

Math 20 Syllabus

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 are making to be 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; please let me know if I can help you in any way. Do not hesitate to contact me. Please review the syllabus and contact me with any questions. If you experience challenges that might prevent you from succeeding in this class, please, please discuss available options with me.

Sincerely,

Mr. Diss

The syllabus is divided into two parts: The first part is specific for the math class. The second part contains general information about PCC.

Part I: Information About Our Math Class

CAMPUS	Portland Community College www.pcc.edu Rock Creek Campus 17705 NW Springville Rd. Portland, OR 97229
COURSE	Math 20 Fundamentals of Mathematics – (4 credits)
TERM	September 23 through December 11, 2024
SECTION	45171
TIME/DAYS	Monday and Wednesday, 11am to 1:20pm
ROOM	BLDG 2 – Rock Creek Campus Rm 257
INSTRUCTOR	Mr. Bill Diss Math Office: Rock Creek Building 2: Room 210 971-722-3183 (Instructor Phone) 971-722-7696 (Math Office) wdiss@pcc.edu

ADDITIONAL HELP	I will be available on most days before and after class. Feel free to set up other times to meet me in person or online.
REQUIRED MATERIALS	<p>Textbook:</p> <ul style="list-style-type: none"> ● BASIC COLLEGE MATH ● Author MILLER ● Edition 3RD 15 ● ISBN 9781260727456 ● You can buy a used copy; you DO NOT need a license for ALEKS. <p>Calculator and Technology:</p> <ul style="list-style-type: none"> ● No calculators are needed in the class. ● You should have access to a computer or other device capable of accessing the Internet. There is a great deal of information, such as email, grades, assignments, etc. on the Internet. <p>Notebook:</p> <ul style="list-style-type: none"> ● A spiral, bound or binder notebook is very important and will be used for notes. <p>Pens and Pencils:</p> <ul style="list-style-type: none"> ● Three or four pens or pencils with three different colors. ● All work should be done in black pencil or some dark color of ink (no shades of red). ● Corrections on homework should be done in some other color. Please do not use a black pen to correct work done in black pencil and vice versa. <p>Ruler:</p> <ul style="list-style-type: none"> ● A ruler or a straightedge should be used to draw all lines. <p>Loose Leaf Paper:</p> <ul style="list-style-type: none"> ● All assignments must be turned in on loose-leaf paper; paper should not be torn out of a spiral notebook. <p>Graph Paper:</p> <ul style="list-style-type: none"> ● All two-dimensional graphs must be done on paper with either four or five squares per inch.
COURSE DESCRIPTION & PREREQUISITES	Develops arithmetic fluency and the conceptual basis, and applications of integers, fractions, decimals, percent's, and measurements. The PCC math department recommends that students take MATH courses in consecutive terms. Prerequisites: (ABE 0782 or placement into MTH 20) and (placement into RD 80 or ESOL 250). Audit available.
COURSE OUTCOMES	<ul style="list-style-type: none"> ● Perform accurate arithmetic computations in a variety of expressions and applications. ● Apply mathematical problem solving strategies. ● Effectively communicate mathematical reasoning.
DETAILS ON MATH COURSES	https://www.pcc.edu/ccog/?fa=course&subject=MTH

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 the class, 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.
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 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 start all problems on the left side of your paper.</p> <p>The following is an edited version of information from the Course Content and Outcome Guide (Math 60):</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 20 course should consistently show appropriate steps using correct mathematical notation and appropriate forms of organization.</i></p> <p>Examples of correct notation for different courses are shown here: http://www.pcc.edu/programs/math/course-downloads.html</p>

<p>HOMEWORK</p>	<p>Homework is extremely important and is 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. You will be graded on having all of the correct steps and corrections made in class so please correct problems that are worked on the board.</p> <p>You may be spending approximately 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 approximately 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 you may not receive full credit.</p> <p>On the top left of your paper please put the following heading:</p> <p>Your First and Last Name Mr. Diss Math 20 <due date></p> <p>In the middle of the paper put the assignment information:</p> <p><assignment description> Ex: HW #1</p> <p>Write the section number on the left margin. Many homework's will have multiple sections, and as you start each section, write the section number.</p>
<p>TESTS</p>	<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>
<p>GRADING POLICY</p>	<p>You will be graded on all you do, including steps, orderly work and clear conclusions. 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: There will be approximately nine assignments at 10 points each, and three tests each worth 100 points. Your class grade is based on 25% homework, and 75% tests.</p>

Cell Phones	You may certainly bring a cell phone to class. I know some of you might need to have it on to be notified of particular events at home or your place of employment. I do ask that you do not use the phone during class. It is very important for you to give your full attention to the instructor and other students.
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Note: I may revise the class syllabus and calendar, modify content, and/or substitute assignments in response to institutional, weather, or class situations.

Part II: General information and resources at PCC.

- [PCC Calendars](#)
- [PCC Grading Guidelines](#)
- [Drop/Withdraw deadlines](#)
- **Accessibility and Accommodations:** PCC is committed to ensuring that classes are accessible. [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](#) 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.
- PCC is a sanctuary college. For more information and resources, see www.pcc.edu/resources/undocumented-students/.
- 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, centers, emergency loans, food pantries, advising, counseling). You can access information about college resources and activities at www.pcc.edu/student-life/.
- **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.
- [Policy on Student Rights](#)
- [Student Code of Conduct Policy and Procedures](#)
- **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](#).

- [Children on PCC Properties policy](#) .
- **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](#) .
- 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](#) .
- **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: 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.