mathematics Department Chairperson as far in advance as possible so that arrangements can be made for a substitute teacher.
 - b. If the absence is caused by an unforeseen emergency, the instructor must notify the Adjunct Office at the earliest moment. Adjunct faculty will be allowed one day of paid sick leave per semester (including the Summer session). The first absence will be used as sick leave. Should the instructor be absent more times, his/her paycheck will be deducted accordingly. In order for the instructor not to have a paycheck deduction, the instructor must notify the Math Department Chairperson and the Adjunct Office as to how they have chosen to make up a missed class.
 - c. In the case of classes that begin before the office opens at 8:30am or after it closes at 7:00pm, Security (x5403) should be notified of the instructor's absence so that a sign/attendance sheet can be posted on the classroom door.
 - d. Under no circumstance can an instructor make arrangements with students to have a class cancelled without notifying and obtaining permission from the Math Department Chair and Dean for Academic Affairs.
2. **Lateness:** If you are running late for a class due to traffic or other emergencies, please call the Adjunct Office and they will make every effort to go to the class immediately and ask students to wait for you.
3. **Policy:** Accepting a position at PCCC, you make a serious commitment to the educational policy of the College and must recognize that attendance at all scheduled class meetings is necessary for the full realization of the College's educational goals. You must insist that students attend class regularly. You are expected to provide the full measure of instruction at each session. Classes must begin on time and continue through the entire period of time scheduled. If a particular class consistently starts late, ends early, or has extended breaks, the instructor may be subject to reprimand and/or dismissal.

Observations, Student Rating of Instruction & Rate Increase

1. **Observations:** Every new adjunct faculty will be observed their first semester at PCCC. After the first year, a peer observes adjunct faculty generally every three years. However, the college reserves the right to send an observer at any time. A lesson plan, handouts, and any other information that will be used during the class are to be given to the person doing the observation before the class begins.
2. **SRI:** Student Rating of Instruction is given to students to evaluate you, the instructor. Every new adjunct faculty has these done in their classes their first semester at PCCC. After the first year, these are generally done every three years. The instructor is asked to leave the room when the SRIs are administered.
3. **Rate Increase:** After the first semester, adjunct faculty may be entitled to a rate increase. The rate increase is based on years of service, good classroom observations, good SRIs, and participation in workshops. If the adjunct does not have an observation or SRI conducted in his/her class, this item will not be held against them. The adjunct may request additional observations or SRIs if desired.

E-mail

1. Check college e-mail often. This is the main form of communication between the instructor and student. Other important college information is sent via college e-mail.
 - a. E-mail is accessible through the college portal at <https://prod.campuscruiser.com/PageServlet?pg=login&tg>LoginEntry&cmd=secure&cp=173&rqid=9210022670077866327>. You must know your Login ID and Password. If you aren't sure of what they are, directions to retrieve these credentials are available on the Log In page.
2. Checking the college e-mail along with personal e-mail may get overwhelming or can be forgotten. To avoid missing important e-mails or students' e-mails, you may want to forward your college e-mail to your personal e-mail. Just keep in mind that if you reply to a college e-mail from your personal e-mail account (where the college e-mail was forwarded) it will be sent from your personal e-mail account. To forward your college e-mail follow these steps:
 - a. Click on "E-mail". This brings you into your inbox.
 - b. On the left hand side under "Tools", click on "Filters".
 - c. There are four tabs that come up. Click on "Forwarding Filter".
 - d. Enter the e-mail address you want the e-mail to be forwarded to in the box labeled, "Forward E-mail to".
 - e. Next is an option to "Keep a Copy in INBOX". You can check this box if you want the e-mail from the college account to be kept in the college e-mail account after forwarding it to the chosen e-mail. If you wish to forward the e-mails, check the box "Forwarding Enabled".

Grading Procedures

1. The course syllabus **must** be followed, as this is an instructor-student contract. For example, if the syllabus states five tests, then five tests must be administered. If the syllabus states two projects, then two projects must be administered.
2. The courses have a "Participation" grade. Instructors need to decide before the semester starts what they will count as participation and explain that to the students on the first day of class when they go over the syllabus. Participation must have a graded component to it, whether it be graded assignments or a check system, etc.
3. **Overall Course (Final) Grade Formula:**
Example MA 101:
 $\text{Grade} = 0.10(\text{participation}) + 0.60(\text{average of four highest test scores}) + 0.30(\text{final exam})$
Example MA 025:
 $\text{Grade}^* = 0.10(\text{participation}) + 0.90(\text{average of five highest test scores})$
** If a student didn't pass the final exam, he/she must receive a D grade.*
4. **Grade Distribution:** grades will be assigned as follows:

A	A-	B+	B	B-	C+	C	D	F
93-100	90-92	87-89	83-86	80-82	77-79	70-76	60-69	0-59

Submitting Attendance Reporting & Final Grades

1. **Attendance Reporting:** Adjuncts are **contractually obligated** to submit attendance reporting. A student's attendance, or non-attendance, can significantly affect his/her financial aid, unemployment benefits, F-1 visa requirements, etc. Attendance Reporting is done on the college portal. To submit the attendance, follow these steps:
 - a. Click on the top tab "Web Advisor" and then click "Final Grading" on the left hand side.

- b. Choose the semester for which you are reporting from the “Term” drop down menu and click submit.
 - c. Choose the class you are reporting for. Be sure to choose “Midterm/Intermediate” from the “Final or Midterm/Intermediate Grading” drop down menu and click submit.
 - i. If you do not see your roster on the Web, please call Donna Fischer at 973-684-5421.
 - d. Two “grades” are used for attendance reporting – **H** for the student who has attended your class or **NA** for those students who has never attended. Enter the appropriate “grade” for each student and then click submit.
 - i. Students marked as never attended **NA** will be dropped from the class and charged a \$100.00 non-attend fee. They will no longer appear on the class roster.
2. **Final Grades:** Submitting final grades is done on the college portal. You have 48 hours to submit the final grades after giving the final exam. The process for submitting the grades is very similar to the attendance reporting.
- a. Click on the top tab “Web Advisor” and then click “Final Grading” on the left hand side.
 - b. Choose the semester for which you are reporting from the “Term” drop down menu and click submit.
 - c. Choose the class you are reporting for. Be sure to choose “Final” from the “Final or Midterm/Intermediate Grading” drop down menu and click submit.
 - d. Enter the appropriate **letter** grade for each student and then click submit.
 - i. **Grade Change Policy:** If you enter the wrong grade for a student or you want to correct a grade (student submitted a project late or took a final later, etc.) you can submit a grade change form, which is available at the registrar’s office or adjunct office. Grade changes are permitted for up to two years (four semesters, fall and spring) after the semester in which the grade is earned.
3. **Incomplete Grades:** The grade **I** (Incomplete) is a temporary grade that may be given when students are unable to complete the semester’s work or the final examination because of an illness or other circumstances beyond their control. Students can request an **I** grade from the instructor or the instructor can give an **I** grade at their discretion. Valid reasons for the work missed must be presented. Students must make arrangements with the instructor to make up all incomplete work by the end of the following semester (not including summer), approval for an additional semester extension must be obtained from the faculty and Senior Vice President for Academic and Student Affairs. No extensions beyond an additional semester are granted. Students who want to enroll in a course sequential to one in which an **I** was obtained must change the **I** to a passing grade before enrolling in the next course. When the work is completed, the permanent grade is recorded. If the work is not completed by the specific date, the grade **F** is recorded.
- a. If you choose to give a student an Incomplete for the course you will need to enter an **I** as the grade for that student when submitting final grades. Forms for giving a student an incomplete are available in the adjunct office. If you need help filling it out, someone that works in the adjunct office can assist.

Final Exam Storage Procedures

- 1. Keep a record of attendance, homework, test grades, etc. for each class you teach. This information will need to be submitted at the end of the semester. The adjunct office has a Grade/Attendance Form, “large yellow cards”, that this information must be submitted on. Alternatively, you can type the information and attach it to the yellow card. A sample of an

Excel spreadsheet, with the information needed to complete the yellow card is included at the end of this packet in the section “Forms & Lab Sheets”.

2. Keep all college level final exams for each class you teach. You must submit all final exams along with a blank copy and the answer key to the adjunct office at the end of the semester. The final exams will be submitted with the yellow card and put into a yellow envelope that is found at the adjunct office.

Adjunct Faculty Handbook

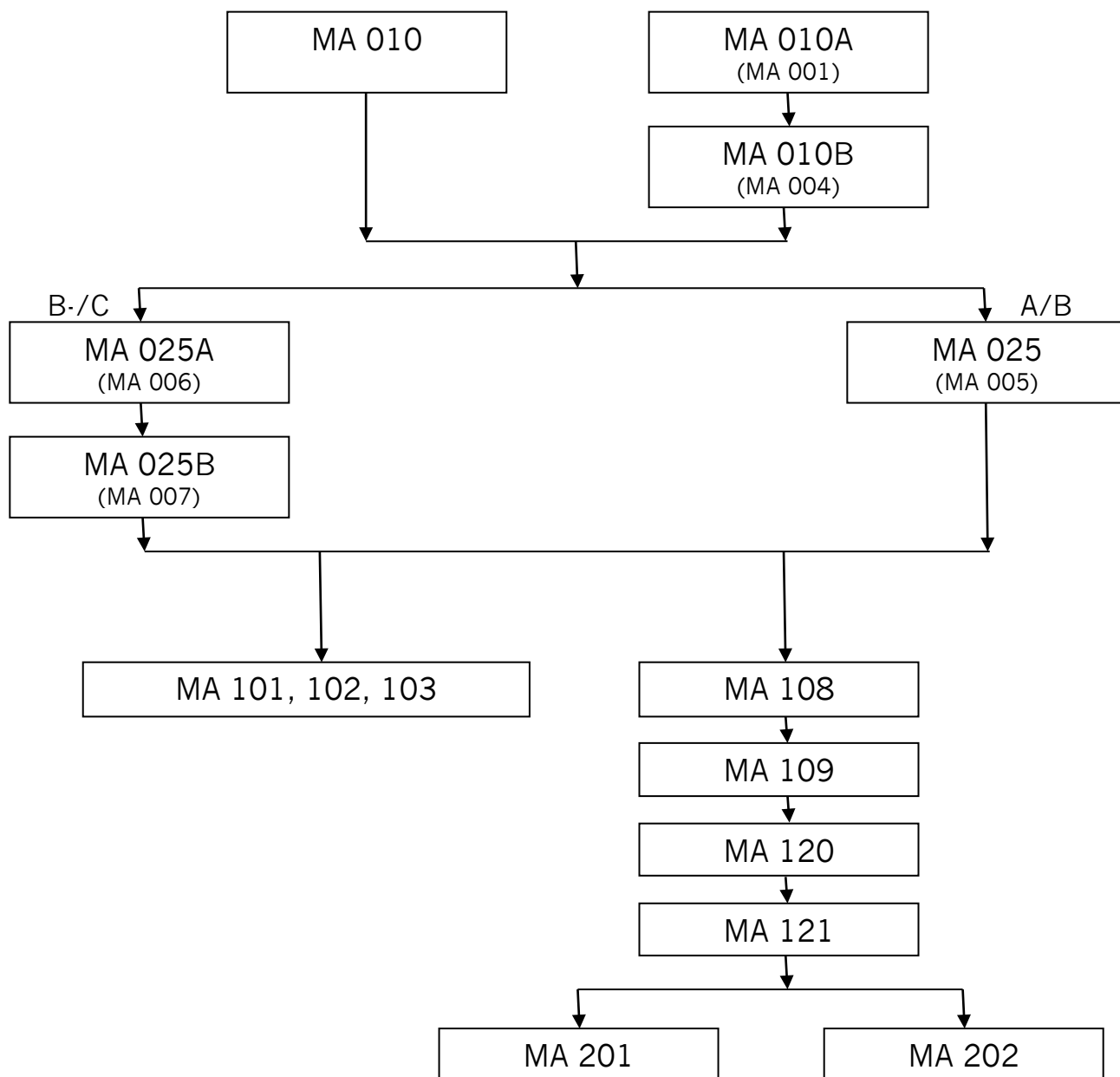
Please reference the Adjunct Faculty Handbook for more adjunct faculty information, forms, PCCC directory, and parking guide.

http://www.pccc.cc.nj.us/uploads/VE/VF/VEVFz6HwcySjLHatrzxXYQ/Adjunct_Faculty_Handbook.pdf

Math Sequence

The flowchart below represents the sequence of courses for the students, some depending on their major. The old course numbers are listed under the new course numbers.

MA 010A and MA 010B, if not required to take separately, are combined in an accelerated course MA 010 for those that place into it. MA 025A and MA 025B, if not required to take separately, are combined in an accelerated course MA 025. After completing MA 010B, a grade of B or higher is needed to take MA 025 otherwise the student is required to take MA 025A and MA 025B. Students who have never taken Algebra, even though they received an A or B grade in MA 010/MA 010B, should be advised to take the two semester MA 025A and MA 025B sequence (which is a much slower paced Algebra course).



Math Courses – Developmental Info

Math Prep

Students who take the placement test and score below MA 010A (RAMP) are required to take a Math Preparation class. This class, MA PREP, is offered in the beginning of the semester for two and a half weeks. The prep class ends in time, for those students who succeed in it, to register for the math class that they test into for the 12-week semester.

Information for ALL Developmental Courses

1. **Pretest:** There is no pretest given in the class in any of the developmental classes. Send MA 010B students to Ibtisam Masri (U202) at the main campus (Paterson) to take the pretest during their first lab (at other campuses send students to the testing contact person). The student will take a computerized test in the lab. The lab coordinator who administers the pretest will tell the student if they passed and if the student can move into a different level of math. The lab coordinator will assist the student in filling out the appropriate paperwork. The instructor will not need to assist the student with this. There is no pretest for MA 010/010A/025/025A/025B. Pretest will be available upon request (permission from the department chair or basic math or algebra coordinator).
2. Libguides (or Library Guides) have been created for math courses to share information and resources for instructors and students. You can access them at <http://pccc.libguides.com/cat.php?cid=8355> for sample homework assignments, sample finals, etc. for the semester. For example, they can watch videos about math under Practice Websites in the Libguides. Please encourage your class to use libguides.com.
3. You can reference the PCCC website for course descriptions, syllabi, and outlines: <http://www.pccc.edu/prospective/academics/academic-departments/mathematics-department/developmental-courses>

MA 010 / MA 010A / MA 010B – Info for all

1. **Lab:** There is a mandatory lab component of the class. Students have to attend the lab weekly for at least 50 minutes (minimum of 12 times). Students can do their homework, work on lab sheets or work on software related to the studied material during their lab time. Students will receive their lab sheets from their instructor (attached to the syllabus). Lab sheets will be collected at the end of the semester. Instructors do not attend lab with their students for these courses. A copy of the lab attendance sheet can be found at the back of this packet in the section “Forms & Lab Sheets”.
2. **Final Exam:** The final exam is a standard department test. The final exam is cumulative (will cover all the material presented in the course) and will comprise of 25% of the final course grade.
3. Required textbook for all basic mathematics classes:
Basic College Mathematics by Aufmann/Barker (PCCC Custom Edition or 9th–10th Edition)
There is no instructor's edition of the books since they are customized for PCCC.
4. Publisher's website: <http://www.cengage.com>
You can find instructor's supplements, such as solution guide, sample chapter tests, printed test bank, etc.

Please do not print solution guides and do not distribute them to the students.

You can use the following login to access these supplements:

Username: pbenko@pccc.edu

Password: pb0116

Only the 8th edition of the book has the printed chapter tests, you can use those, since the 10th edition has not changed significantly.

5. There are supplementary lab assignments for MA 010 students in WebAssign (<http://www.webassign.net>). You can also make your own assignments and class in WebAssign. For access to WebAssign please ask Liza (Liza.Rudneva@cengage.com) for your instructor's code. Class code that students need if they want to work on additional online assignments will be e-mailed to you at the beginning of every semester.
** Only students with a new book have a code that allows them to work on online assignments.

MA 010 – Basic Mathematics – 4.5 Credits

1. Prerequisite: Test placement
2. There are four in-class tests that will be given according to the course schedule. There will be no make-up tests. Due to this fact, the lowest grade of the four will be dropped from the final average. **Reminder:** the grade from the fourth test (Chapter 11) cannot be dropped from the final average. The average will comprise 60% of the final course grade. Please let your students know that it is important to be responsible. Remind them that they have to study and show up for every test.
3. **Projects:** There will be 2 projects **required** (5% of the grade – each is 2.5 points). You should print the projects (under projects tab) for your students from the libguides webpage (<http://pccc.libguides.com/content.php?pid=496410>) or you can ask them to print it themselves. Encourage your class to use libguides.com.
4. A student is eligible for the Math boot camp if their final grade is an **A**. Please notify the students who are eligible as soon as possible so they may register for the boot camp. A sample e-mail that can be used to send to eligible students will be sent to your college e-mail before the end of the semester.

MA 010A – Basic Mathematics A – 3.5 Credits

1. Prerequisite: Test placement
2. There are four in-class tests that will be given according to the course schedule. There will be no make-up tests. **Reminder: none** of the grades will be dropped from the final average. The average of the four test scores will comprise 60% of the final course grade. Please let your students know that it is important to be responsible. Remind them that they have to study and show up for every test.
3. Libguide is available at <http://pccc.libguides.com/content.php?pid=36278>.
4. A student is eligible for the Math boot camp if their final grade is an **A**. Please notify the students who are eligible as soon as possible so they may register for the boot camp. A sample e-mail that can be used to send to eligible students will be sent to your college e-mail before the end of the semester.

MA 010B Basic Mathematics B – 3.5 Credits

1. Prerequisite: MA010A
2. You should use the 9th edition in Fall 2013 and the 10th edition in upcoming semesters of the customized MA010/MA 010A or MA 101B book. Both books have MA 010B material on the same pages. MA 010 book also includes the beginning chapters from MA 010A.
3. There are four in-class tests that will be given according to the course schedule. There will be no make-up tests. Due to this fact, the lowest grade of the four will be dropped from the final average. **Reminder:** the grade from the third test (Chapter 11) cannot be dropped from the final average. The average will comprise 60% of the final course grade. Please let your students know that it is important to be responsible. Remind them that they have to study and show up for every test.

4. **Projects:** There will be 2 projects **required** (5% of the grade – each is 2.5 points). You should print the projects (under projects tab) for your students from the libguides webpage (<http://pccc.libguides.com/content.php?pid=37236>) or you can ask them to print it themselves. Encourage your class to use libguides.com.
5. A student is eligible for the Math boot camp if their final grade is **B or better**. Please notify the students who are eligible as soon as possible so they may register for the boot camp. A sample e-mail that can be used to send to eligible students will be sent to your college e-mail before the end of the semester.

MA 025 / MA 025A / MA 025B – Info for all

1. Required textbook for all developmental algebra classes:
Beginning Algebra by Lial/Hornsby/McGinnis 11th Edition (PCCC Custom Edition)
2. Publisher’s website: <http://www.pearsonhighered.com>
Textbook website: <http://www.pearsonhighered.com/educator/product/Beginning-Algebra-plus-MyMathLabMyStatLab-Access-Card-Package/9780321760142.page>
You can find instructor’s resources, such as solution guide, PowerPoint slides, TestGen (Instructions available in “TestGen Instructions” section), computerized test bank, sample chapter tests, printed test bank, student resources, etc. **Please do not print solution guides and do not distribute them to the students.**
3. Libguides (or Library Guides) have been created for math courses to share information and resources for instructors and students. You can access them at <http://pccc.libguides.com/content.php?pid=43602> for sample homework assignments, sample finals, etc. for the semester. For example, they can watch videos about math under Practice Websites in the Libguides. Please encourage your class to use libguides.com.

MA 025 – Accelerated Algebra – 4 Credits

1. Prerequisite: MA 010 or MA 010B with a minimum grade of B, test placement or permission of department chairperson.
2. There are five in-class tests that will be given according to the course schedule. There will be no make-up tests. Due to this fact, the lowest grade of the five will be dropped from the final average. The average will comprise 90% of the final course grade.
3. No required lab although students should be encouraged to attend.
4. **Final Exam:** Students **must** achieve minimum competency score on the Basic Skills Test (Final Exam) to successfully complete the course. (Students must receive a D grade if they didn’t pass the final exam.)
 - a. The final exam is a standard department test and is timed. The students have 70 minutes to complete the test.
 - b. Passing score for the final exam is 24 correct, or above, out of 35.
 - c. **Discretionary range** is 21-23 correct out of 35. If you, as an instructor, think that they deserve to pass and can be successful at the next level, you may give them a passing grade.
 - d. Boot camp range is 18-20 correct out of 35. Please notify the students who are eligible as soon as possible so they may register for the boot camp. A sample e-mail that can be used to send to eligible students will be sent to your college e-mail before the end of the semester.
 - e. Final exam grade does not count towards the students overall grade, the exam only determines if the student successfully completes the course or not.

MA 025A – Algebra A – 3.5 Credits

1. Prerequisite: MA 010 or MA 010B or test placement.
2. There are five in-class tests that will be given according to the course schedule. There will be no make-up tests. Due to this fact, the lowest grade of the five will be dropped from the final average. **Reminder:** the grade from the fourth test cannot be dropped from the final average. The average will comprise 60% of the final course grade.
3. **Lab:** There is a mandatory lab component of the class. Students have to attend the lab weekly for at least 50 minutes (minimum of 12 times). MyMathLab will be used for the lab and also homework. Each week the class will meet with the instructor for a scheduled lab session in room U202 or U303 on the main campus. Other campuses and some main campus labs are not attached to a specific MA 025A class and the instructor, in some cases, does not attend the lab. During this period students will work on course objectives and complete homework using MyMathLab. The instructor and lab coordinator will be available for assistance. The lab component/attendance/homework (using MyMathLab) will comprise of 10% of the final grade. A copy of the lab attendance sheet can be found at the back of this packet in the section “Forms & Lab Sheets”.
 - a. MyMathLab access code is required!
 - i. Purchasing a new textbook – the code is included
 - ii. Purchasing a used textbook – you should buy access code alone (\$80)
 - b. MyMathLab is accessible both on campus and at home.
4. **Final Exam:** The final exam is a standard department test and is timed. The students have 75 minutes to complete the test. The final exam is cumulative (will cover all the material presented in the course) and will comprise of 30% of the final course grade.
5. A student is eligible for the Math boot camp if their final grade is an **A**. Please notify the students who are eligible as soon as possible so they may register for the boot camp. A sample e-mail that can be used to send to eligible students will be sent to your college e-mail before the end of the semester.

MA 025B – Algebra B – 3.5 Credits

1. Prerequisite: MA 025A.
2. There are four in-class tests that will be given according to the course schedule. There will be no make-up tests. Due to this fact, the lowest grade of the four will be dropped from the final average. The average will comprise 90% of the final course grade.
3. **Lab:** There is a mandatory lab component of the class. Students have to attend the lab weekly for at least 50 minutes (minimum of 12 times). MyMathLab will be used for the lab and also homework. Each week the class will meet with the instructor for a scheduled lab session in room U202 or U303 on the main campus. Other campuses and some main campus labs are not attached to a specific MA 025A class and the instructor, in some cases, does not attend the lab. During this period students will work on course objectives and complete homework using MyMathLab. The instructor and lab coordinator will be available for assistance. The lab component/attendance/homework (using MyMathLab) will comprise of 10% of the final grade. A copy of the lab attendance sheet can be found at the back of this packet in the section “Forms & Lab Sheets”.
 - a. MyMathLab access code is required!
 - i. Purchasing a new textbook – the code is included
 - ii. Purchasing a used textbook – you should buy access code alone (\$80)
 - b. MyMathLab is accessible both on campus and at home.
4. **Final Exam:** Students **must** achieve minimum competency score on the Basic Skills Test (Final Exam) to successfully complete the course. (Students must receive a D grade if they didn’t pass the final exam.)
 - a. The final exam is a standard department test and is timed. The students have 70 minutes to complete the test.
 - b. Passing score for the final exam is 24 correct, or above, out of 35.

- c. **Discretionary range** is 21-23 correct out of 35. If you as an instructor think that they deserve to pass and can be successful at the next level, you may give them a passing grade.
- d. Boot camp range is 18-20 correct out of 35. Please notify the students who are eligible as soon as possible so they may register for the boot camp. A sample e-mail that can be used to send to eligible students will be sent to your college e-mail before the end of the semester.
- e. Final exam grade does not count towards the students overall grade, the exam only determines if the student successfully completes the course or not.

Math Boot Camp

Students are given the opportunity to try to advance more quickly in the developmental courses or even skip the rest of the developmental courses by participating in the math boot camp. Students need to meet certain eligibility rules as follows in order to participate:

- MA 010/010A Final Grade A
- MA 010B Final Grade B or better
- MA 025A Final Grade A
- MA 025/025B Final Grade D (passing class grade **and** failed the Math Department Final with a score of 18 – 20 points)
This gives students a second chance to pass the final exam.

The book camp is offered in January and May in the morning and the evening for 5-6 days. Students must attend all the sessions in the morning or the evening in order to have the chance to take the test. It is encouraged to attend the morning and the evening sessions.

Students who want to take the boot camp will need to register for the appropriate one.

- MA INT1 MA 010A
- MA INT2 MA 010/010B/025A
- MA INT3 MA 025/025B

MyMathLab Registration & Information

MyMathLab is a series of online courses that accompany Pearson's textbooks in mathematics and statistics.

If you are new to the MyMathLab system, you must create an account. Please follow the steps below to **register** as an instructor:

1. Go to www.mymathlab.com or www.coursecompass.com (both bring you to the same place).
2. Click "Educators" > "Register"
3. Click "I accept"
4. Click "No" and create a "Login" and "Password"
5. Enter "Access Code": **DEMML-KNEAD-SPEND-MINNA-TRAWL-TUNES**
6. Fill out contact and school information.
7. Confirmation page is emailed to you – you only need your newly created login/password from now on to access your account.
8. Click "Login" to enter your account or login later.

Once you have registered, whether in a previous semester or at a previous school, you are already in the system and just need to "**Create/Copy**" your new courses for the fall. Everyone **must** copy the coordinator course below regardless if you have used MML in the past or not. This is to ensure everyone is linked and has the same assignments.

1. Login at www.coursecompass.com with your username and password.
2. Click "Create/Copy Course"
3. Select the last option "Copy a Course"
4. Select "Copy Another Instructor's Course"
5. Enter "Course ID:" **nance20935** (MA 025A)/**nance61916** (MA 025B)
6. Click "Continue"
7. Create your "Course Name" and edit "Course Dates"
8. Click "Create Course Now"
9. You are issued a **CourseID**. This is the one very important piece you must give to your students for this section. You need to have 1 CourseID for every 1 course you are teaching. If you are teaching multiple courses, then repeat these steps for every course.
10. Click "Back to MyPearson/Course Compass/Courses" when completed.

The great thing about copying a coordinator section is that all of the assignments are already created for you! You are welcome to use these, or customize/edit/create your own. You will need to tweak the due dates and make sure they are set as assigned. Students cannot see anything in the HW/Test Manager until you see the green check mark next to each assignment and it is marked as **assigned**.

◆ Homework/Test Manager [Legend](#)

Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	1	◆ Sections 1.1-1.6; Prerequisites for Whole Numbers	H	✓	09/01/09 10:21am	10/07/09	-- Choose -- <input type="button" value="Go"/>
2	1	◆ Section 1.7; Solving Equations	H		09/01/09 10:21am		-- Choose -- <input type="button" value="Go"/>

MyMathLab Technical Support

MyMathLab/MathXL: www.mymathlab.com | 1-888-695-6577
MML Videos: <http://mymathlab.com/product-tours>
MML Instructor Help: <http://tinyurl.com/mmlhelp>
New Design Help: <http://tinyurl.com/mmlndhelp>
How-To Videos: <http://www.mymathlab.com/how-videos-0>
WebEx MML Trainings: <http://tinyurl.com/mmlwebtraining>
Mastering: www.masteringsupport.com | 1-888-547-4415
Mastering Instructor Help: <http://tinyurl.com/masteringeduhelp>
How-To Videos: www.masteringsupport.com/videos
WebEx Mastering Trainings: <http://tinyurl.com/masteringwebtraining>
MyLabsPlus Support: 1-888-883-1299
Are you ready for your First Day of Class? www.firstdayofclass.com

Math Courses – College Level Info

Information for ALL College Level Courses

1. **Final Exam:** For all college level courses, the instructor makes their own final for the course. There is not a standard departmental final exam. All final exams are cumulative (will cover all the material presented in the course). **Please remember that you must submit all student final exams, along with a clean copy of the final exam and the answer key, when you hand in your grades to the adjunct office at the end of the semester.**
2. **Reminder:** Refer to the syllabus for the **grading policy** and the course outline for the topics to be covered.
3. Libguides (or Library Guides) have been created for some math courses to share information and resources for instructors and students. You can access them at <http://pccc.libguides.com/cat.php?cid=8355> for course information (syllabus, outline, textbook info), worksheets, and links to online help for your students, etc.
4. Please inform your students that they should make sure they are taking the correct college level math course for their major. This is especially important for MA101 and MA108 classes. Sometimes students register for one of these courses not realizing they need the other course for their major. In general, students in Liberal Arts and Humanities majors need MA101 and students in Business, Math, and Science majors need MA108. If a student is unsure of what course they need to be taking, you can send them to U203 or U301 for assistance.
5. You can reference the PCCC website for course descriptions, syllabi, outlines, and the general category a math course falls in at:
<http://www.pccc.edu/prospective/academics/academic-departments/mathematics-department/college-level-courses>

MA 101 – College Math I – 3 Credits

1. Prerequisite: MA 005 or MA007 or test placement
2. Required textbook: Mathematical Ideas by Miller/Heeren/Hornsby 12th Edition
3. A writing intensive section of this course is offered. The writing intensive libguide, <http://pccc.libguides.com/ma101>, includes the writing assignments used for the WI course.

MA 102 – College Math II – 3 Credits

1. Prerequisite: MA 005 or MA007 or test placement
2. Required textbook: Mathematical Ideas by Miller/Heeren/Hornsby 12th Edition

MA 103 – Basic Statistics – 3 Credits

1. Prerequisite: MA 005 or MA007 or test placement
2. Required textbook: Elementary Statistics by Larson/Farber 5th Edition
3. **Projects:** The students are **required** to complete a Correlation Project, which is worth 5% of their grade. A sample correlation project can be found on the course's libguide, <http://pccc.libguides.com/ma103>, by clicking on the "Correlation Project" tab. The syllabus also mentions an optional literacy project. This project can also be found on the libguide on the "Other Sample Projects" tab.
4. The libguide contains videos and other resources for students. It can be found at <http://pccc.libguides.com/ma103>.
5. Extra worksheets on normal distribution, confidence intervals, and correlation are kept in the Math Lab (U202).

6. A writing intensive section of this course is offered.

MA 108 – College Algebra – 3 Credits

1. Prerequisite: MA 005 or MA007 or test placement
2. Required textbook: Intermediate Algebra by Aufmann/Lockwood 8th Edition
3. Any student who fails the first test (score below 65%) **must** attend lab for the rest of the semester. These students will spend a minimum of one hour per week doing worksheets provided by the lab. The completed and signed worksheets are to be returned to the instructor and at the end of the semester the students must turn in the signed lab sheet to the instructor. A copy of the lab attendance sheet can be found in the back of this handbook.
 - a. A suggestion for informing students who must attend lab – you should announce the policy to the whole class at the start of the semester and then when you hand back the first test, attach a copy of the lab sheet to that test only for the students who failed it. This allows the students to be discreetly informed that they need to attend lab.
4. A copy of the lab attendance sheet and worksheets can be found on the course's libguide <http://pccc.libguides.com/collegealgebra>. Videos and other resources for the students can be found at <http://pccc.libguides.com/content.php?pid=347982>.

MA 109 – Pre-Calculus – 4 Credits

1. Prerequisite: MA 108 or test placement or permission of the Department Chairperson
2. Required textbook: Pre Calculus by Blitzer 5th Edition
3. The libguide contains dynamic worksheets created using GeoGebra. They can be found at <http://pccc.libguides.com/content.php?pid=196502&sid=1645390>.
4. A graphing calculator is strongly advised, as they will be used extensively in this course.

MA 110 – Mathematics for Management – 3 Credits

1. Prerequisite: MA 108
2. Required textbook: Finite Mathematics & Applied Calculus by Waner/Costenoble 6th Edition
3. The libguide contains videos and other resources to help the students. They can be found at <http://pccc.libguides.com/ma110>.

MA 111 – Business Calculus – 4 Credits

1. Prerequisite: MA 108
2. Required textbook: Applied Calculus by Waner/Costenoble 6th Edition

MA 115 – Applied Calculus – 4 Credits

1. Prerequisite: MA 109 or test placement or permission of the Department Chairperson
2. Required textbook: Technical Calculus with Analytic Geometry by Kuhfittig 5th Edition

MA 120 – Calculus I – 4 Credits

1. Prerequisite: MA 109 or test placement or permission of the Department Chairperson
2. Required textbook: Calculus by Anton 10th Edition
3. There is a mandatory computer lab. Lab assignments will comprise of 10% of the final grade.

4. **Projects:** Students are **required** to complete a selected project. The score on the project will comprise 5% of the final grade. The instructor may choose from sample projects posted on the Calculus libguide. One of the project choices is a five-part Derive project. The Derive program is available on the computers in the Math Lab (U202).
5. The libguide contains suggestions for sample projects that can be used, as well as other course information. They can be found at <http://pccc.libguides.com/calculus>.

MA 121 – Calculus II – 4 Credits

1. Prerequisite: MA 120
2. Required textbook: Calculus by Anton 10th Edition
3. The libguide contains suggestions for sample projects that can be used, as well as other course information. They can be found at <http://pccc.libguides.com/calculus>.

MA 150 – Discrete Structures – 3 Credits

1. Prerequisite: MA 101 or MA 109 and CIS 160 or CIS 165
2. Required textbook: Discrete Mathematics: An Introduction to Mathematical Reasoning by Susanna Epp, Brief Edition
Required reference: Discrete Mathematics by Richard Johnsonbaugh 4th Edition
3. This class is also part of the CIS/Information Technology Department/Program. It has two course codes, MA 150 and CIS 250.

MA 200 – Elementary Linear Algebra – 4 Credits

1. Prerequisite: MA 121
2. Required textbook: Elementary Linear Algebra: Applications Version by Anton/Rorres 10th Edition

MA 201 – Calculus III – 4 Credits

1. Prerequisite: MA 121
2. Required textbook: Calculus by Anton 10th Edition
3. The libguide contains suggestions for sample projects that can be used, as well as other course information. It can be found at <http://pccc.libguides.com/calculus>.

MA 202 – Differential Equations – 4 Credits

1. Prerequisite: MA 201
2. Required textbook: Elementary Differential Equations with Boundary Value Problems by Edwards & Penny 6th Edition
3. The libguide contains suggestions for sample projects that can be used, as well as other course information. It can be found at <http://pccc.libguides.com/calculus>.

Calculator Information

1. Calculator Rental Program: Students taking MA109 or higher may borrow a graphing calculator from the department for the semester at no cost. They can see Kristina Oriente in her office (U301), or go to Professor Delaney's office (U302), to pick up the calculator and they **must** return it by the end of the semester. Students who do not return the calculator will have a hold placed on their account, their registration blocked, and will be responsible to pay the cost to replace the calculator.

2. Calculator Workshops: The department will have a calculator workshop for College/PreCalculus/Calculus and one for Statistics within the first few weeks of the semester. The workshops will show students some basics of how to use the graphing calculator for their course. An e-mail will be sent with dates and details when the workshops are available.

TestGen Instructions

TestGen is Pearson's test generating software. You can download testbanks that match any Pearson textbook. Current courses that use a Pearson textbook include MA 025/025A/025B, MA 101/102, MA103, and MA109.

Please follow the steps below to download the TestGen program and to download testbanks for specific textbooks to add into the program.

1. Go to www.pearsonhighered.com
2. Click "Sign in or sign up" at the top of the page
3. You will need a login name and password to access the site. *If you have a MyMathLab account, your login and password are the same.* If you do not already have an account, you can sign up for one here, or e-mail our Rep, Joe Jantas, at joe.jantas@pearson.com to have him create an account for you.
4. Once you are logged in, there is a search box on the top of the page that says, "Search by title, author, or ISBN." Search for the textbook you are using here.
5. Once the list of books loads on the page, click the name of the appropriate textbook.
6. Click the "Resources" tab on the bottom of the page.
7. Under "TestGen Computerized Testbank" click the "Show Downloadable Files" link.
 - You must first have the TestGen program installed in your computer before you can download testbanks into it. If you need the TestGen program, there is a note with a link to the TestGen website where you can download the program.
 - Once you have the program installed, to download the testbank that matches the textbook, click the appropriate link (either PC or MAC).
 - You only need to install the TestGen program once. After the program is installed on your computer, you can download as many testbanks (for different textbooks) you'd like onto your computer and into the program.
8. After you have installed the program and a testbank downloaded onto your computer, you need to add the testbank into the TestGen program. To do this:
 - Open the TestGen program
 - Go to "File" > "Add Testbank to Library"
 - Search for the testbank file on your computer, click on it, then click "Open"
 - The testbank should now be added into the program

Other Useful Info

Writing Intensive Courses

A Writing Intensive (WI) course incorporates discipline-specific writing extensively into the course, and the writing contributes significantly to each student's grade. The instructor uses writing assignments to promote the learning of the course content, as well as to increase the students' critical thinking and information literacy skills. Instructors use both formal and informal writing assignments.

- Beginning with the incoming class of Fall 2007, students who enroll at PCCC and intend to obtain an **A.A. degree** are required to take – and pass with a **C** or better – **two** WI courses prior to graduation.
- Beginning with the incoming class of Fall 2009, students who enroll at PCCC and intend to obtain an **A.S. degree** are required to take – and pass with a **C** or better – **two** WI courses prior to graduation.
- Students intending to obtain an **A.A.S. degree** are required to take – and pass with a **C** or better – **one** WI course prior to graduation.
- Students who transfer into PCCC may have one of the two required WI courses waived for graduation.

The criteria for these WI courses are briefly described in this way:

1. Have a **prerequisite** of a **C** or better in **EN 101**.
2. Are **not** to be taken concurrently (i.e., only one WI course may be taken by a student in any given semester).
3. Have enrollment limited to **25** students.
4. Incorporate frequent informal, short-writing assignments to help students generate ideas and better engage with their learning.
5. Require students to do formal writing assignments, totaling up to no less than 2,500 words for the semester.
6. Incorporate research requirements that exercise information literacy competencies in at least one of the writing assignments.
7. Employ the standard assessment rubric for writing.
8. Be approved by the Office for Academic Affairs.

Math courses that are currently offered as Writing Intensive are MA 101 and MA 103.

College Writing Exam

The successful completion of the College Writing Exam (CWE) is an important graduation requirement for all PCCC students. For the CWE, students are asked to write a five-paragraph position paper of at least 450 words about a general topic or a topic provided by their department. The exam lasts for two hours.

- Students who entered PCCC before the Fall 2007 semester are eligible to take the College Writing Exam when they have successfully completed Composition II and at least half of their department's credit requirements for graduation (30-35 credits).
- Students entering PCCC in Fall 2009 or after are eligible to take the College Writing Exam when they have **successfully completed Composition I and one Writing Intensive course**.

An information packet about the exam is available at the Writing Center. For more specific information about the CWE visit <http://pccc.libguides.com/cwe>.

MA 010/010A/010B – Math Lab Attendance

Name _____ Course _____ Section _____ Instructor _____

Date	Time In	Time Out	Chapter & Section Completed	Tutor's Signature

MA 025A/025B – Math Lab Attendance

Name _____ Course _____ Section _____ Instructor _____

Date	Time In	Time Out	Chapter & Section Completed	Tutor's Signature

MA 108 – Math Lab Attendance

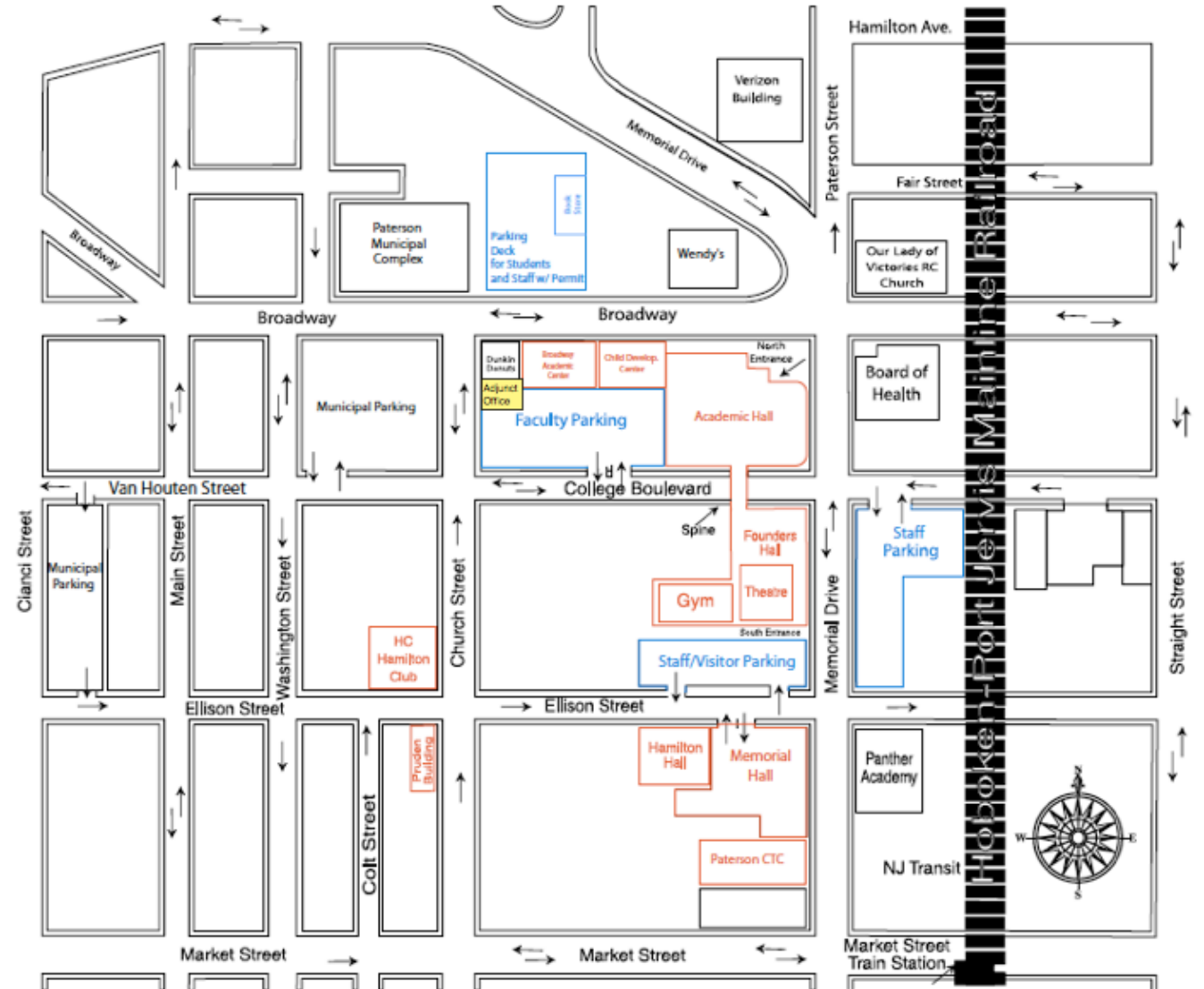
STUDENT NAME: _____

SECTION: _____

Chapter & Section Completed	Date	Time In	Time Out	Lab Instructor Signature
SOLVE LINEAR EQUATIONS & INEQUALITIES				
MATRICES & DETERMINANTS				
RATIONAL EXPRESSIONS COMPLEX FRACTIONS				
RATIONAL EXPONENTS COMPLEX NUMBERS				
RATIONAL EQUATIONS				
PROPORTION VARIATION				
RADICAL EXPRESSIONS				
SOLVING RADICAL EQUATIONS				
SOLVING QUADRATIC EQUATIONS				
APPLICATIONS OF QUADRATIC FUNCTIONS				
NON - LINEAR INEQUALITIES				

Main Campus (Paterson) Map

Passaic County Community College Campus Map - Paterson



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