

MEMORANDUM

To: **MAT 8/12/51/56 Faculty**
From: Jenna Hirsch, Ellen Inkelis Remediation Committee Co-Coordinators
Date: 8/ 1/18
Re: **Remedial Math Course Procedures for MAT 8/12/51/56 Fall 2018**

FALL 2018 REMINDERS

- ❖ **SATURDAY CLASSES MEET FOR ONLY 14 SESSIONS.** All other days meet for 15 weeks. Refer to remediation calendar.
- ❖ **BMCC ATTENDANCE POLICY:** In the case of excessive absence, the instructor has the option of assigning an "R" grade. In the case where a student stops attending at any time, the instructor has the option of assigning a "WU" grade.
- ❖ **SECOND TRY OF PAAE CAN BE ADMINISTERED ON THE 14TH OR 15TH WEEK.**
- ❖ **SYLLABI for MAT 8/12/51/56** Updated hard copies available in the Math Department and electronic copies in Word and PDF form are posted on the instructors' website: bmccremmath.commons.gc.cuny.edu
- ❖ **Mat 51 and MAT 56** now each have a unique website for special reduced text book pricing.
 - **NEW URL for MAT 51:** <http://cengagebrain.com/micro/2010447MC>
 - **NEW URL for MAT 56:** If you plan on using the e-book or WebAssign, the unique url for the reduced special pricing is: <http://cengagebrain.com/micro/2010436MC>

❖ **STEPS FOR STUDENT SIGN-IN TO WEBASSIGN:**

Step 1: Go to webassign.com or webassign.net then click "Enter Class Key" in the top right corner

Step 2: Enter the Class Key provided by your instructor which looks like this: EXAMPLE

Step 3: Verify your instructor & class information, then click "Yes, this is my class"

Step 4: If you have used WebAssign in the past, log-in with that information

-or-

If you have not used WebAssign in the past, click "Create Account" and enter your information. (Enter the a preferred email address that you use regularly (it does not have to be your BMCC email))

-or-

If you log-in and are prompted to link your WebAssign account click "Link your WebAssign Account" and enter that information

Step 5: After logging in you will be given an option to "Verify Payment". If you have already purchased access through the microsite provided by your instructor, (<http://cengagebrain.com/micro/2010447MC>) then click "Verify Payment." If not, you can select "I'll do it later" and use the Courtesy Access period and purchase full access later. After the free grace period, you will not be able to continue without entering an Access Code.

For more info-Student Quick Start link: http://www.webassign.net/manual/WA_Student_Quick_Start.pdf

(Note: remind students that they will not find cheaper prices at the bookstore, WebAssign website, nor on the other

Cengage website: <http://www.cengagebrain.com>)

- ❖ **E-BOOK OPTION FOR MAT 56 INSTRUCTORS NOT USING WEBASSIGN:** Students can access the e-book by registering for this unique "Fall 2018 e-book section" on Webassign. Students must enter this unique class key: and buy the WebAssign access code at: <http://cengagebrain.com/micro/2010436MC> . (free 2-week grace period)

INFORMATION BY COURSE

➤ **MAT 8 Required MyMathLab Computer Component**

- **New** course grade distribution-see page 5(below) on this memo
- All MML instructors must login to MYMathLab to get their section class key.
- **MAT 8** 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** students can purchase the bundle package of text/ MyMathLab access code in the BMCC book store or purchase the reduced price stand-alone MyMathLab access code/e-book (for the price of \$60) directly on the website: mymathlab.com
- A minimum of a 70% score on MAT 8 Departmental Final Exam must be achieved in order to pass the course.

➤ **MAT 12 Required MyMathLab Computer Component**

- All MML instructors must login to MYMathLab to get their section class key.
- 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.
- Students can purchase the bundle package of text/ MyMathLab access code in the BMCC book store or purchase the reduced price stand-alone MyMathLab access code/e-book (for the price of \$60) directly on the website: mymathlab.com
- Course grade distribution: PAAE Exam: 20%; HW/exams/ quizzes 25%; Final Exam: 20%; CEAFE: 35%,
- Overall passing course average is 70%.
- **All** students who pass the PAAE with a 70% but receive an R or WU will be **upgraded** to MAT 51.
- Calculators are not allowed on the PAAE (Instructors will determine whether calculators are allowed for their in-class exams.)
- Students will no longer be required to pass the CEAFE to pass course as long as course average is 70% or higher.
- Students will be allowed to use scientific calculators on the Department Final and CEAFE
- Updated CUNY practice exams will be available online and in the Math Lab
- MAT51 Interventions will not replace failing Midterm Exam score. Although encourage students to complete interventions for much needed practice.
- **PAAE, Final, and CEAFE** scores are required to be posted on MyMathLab

➤ **MAT 51-Required WebAssign Computer Component**

- All instructors must login to WebAssign to get their section class key.
- 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.
- Provide the following Student Quick Start link and section class key to help your students register for your WebAssign section. http://www.webassign.net/manual/WA_Student_Quick_Start.pdf
- **Lower price text options** are available online if purchasing text and/or WebAssign access code online from the following Cengage BMCC microsite for only BMCC students: <http://cengagebrain.com/micro/2010447MC>
(Note: remind students that they will not find cheaper prices at the bookstore, WebAssign website, nor on the other Cengage website: <http://www.cengagebrain.com>)
- Course grade distribution: Midterm Exam: 20%; HW/exams/ quizzes 25%; Final Exam: 20%; CEAFE: 35%,
- Students will no longer be required to pass the CEAFE to pass course as long as course average is 70% or higher.
- Students will be allowed to use scientific calculators on the Department Final and CEAFE

- Calculators not allowed on the Midterm (Instructors will determine whether calculators are allowed for their in-class exams.)
- Calculators can be borrowed from the library
- Updated CUNY practice exams will be available online and in the Math Lab
- MAT51 Interventions will not replace failing Midterm Exam score. Although encourage students to complete interventions for much needed practice.
- Overall passing course average is 70%.
- **Midterm, Final, and CEAFE** scores are required to be posted on WebAssign
- **MAT 56-(WebAssign Computer component available but not required)**
 - A scientific calculator is now REQUIRED (TI-30X is recommended) for the final exam.
 - Instructors will determine whether calculators are allowed (or required) on all other class exams.
 - Calculators can be borrowed from the library.
 - Graphing calculators and cell phone calculators are not allowed.
 - MAT 56 final exam now consists of two parts:
 - Part I: NO use of calculators Part II: REQUIRED use of scientific calculators
 - Updated sample practice final exams will be available **online and in the Math Lab**.
 - Suggested problem sets for instructors available on bmccremmath website to use as a guide when planning a lesson.
 - Reduced prices for text and/or access code options are available online from the following Cengage BMCC microsite for only BMCC students: <http://cengagebrain.com/micro/2010436MC>
 - **TEXT OPTIONS on microsite :**
 1. **\$55 e-book**
 - **Required Text is available as an e-book only on WebAssign.** (Online HW assignments included in \$55 bundle although it is not required).
 - **For MAT 56 instructors not using Webassign, students can access the e-book by registering for this unique “Fall 2018 e-book section” on Webassign. Students must enter this unique class key: [bmcc.cuny](http://bmcc.cuny.edu) 9972 7438 and buy the WebAssign access code.**(free 2-week grace period)
 2. **\$97 custom “loose leaf” text bundle** (The WebAssign access code and online HW assignments included for same price, although not required)
More info [MAT 56 new e book option Fall 2018](#)
(Note: remind students that they will not find cheaper prices at the bookstore, WebAssign website, nor on the other Cengage website: <http://www.cengagebrain.com>)
 - **MAT56: A 70% or higher overall course average has been officially designated by the Math Department as a passing course average.**

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
- **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) Take attendance every day. Be prepared for the mandatory seventh-day of the semester attendance submission on CUNY First.
- 5) Obtain official class roster from CUNY First website- <http://www.bmcc.cuny.edu/cunyfirst/faculty.jsp>
 - a. (login or create a new account)
- 6) When late registration is over, send students to the Registrar's Office if their names do not appear on the official class roster. MAT 12/51 students not on roster will be disqualified from taking the exit CUNY Exam(CEAFE).
- 7) 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 (an option for MAT 56, but not required)
 - 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.
 - b. After registering, students will have immediate access to the online HW assignments/e-book. 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:

- The deadline for submitting a completed Certificate of Attendance (COA) Roster on CUNY First is due soon after the first week of classes.

- **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.

- **Description of the Required Online System setup for each course**

A **master course** has been set up for each course: MAT 8 and 12 in MyMathLab, MAT 51 in WebAssign, and MAT 56 in WebAssign (not required). 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).

- **Grade Distribution Policies***

<p>*NEW MAT 8</p> <p>Suggested</p> <p>a. Homework & Participation 30 %</p> <p>Required</p> <p>b. Tests/Quizzes: 15 %</p> <p>c. Midterm: 20 %</p> <p>d. Departmental Final 35 %</p> <p>Note: A minimum of a 70% score on MAT 8 Departmental Final Exam must be achieved in order to pass the course.</p> <p>MAT 56</p> <p>Suggested</p> <p>a. Homework: 15 %</p> <p>b. Exams and quizzes: 55 %</p> <p>Required</p> <p>c. Departmental Final: 30 % (minimum)</p> <p>Note: To receive a passing grade of S in MAT 56, it is required that students achieve an overall minimum course average of 70%.</p>	<p>MAT 12/51</p> <p>Suggested</p> <p>a. Homework/Tests/Quizzes: 25%</p> <p>Required</p> <p>b. PAAE/Midterm 20 %</p> <p>c. Departmental Final: 20 %</p> <p>d. CUNY EXAM 35 %</p> <p>Note: CUNY Exam score of 60% or higher is not required to pass the course.</p> <p>An overall MAT 12/51 course average of 70% or higher is required to pass the course.</p> <p>*Note: 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>
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All Exams are copied, collated, & distributed by the Math Lab in room S535. See calendar for distribution dates)

- **PAAE and Midterm Exam Packets: (on paper-No use of calculators)**
 - MAT 12 PAAE (Pre-Algebra Assessment Exam) 1st try given during any day of the 6th week of classes – if necessary, 2nd try during the 14th or 15th week.
 - MAT 8/51 Midterm Exam given during any day of the 7th week of classes
- Departmental Exam packets will be available for pickup in the Math Lab Rm S535.
- Instructors teaching weekend sections who are unable to pick up exams during math lab hours, can pick up their exams from Antonette McKain in rm S 715A (212-220-8325). (For example, if your class meets on Saturday before 10AM.) Pick up times with Antonette McKain are: Friday from 5:30PM -6 PM , Saturday from 8AM-6PM , Sunday 8AM -6PM
- **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.
- Exams are not open book
- Collect exams and scrap paper – do not allow students to take exams home
- **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: For MAT 8, 12, 51:** Intervention score **cannot** replace failing Midterm/PAAE Exam score.

- **Final Exams:**

- a) **MAT 8** In-class (paper) Departmental Final Exam-**two tries -No use of calculators**
- b) **MAT 12/51** In-Class (paper) Departmental (Algebra only)Final Exam - **one try - scientific calculators allowed**
- c) **MAT 12/51** Computerized CUNY Elementary Algebra Final Exam (CEAFE) -**one try-scientific calculators allowed** (students must take CEAFE with class)
- d) **Mat 56** in-class (paper) Departmental Final Exam-**one try - scientific calculators allowed**

- Departmental Exam packets will be available for pickup in the Math Lab Rm S535.
- Instructors teaching weekend sections who are unable to pick up exams during math lab hours, can pick up their exams from Antonette McKain in rm S 715A (212-220-8325). (For example, if your class meets on Saturday before 10AM.) Pick up times with Antonette McKain are: Friday from 5:30PM -6PM , Saturday from 8AM-6PM , Sunday 8AM -6PM
- Each exam packet contains two versions.
- Exams should be picked up the same day as the exam whenever possible. After picking up exams, keep them on your person or in a locked cabinet or desk at all times.
- Exams are not open book
- Collect exams and scrap paper – do not allow students to take exams home
- **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.

- **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 have an overall minimum course average of 70% **and** who fulfill any other requirements outlined by the instructor on their course syllabus should receive a passing course grade of **S**, otherwise the student will be given a failing grade of **R**.
- **MAT56** students who have an overall course average of 70% **and** who fulfill any other requirements outlined by the instructor on their course syllabus should 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.

- **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.

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

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

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