

DEVELOPMENTAL MATHEMATICS PROGRAM INFORMATION FOR ALL COURSES

MISSION STATEMENT: The Developmental Mathematics Program of Northern Kentucky University plays a crucial role in fulfilling the mission of the University. The Program offers educational opportunities to address the needs of a large and diverse population. Through learner-centered experiences, the Developmental Mathematics Program prepares students to be successful in academic pursuits, to be active participants in the University community, to realize their full potential, and to appreciate the value of lifelong learning. As an integral part of the academic community, the Developmental Mathematics Program promotes intellectual development and helps to insure the access to higher education necessary for students to meet the challenges of the University and of the Information and Knowledge Age.

STUDENTS: For each class you take under this program, you will receive a syllabus with specific information about the section in which you are enrolled. The following information applies to all developmental mathematics courses.

PREREQUISITES: Mastery of Basic Mathematics is a prerequisite for Essential Algebra, mastery of Essential Algebra is a prerequisite for Intermediate Algebra. Additionally, mastery of Essential Algebra is a prerequisite for college-level mathematics courses and mastery of Intermediate Algebra is a prerequisite for Algebra for College Students.

CLASS WORKLOAD AND STUDY HABITS: Mathematics is not a spectator sport. It is not sufficient to watch someone else working problems. To succeed in a mathematics course, one must invest time and effort outside of class. It is important to read the sections in the text before they are covered in class and all homework should be completed by the due date. The pace of these courses is 4 times that of a high school course. Experience has shown it is unrealistic for a student to expect to successfully carry a full course load (12 or more semester hours) and work more than 20 hours a week at a job. Students must take out-of-class obligations into account when making out their schedule. Quality of time spent studying is as important as the amount of time spent. Students need to learn the underlying principles behind problems rather than just memorizing rules. Homework and working additional problems provides the practice necessary to master the mechanics of working the problem. To prepare for tests students need to correctly work several problems completely without any outside assistance.

CALCULATOR POLICIES: A scientific calculator may be used on select material in each course. No graphing calculators, computer algebra systems, or their equivalent may be used on any content in any Developmental Mathematics course. There are specific calculator policies for each course. See individual faculty syllabi for these policies. **To avoid the appearance of impropriety, during any test given in a Developmental Mathematics course, any device capable of sending messages, taking pictures, or accessing the internet (cell phones, iPod, etc) must be turned off and stored in an inaccessible location. A violation of this policy will result in a 0 on that test.**

ATTENDANCE AND CLASSROOM EXPECTATIONS: Class attendance is of critical importance to the success of any student in a developmental mathematics class. The instructor may have an attendance policy which affects a student's final grade. Active classroom participation is essential to the learning process. One cannot participate if one is not in class. Students are responsible for learning the material covered in class even if they are absent. It is imperative that you maintain your attendance **throughout** the semester. Our statistics and experiences show that students with 90-100% attendance have passed the course in 95% or more of the time. On the absence side, our records indicate that students with less than 70% attendance have not passed the course in 95% of the cases. We expect students to attend every class. If absent, students are still responsible for the material covered in class. Refer to your individual instructor if there is a makeup policy for any missed assignments, quizzes, and tests. We understand there are instances where an absence/missed class is unavoidable due to illness, conflicts, or other reasons. But the focus should not be on the reason why a class is missed, your focus should be "if you miss a class, now what are you going to do about it?"

MID-TERM GRADES: Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar (<http://registrar.nku.edu/academiccalendar.html>).

OFFICE HOURS: The instructor's posted office hours, listed on the class syllabus, are an indication of when he or she will usually be in his/her office. Occasionally other commitments will require him/her to be out of the office during those times. For important matters, or to meet with a professor outside of office hours, make an appointment in advance. On the other hand, you should not feel restricted to seeing faculty only during office hours. The faculty is here to help you. Your instructor is the first person to turn to for help.

PLUS Tutoring: At the PLUS Tutoring Center you can get help with concepts that you do not understand or with homework problems that you cannot solve. Trained peer tutors offer assistance to individuals. Students may sign up for two sessions of one-on-one tutoring per week. The PLUS Center is located in UC 170. To sign up for a tutor go to the website <https://tutortrac.nku.edu>. Any questions call: 859-572-5475, or e-mail wasburnmoj1@nku.edu.

PLUS Tutoring Center Hours:

Monday thru Thursday 8:00 a.m.– 7:00 p.m., Friday 8:00 a.m. – 3:00 p.m., Saturday 9:00 a.m. – 1:00 p.m.

CLASSROOM BEHAVIOR: The department attempts to maintain a classroom environment conducive to learning. Therefore, as stated in the NKU Code of Student Rights and Responsibilities, “disruptive student behavior will not be tolerated. If a student becomes disruptive, the professor may take disciplinary measures judged appropriate to protect the learning environment, including dismissal from the course.” Disruptive behavior can include the use of cell phones and beepers, excessive chatter and noise, eating or drinking, arriving late, leaving early, sleeping in class, bringing small children, and monopolizing class time. Any threatening behavior will be considered disruptive.

WITHDRAWAL FROM CLASS: The deadline for withdrawing from class with a grade of W is listed in the Schedule of Classes published for each semester. It is your responsibility as a student to be aware of this deadline. To withdraw from class, a student must log onto My NKU. Students who stop coming to class without withdrawing will receive a grade of F. Students are generally not permitted to withdraw after the deadline; they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances involving some change in the student's situation after the deadline. **This will require documentation and the permission of the program director.**

Student Honor Code:

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

Accommodations Due to Disability:

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability

Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu/>.

Student Evaluation of Instructor and Course:

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

ADMISSION WITH CONDITIONS COURSE TAKING POLICY: Students with any academic deficiency, ACT/SAT or Pre-College Curriculum, are required to enroll in all necessary developmental courses during their first two semesters at NKU. Developmental courses do not contribute to the credits required for graduation and will not be calculated in the GPA.

CHANGES IN THE SYLLABUS: The syllabus is a projection of what the instructor reasonably plans for the course. Circumstances may dictate altering the syllabus and the instructor has the right to do so.

COMPLAINTS: Any complaints relative to the operation of the course or program can be brought to the attention of the coordinator, Mrs. Barbara Hamilton, MEP 466, 859-572-5372.

DEPARTMENTAL OFFICE: The Developmental Mathematics Program is housed with the Department of Mathematics & Statistics in MEP 401. The phone number is 859-572-6347. You can also visit the website: <http://lap.nku.edu/developmental/mathematics.html> for more information.

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