

Dear Students,

I want to give all of you a very warm welcome and I also want to tell you thank you so much for the effort you took to enroll in this class. I really appreciate you being here and realize that you are making a sacrifice as you fit in your personal life, family life and work life into your schedule at school.

I believe all students can do well in math if they come to class, take great notes and write all steps carefully on problems. It is very helpful to think of writing a problem just as you write a paper in a writing class or some other class. Papers are written with a good title, a clear introduction, supporting paragraphs and a sound conclusion. The format of your paper is important with the correct margins, spacing between lines, footnotes, and bibliography. In math you will be writing the original problem and writing all of the steps in the proper format. You will find that writing all of the math correctly will give you a solid understanding of math and you will even enjoy it.

I wish all of you great successes and blessings in this class and in all aspects of your lives. I enjoy teaching at PCC immensely and let me know if I can help you in anyway. Do not hesitate to contact me. Please review the syllabus and contact me with any questions.

Thank you,  
Mr. Diss

<b>CAMPUS</b>	Portland Community College <a href="http://www.pcc.edu">www.pcc.edu</a> Rock Creek Campus 17705 NW Springville Rd. Portland, OR 97229
<b>COURSE</b>	<b>Math 20 Fundamentals of Mathematics – (4 credits)</b>
<b>TERM</b>	Winter 2020: January 6, 2020 to March 18, 2020
<b>SECTION</b>	13614
<b>TIME/DAYS</b>	8:00 AM - 10:20 AM, Monday/Wednesday
<b>ROOM</b>	Rock Creek Building 2: Room 226
<b>INSTRUCTOR</b>	William C. Diss Math Office: Rock Creek Building 2: Room 210 971-722-3183 ( <b>Instructor Phone</b> ) 971-722-7696 ( <b>Math Office</b> ) wdiss@pcc.edu
<b>ADDITIONAL HELP</b>	I will be available for extra help before and after class. Please contact me for one-on-one tutoring.

<b>REQUIRED MATERIALS</b>	<p><b>Textbook:</b>          BASIC COLLEGE MATH W/ALEX          Author MILLER          Edition 3RD 15          ISBN 9781260727456</p> <p><b>Calculator:</b> No calculators will be used in class at any time.</p> <p><b>Notebook:</b> A spiral, bound or binder notebook is required.</p> <p><b>Writing Instruments:</b> You need to have three or four pens or pencils in good condition. All work should be done in black pencil or some dark color of ink (no shades of red). All corrections should be done in some other color. Please do not use a black pen to correct work done in black pencil and vice versa. Please bring extra pens and pencils. Please have at least three colors.</p> <p><b>Ruler:</b> You need to have a ruler or a straightedge to draw all lines.</p> <p><b>Loose Leaf Paper:</b> All assignments must be turned in on loose-leaf paper; paper cannot be torn out of a spiral notebook.</p> <p><b>Graph Paper:</b> All two-dimensional graphs must be done on paper with either four or five squares per inch.</p>
<b>COURSE DESCRIPTION &amp; PREREQUISITES</b>	<p>Develops arithmetic fluency and the conceptual basis, and applications of integers, fractions, decimals, percents, and measurements. The PCC math department recommends that students take MTH courses in consecutive terms. Prerequisites: (ABE 0782 or placement into MTH 20) and (placement into RD 80 or ESOL 250). Audit available.</p>
<b>COURSE OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Perform accurate arithmetic computations in a variety of expressions and applications.</li> <li>• Apply mathematical problem solving strategies.</li> <li>• Effectively communicate mathematical reasoning.</li> </ul>
<b>DETAILS ON MATH COURSES</b>	<p><a href="https://www.pcc.edu/ccog/?fa=course&amp;subject=MTH">https://www.pcc.edu/ccog/?fa=course&amp;subject=MTH</a></p>
<b>ACADEMIC PROFESSIONALISM</b>	<p>The location of this class is at Portland Community College and it is important that an atmosphere of a professional college environment is maintained. Complaints, comments or questions that are not related to mathematical content should be made in private to the instructor.</p>
<b>ATTENDANCE</b>	<p>Your attendance is very important in the class. In general, every absence lowers your total grade by about five percent. If you miss two classes, you may drop an entire letter grade. More information on attendance is listed below in general college information.</p>

<p><b>IMPORTANCE OF MATHEMATICAL NOTATION</b></p>	<p>It is the philosophy of the Portland Community College Mathematics Subject Area Committee (PCC Math SAC) that it is important for students to learn how to communicate mathematics using standardized notation, as this is part of the educational process. We believe that when students are able to effectively use mathematical notation to compose meaningful mathematical statements, it is reflective of a deeper understanding of the mathematical concepts being described. Also, an understanding of math concepts and language includes the comprehension of math symbols and implementing their standard usage and format in communicating deductive mathematical reasoning. ... These standards are intended to help students learn how to communicate mathematics effectively, which we believe will empower students to be successful in current and future coursework.</p>
<p><b>STEPS AND FORMATTING OF WORK</b></p>	<p>The process of working a math problem is very critical. Math problems are written in a similar way to writing a college paper. Every line of mathematics is important just as every paragraph, sentence and word is important in a college paper. College papers have certain formatting requirements for indentation and spacing between lines of text. Your problems will also be worked with specific formatting requirements. Please work problems as shown in class and please leave plenty of space between problems. The entire width of the paper will be used for some problems. Please put just one problem on a line and do not use multiple columns.</p> <p>The <i>Course Content and Outcome Guide</i>, for the first class of our sequence has the following important information on steps:</p> <p><i>The manner in which one presents the steps to a problem is very important. We want all of our students to recognize this fact; thus the instructor needs to emphasize the importance of writing mathematics properly and students need to be held accountable to the standard. When presenting their work, all students in a MTH 60 course should consistently show appropriate steps using correct mathematical notation and appropriate forms of organization. All axes on graphs should include scales and labels.</i></p> <p>Examples of correct notation for different courses are shown here:</p> <p><a href="http://www.pcc.edu/programs/math/course-downloads.html">http://www.pcc.edu/programs/math/course-downloads.html</a></p> <p>On the top left of your paper please put the following heading:</p> <p><i>First and Last Name</i></p>

	<p>Instructor: Mr. Diss  Math 20: Fundamentals of Mathematics  <i>&lt;due date&gt;</i>  <i>&lt;assignment description&gt;</i> Ex: HW #1</p>
<b>HOMEWORK</b>	<p>Homework is extremely important and is approximately 25% of your grade. An assignment will be given each week and is due the next week. Please work all problems and show all work as shown in class. You will be graded on steps, neatness, proper format, and correct mathematical statements. Please correct all odd problems before class. Fix incorrect problems if necessary.</p> <p>In class we will review a few of the problems. Please correct your problem by inserting the missing steps. <b>You will be graded on having all of the <u>correct steps</u> and <u>corrections</u> made in class so please correct problems that are worked on the board.</b></p> <p>You will be spending at least five to six hours a week on homework and studying. If you do not turn in a homework on time and decide to do it later, then you will have at least 11 hours of work the following week. Please do your homework and turn it in each week. Late homework will only be counted for one more week and will not be graded for full credit.</p>
<b>TESTS</b>	<p>Tests are critical and count for a great portion of your grade; please take all tests. If you cannot take a particular test, please see me as soon as possible so that other arrangements can be made.</p>
<b>GRADING POLICY</b>	<p>You will be graded on all you do, <b><u>including steps</u></b>, orderly work and clear conclusions. The final is comprehensive and it can be used to replace your lowest test grade. 90% and above is an A, 80% to 89% is a B, 70% to 79% is a C, 60% to 69% is a D, and below 60% is a F.</p> <p>Grading Details:</p> <p>There will be approximately ten homework assignments at 10 points each, and three tests each worth 100 points.</p> <p>All Homework: 100 Points  Test 1: 100 Points  Test 2: 100 Points  Final Test: 100 Points</p> <p>-----  Total Points 400 Points</p>

**Exam Dates:**

<b>1/29/2020</b>	<b>Exam 1</b>
<b>2/26/2020</b>	<b>Exam 2</b>
<b>3/18/2020</b>	<b>Final</b>

The rest of this syllabus contains **VERY IMPORTANT INFORMATION** regarding resources and information as a general student of PCC.

- Accessibility and Accommodations: PCC is committed to ensuring that classes are accessible. Disability Services [[www.pcc.edu/disability-services/](http://www.pcc.edu/disability-services/)] works with students and faculty to minimize barriers. If students elect to use approved academic accommodations, they must provide in advance formal notification from Disability Services to the instructor.
- Title IX/Nondiscrimination: PCC is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or [equity.inclusion@pcc.edu](mailto:equity.inclusion@pcc.edu).
- Student Rights and Responsibilities: The [Student Rights and Responsibilities Handbook](https://www.pcc.edu/about/policy/student-rights/) [<https://www.pcc.edu/about/policy/student-rights/>] establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work. The Handbook includes items such as the Policy on Student Rights, and the Student Code of Conduct Policy and Procedures.
- Flexibility: The instructor may revise the class calendar, modify content, and/or substitute assignments in response to institutional, weather, or class situations.
- Sanctuary College: PCC is a sanctuary college. For more information and resources, see [www.pcc.edu/resources/undocumented-students/](http://www.pcc.edu/resources/undocumented-students/).
- Campus Resources: PCC offers a variety of resources to help you succeed in your classes and to enhance your college experience (e.g., jobs on campus, child care, student clubs, tutoring, writing centers, Multicultural Centers, Women's Resource Centers, Veterans Resource Centers, Queer Resource Centers, Dreamers Resource Center, emergency loans, food pantries, advising, counseling). You can access information about college resources and activities at [www.pcc.edu/student-life/](http://www.pcc.edu/student-life/).
- Information about PCC Libraries: Each PCC campus has a library where students can access a variety of books (including some class textbooks on reserve), journals, videos, and other resources both through PCC's own collection and through loans from other colleges. The libraries also loan laptop computers, graphing calculators, and other technology. The libraries have computers, printers, and scanners for students to use and offer quiet and collaborative areas for studying, including study rooms that students can reserve. Librarians are available to help students with research – in person or by chat, email, text, or phone. Visit [www.pcc.edu/library/](http://www.pcc.edu/library/).
- Food and Housing Insecurity: If you face challenges affording food or housing, this will naturally affect your classwork. PCC wants you to be successful and offers some resources that may help: Emergency Funds ([www.pcc.edu/enroll/paying-for-college/emergency-](http://www.pcc.edu/enroll/paying-for-college/emergency-)

[funds.html](#)) and food pantries ([www.pcc.edu/student-leadership/services/free-resources/](http://www.pcc.edu/student-leadership/services/free-resources/)). You can also contact a campus Student Conduct and Retention Coordinator at [conductandcare@pcc.edu](mailto:conductandcare@pcc.edu).

- Challenges: If you experience challenges that might prevent you from succeeding in this class, please discuss available options with the instructor.
- [Policy on Student Rights](https://www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf) [<https://www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf>]
- [Student Code of Conduct Policy and Procedures](https://www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf) [<https://www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf>]
- Academic Integrity: Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. See the [Student Code of Conduct Policy and Procedures](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/) [[www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/)] for further details.
- [Children on PCC Properties policy](https://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/) [<https://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/>]
- Mobile communication devices: The use of portable communication devices during class is prohibited. Discuss exceptions with the instructor. Mobile devices such as cell phones and pagers must be powered down while class is in session. If you have special circumstances and need to leave your mobile device powered up, you must obtain permission from the instructor. If there is an emergency situation and you must use a mobile device during class time, please leave the classroom before accepting and/or conducting your call.
- Recording and distribution of class sessions: Oregon state law and PCC policy permit students to record class sessions. Any such recording is for personal educational use only and may not be shared publicly. Sharing of recorded content is a violation of Oregon state law and of the [Student Code of Conduct Policy and Procedures](https://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/) [<https://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/>].  
Students who wish to make an auditory or visual recording of any portion of the class must inform the instructor in advance. Any such recording is for personal educational use only and may not be shared publicly. Sharing of recorded content is a violation of Oregon state law and of the [Student Code of Conduct Policy and Procedures](https://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/) [<https://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/>].
- Mandatory Reporting Requirement: It is always my goal to keep information you share private but I am required by law to report to our Office of Equity and Inclusion all allegations of dating or domestic violence, child abuse or neglect, abuse of vulnerable populations, and/or credible threats of harm to yourself or others. If you wish to make a disclosure that can remain confidential, there are staff at PCC who are deemed confidential. You can find an accurate list here: <https://www.pcc.edu/about/equity-inclusion/title-ix/documents/brochure.pdf>.
- Listening Intervention Team for Equity (LITE) is a PCC resource for students, faculty, and staff who have experienced inequity or need guidance to navigate challenging dynamics at the college across cultures, races, ethnicities, gender identity or expression, sexual orientations, ability, faiths, and other aspects of identity. The LITE listener will offer compassion, help you process your experiences, share skill-building techniques and

problem-solving strategies, and connect you with other existing support resources. To talk to a LITE listener about experiences of inequity you have experienced at PCC, visit [www.pcc.edu/lite](http://www.pcc.edu/lite) and click on “Make an appointment with a LITE listener” or contact a listener directly.

- Adding, Dropping and Grading: The college has very tight deadlines for auditing, dropping, or withdrawing from a course. For example, during most terms the paperwork to audit a course must be signed and submitted by the end of the first week of the term. Similarly, to receive a refund for a class a drop must be completed the first week of the term. These time frames are even shorter for some summer term courses. **Watch your email.** In all cases, it is 100% the student’s responsibility to process the change in registration status by the due date and time.
- Adding and Dropping: [www.pcc.edu/enroll/registration/dropping.html](http://www.pcc.edu/enroll/registration/dropping.html)
- Grading Options: [www.pcc.edu/registration/grading-policy/](http://www.pcc.edu/registration/grading-policy/)
- Grading Guidelines: [www.pcc.edu/resources/student-records/grading/](http://www.pcc.edu/resources/student-records/grading/)
- Attendance: <https://www.pcc.edu/enroll/registration/attendance.html>

**Important Dates for Portland Community College: See [PCC - Calendar](#)**

Fri Oct 25	<a href="#">Class schedule available</a>
Mon Nov 11	Credit registration begins: <a href="#">see groups and dates</a>
Mon Nov 11	College closed: holiday
Wed Nov 20	<a href="#">Continuing Education registration begins</a>
Wed Nov 20	ABE and non-credit ESOL registration begins
Thu Nov 28 - Fri Nov 29	College closed: holiday
Sun Dec 1	<a href="#">PCC Scholarship application opens</a>
Fri Dec 20	<a href="#">Payment due date</a>
Tue Dec 24 - Thu Dec 26	College closed: holiday
Wed Jan 1	College closed: holiday
<b>Mon Jan 6</b>	<b>Beginning of term</b>
Fri Jan 10	Last day to select audit grade option: <a href="#">see grading options</a>
Sat Jan 11	Last day to choose financial aid refund option: <a href="#">see MyRefunds</a>
Sat Jan 11	Last day to drop 8-12 week classes: <a href="#">see how to drop</a>
Tue Jan 14	Last day to add classes
Mon Jan 20	College closed: holiday
Sat Feb 29	Last day to change grade option for 11-12 week classes: <a href="#">see grading options</a>
Sat Feb 29	Last day to withdraw from 11-12 week classes: <a href="#">see how to withdraw</a>
Sun Mar 1	<a href="#">PCC Scholarship application deadline</a>
Mon Mar 16 - Sun Mar 22	<a href="#">Final exams</a>
<b>Sun Mar 22</b>	<b>End of term</b>

Tue Mar 24

Grades available: [see MyPCC](#)