MEMORANDUM

To: **MAT 008/12/51/56 Faculty**

From: Jenna Hirsch and Ellen Inkelis, Remedial Coordinators

Date: 8/20/14

Re: **Remedial Math Course Procedures for MAT 8/12/51/56, Fall 2014**

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Remedial Math Course Procedures   **Fall 2014**

New and Updated Information for Fall 2014

➢ **MYMathLab** has replaced **MathXL** for MAT 8 and MAT 12

➢ **MAT 8/ 12** students will receive a permanent course ID from their instructor which enables them to register online on the first day of class. Note that temporary registration codes are no longer needed.

➢ **MAT 8/12** students can purchase the package of text/ MyMathLab access code in the BMCC book store or purchase the stand-alone MyMathLab access code/ebook for the price of $60 directly on the website: mymathlab.com

➢ The deadline for submitting a completed COA Roster is two weeks earlier than in prior semesters. The financial aid certification date will be moved from the 21st day of the term to the 7th day of the semester.

➢ **MAT 51/56**: Lower text price options were secured for BMCC if purchasing text and/or access code online from the following Cengage BMCC microsite for BMCC students: ***http://www.cengagebrain.com/micro/bmccmat***
  (Note: remind students that they will not find cheaper prices at the Cengage website
  http://www.cengagebrain.com)

➢ **MAT 56:** Reduced price text option – a **$90** "loose leaf" edition of text(includes WebAssign access code for same price) can be purchased in the BMCC bookstore and online at this microsite: ***http://www.cengagebrain.com/micro/bmccmat***

➢ **MAT56:** A **70% or higher** overall course average has been officially designated by the Math Department as a passing course average.

➢ Online copies of all materials can be found on the department's new instructors' remedial webpage,
  http://bmccremmath.commons.gc.cuny.edu/

➢ **All MAT 8/12/51 students are eligible to take the Final Exam and/or CUNY Exam. This is true** regardless of whether each of the Intervention Assignments is completed with an average of 70% or higher.

➢ **MAT 8/12/51/56 WU GRADE ASSIGNMENT OPTION**: If a student stopped attending at any time (for instance, if they do not show up for the final) during the term then he/she should receive a WU grade. Instructors' discretion advised.

Procedures for the First Week of Class

● Have the syllabus available for distribution on first day.

● Explain course requirements and policies on the syllabus, including exams, grade distribution and policy, etc.

● Stress BMCC's official attendance policies outlined on syllabus.

● Take attendance every day. Be prepared for the mandatory seventh-day of the semester attendance submission on CUNY First.

● Obtain official class roster from CUNY First website- http://www.bmcc.cuny.edu/cunyfirst/faculty.jsp
  (login or create a new account)

● When late registration is over, send students whose names do not appear on the official class roster to the Registrar's office. Students not on roster will be disqualified from taking the exit CUNY Exam.

Best Practices for the First Week of Class

● Assign homework immediately on the first day, due the next class meeting.

● Continually monitor student progress. Early interventions are crucial to students' success.

● Stress student responsibilities. For example, an absence is not an excuse for a missed assignment.

● Discuss instructor and student course expectations.

● Have all students register for the online homework system. If you are not in a computer classroom, this can be done by having students come up to the instructor computer one at a time, during class time.

Specific Online HW Instructions for MAT 8/12/51

THE ONLINE COMPONENT IS REQUIRED. Explain the online HW component, textbook options, importance of HW and HW due dates and the intervention assignments.

Important! On the first class meeting, have all students register for the online homework system.

1. **MyMathLab** for MAT 8/12
    a. Give students the course ID (each section has a unique course ID found on MyMathLab) to register automatically and begin the free 14 day grace period.

2. **Webassign** for MAT 51
   a. Give students specific <u>class key</u> (each section has a unique class key found on Webassign) to register automatically and begin the free 14 day grace period.

After registering, students will have immediate access to the online HW assignments. Access code must be purchased within the 14-day grace period to continue with HW assignments. Students may register by using a smart phone/tablet or computer(s) available in each classroom - assign student classmate "helpers" to expedite the process. It can be done!

- It is suggested that online homework(s) be assigned as soon as possible and due on the following class meeting. If this cannot be done, prepare a paper assignment if necessary.
- Continually monitor the HW system. Identify those students who do not do the HW. Early intervention is crucial.
- Continually stress the importance of purchasing the access code and/or text for the online HW system before the free trial period is over. Discourage procrastination. After the grace period, the online assignments will no longer be available. (all previous assignments will be saved online)
- Students who wish to use their smartphones or tablets to do the assignments must have a Flash-enabled browser to do so. On ipads and iphones, students can get an app such as Photon or Puffin that will allow Flash.

Key Points to Remember:

1. **Math Department Materials for MAT 8/12/51/56**:
   - Printed copies of the syllabi can be found in the Math Department, Room N599
   - Online PDF copies of syllabi can be found on the Math Department webpage,
     http://www.bmcc.cuny.edu/math/courses.jsp
   - Printed copies of handouts and review sheets can be found in the Math Lab RM S535.
   - Online Practice Exams can be found on the Math Lab webpage,
     http://www.bmcc.cuny.edu/math/instructional_materials.jsp
   - Online copies of all materials can be found on our new instructors' remedial webpage,
     http://bmccremmath.commons.gc.cuny.edu/

2. Follow the suggested schedule on the syllabus, or be sure to adequately cover all topics in time for the midterm and final exams. All topics should be covered so that there is at least one class period for review before the midterm and before the final exam. In particular, note that MAT 12 classes should complete the arithmetic section in the shortest possible time in order to adequately cover the algebra content.

3. **Grade Distribution Policies***

MAT 8
Suggested

a.	**Homework:**	**30 %**
b.	**Tests/Quizzes:**	**50 %**
c.	**Midterm:**	**20 %**

Note: A minimum of a 70% score on MAT 8 Departmental Final Exam must be achieved in order to pass the course.

MAT 56
Suggested

a.	**Homework:**	**15 %**
b.	**Exams and quizzes:**	**55 %**

Required

c.	**Departmental Final:**	**30 % (minimum)**

Note: To receive a passing grade of **R** in MAT 56, it is required that students achieve an overall minimum course average of 70%.

MAT 12/51
Suggested

a.	**Homework:**	**20 %**
b.	**Exams and quizzes:**	**25 %**
c.	**Departmental Final:**	**5 %**

Required

d.	**PAAE/Midterm**	**15 % (fixed)**
e.	**CUNY EXAM**	**35 % (fixed)**

Note: CUNY Exam score of 60% or higher, and an overall minimum MAT 12/51 course average of 74% is required to pass the course.

*Note: The suggested course grade distributions can be adjusted and left up to the discretion of the instructor. The required distribution is fixed.

4. **Description of the Online System setup for each course**
    A master course has been setup for each course: MAT 8 and 12 in MyMathLab, and MAT 51 in WebAssign. This course includes online HW for each section, quizzes for each chapter, Midterm and Final/CUNY Exam reviews, and Intervention Assignments (for students who fail the midterm). Instructors may use these courses without any further modification, or they can create their own assignments, modify existing ones, and change assignment and gradebook settings, etc. All online assignments are graded automatically by the system, and most questions are fill-in answers (not multiple-choice).

5. **Midterm Exams (on paper, not computerized):**   See calendar on the next page for dates
    a.   MAT 12 PAAE (Pre-Algebra Assessment Exam) 1st try given during any day of the 6th week of classes – if necessary, 2ND try during Final Exam week (by appointment with the instructor).
    b.   MAT 8/51 midterm given during any day of the 7th week of classes
    Note: Exams should be picked up the same day as the exam whenever possible, or after any class meeting that precedes the exam. After picking up exams, keep them on your person or in a locked cabinet or desk at all times. All Departmental Exams will be available for pickup in the Math Lab Rm S535. For Faculty who teach after 4pm on Fridays and/or weekends go to Sandra Rumayor in Rm S 715J.

6. **Intervention Assignments** on Webassign or MyMathLab are **REQUIRED** for all MAT 8/12/51 students who fail PAAE/Midterm Exam with a score below 70%.
    Note: As an incentive for all students, a higher Intervention average can be used to replace a lower Midterm/PAAE score.

7. **Final Exams:** See calendar for dates
    a.   MAT 8 In-class (paper) Departmental Final Exam-**two tries**
    b.   MAT 12/51 In-Class (paper) Departmental (Algebra only) Final Exam - **only one try**
    c.   MAT 12/51 EXIT EXAM is now the computerized CUNY Wide Math Exam
    d.   Mat 56 in-class (paper) Departmental Final Exam
    Note: All Departmental Exams will be available for pickup in the Math Lab Rm S535. For Faculty who teach after 4pm on Fridays and/or weekends go to Sandra Rumayor in Rm S 715J. Exams should be picked up the same day as the exam whenever possible, or after any class meeting that precedes the exam. After picking up exams, keep them on your person or in a locked cabinet or desk at all times.

8. **Students with documented disabilities** may need extra time on the exams or may be unable to use the online system. They may contact the Office of Accessibility (Room N360; 220-8180) or the Math Lab, and accommodations can be made.

9. **End-of-Semester Grading Procedures:**
    MAT 8 Students who passed the departmental final with a 70% or better **and** who fulfilled any other requirements outlined by the instructor on their course syllabus should receive a passing grade of **S**, otherwise the student will be given a failing grade of **R**.
    MAT 12/51 Students who passed the CUNY WIDE Math Exam with a grade of 60% or better **and** an overall minimum course average of 74% **and** who fulfilled any other requirements outlined by the instructor on their course syllabus should receive a passing grade of **S**, otherwise the student will be given a failing grade of **R**.

    MAT56 students must achieve an overall course average of 70% to receive a passing course grade of **S**, otherwise the student will be given a failing grade of **R**. It is required that the final exam score must be at least 30% of the course grade distribution.

10. **How to Submit Final Grades:**
    Final grades must be submitted online on the CUNY First website: http://www.bmcc.cuny.edu/cunyfirst/faculty.jsp
    Further instructions will be sent via email and placed in mailboxes.

Important: MAT 12/51 Instructors must make the CUNY WIDE Math Exam scores available to students. Note that the CUNY First system does not do this. Instructors can email individual scores to students, or post them in the WebAssign, MyMathLab or Blackboard grade book.

If you have any questions, concerns, or suggestions, please contact us.

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Calendar/Schedule for Remedial Classes

*For each course, **the syllabus has a recommended week-by-week schedule** for coverage of math topics – **We recommend that you follow it to be sure that you adequately cover all topics. Dates for the Dept. Midterm Exam and the Dept. Final Exam (both tries) are FIRM, so instructors MUST BE CERTAIN THAT THEY HAVE COVERED ALL TOPICS INCLUDED ON EACH EXAM, including making time for at least one class meeting dedicated to exam review, before each of these exams.**

Week	Dates	Major Events
1	Thur 8/28-Sun 9/7	**First day of class Thur 8/28: Hand out dept. syllabus, register all math 8/12 students on MyMathLab or MAT 51 students on WebAssign– online free 2 week HW grace period begins** **No classes Sat. 8/30 - Mon. 9/1** NEW: Attendance Roster(COA) date is the 7th day of semester
2	Mon 9/8 - Sun 9/14	
3	Mon 9/15-Sun 9/21	
4	Mon 9/22-Sun 10/5	*Tues 9/23 - Classes follow a Friday schedule;* *No classes wed 9/24- fri 9/26; fri 10/3-sat 10/4*
5	Mon 10/6-Sun 10/12	**No classes Sun 10/12- Mon 10/13** *pickup of MAT12 PAAE - first available Wed. 10/8*
6	**Mon 10/13-Sun10/19**	**MAT12 Pre-Algebra Assessment Exam (PAAE) "6th week" starting Thur 10/9-Sun 10/19** *pickup of MAT 8/51 Midterm Exam -first available Tue. 10/14*
7	**Mon 10/20-Sun 10/26**	**MAT 8/51 DEPT. MIDTERM EXAM "7th week" starting Thur 10/16-Sat 10/25**
8	Mon10/27-Sun11/2	Dept. Midterm grades due
9	Mon 11/3-Sun 11/9	*Last day for students to withdraw officially with W grade is Thur **11/6**; Students who do not withdraw officially but stop attending at any time receive a WU*
10	Mon 11/10-Sun 11/16	
11	Mon 11/17-Sun 11/23	
12	Mon 11/24-Sun 11/30	*Dept. final first becomes available for pickup in the Math Lab on Wed. 11/26* *College closed Thur 11/27-Sun 11/30*
13	Mon 12/1-Sun 12/7	*** MAT 12/51 DEPT. FINAL EXAM starting in the 13th week Tue 12/2 - 14th week Mon 12/15** *** NOTE: Instructors have the option to give the in class Final Exam on the 13th or 14th week.**
14	Mon 12/8-Mon 12/15	***DEPT. FINAL EXAM (MAT 12, MAT 51) *see note** **First Try DEPT. FINAL EXAM (MAT 8)**
Final Exams Week 15	Tue 12/16-Mon 12/22	**-CUNY WIDE MATH EXAM (MAT 12, MAT 51) scheduleTBA** **-Second Try DEPT. FINAL EXAM (MAT 8)** **-2nd Try PAAE (MAT 12 students) by appointment**
		Final grades due – Date will be announced

Fall Aug 2014

<u>Text and Access Code Purchasing Options</u>

<u>MAT 51 and MAT 56</u>

Note: A lower price was secured for BMCC MAT 51/56 students if purchasing any of the following online options from this microsite: http://www.cengagebrain.com/micro/bmccmat.

<u>MAT51</u> now carries the following four textbook/code Cengagebrain BMCC microsite online options:

    i.   eBook with *WebAssign access code* (life-of-edition (LOE) of the textbook)
        ISBN#-13: 978 -1-285-85773-2………………………………………………………………………… **$55.15**

    ii.   Bundle: Loose-leaf (not bound)Custom *Elementary Algebra*, 9th *edition* textbook **AND** eBook format with *WebAssign access code* (for life-of-edition (LOE) of the text book)
        ISBN#-13: 978-1-133-85170-7………………………………………………………………………….. **$109.49**

    iii.   Bundle: Soft-cover (bound) Custom *Elementary Algebra*, 9th *edition* textbook **AND** eBook format with *WebAssign access code* (for life-of-edition (LOE) of the text book)
        ISBN#-13: 978-1-133-30535-4…………………………………………………………………………. **$111.49**

    iv.   Charles Mckeague, *Elementary Algebra*, 9th *edition, (not bundled with WebAssign)*
        ISBN#-13: 978-0-8400-6421-9……………………………………………………………………………**$213.49**
        (Note: other price options to **<u>rent</u>** text and/or ebook are offered on microsite)

Note: The above prices for MAT 51 are available <u>only </u>through the microsite. All price options include full access to the electronic version of the text, the study plan and other features (option ii and iii, and iv provide students with the actual textbook(hard cove, soft cover, or loose leaf).
Note: Stand-alone access code can also be purchased on WebAssign (or the bookstore) for the higher price of $75.
Note: For higher purchasing prices, options i, iii, and iv are available through the college bookstore.
Note: The correct ISBN numbers for both the book/ access code bundle, the stand-alone access codes, and instructions on how to buy the access codes online are given in the syllabus.

<u>MAT 56</u> now carries the following textbook online options:

    i.   **Bundle:** Hard Cover (bound) Algebra with Trigonometry for College Students, 5th Ed **AND** eBook format with *WebAssign access code* (life-of-edition (LOE) of the text book)
        ISBN-13: 978-1-305-38250-3……………………………………………………………………………$126

    ii.   **Bundle:** Loose leaf (not bound) Custom Algebra with Trigonometry for College Students, 5th Ed **AND** eBook format with *WebAssign access code* (life-of-edition (LOE) of the text book)
        ISBN-13: 978-1-133-84531-7……………………………………………………………………….. $90
        (note: This option can be purchased in the bookstore for $90)

    iii.   <u>Hard cover (bound)Algebra with Trigonometry for College Students, 5th Ed</u>
        ISBN-13: 978-1-285-73714-0……………………………………………………………………………$229.16
        (no WebAssign access code is included)

    iv.   <u>eBook with *WebAssign access code*</u> (life-of-edition (LOE) of the text book)
        ISBN-13: 978-1-285-85773-2……………………………………………………………………………$55.15
        (note: e-book can be accessed only if using WebAssign)

Note: The above prices for MAT 56 are available <u>only</u> through the microsite. (exception: option ii can be purchased in book store for same price)

<u>Text and Access Code Purchasing Options</u>

<u>MAT 8 and MAT 12</u>

<u>MAT 8</u> **carries the following textbook/access code options:**

      i.   Geoffrey Akst and Sadie Bragg, *Basic Mathematics through Applications*, *Fourth Custom Edition*, *book package with MyMathLab access code*, Pearson Custom Publishing, 2008
         ISBN 9781269903585 (package available for purchase in BMCC book store)

<div align="center">OR</div>

     ii.   Stand-alone MyMathLab access code with eBook
         Code: 9781269891707…………………………………………$60(this price available on website: MyMathLab.com)

<u>MAT 12</u> **carries the following textbook/access code options:**

      i.   Geoffrey Akst and Sadie Bragg, *Basic Arithmetic and Algebra*, *Fourth Custom Edition*, *book package with MyMathLab access code*, Pearson Custom Publishing, 2012
         ISBN # 9781269903530 (package available for purchase in BMCC book store)

<div align="center">OR</div>

     ii.   Stand-alone MyMathLab access code with eBook
         Code: 9781269899734………………………………………………$60(this price available on website: MyMathLab.com)

Note: The correct ISBN numbers for both the book/code package and the stand-alone access codes are given in the syllabus.
Note: All MAT 8 and MAT 12 text options are available for purchase through the college bookstore.
     MAT 8/12 stand-alone access codes can be purchased for $60 on the website: mymathlab.com