Orientation/Syllabus

College Tech Math 2

FVTC Mathematics Department

TO THE STUDENT: Read this document carefully. You are responsible for its content!

Instructor:	
E-mail:	
Phone:	
Fax:	
Office Location:	
Office Hours:	Office hours vary from semester to semester. Please refer to the schedules posted in the math lab and outside instructors' office doors for current office hours. If none of the "official" posted hours work for you, please call or e-mail your instructor to set up an appointment for another time.
Course Title:	College Technical Mathematics 2
State Course #:	10-804-198
Credits:	4 credits
Beginning Date:	8/23/2004
Ending Date:	12/20/2004
Course Description:	Topics include: vectors; trigonometric functions and their graphs; identities; exponential and logarithmic functions and equations; radical equations; equations with rational exponents; dimension of a circle; velocity; sine and cosine graphs; complex numbers in polar and rectangular form; trigonometric equations; conic sections; and analysis of statistical date. Emphasis will be on the application of skills to technical problems.
Prerequsite:	Successful completion of College Technical Mathematics 1 or College Technical Mathematics 1B.
Textbook(s):	Technical Mathematics 1 and Technical Mathematics 2, both by McHale and Witzke (Available in the Campus Store.)
Items needed for class each day:	1. Pencil 2. Paper or notebook for practice and sample problems 3. Textbooks 4. Assignment guide/calendar 5. Picture I.D. card 6. Scientific Calculator – Check with your major program instructor to determine if there is a program preference. **Please Note:** Programmable Calculators are **NOT** allowed in the Post Test Area. Also note that as you follow the assignment guide for your course, there may be some units where the use of a calculator will not be allowed.

Course Test-Out Policy: **Course Test-Out Test Date:** _____	Course Test-Out is an option available to you **after** the class start date. This option allows you to take the final exam for the course and receive a grade before the class end date and in a time frame consistent with department policy. If you feel that your present mathematical experience exceeds the content of the course, you might want to consider the Course Test-Out option. The grade that is earned on the Course Test-Out exam is used in the calculation of your Fox Valley Technical College grade point average. **Procedure:** • After the class start date, you may request to take a test-out exam prior to the end of the first week of the term. • You should contact your instructor for the course test-out exam. The letter grade earned on the examination is recorded as your final grade for the class. The course fee is not refundable. • If the test-out attempt does not result in a passing grade, you will be required to register for a different section of the course and repay the course fees.
Withdrawal from Class(es): **Final Date to Withdraw with a Grade of "W":** _____	If you wish to withdraw from a class or classes, you must contact the instructor so that all necessary procedures can be completed. You may withdraw with a grade of "W" during the first 50% of the semester. After that a withdrawal is an "F" grade unless there are extenuating circumstances as determined by the instructor. All refunds are subject to district policy. It is your responsibility to apply for a refund. Contact the Registration Center for details and refund forms. (920-831-4365) **Note:** If you are receiving financial aid, withdrawing from classes may affect your eligibility. Contact the Financial Aid Office for more details. (920-735-5719)
Mathematics and Technical Occupations	There is a mathematics course in any technician-training program. You must learn mathematics for two reasons: (1) you will need it on your job, and (2) you will need it to understand the technology courses in your curriculum. The quality of a technician-training program is determined by the mathematical skills of the enrolled students. A team of professionals that includes the following members determines the content of your math course: math department instructors, program instructors, and advisory board members. Advisory boards from each program area are composed of FVTC staff and employees/employers from program related businesses and industries. All of the math you will study is relevant to the needs of a technician. Each course consists of a number of topics that are completed by doing the textbook and classwork assignments and a post test.

Philosophy	Through the **Quality First Process**, it is the policy of Fox Valley Technical College and the FVTC Mathematics team to provide quality instruction and service consistent with the highest educational standards in a positive learning environment. We strive to provide precise, prompt, and courteous service and instruction to our students, to one another, and to the employers who hire our graduates and use our services. FVTC has an inherent responsibility to supply prospective employers with graduates who possess the necessary skills to excel in the workplace. The student's role in this process is to complete all textbook and classwork assignments to the best of his/her ability, to attend each class, and to seek help when needed. You, the student, are our most valued customer. We want you to succeed. Working together as a team we can fulfill our commitment to the FVTC district (board and taxpayers) of giving them the best possible return on their investment, and give you the best opportunity to prepare yourself to competitively enter the job market in the field you've chosen.

Core Abilities and TQM	Core Abilities are broad outcomes or skills that every graduate of an FVTC program is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. FVTC has identified five Core Abilities that are important in every area of learning including this course. **FVTC Core Abilities**: • Demonstrate adaptation to change. • Use critical and creative thinking to solve problems, resolve conflicts, make decisions and complete tasks. • Work cooperatively in a team environment. • Communicate in ways that honor diversity. • Demonstrate personal integrity through ethical and responsible behaviors. The Total Quality Management (**TQM**) process employed by FVTC includes some tools that can help you as you work through this course. Use the **Plan – Do – Check – Act cycle** as you solve the problems in the assignments. **Plan:** read and decide what operations or methods will be needed to solve the problem. **Do:** develop an equation and solve for the answer. **Check:** check to see if the answer makes sense and if the math was done properly. **Act:** correct any mistakes and redo. This cycle can be applied to any problem-solving situation and is one of the main tools in the TQM competency of Problem Solving. An increase in your problem solving ability and skills is an added benefit of studying math.

Core Abilities and TQM (continued)	**Teams** and **Teamwork** is another TQM concept that can be very helpful in the study of math. Students who form and participate in study teams learn and understand concepts more quickly and more thoroughly. Study teams can consist of two or more people. They can be used to work on homework assignments or just for review of the material. To make the most of a study session **ground rules** should be established. For example, your ground rules might include: ♦ Listen with respect – do not interrupt. ♦ Speak with respect – start with the assumption that all members have good intentions. ♦ Members share responsibility for the learning. ♦ Be prepared for each session. Being able to work well with others in a team environment is one of the FVTC core abilities and is a skill that is highly valued in today's work place.

Course Competencies	• Graph exponential and logarithmic functions. • Solve exponential and logarithmic functions. • Perform operations with exponents and radicals. • Solve equations with radicals and rational exponents. • Use formulas involving radicals and exponents. • Calculate unknown dimensions as related to a circle. • Solve rotational, linear, and angular velocity problems. • Perform operations with vectors. • Perform arithmetic operations using complex numbers in both polar and rectangular forms. • Relate complex (rectangular) notation to polar notation. • Interpret sine/cosine graphs. • Graph sine/cosine waves. • Solve trigonometric equations. • Analyze the equations of conic sections and their graphs. • Analyze data statistically.

Teaching Method	You will be taught by a system that may be entirely new to you. There will be no formal lecturing. The teaching is accomplished by a combination of textbook and classwork assignments and tutoring. Graded unit tests are taken after all corresponding assignments are completed. Though this system of instruction is demanding, it is rewarding, and has been proven highly successful if you do your work. We know from experience that this system works. It is based on the principle that "mathematics is not a spectator sport." **Consistent effort** and **practice** along with **regular class attendance** are the key elements in the successful completion of any mathematics course of study. To ensure consistent effort, you must complete each assignment. Assignments include reading the book, studying the material and working all the assigned problems. The key to success in mathematics is working problems. The more problems you work, the better you will become at working them. Sometimes you will understand everything you are doing, and sometimes you won't. That's just the way things are in mathematics. Expecting to understand each new topic the first time you see it can lead to disappointment and frustration. The process of understanding some of the concepts takes time. It requires that you read the book, work problems, and get your questions answered. For every hour in class, you can expect to spend an average of 2 hours outside of class time (more if you tend to struggle with math) studying and reviewing the concepts and working on the assignments. No set formula exists for the exact amount of time you need to spend on the material in this course to master it. You will find out as you go along what is or isn't enough time for you. If you end up spending more than two hours on each section in order to master it, then that's how much time it takes; trying to get by with less will not work. If needed, there are several ways of getting extra help outside of class: • Utilize Instructor's office hours. • Sign up for a peer tutor. • Sign up for GOAL Program Math Support. • Use the computers in the math lab or the Student Computer Center (G203) to access review activities including Learning Objects and a Tech Math PowerPoint presentation. See your instructor for more information or for help in accessing these opportunities Your instructor is personally interested in your success; consult him/her when you experience difficulties with any of the material.

Assignments	The course competencies are grouped into 10 units covering 11 chapters

	in the textbooks and one supplementary handout. You will be given an assignment guide/calendar that will list the assignments to be completed and a target completion date for each unit. You are encouraged to work on and complete these assignments outside of class. If you understand and complete the material in one assignment you can go onto the next assignment. Use class time to get help with anything you may be having trouble with regarding the assignments. You should not continue in the course until you have mastered each individual assignment. In addition to the assignments listed on your assignment guide, there are practice problem handouts available for each unit of the course. Please pick these up at the math lab counter in the math lab. These handouts include applied problems from the program areas that require these specific math courses in addition to problems that complement and review the concepts covered in the text. The answers are attached so you can check as you go. These handouts should be completed **after** you complete the corresponding section in the text. Remember, "Practice makes perfect." The more you practice, the better you will become at solving problems. Please ask the instructors for any help you may need to complete the handouts. **The following requirements must be completed before a post test is taken.** • Read and study the explanations and work out all the problems in the textbook assignments as indicated on your assignment guide. • Work all the supplementary problems at the end of each assigned chapter in the textbook. • Work out the additional practice problems that are available at the math counter **NOTE:** Statistics show that students who complete **ALL** of their work (both textbook and classwork) will consistently do better on post tests and (especially) on final exams. For more information and helpful hints on how to succeed at math, the pamphlet, ***How to Study Math***, is available upon request at the math counter.

Course Schedule:	**WEEKS 1 and 2:** Perform operations with vectors. (Define vectors; determine the resultant of two or more vectors; resolve vectors by components; identify vectors that are in a state of equilibrium.) Complete Chapter 2 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 2. Complete Unit 1 test. **WEEK 3 and 4:** Perform arithmetic operations using complex numbers in both polar and rectangular forms. (Add, subtract, multiply and divide in rectangular form; multiply and divide in polar form; determine the conjugate of a complex number; evaluate powers of j; write the complex number that represents the graph of a vector.) Relate complex (rectangular) notation to polar notation. (Convert between polar and rectangular form; use the quadratic equation to find non-real solutions.) Complete Chapter 10 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 10. Complete Unit 2 test. **Weeks 5:** Interpret sine/cosine graphs. (Identify the amplitude from a sine or cosine wave graph; identify the phase shift; write the equation of a sine/cosine graph; label amplitude, period, phase shift, and frequency for graph.) Graph sine/cosine waves. (Plot a graph of sine/cosine wave from an equation; plot a graph of sine/cosine wave given the amplitude, frequency, and phase shift.) Complete Chapter 11 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 11. Complete Unit 3 test. **WEEK 6 and 7:** Calculate unknown dimensions as related to a circle. (Given the radius and central angle, calculate the length of a circular arc, and the area of a sector; given the radius and the chord length, calculate the central angle and the chord depth; given the radius, central angle, and the area of the sector to which a segment belongs, calculate the area of a segment; given the radius and the angle between the chord and a tangent at one end of the chord, calculate the length of the chord; given the radius and the length of the segments attached to the circle, calculate the angle between two tangents.) Solve rotational, linear, and angular velocity problems. (Calculate the linear velocity of a point on the circumference of a wheel, given either the diameter or radius and the angular velocity; calculate the angular velocity of a point on the circumference of a wheel when given either the diameter or radius and the linear velocity; convert between radians over time and revolutions over time.) Complete Chapter 8 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 8. Complete Unit 4 test.

Course Schedule (continued)	**WEEKS 8:** Solve trigonometric equations. (Manipulate identities; factor trig expressions; write a trig expression in terms of sine and cosine; solve trig equations with multiple solutions.) Complete Chapter 9 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 9. Complete Unit 5 test. **WEEK 9 and 10:** Perform operations with exponents and radicals. (Evaluate an expression containing rational powers on numbers with rational roots; convert between rational powers and radical notation; simplify radical expressions.) Complete Chapter 6 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 6. Complete Unit 6 test. **WEEK 11:** Solve equations with radicals and rational exponents. (Convert between radical and fractional exponent form; solve radical equations involving one variable; solve equations with fractional exponents; verify solutions by substitution into the original equation.) Use formulas involving radicals and exponents. (Choose formula when appropriate; identify unknown value(s); relate the given values to the variables in the formula formed after given values are substituted into a formula that includes radical expressions; transform a formula by isolating a variable which is contained in a radical expression; solve equations formed after given values are substituted into a formula that includes radical expressions.) Complete Chapter 7 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 7. Complete Unit 7 test. **WEEK 12 and 13:** Graph exponential and logarithmic functions. (Graph exponential functions; graph logarithmic functions; relate logarithmic functions to its inverse function; graph functions on logarithmic or semi-logarithmic scales.) Solve exponential and logarithmic equations. (Solve exponential equations; solve logarithmic equations; solve applied problems involving exponential or logarithmic equations, such as growth and decay.) Complete Chapter 15 in Tech Math 1 text and Chapters 12 and 13 in the Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 15 in Tech Math 1 text and the supplementary problems at the end of Chapters 12 and 13 in Tech Math 2 text. Complete Unit 8 test.

Course Schedule (continued)	**WEEK 14 and 15:** Analyze the equations of conic sections and their graphs. (Determine, by inspection, whether a given second-degree equation represents a circle, ellipse, parabola, or hyperbola; write the equation of a circle, ellipse, parabola, or hyperbola from given information; construct a graph of any of the conic sections from equations.) Complete Chapter 14 in Tech Math 2 text. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of Chapter 14. Complete Unit 9 test. **WEEK 16:** Analyze date statistically. (Calculate measures of central tendency; calculate measures of dispersion; construct a graph that describes data; interpret data in terms of statistics.) Complete the Analyze Data Statistically handout. Complete corresponding worksheets available at math counter. Complete supplementary problems at the end of the handout Complete Unit 10 test. **WEEK 17:** Complete the final exam review. **WEEK 18:** Complete the final exam.

Testing: **Post Tests**	**Post Tests:** After all assignments for a unit are completed, you will write a post test on that unit. These tests are used for grading purposes. Your post test average will account for **70%** of your final grade. Post tests are taken only in the Post Test Area of the Math Lab. Please present a picture I.D. and assignment guide when requesting a post test. Plan on at least one hour to complete each post test. Once you begin a test, you must stay and finish it. You cannot put a post test on hold. Unanswered questions will be marked wrong. You may take your post-tests outside of your regularly scheduled class period. For testing days and times, refer to the printed math lab schedule available at the math counter. When taking a post test in the post test area, the only items allowed on your desk are a pencil, calculator (as indicated on the assignment guide), and the post test. Please turn off pagers and cell phones. Programmable calculators are NOT allowed in the post test area. **NO PERSONAL SCRAP PAPER OR NOTES OF ANY KIND ALLOWED IN THE POST TEST AREA.** **(The consequences for noncompliance are quite severe!)** All work should be done on the test. If you find yourself in need of additional space in which to work, official scrap paper may be obtained from the personnel at the math counter. All scrap paper must be turned in with the test. **DO NOT** keep the scrap paper. Doing so will be considered cheating and will result in a test grade of zero and forfeiture of the retest option. You will receive the results of the post test during your next class. After attendance is taken, you may pick up your corrected test from the instructor sitting in the Post Test Area. You must make all necessary corrections to the satisfaction of the instructor before your grade will be recorded and your assignment guide initialed. Make corrections on graded tests at the assigned test correction table. **If you fail a test (score below 70%), you will be required to complete a review sheet before you can correct the test.** **NO TEST MAY BE TAKEN OUT OF THE MATH LAB.** **(The consequences for noncompliance are even more severe!)** Bring corrected test and assignment guide to an instructor for review and sign-off on your assignment guide.

Testing: **Restests**	**Retests:** In the interest of continuous improvement and competency based learning, students will have the option to retest any 4 of the 10 unit tests, no matter what the first test score is. The score for a retested unit will be the higher grade. You may choose to retest any time during the term. Retests need to be completed before the final is taken.

Testing: **Final Test**	**Final Test:** The final test for each course is a comprehensive test covering all the course competencies. Plan on at least two consecutive hours to complete the final. A review sheet is available to help you prepare for the final test. The review consists of a sampling of the types of problems included on the final. A completed course review sheet with work shown, along with evidence of professionalism on your part (punctuality, appropriate behavior, language and attire, and personal responsibility) will account for **5%** of your final grade. To be eligible to write the final test you must complete all the requirements for your course (all textbook assignments, worksheets, post tests, any necessary retests). A completed assignment guide must be presented to obtain a final exam. You **MUST** write the final test to receive a grade in your course. Retests are not given for the final test. The final test will account for **25%** of your final grade.

Academic Honesty **Academic**	Students are expected to do their own work unless advised that collaboration is acceptable. **When you take a test, you are expected to keep your eyes on your own paper, protect your test paper from being copied by a classmate, and have no unauthorized notes or other materials in your possession. Cheating will NOT be tolerated!** The Math Department considers the following to be examples of cheating: ♦ Removal of a post test or exam from the math area while writing it or reviewing it upon return from an instructor. ♦ Whispering or chatting with someone other than an instructor while you are writing a post test or exam. ♦ Using or having unauthorized materials in your possession from the time you approach the counter to request an exam until you depart from the testing area after handing in our completed exam. **Intent to cheat** is considered cheating. Examples of unauthorized materials include: notes, personal scrap paper, calculator cases, calculator instruction manuals, programmable calculators, formula sheets containing additional notes. **NOTE:** Formula sheets will be provided with tests as needed. ♦ Reviewing a corrected post test or exam with other students. Discussion of your post test or exam is to be done only with an instructor. ♦ Keeping the scrap paper that you were given to use on the test.

Honesty (continued)	<u>All scrap paper must be turned in with the test.</u> All work should be done on the test. If you find yourself in need of additional space in which to work, official scrap paper may be obtained from the personnel at the math counter. It is the policy of the Math Department that any cheating by a student will be subject to the following penalties: ♦ For the 1st offense, the student will receive a zero as a grade for that test and will forfeit the retest option. ♦ For the 2nd offense, the student will receive a failure for the entire course. ♦ If a student has cheated on the final exam they will receive a failing grade (F) for the course. Failure of a course because of cheating will result in the need to wait a term before re-enrolling in the course and forfeiture of all previously completed work, i.e. students will start again from the beginning of the course. Counselors and program instructors will be notified of any infractions.

Attendance	**<u>Students are expected to attend every class.</u>** Attendance records will be kept by the Math Department. Student records (attendance and progress) will be evaluated often. <u>Students will report at the beginning of their assigned class hour and remain for the entire 50 minutes.</u> Always sit in your assigned seat. Attendance will be taken at the beginning of the hour and again during the hour. Students who arrive late or who leave early will be marked absent. You are enrolled in a course that is individualized. Your completion date will be determined by your abilities and the amount of time and effort you put forth. Because of the obligation to the taxpayers of the Fox Valley Technical College District to make efficient use of your funds, <u>you may be officially withdrawn without warning from the course with a grade of W or F if you are absent for more than **FIVE (5) hours** without prior arrangement with your instructor and/or if you do not show progress as indicated on your assignment guide.</u> If the withdrawal occurs during the first 50% of the term, a grade of "W" is recorded. A grade of "F" is recorded if the withdrawal occurs during the last half of the term. Any exceptions will be considered by your instructor. If you wish to return at a later date, you must re-enroll in the course by repaying the course fee. You need to inform your instructor about any scheduled absences such as appointments, job interviews, shift changes, reserves, vacations, etc. <u>Signing the back of your grade card is an indication that you agree with and intend to abide by these attendance guidelines.</u> If you are unclear about these guidelines or have any questions, please see your instructor.

Grading Information	**Your final grade is based on three items:** **1. Post Test Average (70%)**: When calculating your post test average, count one score per unit. For retests, count the higher score. **2. Professionalism and Final Review (5%)**: a. Punctuality • Arrive on time • Remain for entire class (do not leave early) b. Appropriate behavior, language and attire • Display positive attitude • Participate in classroom activities • Treat instructor and fellow classmates with respect • Language and attire should be "G" rated c. Personal responsibility • Be prepared for class • Use time wisely • Stay on schedule (See Assignment Guide) • Submit homework on time • Take tests/retests in a timely manner • Make test corrections d. Complete the final review; to earn <u>full credit</u>, all problems must be answered with **work shown**. **3. Final Exam (25%)**: This exam is a requirement of the course. All tests and any retests need to be completed before you can take the final. There is <u>no</u> retest of the Final Exam. **Course grades** are assigned on a strict percentage basis according to the following scale 93-100 A 85-92 B 77-84 C 70-76 D Below 70 F To receive a passing grade, all assignments, tests, necessary retests, and the Final Exam need to be completed and your course average needs to be 70% or higher. A grade of **F** means that you have not completed these minimum requirements. This means re-registering and re-paying for the course. You are encouraged to make efficient use of your time in the math lab to avoid such duplicate payment of fees. Continuing in your math course may not, in some cases, however, require starting the course work over from the beginning. <u>The Math Department's policy is to allow continuous credit for work completed for one year from the date of initial enrollment. Students exceeding this one year period will be required to start their course work from the beginning.</u>

Progress	The normal schedule for completing your course in one registration period is indicated on your assignment guide. You may proceed faster than this suggested pace. If you complete the course before the end of the semester, you no longer have to attend class. **If you proceed slower, however, you will be in danger of not completing the course in the allotted time.** Here are some suggestions for pacing yourself in order to maintain progress as shown on the assignment guide. 1. Read and study the assigned pages in the text-book before trying the assigned problems. Any questions on this material should be discussed with an instructor. Use the problems as practice test questions. 2. Attend each class and use the whole class period. Class periods are 50 minutes in length. Leaving early is like throwing away class periods. For example, leaving 5 minutes early for 72 days results in 7 lost class periods. 3. Make time for math. Try to stay on or ahead of schedule. Do as much textbook work outside of class as possible. Use class time to get questions answered. 4. Take your post-tests outside of your regularly scheduled class period. You may take post-tests in the math lab any time from 7:30 A.M. until one hour before the math lab closes. Closing times vary from day to day and from semester to semester. Please check with an instructor or the counter personnel as to lab closing times. 5. Take charge of your own learning. Use all of the resources that are available to you. Get extra help by taking advantage of your instructor's posted office times. If even more help is needed, check with your instructor about the FVTC Peer Tutoring service or about GOAL Program Math Support or about the review materials available on the computers in the Math Lab and the Student Computer Center. If after following these suggestions, you still **find yourself falling behind schedule, see your instructor as soon as possible for advice on getting back on track.** If you find yourself needing to withdraw from the course, please inform your instructor as soon as possible. If you withdraw during the first 50% of the term, a grade of "W" can be recorded. After that a withdrawal is an "F" grade unless there are extenuating circumstances as determined by your instructor. All refunds are subject to district policy.

Math Lab Ground Rules	Any organization runs more efficiently when all participants know what is expected of them. To that effect, we offer these ground rules: ♦ **BE IN CLASS AND BE ON TIME**: Roll is taken by means of a seating chart. Please be in your assigned seat at the start of each class. ♦ **BE PREPARED**: Complete textbook assignments prior to class time. If you need help with a concept covered in the assignment, please see an instructor. ♦ **BE RESPECTFUL**: Respect and recognize the fact that a positive learning environment is the responsibility of all involved, both students and staff. Please work quietly and turn off cell phones and pagers while in the Math Lab. These are fast paced classes. You need to make the most of each class period. Use your time wisely! ♦ **BE RESPONSIBLE**: Although there are many resources available to you (instructors, counselors, tutors), the primary responsibility of learning rests with you. You need to take charge and be responsible for your own learning. You will mature as a student and will benefit immensely.
Guidelines and Information	**College Policies:** Learners with questions regarding affirmative action, equal opportunity, harassment, or information about any other college policies may refer to the current college catalog or student handbook available at http://www.fvtc.edu ***ADA Statement:*** FVTC fully complies with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and its amendments, all of which prohibit discrimination on the basis of disability in the admission, access to, or participation in programs or activities. FVTC provides a wide range of supplemental services to ensure reasonable accommodations to the known physical or mental limitations of qualified individuals with disabilities. To obtain more information or request accommodations, contact FVTC's Student Services' Special Needs Center. The ADA/504 Coordinator for students is Shary Schwabenlender. Her number is 920-735-5769 Voice/TTY. ***Nondiscrimination:*** As stipulated by laws and regulations, the college will provide equal opportunity in employment, in programs, and in services to all persons regardless of political affiliations, age, race, religious beliefs, religion, disabilities, marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest or conviction record, military service, results of genetic testing, or the use or non-use of lawful products during free time when not working or studying and off of college premises. Services, financial aid, and other benefits of this school and those originating from the Wisconsin Technical College System Board are provided on a nondiscriminatory basis.

Summary	**You are expected to attend each class.** Be in your assigned seat at the start of class. Roll will be taken. After any announcements, lab will begin. ♦ **Appropriate lab activities include:** **1. Taking, correcting, reviewing, and retaking tests.** Follow these procedures for taking and correcting tests and retests: **Test Score** / **Correct the Test?** / **Do Review?** / **Retake Test?** / **Correct Retest?** 100 / NO / NO / NO / NO 80-99 / YES / Your Choice / Your Choice / YES 70-80 / YES / Your Choice / Your Choice / YES Below 70 / YES / YES / Your Choice / YES If you took a test during a previous class it should be ready for pick up from the instructor in the post test area. Correct any mistakes and get the test signed off on your assignment guide. If you failed the test, you will need to complete a review sheet before you can correct the test. You may take tests outside of your regularly scheduled class period in the math lab any time from 7:30 A.M. until one hour before the math lab closes. **2. Working on assignments.** Remember that problems are to be worked on **only after** the corresponding pages of explanation are studied. Use the problems as a self-test. Also, do as much textbook work outside of class as possible. **3. Getting questions answered and clearing up confusion.** If you have read the appropriate pages (see your assignment guide) and have tried the textbook problems and are still confused or unsure, get some help from the instructors assigned to your math hour. If extra help is needed, make an appointment with your assigned instructor during his/her office times, or ask about the FVTC peer tutoring service, or ask about GOAL Program Math Support or check out the review materials available on the computers in the Math Lab or the Student Computer Center.