

## MEMORANDUM

To: **MAT 8/12/51/56 Faculty**  
From: Jenna Hirsch, Ellen Inkelis **Remediation** Committee Co-Coordinators  
Date: 1/19/16  
Re: **Remedial Math Course Procedures for MAT 8/12/51/56, SPRING 2016**

### Updated Information for Spring 2016

- All course information can be found on the new website for instructors (not for student use): [bmccremmath.commons.gc.cuny.edu](http://bmccremmath.commons.gc.cuny.edu)
- **MAT 8 and MAT 12-Required Computer Component: MyMathLab**
  - **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. A free two-week grace period follows.
  - **MAT 8/12** students can purchase the bundle 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](http://mymathlab.com)
  - **MAT 12** Overall passing course average is now 70%.
  - **All MAT 12** students who pass the PAEE with a 70% but receive an R or WU will be **upgraded** to MAT 51.
  - PAEE scores are required to be posted on MyMathLab
- **MAT 51-Required Computer Component: WebAssign**
  - **MAT 51** Overall passing course average is now 70%.
  - **MAT 51** Students will receive a class key from their instructor which enables them to register online on the first day of class. A free two-week grace period follows.
  - **MAT 51** Lower price text options are available if purchasing text and/or WebAssign 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 bookstore nor on the other Cengage website <http://www.cengagebrain.com>)
- **MAT 56-(Computer component not required)**
  - **MAT 56:** Lower price text 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 other 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 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.
  - **NEW:** The MAT 56 McKeague Algebra with Trigonometry for College Students, 5<sup>th</sup> Ed textbook is now available as an e-book on WebAssign. For the same price of \$55, online HW assignments are included.
- **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 may receive a WU grade. Instructors’ discretion advised.
- The deadline for submitting a completed Certificate of Attendance (COA) Roster on CUNY First 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.

## Where Course Materials Can Be Located

### Syllabi

- **Printed copies:** in the Math Department, Room N599
- **Online Word doc and PDF copies:** on the instructor remedial webpage:  
<http://bmccremmath.commons.gc.cuny.edu/>
- **Online PDF copies:** on the Math Department webpage, <http://www.bmcc.cuny.edu/math/courses.jsp>

### Practice Exams, Review Sheet, and Handouts

- **Printed copies of Practice Exams, Review Sheet, and Handouts:** in the Math Lab RM S535.
- **Online Practice Exams:** on the Math Lab webpage, [http://www.bmcc.cuny.edu/math/instructional\\_materials.jsp](http://www.bmcc.cuny.edu/math/instructional_materials.jsp)
- **Online copies of all materials:** on our instructors' (not for students) remedial webpage,  
<http://bmccremmath.commons.gc.cuny.edu/>

## Procedures for the First Week of Class

- 1) Have the syllabus available for distribution on first day.
- 2) Explain course requirements and policies on the syllabus, including exams, grade distribution and policy, etc.
- 3) Stress BMCC's official attendance policies outlined on syllabus.
- 4) Stress that calculators are not permitted to be used on any exam.
- 5) Take attendance every day. Be prepared for the mandatory seventh-day of the semester attendance submission on CUNY First.
- 6) Obtain official class roster from CUNY First website- <http://www.bmcc.cuny.edu/cunyfirst/faculty.jsp>
  - a. (login or create a new account)
- 7) When late registration is over, send students to the Registrar's Office if their names do not appear on the official class roster. Students not on roster will be disqualified from taking the exit CUNY Exam.
- 8) 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.

## 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.

## Specific Online HW Instructions for MAT 8/12/51

**THE ONLINE COMPONENT IS REQUIRED.** Explain the online HW component, textbook options, importance of HW, 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 and MAT 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 class key (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 assignments be assigned on the first day 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. **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.

### 2. Grade Distribution Policies\*

<p><b>MAT 8</b> Suggested</p> <table style="width: 100%;"> <tr> <td>a. Homework:</td> <td style="text-align: right;">30 %</td> </tr> <tr> <td>b. Tests/Quizzes:</td> <td style="text-align: right;">50 %</td> </tr> <tr> <td>c. Midterm:</td> <td style="text-align: right;">20 %</td> </tr> </table> <p><b>Note:</b> A minimum of a 70% score on MAT 8 Departmental Final Exam must be achieved in order to pass the course.</p> <p><b>MAT 56</b> Suggested</p> <table style="width: 100%;"> <tr> <td>a. Homework:</td> <td style="text-align: right;">15 %</td> </tr> <tr> <td>b. Exams and quizzes:</td> <td style="text-align: right;">55 %</td> </tr> </table> <p>Required</p> <table style="width: 100%;"> <tr> <td>c. Departmental Final:</td> <td style="text-align: right;">30 % (minimum)</td> </tr> </table> <p><b>Note:</b> To receive a passing grade of R in MAT 56, it is required that students achieve an overall minimum course average of 70%.</p>	a. Homework:	30 %	b. Tests/Quizzes:	50 %	c. Midterm:	20 %	a. Homework:	15 %	b. Exams and quizzes:	55 %	c. Departmental Final:	30 % (minimum)	<p><b>MAT 12/51</b> Suggested</p> <table style="width: 100%;"> <tr> <td>a. Homework:</td> <td style="text-align: right;">20 %</td> </tr> <tr> <td>b. Exams and quizzes:</td> <td style="text-align: right;">25 %</td> </tr> <tr> <td>c. Departmental Final:</td> <td style="text-align: right;">5 %</td> </tr> </table> <p>Required</p> <table style="width: 100%;"> <tr> <td>d. PAAE/Midterm</td> <td style="text-align: right;">15 % (fixed)</td> </tr> <tr> <td>e. CUNY EXAM</td> <td style="text-align: right;">35 % (fixed)</td> </tr> </table> <p><b>Note:</b> CUNY Exam score of 60% or higher, and an overall MAT 12/51 course average of <b>70%</b> or higher is required to pass the course.</p> <p><b>*Note:</b> The <u>suggested</u> course grade distributions can be adjusted and left up to the discretion of the instructor. The <u>required</u> distributions are fixed.</p>	a. Homework:	20 %	b. Exams and quizzes:	25 %	c. Departmental Final:	5 %	d. PAAE/Midterm	15 % (fixed)	e. CUNY EXAM	35 % (fixed)
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### 3. Description of the Required 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 (designed 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).

**NOTE: ALL PAAE, Midterm and Final Exams are copied, collated, & distributed by the Math Lab in room S535. (See calendars for distribution dates)**

### 4. PAAE and Midterm Exam Packets (on paper, not computerized): No use of Calculators

- a. **MAT 12 PAAE** (Pre-Algebra Assessment Exam) 1<sup>st</sup> try given during any day of the 6<sup>th</sup> week of classes – if necessary, 2<sup>nd</sup> try during Final Exam week (by appointment with the instructor).
  - b. **MAT 8/51 Midterm** Exam given during any day of the 7<sup>th</sup> week of classes
- Departmental Exam packets 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.
  - Each exam packet contains two versions.

- 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.

5. **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.

6. **Final Exam Packets: No use of calculators**

- a) **MAT 8** In-class (paper) Departmental Final Exam-**two tries**
- b) **MAT 12/51** In-Class (paper) Departmental (Algebra only) Final Exam - **one try**  
**MAT 12/51 EXIT EXAM** is now the computerized CUNY Wide Math Exam-**one try**
- c) **Mat 56** in-class (paper) Departmental Final Exam-**one try**

- Departmental Exam packets 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.
- Each exam packet contains two versions.
- 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.

7. **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.

8. **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 70% **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.

9. **How to Submit Final Course 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.

10. **Project Advance and Immersion(January/June) Programs**

These intensive three week workshops were designed to allow eligible MAT 8/12/51/56 students a chance to continue to learn the material and meet course requirements. After completion, MAT12/51 students will be eligible to retake the CUNY Math Exam. Details regarding eligibility and requirements for these programs will be distributed at the end of the semester.

**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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