

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
971-722-3183
pcc.edu/staff/wdiss

UNTIL FURTHER NOTICE: DUE TO THE COLLEGE'S RESPONSE TO COVID-19, ALL LESSONS WILL BE TAKING PLACE VIA REMOTE INSTRUCTION AND NOT FACE-TO-FACE. THIS SYLLABUS IS SUBJECT TO CHANGE.

Basic Needs Statement

PCC wants you to be successful and have resources that may help. If you face challenges affording food or housing, or if you need access to technology, this will naturally affect your classwork. Check out these resources: Student COVID-19 Resources (<https://www.pcc.edu/coronavirus/information-for-students/resources/>) and Emergency Funds (www.pcc.edu/enroll/paying-for-college/emergency-funds.html). You can also contact a campus Student Conduct and Retention Coordinator at conductandcare@pcc.edu.

If you still need some help with a computer or Internet, the next two items may be of use.

- Comcast is offering 2 months FREE internet in light of the COVID-19 pandemic.
https://www.internetessentials.com/covid19?fbclid=IwAR07jJTg88jNAu1DBwP5iNKmjIPB8V0x3xu_3s3IaBuSwqF5P6cRFv-lpCc
- There are also low cost computers you may qualify for:
<https://www.internetessentials.com/Low-Cost-Computer>

I will be available for questions/help during your regular class time via Zoom.

- Intro Guide at <https://www.pcc.edu/help-desk/zoom-student-guide/>) for our course.
- There is a link for this in the D2L page under the heading "Online Rooms".
- I will also send out zoom meeting i

CAMPUS	Portland Community College www.pcc.edu Rock Creek Campus 17705 NW Springville Rd. Portland, OR 97229 pcc.edu/staff/wdiss	
COURSE	Math ALC 20 through ALM 111	
TERM	Spring 2020: March 30, 2020 to June 6, 2020	
SECTIONS	22868, 22899, 22901, 23188, 23909, 23910, 23911, 23912, 23913, 23914, 23915, 23916, 23917, 23918, 23919, 23920, 23921, 23922, 23923, 24540, 24985, 24986, 24987, 24988, 25003, 25004, 25005, 25006, 25008, 25009, 25010, 25011, 26186, 26187, 26188, 26189, 26190, 26191, 26192, 26193	
TIME/DAYS	2:30 PM - 5:20 PM, Monday/Wednesday 1:00 PM - 3:50 PM, Tuesday/Thursday	
ROOM	Off Campus due to Flu Virus	
INSTRUCTOR	Name	William C. Diss
	Email	wdiss@pcc.edu
	Web Page	pcc.edu/staff/wdiss
	Phone Number	971-722-3183
Math Office	Location: Building 2, Room 210 Phone Number: 971-722-7696	
ADDITIONAL HELP	Send email and we can set up a session with phone, video, chat, etc. I am very willing to help you with problems in your math class; before seeking my help, seek help of your regular math teacher. I am especially available at the following times: <ul style="list-style-type: none"> • 2:30 PM - 5:20 PM, Monday/Wednesday • 1:00 PM - 3:50 PM, Tuesday/Thursday 	

<p>REQUIRED MATERIALS</p>	<p>ALEKS: We will be using an online learning platform called ALEKS.COM. To complete work outside of class time students will need use of a computer with internet access. There will be some recommended computer and homework time outside of class.</p> <p>Textbook: We have no specific text book for the class. If you are taking this class along with another math class, make sure you obtain all of the necessary books.</p> <p>Calculator: I do not think reliance on calculators is a good idea. The ALEKS program might flash up a calculator and I have no control over that. Please do not use electronic calculators and get in the habit of figuring out things with the best calculator in the world, <i>your mind</i>.</p> <p>Notebook: A spiral, bound or binder notebook is required. Please keep all of your math work together. You probably should get a folder to hold all paper.</p> <p>Writing Instruments: 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>Ruler: You need to have a ruler or a straightedge to draw all lines.</p> <p>Graph Paper: All two-dimensional graphs should be done on paper with either four or five squares per inch.</p>												
<p>ALEKS Codes</p>	<table border="1"> <thead> <tr> <th>Class</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Math 20</td> <td>MUWXM-MGPQD</td> </tr> <tr> <td>Math 60</td> <td>JV4EV-NDKRP</td> </tr> <tr> <td>Math 65</td> <td>KVLQH-TLWXD</td> </tr> <tr> <td>Math 95</td> <td>J3YJM-RWTWF</td> </tr> <tr> <td>Math 111</td> <td>XPU39-VF4PN</td> </tr> </tbody> </table>	Class	Code	Math 20	MUWXM-MGPQD	Math 60	JV4EV-NDKRP	Math 65	KVLQH-TLWXD	Math 95	J3YJM-RWTWF	Math 111	XPU39-VF4PN
Class	Code												
Math 20	MUWXM-MGPQD												
Math 60	JV4EV-NDKRP												
Math 65	KVLQH-TLWXD												
Math 95	J3YJM-RWTWF												
Math 111	XPU39-VF4PN												
<p>COURSE DESCRIPTION & PREREQUISITES</p>	<p>Recommended placement into the corresponding math course.</p>												
<p>COURSE OUTCOMES</p>	<p>Provides a review of individually chosen topics in the corresponding course. Completion of this course does not meet prerequisite requirements for other math courses.</p>												
<p>DETAILS ON MATH COURSES</p>	<p>https://www.pcc.edu/ccog/?fa=course&subject=MTH</p>												

ACADEMIC PROFESSIONALISM	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.
ATTENDANCE	Your attendance is very important in the class. More information on attendance is listed below in general college information.
IMPORTANCE OF MATHEMATICAL NOTATION	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.
STEPS AND FORMATTING OF WORK	<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 math 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 Math 60 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</i></p>

	<p><i>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>http://www.pcc.edu/programs/math/course-downloads.html</p>
HOMEWORK	There are no regular assignments outside of ALEKS.
TESTS	There are no test outside of ALEKS.
GRADING POLICY	You will be graded on pass/fail depending on the hours you spend with ALEKS.

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/] 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.
- 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/.
- 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/.
- 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/.

- 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-funds.html) and food pantries (www.pcc.edu/student-leadership/services/free-resources/). You can also contact a campus Student Conduct and Retention Coordinator at 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/] 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](http://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/](http://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](http://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/](http://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 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
- Grading Options: www.pcc.edu/registration/grading-policy/
- Grading Guidelines: 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](#)

- Apr 7 Last day to drop without a W (via MyPCC by 10pm)
- <http://www.pcc.edu/registration/dropping.html>
- Apr 7 Last day to add a class [full term students, not late start]
- May 25 College Closed: Holiday
- May 23 Last day to withdraw with a W [full term students]
- There is no final exam for this course.
- Important dates for late start:
 - Apr 27 Last day to drop without a W (via MyPCC by 10pm)
 - May 26 Last day to withdraw with a W

Note: Calendars may be changed in response to institutional, weather, or class problems. Any changes will be announced in class and/or via e-mail.