


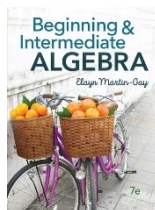


Contact Me 	Meet with Me (Office Hours) 	Class Location, Day, and Time 
<p>Kim Howell</p> <p>howellk@scsc.edu</p> <p>Join Remind for MAT 102-A30N: Text @mat102a30n to 81010</p>	<p>Office Hours: Virtual Classroom in D2L Tuesdays 7:00 to 8:00 pm Or by Appointment</p> <p>Advisees: Please use AVISO to schedule an advising session with your academic advisor.</p>	<p>Online Class – We do not have specific meeting dates and times.</p>

Where do I find course materials and texts?

[Chaser's Bark Shop \(SCC Bookstore\)](#)



- You will need Pearson MyLabs Access Code for Beginning and Intermediate Algebra 7th Ed. by Elayn Martin-Gay. You may purchase the access code either through SCC Book Store or directly inside the course.
 - Note: For this online course, the student is REQUIRED to purchase the access code.**
 - You will have access to an online version of the textbook once you login to courseware. So, purchasing a hard copy of the textbook is **NOT** required.
- You will need a scientific calculator (WITH a fraction key).** You may purchase one from SCC Book Store or you may purchase one in a retail store or online site of your choice.
- You will need paper, pencils, graph paper, and other items for notetaking.
- All other course materials are available on our D2L/Brightspace site. You will also find other critical course content there, such as supplemental handouts, course activities, videos, and other instructor-created materials.
- Suggested Scientific Calculator: TI – 30XS or TI – 30XIIS. You should use a scientific or graphing calculator (not a cell phone or tablet) on assignments and tests.



Additional Course Resources: TLC (Tutoring Service): Free Walk in Tutoring is in the Hull Building Rooms E2, E5, E6. [Tutoring Center Website](#)

How is this course structured and what digital technology tools will we use?



Course Structure

This course of MAT 102 will be in an online format. All assignments will be completed online and will be graded. The grades for each assignment will be available in D2L under “grades” tab.



brightspace
by D2L

D2L Brightspace

D2L is the SCC Learning Management System (LMS) designed to provide course information and management via the web. Only students enrolled in this course will have access to the course website. You will access this site through the SCC Student Portal.

On D2L you may find important course information, course announcements, your gradebook, course discussions, quizzes, assignments, and more. It is critical that you regularly open the D2L site to stay up to date with information. All grades are posted in D2L.



Courseware

Pearson MyLabs is the program we will use for all homework, tests, and many additional resources. You will access this site through D2L.

The courseware will give access to all homework, tests, and other assignments. You can also access the e-textbook there. You will be using this program for every chapter and section in the chapters, so it is critical that you login and work regularly to stay on track.



SCC Email Outlook

Please make sure to also check your SCC email daily to receive important announcements or correspondence from me and your other instructors at SCC. You may find it helpful to add your email to your phone if you have that technology.

Diversity, Equity, and Inclusion Statement

It is my intent to foster a learning environment that is inclusive of diversity: race, color, religion, age, sex, national/ethnic origin, veteran status, gender, sexuality, disability, and culture.

What will help you to be successful in this course?

Deadlines, Late Work, Missed Work

- **Tests: Tentative Test dates are available in the printable calendar at the end of this document.**
 - In **most** cases, we do not accept late tests/final exams. If you suddenly need an extension, you must contact your instructor at least 24 hours in advance of when the assignment and/or test is due to ask for an extension. Any unsubmitted work will result in a zero after specific due date. Please pay close attention to all due dates and plan your schedule accordingly.
 - We do not drop any test scores in this MAT 102 course.
 - If a student misses a test, the final exam score may be used in the place of one missed test grade.
 - If you complete all the tests, we can replace your lowest test grade with the final exam score. The exam score should be 70 or higher for a replacement to be *guaranteed*.
- **Homework: Due Dates for Homework assignments inside Pearson MyLabs:**
 - The homework assignments have individual due dates that you should observe while you work through the chapters. Grades for homework are pushed from Pearson MyLabs to D2L Gradebook.
 - You must complete each homework assignment with at least 80% accuracy before the next homework assignment will open. Do not wait until the last minute to complete your homework assignments.
 - The due dates for assignments are reflected in Pearson MyLabs Math. I will accept late homework for partial credit until the last day. Late homework will carry a penalty of 5% deducted per day.

Disability Accommodation and Inclusive Learning Statement

The office of Student Disability Services at SCC supports students in managing the challenges and limitations imposed by disabilities. Student Disability Services' mission is to partner with faculty, staff, and students to create inclusive and accessible learning environments while facilitating academic success through innovative support services and programs. Students must contact Disability Services as soon as possible to start the accommodation process.

To register for accommodations, please fill out the [digital intake form](#) and schedule an appointment for an intake meeting. You may also contact the Office of Student Disability Services at 864-592-4818, disabilityservices@sccsc.edu or visit in person on the Giles campus in building PDH office 4.

There are also a range of campus resources available to SCC students, including:

- [The Tutoring Center/TLC](#)
- [The Library](#)
- [TRIO Support Services](#)
- [Counseling Services](#)
- [AIM Center](#)
- [SCCOnline Support](#)
- SCCOnline – Click on the HELP menu from your D2L Brightspace home page.

Instructor-Student Meeting Hours (Office Hours)

- This is a time that I reserve for you for specific questions, needs, and concerns. I will be available online in the D2L virtual classroom during this time. If you are not available during my office hours, send me an email or text me using the Remind program. Communication with your instructor is an important part of your student experience and success.
- See Meet with Me Hours at beginning for specific times.
- We encourage active correspondence with your instructor. If possible, connect with your instructor during their office hours, this can provide you with an opportunity to establish a good working relationship. **If you email or text your instructor, it is customary to give instructors 24 hours to respond to emails and phone calls during the weekdays and until Tuesday if you contact them over the weekend.** Please make certain to include your full name, course and section in questions, and clear details on your request.

How do you keep things honest and true? (Academic integrity and plagiarism policy)

Student Honor Statement

Students will acknowledge their commitment to honesty and integrity upon each enrollment by certifying the following statement:

I pledge to honor myself, my peers, and our college community through actions and words that reflect integrity, honesty, and respect. I commit to holding myself to the highest standards of truthfulness and ethical conduct in all my academic efforts and to fostering a culture of mutual respect both inside and outside the classroom.

All forms of academic misconduct including, but not limited to, cheating on assessments, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the College procedures presented in the [SCC Student Planner and Handbook](#).

Questions are graded on SUBMITTED SUPPORTING WORK and not the answer alone. All classes require scratch work demonstrating knowledge to be submitted to the instructor. The instructor has the right to increase and/or decrease question point values based on this scratch work submission and the quality of the submission.

Generative AI usage

Unauthorized and/or undocumented use of generative AI will result in a FAILING grade (0-50).

Generative AI refers to artificial intelligence systems capable of generating human-like text or content.

The use of Generative AI includes but is not limited to text generators, paraphrasing tools, content spinners, or any technology that produces original content on behalf of the student.

See the instructor of this course for authorized use guidelines.

Plugin Usage:

Students are NOT allowed to use any plugins or browser extensions during tests, quizzes, or exams unless specifically approved as an accommodation by the Student Disability Services (SDS).

Unauthorized plugins, including but not limited to grammar checking tools like Grammarly, spell-checkers, translation services, or any other assistance tools, are strictly prohibited during quizzes, tests, or exams.

Exceptions and Accommodations:

SDS Approved Accommodations:

If a student requires specific plugins or technologies as part of their approved accommodations by the SDS, they must notify their instructor in advance and provide appropriate documentation from the SDS.

In such cases, the instructor will make necessary arrangements to accommodate the student's needs while maintaining the integrity of the assessment.

Consequences of Generative AI Policy Violations:

Academic Misconduct:

Any student found in violation of this Generative AI usage policy through the unauthorized and/or undocumented use of Generative AI resources in course assignments OR through the use of unauthorized plugins during quizzes/tests/exams will be subject to disciplinary actions for academic misconduct.

Penalties for academic misconduct may include but are not limited to grade reductions, failure on the assignment or exam, or further disciplinary measures as determined by SCC's policies.

Attendance and Participation:

Attendance and participation are essential to the learning of mathematics. You will have opportunities to work with the course material, communicate with your fellow classmates, and me, your instructor. Part of your grade will be based on active participation in the course, and you can engage in several ways:

1. Reading assigned materials or watching recorded lectures and completing your work by the assigned due date. (Included in the grade)
2. Participating in any discussion forums that are assigned by the posted due date. (Included in the grade)
3. Taking tests and uploading the written scratch work for these tests by the assigned due date.
4. Emailing questions to the instructor.
5. Contacting the instructor by text using the Remind program for questions.

Drop Date:

Once you submit any work, you are considered “enrolled” for the course. I am not able to drop you from a course once you are enrolled and have participated—only you have the power to do that. Because you remain enrolled even if you stop participating, any student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

While I hope that you do not have to drop this course, I understand that it is sometimes necessary. Students have until **March 26, 2025**, to drop the course. If you withdraw from a course by the drop period, you will receive a “W.” For more information on adding or dropping a course, visit the [Standard SCC Course Policies](#).

How will the class be run? – Method of Instruction

Method of Instruction and Grade Posting

- This MAT 102 will be conducted in an *asynchronous* online format. This means the class will not meet at scheduled times. You will locate the D2L Link in SCC Portal and navigate to your MAT 102 class. Follow the instructions and read carefully what you should do each week. You should set aside a certain amount of time each week to dedicate to this class. During this time, you should be watching video lessons, taking notes, and completing online assignments.
- You will complete work inside D2L and Pearson MyLabs (from the D2L link in the course page) to complete your assignments.
- All your graded assignments will have grades reflected in the D2L gradebook. Grades will not be given out over the phone or email. Course documents will be posted in D2L under “content” tab.
- Cell phones, smart phones, any touch devices – including watches, etc. are not to be turned on or used during testing for ANY reason, even as a calculator. Students must use a *real* calculator or the calculator provided by Honorlock onscreen for testing.

Class Procedures

If a student feels that there is something unreasonable or unfair in any course at Spartanburg Community College, it is the student’s responsibility to first discuss the matter in private with the instructor. After meeting with the instructor, if the student believes the matter is unresolved, (or if the student feels that going to the instructor will lead to repercussions), then a meeting may be requested with the Department Chair. Furthermore, if the student still believes that the issue has not been fully addressed, a meeting may be requested with the division dean, then the vice provost of academics, in this order only. Be fully aware that any grievance **MUST** follow this chain of command.

What are you expected to do this semester? (Major Assignments, exams, etc.)

Homework:

Students are expected to complete homework for each lesson. All homework for this course will be completed in Pearson MyLabs. Students should watch the lesson videos and take notes. Then, complete the Section Exercises. Students may rework missed homework problems to earn credit for the problem by clicking “Similar Exercise” to try a problem again. The homework problems also have “help tools” such as “View an example” or “Help me solve this.” Homework for each chapter will be due on the last test day for that chapter. For dates, check the course calendar in Pearson Mylabs. Late homework will be accepted for partial credit. As mentioned earlier in this document, late homework exercises will have points deducted at the rate of 5% per day. This policy is in place to encourage you to progress at the pace required to be successful in this course. Do not wait until the last minute to complete assignments. Allow yourself time to complete assignments and get help if needed before the assignments are due and the test needs to be completed.

Tests:

- All tests will be completed online in Pearson MyLabs. If a student misses a test, the grade will be a zero. There will be five tests in this MAT 102 course - Chapters 4, 6, 7, 10, and 11. Students will be able to replace the lowest test grade with the final exam score if they complete all five tests during the given testing window.
- Requests for early testing should be made at least 24 hours in advance and will be approved at the discretion of the instructor. All tests and final exam will be password protected. The instructor will NEVER give any passwords to students. The Honorlock program will enter the password for each test.
- All test grades will be used in grade calculation (no dropped tests).
- **Tests are password protected and must be proctored.** SCC has secured access to an online proctoring service called Honorlock. The proctoring services allow students to be able to test from home with a webcam, microphone, and Honorlock Extension for Google Chrome.
- Questions are graded on SUBMITTED WRITTEN SCRATCH WORK and not just the answer alone. All classes require written scratch work sheets demonstrating knowledge to be submitted to the instructor. The instructor has the right to increase and/or decrease question points based on this scratch work submission.
- It is the student's responsibility to submit readable and organized written scratch work for every test problem immediately after they complete their test. If the work is not submitted properly in the D2L assignment folder or it is not legible, the instructor has the right to reduce points on the assessment.
- **If a student is caught cheating in this online course, the student can be required to test in the Testing Center moving forward until the end of the course.**

Testing Procedures for Online Classes

- Tests should be taken as scheduled during the available testing window. ANY exceptions must be discussed and agreed upon between the instructor and the student. Plan to complete your test during the given testing window.
- Students must show written scratch work for every problem and upload the work into the appropriate D2L assignment folder as soon as they complete the test.
- Tests must be taken in an SCC approved proctored environment. Please take notice of the posted calendar which states the testing dates and plan accordingly. Tests are timed and password protected. Students must use the Honorlock Proctoring Service.

The Testing Center may be used for:

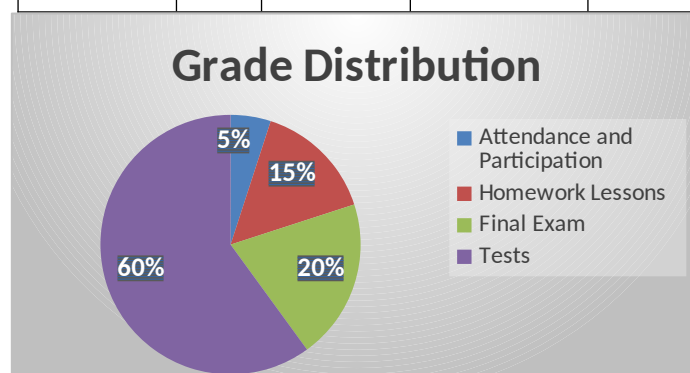
- Make-up testing and specific accommodations
- Student initiated requests to test (that are approved by the Director of TLC and instructor)
- Students who are caught cheating in online classes.

Final Exam:

All students must take the comprehensive final exam. Questions are graded on SUBMITTED WRITTEN SCRATCH WORK and not the answer alone. Any student who does not take the final exam will receive a grade of ZERO percent. The final exam is timed and password protected. Students will not receive extra time unless it's because of a documented disability (with directions provided through Student Disability Services). The final exam must be taken during the specified exam testing window. Procedures for the chapter tests will also apply to the final exam. If a student is unable to take the final exam based on extenuating circumstances based on the instructor approval, he will receive an "I" which will become an "F" on the last class day of the following semester if the exam is not made up.

How will you be graded? Grade and Calculation

Assignment	Tests	Homework Lessons	Participation	Final Exam
Percent	60%	15%	5%	20%



Calendar/Schedule:

This course schedule is tentative and subject to change. This calendar is an overview of the course. For your specific due dates and assignments, please check the separate course calendar and/or the Pearson Mylab courseware.

There are 5 tests, and each test will cover a full chapter. You have until the last date the test is available to complete the chapter assignments. However, I have included pacing dates for you as “target dates” to help keep you on track. You will do better on tests if you complete all assignments before you test.

Chapter & Section	Due Dates
Week 1: January 8 – 11 <ul style="list-style-type: none"> • Discussion Topic: Introductions (Attendance Verification Assignment LOCKS Jan 15) • Student Information Sheet (DUE Jan 11) • Establish a link between D2L and Pearson MyLabs • Academic Integrity Lesson and Quiz (DUE Jan 11) • Section 4.1 (Due Jan 28; Target Jan 11) 	Opens: Jan 8 Target: Jan 11 Introductions Discussion Locks Jan 15
Week 2: January 13 – 17 <ul style="list-style-type: none"> • Discussion Topic: Introductions (Attendance Verification Assignment LOCKS Jan 15) • Sections 4.2, 4.3, and 4.5 (Due Jan 28, Target Jan 17) 	Opens: Jan 8 Target: Jan 17
Week 3: Jan 20 – 24 <ul style="list-style-type: none"> • Chapter 4 Review • Test Chapter 4 (Opens Jan 24 and locks Jan 28) <ul style="list-style-type: none"> • Upload all test work as soon as the test is completed. • Remember ALL Chapter 4 Homework is due by January 28. • Chapter 6 HW Opens Jan 24 • Sections 6.1 and 6.2 (Target: Jan 31, Due: Feb 11) 	Opens: Jan 8 Target: Jan 24 Test Opens: Jan 24 Locks: Jan 28 6.1 and 6.2 Open Jan 24 Target Jan 31

<p>Week 4: January 27 – 31</p> <ul style="list-style-type: none"> • Test Chapter 4 (Opens Jan 24 and locks Jan 28) <ul style="list-style-type: none"> • Upload all test work as soon as the test is completed. • Remember ALL Chapter 4 Homework is due by January 28. • Sections 6.3 and 6.4 	<p>Test Opened: Jan 24 Locks: Jan 28</p> <p>Opens: Jan 24 Target: Jan 31</p>
<p>Week 5: February 3 – 7</p> <ul style="list-style-type: none"> • Sections 6.5, 6.6, and 6.7 • Ch 6 Review • Test Chapter 6 (Opens Feb 7 and locks Feb 11) <ul style="list-style-type: none"> • Upload all test work as soon as the test is completed. • Remember ALL Chapter 6 Homework is due by February 11. • Chapter 7 HW Opens Feb 7 	<p>Opens: Jan 24 Target: Feb 7</p> <p>Test Opens: Feb 7 Locks: Feb 11</p>
<p>Week 6: Feb 10 – 13</p> <ul style="list-style-type: none"> • Test Chapter 6 (Opened Feb 7 and locks Feb 11) <ul style="list-style-type: none"> • Upload all test work as soon as the test is completed. • Remember ALL Chapter 6 Homework is due by February 11. • Math Success Discussion Locks Feb 13 • Sections 7.1 and 7.2 (Target: Feb 13, Due March 7) 	<p>Test Opened: Feb 7 Locks: Feb 11</p> <p>Success Discussion Locks Feb 13</p> <p>7.1 and 7.2 Target: Feb 13</p>
<p>Week 7: February 17 – 21</p> <ul style="list-style-type: none"> • Sections 7.3 and 7.4 	<p>Opens: Feb 7 Target: Feb 21</p>
<p>Week 8: February 24 – 28</p> <ul style="list-style-type: none"> • Sections 7.5 and 7.6 • Chapter 7 Review • Test Chapter 7 (Opens Feb 28 and locks March 7) <ul style="list-style-type: none"> • Upload all test work as soon as the test is completed. • Remember ALL Chapter 7 Homework is due by March 7. • Chapter 10 Homework Opens Feb 28 	<p>HW Target: Feb 28 Review Target: Feb 28</p> <p>Test Opens: Feb 28 Locks: Mar 7</p>
<p>Week 9: March 3 – 7</p> <ul style="list-style-type: none"> • Chapter 7 Review • Test Chapter 7 (Opens Feb 28 locks March 7) <ul style="list-style-type: none"> • Upload all test work as soon as the test is completed. • Remember ALL Chapter 7 homework is due by March 7. • Chapter 10 Homework is available. 	<p>Opened: Feb 7 Target: March 7</p> <p>Test Opens: Feb 28 Locks: March 7</p>
<p>Week 10: March 10 – 14</p> <ul style="list-style-type: none"> • Sections 10.1 and 10.2 	<p>Opened: Feb 28 Target: March 14</p>

<p>Week 11: March 17 – 21</p> <ul style="list-style-type: none"> Sections 10.3, 10.4 and 10.5 	<p>Opened: Feb 28 Target: March 21</p>
<p>Week 12: March 24 – 28</p> <ul style="list-style-type: none"> Section 10.7 and Ch 10 Review Test Chapter 10 (Opens March 28 and Locks April 1) <ul style="list-style-type: none"> Upload all test work as soon as the test is completed. Remember ALL Chapter 10 Homework is due by April 1 	<p>Opened: Feb 28 Target: March 28</p> <p>Test Opens: March 28 Locks: April 1</p>
<p>Week 13: March 31 – April 3</p> <ul style="list-style-type: none"> Test Chapter 10 (Opens March 28 and Locks April 1) <ul style="list-style-type: none"> Upload all test work as soon as the test is completed. Remember ALL Chapter 10 Homework is due by April 1 Sections 11.1 and 11.2 	<p>Test Opened: March 28 Locks: April 1</p> <p>Target 11.1 and 11.2: April 3</p>
<p>Spring Break – No Classes – April 7 – 10</p> <ul style="list-style-type: none"> Students may work on their online classes during Spring Break if they choose to do so. 	<p>No Assignments Due During Spring Break</p>
<p>Week 14: April 14 – 18</p> <ul style="list-style-type: none"> Sections 11.3 and 11.5 Ch 11 Review “Discuss Next Semester” Discussion Locks April 18 Test Chapter 11 (Opens April 18 and Locks April 22) <ul style="list-style-type: none"> Upload all test work as soon as the test is completed. Remember all Chapter 11 homework is due by April 22 Final Exam Review Available April 18 	<p>Ch 11 Work Target: April 18</p> <p>“Discuss Next Semester” Discussion Locks April 18</p>
<p>Week 15: April 21 – 25</p> <ul style="list-style-type: none"> Final Exam Review Final Exam (cumulative on all sections) <ul style="list-style-type: none"> Available on April 25 and Locks April 28 (Monday) Upload all the written work as soon as the exam is completed. All Homework locks on April 28. 	<p>Review Target and Due April 28</p> <p>Exam Opens: April 25 Locks: April 28</p>
<p>Final Exam Due: April 28 – Upload exam written work as soon as the exam is completed.</p>	<p>DUE APRIL 28</p>