If you registered Math 0309 IN, the Pre-Algebra Developmental Mathematics class being offered over the internet, read the following information.

This class is not taught in WebCT. WebCT is only being used to get information to you. You will have to register yourself in the class software, MyMathLab, after purchasing your textbook with access code.

If you registered Math 0310 IN, the Beginning Algebra Developmental Mathematics class being offered over the internet, read the following information. If you did not intend to register for an on-line class or for Beginning Algebra, please contact your counselor to correct the error.

There are 43 sections of material to be covered in the textbook. There are about 14 weeks in the semester. To finish the material on time you must cover at least 4 sections a week, doing homework and worksheets, and prepare for testing. Covering a section means reading the material in the book, practicing techniques from the exercise set in the book, completing on-line homework assignments, and mastering the concepts presented. Assignments have due dates and getting behind means getting dropped. This means you need to be able to work on math at least two hours a day, usually more. If you do not have 14-21 hours a week to devote to this class, do not take the course on-line. Read the information on the next 2 pages. If this does not sound like something you can do, take the class on campus.

If you have any questions, e-mail me as soon as possible so you don’t waste any time making your decision about whether to stay in this class.

Any questions about distance education at ACC may be directed to Dena Faust at (281) 756-3728 or dfaust@alvincollege.edu.

Good luck and welcome to distance learning,

Robin Harbour
rharbour@alvincollege.edu

**Method of Instruction:**
This is **NOT** a self-paced course. Each chapter is to be covered in the manner described below in Test Preparation. The due dates on assignments are firm and are necessary to give the student enough time to cover all of the material. To complete the course, the student must stay on (or ahead) of schedule. All grades are taken from the homework assignments, worksheets and tests given by the on-line class program with the exception of the final exam. The final must be taken at Alvin Community College or a qualifying testing facility. Calculators are not permitted in classes taught on campus and will not be permitted when the final exam is given. Therefore, calculators are not allowed for testing in this class. It is
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**Communication:**
To contact the instructor or another student, click on the Communication folder and use E-mail in MyMathLab. You may also e-mail your instructor directly at the campus e-mail address given on page 1 of this letter. Your instructor will be checking e-mail Monday-Friday during the stated office hours. Do not expect a response over the weekend.

**Test Preparation:**
To cover each chapter, start by reading the section in the textbook and working some of the margin problems. This can be done with your physical textbook or your on-line textbook. The on-line textbook has video presentations available for each section. The text gives detailed explanations of the material and lots of practice problems. Next step is to do the associated homework assignment on-line. The on-line homework exercises help you prepare for testing by insisting on the correct form for answers. The homework manager can demonstrate the proper steps for problem solving in its Guided Solutions. After each homework assignment has been completed with a passing grade, the worksheet associated with that homework section should be completed. When a score of 70% or higher is obtained on all of the homework and worksheet assignments, the on-line chapter review should be attempted. If a score of less that 70% is made on the chapter review, use the Study Plan results to prepare to retake the chapter review. The Comprehensive Chapter Review located in each Chapter folder will also help prepare for testing. (Note that the chapter test in the text is also very useful in determining if you are ready for the actual test.) If a score of 70% or higher is achieved on the chapter review, take the chapter test. If a score of 70% or higher is achieved, you may go on to the next chapter or take the second chapter test to try to improve the grade. If you score less than 70% on the chapter test you must retake the test, so review the questions you missed with the on-line tutorials, looking for specific areas that need work. The Study Plan will assist in helping isolate weak areas as you prepare to re-test.

**Summary of Test Preparation for a given chapter:**
Read the material in the textbook and work margin problems
Do the homework assignments on-line
Do any worksheets for the chapter on-line
Take the Chapter Review
Look at Study Plan to see what you need to review
Take the Chapter Test
Repeat for next chapter

**Homework:**
The homework assignments are given to ensure that the student has mastered important concepts. The homework is to be completed (in order) as the student covers the material in each chapter. These problems may be âœretrievedâ• as many times as necessary to receive a satisfactory score. Homework must be âœsubmittedâ• for the grade to register. Homework assignments are prerequisites for worksheets.

**Testing:**
When you are ready to take the chapter tests, please remember these guidelines. Each chapter test may only be attempted once. **Do not start the test** unless you are prepared to take it. There is a **time limit** of 60 minutes. **Do not open the tests accidentally.** Computer problems, server problems, etc., are not excuses that will allow you to retake a test. Make sure the kids, spouses, pets, phone, etc. are not going to interrupt you. There will be no exceptions.
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Write down your work so you can review your method if you miss a test question. Immediately, after taking the test you may view the problems you missed, the same way you can view the worksheets. Use your written work to find any mistakes and make sure you understand what went wrong. E-mail the results to me from the Grade Book. After you close the test you will not be allowed to view the results again. So, pay close attention to your mistakes if you wish to try and better your score by taking the second chapter test. If you take both chapter tests for a particular chapter, the higher score will be used in calculating semester averages.

**Getting Started:**

1. Purchase a textbook with an access code from the campus bookstore: Â Bittinger/Beecher™s Developmental Mathematics, 6th Edition. (If you used this book during the past year, you will not need a new access code because you are still registered in CourseCompass.)

2. Establish an e-mail account if you do not already have one. There a lots of free e-mail providers available. Go to [www.google.com](http://www.google.com) and search for free e-mail providers.

3. Register in the software. Follow the directions given on-line or in the booklet containing your access code. The course ID is for this semester is harbour45589. Follow instructions on the announcements page for downloading necessary plug-ins before doing anything else.

4. Explore the site paying special attention to the â˜How toâ™ section. Print out anything you thing you will refer to frequently, such as the assignments schedule. E-mail me from the program to let me know you are registered. Let me know if you have any questions. If you want help getting started, e-mail me to set up a time that you can come to campus the first week of school and I™ll get you up and running in the campus computer lab.

5. You must respond every time you receive an e-mail from me, even if it is just âœI got itâ•. There have been problems with some e-mail providers™ filters considering e-mail from the class site to be Spam. If you do not receive the weekly e-mail, you will know you have an e-mail problem of some sort that needs to be resolved immediately. If you do not respond regularly I will have to consider you as âœnot participatingâ•.Â It is your responsibility to let me know that you are or are not receiving weekly e-mails.

6. All of the information you need to complete the class is on-line in the â˜How Toâ™ folder and the â˜Course Documents™ folder. You may print the contents if you prefer to have a hard copy on hand.

7. Whenever you complete a homework assignment, a worksheet or a test, go to the grade book and âœE-mail Resultsâ• so I will know you are ready for me to review the results. I can change grades if I feel an assignment has not been graded correctly.

8. All grades are available in the on-line grade book. At the end of the semester, I will post your final exam grade in the âœOtherâ• category and you will be able to see your semester average in the grade book.