IS 308: Instructional Support
(1 unit)

Instructor: Kathleen Conway
Office: LRC 115
Instructor Phone: 737-6116
Lab Phone: 737-6121
Email: kathc@cos.edu

Lab Hours: Mon.-Thurs 8:30 -3:00
Office Hours: TBA
(Dates/times of instruction are
arranged through the Learning Skills
Lab staff)

This course is designed to aid students in improving academic skills. Successful students will learn effective study techniques in the context of their current course load. Students are also encouraged to utilize the Tutorial Center, Math Lab, MESA and Writing Center for assistance with specific academic areas. If you encounter any difficulties with the class, please don’t hesitate to contact the instructor by phone, email, or in person.

This class is graded on a Pass/No Pass basis. The learning outcomes are as follows:

1. Students will be able to articulate and demonstrate pertinent study strategies via skill demonstrations in the lab;
2. Students will identify their strengths and weaknesses as they apply to behaviors and habits that foster academic success, and state a plan for making any necessary changes discovered in the process of their self-assessment.
3. Students who indicate potential for additional services via screening will learn how to access those supports.

Attendance is kept via the timekeeper computer AND the time Log in your folder. You are responsible for logging in and out, and having a staff member initial the log form when you leave the lab; if you require physical assistance with these tasks, please let us know so we may help you.

Workshop dates, times and locations will be posted in the lab throughout the semester. If you require a sign-language interpreter, please make arrangements with the Interpreter Coordinator at least two days prior to the workshop. If you require a Spanish interpreter, please alert the instructor in advance and we will do our best to accommodate you. If you are unable to attend workshops during the scheduled times, you may select an alternative available on Blackboard.

PLEASE NOTE THE FOLLOWING DATES:

Last day to drop without a “W”: August 25th
Last day to drop with a “W”: October 18th

The last day to complete workshops and hours is Monday, December 9, 2013.
Regular participation is essential; students who do not consistently participate may be dropped from the class at the instructor’s discretion. Those who have not been participating regularly as of the final withdrawal date may be permanently dropped.
Students who complete enough hours by the end of the term to pass a different section of LS 308 WILL NOT be transferred to that section; you will receive the grade earned for the class in which you are enrolled.

Please note: you may only receive LS 308 participation credit for the time you spend in the lab. You may not log-in and go elsewhere (with the exception of the adjacent study rooms and use of nearby computers in the LRC computer commons area). Should you wish to use the study rooms/computer commons, you must alert a staff member and bring your orange folder.

Attendance is taken throughout the day; students engaging in academic dishonesty (e.g. leaving after log-in) will be dropped from the course or receive a grade of “NP”.

**Instructional Support 308 Required Activities**

1) **Services Screening**: You are required to complete this questionnaire and submit it to a staff member. This is designed to assist the instructor in identifying when additional services may be of help to you.

2) **Self-Assessment**: A tool used to identify behaviors and beliefs you may wish to change in order to reach your full potential in college and in life. You may go to Blackboard at https://blackboard.cos.edu and complete one. Print out your results and submit to a LS Lab staff member for credit. Hard copies of this assessment are also available in the lab if you would prefer not to do this on the computer.

3) **Study Skills Instruction**: Focused, individualized activity to learn and practice effective skill(s) needed for your current course load.

**IF YOU REQUIRE ANY DISABILITY ACCOMMODATIONS, PLEASE SEE THE INSTRUCTOR ASAP SO WE MAY ASSIST YOU RIGHT AWAY.**
FRONTIERS IN BIOLOGY
Biology 20
(Fall 2013)

Instructor: Jesse Wilcoxson          Phone: 730-3852
Office: John Muir 140               Email: jessew@cos.edu
Office Hours: M 11:00am – 1:00pm and TWTh 11:00am – 12:00pm

Required Materials:
Text can be purchased at the COS Bookstore.
Scantron: 882-e scantron for each lecture exam, lab exam and quiz.

Catalog Course Description: A general principles course for transfer students who are not life-science majors. The principles of homeostasis, genetics, energy flow, evolution, reproduction and ecology will be used to explore contemporary topics in biology. Note: Some four-year institutions will not award credit for this class if it is taken after BIOL 1 (biology majors).
Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

Course objectives
By the end of this course students should be able to:
1. Explain how cells are enclosed within semipermeable membranes that regulate their interaction with their surroundings.
2. Discuss how the central dogma of molecular biology outlines the flow of information from transcription in the nucleus to translation in the cytoplasm.
3. Predict the possible combinations of alleles in a zygote from the genetic makeup of the parents.
4. Explain how variations within a species increases the likelihood that some members of a species will survive under changed environmental conditions.
5. Discuss how biodiversity is the sum total of different kinds of organisms and is affected by alterations of habitats.
6. Explain how the complementary activity of the major body systems maintains a relatively stable internal environment despite changes in the outside environment.
7. Use the scientific method to develop hypotheses, design experiments and interpret the results of those experiments.
Course Student Learning Outcomes:

1) Given the rules of inheritance patterns, students will be able to correctly predict the expected genotype and phenotype ratios of offspring from a parental cross by completing problems on an exam, homework problems or laboratories.

2) Given the nucleotide base pairing rules and the central dogma (hereditary information in a cell flows from DNA to RNA to polypeptide to protein), students will be able to transcribe DNA into mRNA and translate mRNA into a sequence of amino acids (polypeptide) when they are provided with the base sequence of a DNA template strand and a genetic code table by answering questions on an exam.

3) Given the principles of natural selection, population genetics and evolution, students will be able to describe how organisms adapt to environmental conditions today and have adapted in the past using scientifically valid areas of evidence, by answering questions on an exam and/or by completing laboratories and homework.

Using Blackboard: Course information will be provided through “Blackboard.” Once logged onto “Blackboard” you will be able to access the course syllabus, lecture handouts, study guides, announcements, homework assignments, grades, etc. Blackboard courses can be accessed directly through the COS homepage.

Assessment of Your Learning
The grade of each student will be determined by the total number of accumulated points from the lecture and laboratory based on the percent scale below.

<table>
<thead>
<tr>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

Your grade in the class will be determined by your performance on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Lecture Exams</td>
<td>300 (100 each)</td>
</tr>
<tr>
<td>Three Lab Exams</td>
<td>150 (50 each)</td>
</tr>
<tr>
<td>Five Quizzes</td>
<td>50 (10 each)</td>
</tr>
<tr>
<td>Final Exam (lecture/lab)</td>
<td>100</td>
</tr>
<tr>
<td>6 Homework assignments</td>
<td>30 (5 each)</td>
</tr>
<tr>
<td>Lab Reports</td>
<td>160 (10 each)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>790 points</strong></td>
</tr>
</tbody>
</table>
**Exams:** Exams must be taken during scheduled times only. If you must miss an exam, you are required to notify the instructor in writing prior to the test date so that alternative arrangements can be made. You must have a very good reason for missing an exam, if you cannot show valid written proof as to why you missed an exam you will automatically lose 5% from the grade you earn. Make-up exam format is at the discretion of the instructor and may be more difficult than a regular exam. Any make-up will have to be made up within two days of the given date or your chance to make up that exam will be lost. Exams are designed to test your understanding of course objectives and may be a mix of multiple choice, matching, fill-ins, and short answer/essay questions etc. Exams will contain a mixture of questions designed to test basic knowledge and comprehension as well as more complex levels of understanding, such as analysis, application, synthesis and evaluation. Exams will be designed based on all material from lectures, handouts, homework, quizzes, videos, textbooks, laboratories, and other media. Generally speaking exams and quizzes will cover “new” material but may include some previously covered material or concepts. “New” material refers to material that you have not yet been tested on or information covered after the preceding exam.

**Quizzes:** There will be 5 quizzes given throughout the semester. Quizzes may be given either in lecture or lab and may cover material from lecture and/or lab. I will try to notify students of upcoming quizzes at least two days in advance but beware you are responsible for keeping track of quiz and test days. If you miss a quiz you will NOT have the opportunity to make up that quiz.

**Final Exam:** There will be a comprehensive final exam worth 100 points. All material covered throughout the semester is fair game and will be used to make up the exam. Hence, it is of the utmost importance that you take accurate notes and have a good filing system of what has been covered throughout the semester. More details about the final exam to be covered as the time draws closer.

**Revision Policy:** For Exams, quizzes, homework assignments etc. you have exactly one week from the day you get back the grade or item in question to contest any inconsistencies or injustices you think you may have received. Whatever grade you have one week from the return date is the grade you will get (no exceptions). Do not go to the instructor two weeks later and say you turned in homework assignment #? but blackboard is showing that you didn’t turn it in. Don’t come to the instructor two weeks later and say that you found a mistake on a quiz or exam and that you should get the point back. This all MUST be done one week from the time assignments are handed back.
Participation/Attendance: It is disruptive to the class when a student comes in late so **Please arrive to class on time.** Announcements (about exams/homework etc.), instructions and handouts will most often be made at the beginning of class. Hence, it is very important to be on time. If a student misses an announcement (or class) it is the student’s responsibility to find out what was missed. Please do not come and ask the instructor to repeat instructions or announcements because you were late. Each student should have a plan of action in case he/she misses a class. It is advised that each student have a few reliable peers to call on when material is missed. Students are expected to read all assigned material, attend class, actively participate in class discussion and complete all assignments, quizzes and exams. Students who do not comply with the class participation/attendance requirements will have points deducted from this portion of their overall grade.

Cell phones/pagers/electronic devices: Cell phones, pagers, or any other noise making devices **MUST** be turned off during class. If your cell phone, pager or other noise making device goes off during a class period (e.g. lecture) 2 points will automatically be deducted from your point total. If a cell phone, pager or other noise making device happens to go off during a quiz or exam you will automatically loose 5 points for that assessment. I do not want to see cell phones or pagers in your hand, on your desk etc. please put them away. If you answer a cell phone or take a cell phone out during class you will likely be asked to leave. If you absolutely MUST have your phone or pager on for emergency reasons you are to consult with the instructor prior to class. For further information about the student use of electronic devices see College of the Sequoias board policy 7065.

Academic Honesty Policy: See the general catalog for the policy on academic integrity. Academic dishonesty or cheating of any kind is not tolerated in this class. Cheating of any sort will be reported to appropriate staff and the administrators and may result in an immediate “F” grade in the course.

Drops: It is the responsibility of the student to drop a class when he/she no longer wishes to be enrolled. If a student quits attending class the instructor will not automatically drop the student from class. If a student consistently fails to attend classes the instructor however, reserves the right to drop the student. Failure to drop a class in which a student no longer attends may result in that student receiving a failing grade (“F”) for the course.

Final drop dates: Last day to drop and not receive a “W” **(with a full refund)** is August 25, 2013. The last day to drop and receive a “W” **(without a refund)** is October 18, 2013.
Grade Changes: You WILL receive the grade you earn at the end of the semester (no exceptions). I will NOT lower your grade if requested. The new policies state that a class CANNOT be retaken if a student receives a C or better so if you plan on retaking a class it is your responsibility to withdraw from the class before the final drop date or make sure you don’t end up with a C in the class.

STUDY: For students to achieve their highest potential in this class, they must keep up with the material as it is covered and be sure not to fall behind. For students to really benefit from the class they should turn in all assignments when due and read all material before or very soon after it is discussed. This will help you to more easily understand what is being lectured on as well as retaining the material faster and for a longer period of time.

Lecture/Lab exam schedule and important dates

<table>
<thead>
<tr>
<th>Quiz/Exam</th>
<th>Date</th>
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<tbody>
<tr>
<td>Quiz #1 (lab)</td>
<td>August 29</td>
</tr>
<tr>
<td>Quiz #2 (lecture)</td>
<td>August 30</td>
</tr>
<tr>
<td>Lecture Exam #1</td>
<td>September 6</td>
</tr>
<tr>
<td>Lab Exam #1</td>
<td>September 12</td>
</tr>
<tr>
<td>Quiz #3 (lab)</td>
<td>October 3</td>
</tr>
<tr>
<td>Quiz #4 (lecture)</td>
<td>October 7</td>
</tr>
<tr>
<td>Lecture Exam #2</td>
<td>October 11</td>
</tr>
<tr>
<td>Lab Exam #2</td>
<td>October 17</td>
</tr>
<tr>
<td>Quiz #5 (lecture)</td>
<td>November 13</td>
</tr>
<tr>
<td>Lecture Exam #3</td>
<td>November 15</td>
</tr>
<tr>
<td>Lab Exam #3</td>
<td>December 5</td>
</tr>
<tr>
<td>Final Exam Lecture/lab</td>
<td>See final exam schedule</td>
</tr>
</tbody>
</table>
# Biology 20 Lab Schedule Fall 2013

<table>
<thead>
<tr>
<th>Week</th>
<th>Exercise Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scientific Method</td>
</tr>
<tr>
<td>2</td>
<td>Identifying Organic Molecules</td>
</tr>
<tr>
<td>3</td>
<td>Microscopy and Cells</td>
</tr>
<tr>
<td>4</td>
<td>Diffusion and Osmosis</td>
</tr>
<tr>
<td>5</td>
<td>Enzyme Catalysis (not in outline)</td>
</tr>
<tr>
<td>6</td>
<td>Cell Division and Karyotypes</td>
</tr>
<tr>
<td>7</td>
<td>Human Genetics</td>
</tr>
<tr>
<td>8</td>
<td>Molecular Biology</td>
</tr>
<tr>
<td>9</td>
<td>DNA fingerprinting</td>
</tr>
<tr>
<td>10</td>
<td>Taxonomy and Dichotomous keys</td>
</tr>
<tr>
<td>11</td>
<td>Natural Selection</td>
</tr>
<tr>
<td>12</td>
<td>Examining the Fossil Record</td>
</tr>
<tr>
<td>13</td>
<td>Ecological Adaptations of Mammals</td>
</tr>
<tr>
<td>14</td>
<td>Kaweah Oak Preserve Field Trip</td>
</tr>
<tr>
<td>15</td>
<td>Sensory Reception of the Nervous System</td>
</tr>
<tr>
<td>16</td>
<td>Enzyme Linked Immunosorbent Assay (ELISA)</td>
</tr>
</tbody>
</table>
Syllabus
COUNSELING 125
Puente Project - Fall 2013
Class Meets August 12, 2013 through November 6, 2013
10:45 AM to 12:00 PM - Monday and Wednesday - Room 561

Instructor: Teresa A. Guadiana  Telephone: 730-3853
Office: Counseling Center  Office Hours: Schedule appointments or use walk-In hours
E-Mail Address: teresag@cos.edu  Puente Web Page: cospuente.org

Course Description
This course will focus on strategies and tools for college success, in addition to exploring culture and its impact on academic success. Students in this course will also be paired with a mentor from the professional community.

Course Purpose
This course is designed to help you create greater success in college and in life by a) exploring your behaviors/attitudes/study skills and b) by matching you with a mentor who will share their knowledge & experience.

Objectives
At the completion of this course the student will be able to:

1. Develop effective behavior patterns to support academic success.
2. Learn time-management and memory strategies.
3. Understand social, personal and cultural issues that face first generation college students.
4. Explore and analyze college success strategies.
5. Understand relationship dynamics and their impact on educational goals.
6. Work in concert with a mentor in a career or profession connected to the student’s interests and cultural identity to develop career goals and academic success strategies.
7. Identify resources/networking opportunities that are available on campus and in the community that can assist students.

Teaching Strategies
The objectives of this course will be achieved by lectures, small group discussions, mentoring activities, guest speakers, group sharing, assigned readings, videos, and assignments in/out of class.

Student Learning Outcomes
- Given that students will read, discuss and explore a variety of tools and strategies for successful academic performance, students will be able to develop their own successful strategies for managing college by submitting a paper or creating a presentation, with a 70% success rate, detailing the strategies they’ve employed.
  A. Problem solving assignments or activities
  B. Written essays or extended papers
• Given that students will explore, in reading, writing and experience, behaviors and attitudes that impact academic performance, students will be able to develop four behaviors or attitudes that will help them be successful and report on their findings in a short paper or presentation with a final grade of at least 70%.
  A. Problem solving assignments or activities
  B. Written essays or extended papers
  C. Oral presentations
• Given that students will meet for ten hours during the semester with a mentor, students will be able to identify the skills and tools of professional academic success and understand the value of professional networking by exploring these elements in a paper with input from their mentors and receiving a passing grade on the final product.
  A. Written essays or extended papers
  B. Oral presentations

### Evaluation

Your grade will be based on:
• Attendance
• Homework/class assignments/quizzes/exams
• mentor activities
• Class participation
• In class Final
• Take home Final paper

Points will be earned from the above evaluation methods. Extra credit may be earned by doing additional assignments during the time period in which the topic is being discussed. See instructor for extra credit point values and limitations.

Assignments are DUE at the beginning of the period on the assigned date. Absence is NOT an excuse for late work — YOU must make arrangements to get assignments in on time. Late work will not be accepted. * If a student misses class, he/she needs to contact Ms. Guadiana for the assignments (they may also be posted on Blackboard). Every effort must be made to get work in on time.

*(However, students will receive three “second chance” cards at the beginning of the semester, which will allow them to submit three assignments after the due date. “Second chance” assignments will not be accepted after one week of their due date. Once a student uses up his/her second chance cards, no further assignments will be considered after their due dates. Students who do not use any second chances and who turn in ALL homework will receive extra credit.)*
## Textbooks / Instructional Materials

Instructional materials for this course include videotapes, resource people from the college and community, reference books, and handouts.

The following books/materials will be used in this course:

- On Course, Study Skills Plus Second Edition by Skip Downing
- Binder - 3-Ring
- Writing Journal

## Mentoring

A significant part of the course grade will revolve around mentoring and what you have learned from the mentoring experience. Thus, it is imperative that you meet frequently with your mentor and document it on the Puente Mentor Student Log Sheet. Note that your mentor’s signature is required on this form. In addition, a one page typed narrative of each face-to-face contact (of 30 minutes or more) is required. At least three contacts of 30 minutes or more are required. The narratives should be done as the contacts occur and are due each month, so don’t wait until the end of the term. You will need these narratives to complete the take home final. Because a good relationship with your mentor is required, please let me know immediately if you are having trouble connecting with your mentor.

My mentor is: _________________________________________________________(name)
E-mail: ____________________________ ____________________________(work)
______________________________ ____________________________(personal)
Phone #'s ___________________________________(work)
______________________________ ____________________________(cell)
______________________________ ____________________________(home)

## Attendance

Attendance is extremely important! Points are earned each class session. Please contact the instructor if you must miss class to get assignments due next class session.

**NOTE:** Students with perfect attendance will be excused from taking the in-class final. Perfect attendance means that students do not miss a significant portion (10 or more minutes) of any class during the semester (for any reason!).

It is the student’s responsibility to drop the class. The last day to drop this class without a “W” is August 19, 2013. The last day to drop this class is October 2, 2013.

This class is linked with English 251 and English 405 (Puente).

Dropping this class may affect your status in the Puente Project.

## Tardiness

Tardiness will not be tolerated. Two tardies equal one absence.
| Puente Student Field Trips Fri - Sat October 11-12, 2013 | A part of the Puente Project is educational campus visits at university campuses. This semester we will attend the Puente Student Motivational Conference on Oct 11-12 (F-S) at San Francisco State University. *This trip is part of the class.* Please make arrangements in advance with your employer and/or family so you may attend this field trip. |
| Puente Project Activities | Participation in Puente Project activities such as mentoring meetings, counseling meetings, field trips, Puente Club, etc. is required. Regular reports will be required to show mentoring activities and leadership development through Puente Club activities. |
| Cheating | Cheating or plagiarism will be dealt with according to the Student Code of Conduct which includes consequences ranging from reprimand to expulsion. |
| Cell Phones / Electronic Devices | Please turn off all cell phones, pagers and other electronic devices before entering class to reduce distractions and eliminate invading the privacy of others or the perception of academic dishonesty. |
| Counseling Appointments | Each student must meet with the Puente Counselor two times during the semester to develop a Student Educational Plan and assist them with personal and/or academic issues.  

1st time (August-September)  
2nd time (October - November) |
Syllabus

Class: Leadership Development - IS 210 - CRN 14522
Class Meets: Tuesday and Thursday - 11:10 am – 12:00 pm
Location: COS Board Room
Instructor: Mrs. Debbie Douglass
Telephone: 559-730-3736
Office: Student Activities and Affairs Office (Giant Forest Bldg. – Room 123)
Office Hours: Schedule Appointments As Needed
E-mail: debbied@cos.edu

Course Description:
Theory and practice of leadership. Prepares students for productive involvement in community service, college activities, and civic governance. Designed especially, but not exclusively, for student participating in student government and club activities.

Course Purpose:
This course is designed to help students value the importance of student leadership and enhance their campus life. In the coming weeks, students will learn the proper application and use of organizational and personal management skills. They will enhance their interpersonal and team building skills while working in a diverse campus population. Students will recognize and apply their leadership style preference; and develop an understanding of and appreciation for working with other leadership styles.

Course Supplies:
*The Seven Habits of Highly Effective People*, by Stephen Covey 3rd Edition ISBN
Daily Planner: Bring to all class meetings

Objectives:
- Positive attitude towards others and team building
- Personal management skills
- Organization skills
- Demonstrate a self-confidence in a leadership role
- Appreciation for a diverse student population
- Principles of personal leadership
- Communication skills

Student Learning Outcomes:
Students will be given the opportunity to:
- demonstrate proper application and use of organizational and personal management skills
- enhance and recognize the importance of interpersonal skills and team building by working with members of the Student Senate, faculty, staff, and administration.
• learn to recognize and apply different leadership styles in the Leadership Development class. Student will be able to use their own leadership style and develop an understanding of working with other leadership styles.

Note:
• **NO LATE WORK** WILL BE ACCEPTED DURING THIS COURSE
• **Class participation and attendance** is highly recommended for student success. Three (3) absences will be allowed. After three (3) absences, you will be dropped a full grade.
• **Drop a class** - Reminder, it is the responsibility of the student to drop a class.
• **Please turn off all electronic devices** during class. If you fail to do this, you will be asked to leave the class. Thank you, in advance, for your cooperation.
• **The policies regarding student conduct in class**, including cheating and plagiarism are located in the Catalog and Schedule of Classes. You should be aware of these policies and abide by them. Also, students with disabilities are reminded that it is your responsibility to identify yourself to the College Disability Resource Center [DRC] and to your instructor so reasonable accommodations for learning can be made.

Course Grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>405 - 450</td>
</tr>
<tr>
<td>B</td>
<td>360 - 404</td>
</tr>
<tr>
<td>C</td>
<td>322 - 359</td>
</tr>
<tr>
<td>D</td>
<td>270 - 321</td>
</tr>
<tr>
<td>F</td>
<td>269 or below</td>
</tr>
</tbody>
</table>

Students will be asked to complete a common assessment where they will demonstrate proper application and use of organizational and personal management skills, interpersonal team-building skills working with a diverse student population, and learn their leadership style as well as an understanding and appreciation of other leadership styles.

Course Projects:

<table>
<thead>
<tr>
<th>Projects</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Chapter Summaries</td>
<td>(20 points each) 200</td>
</tr>
<tr>
<td>3 Journal Writings</td>
<td>(10 points each) 30</td>
</tr>
<tr>
<td>6 Team Building Exercises</td>
<td>(10 points each) 60</td>
</tr>
<tr>
<td>Community Service Project</td>
<td>60</td>
</tr>
<tr>
<td>Portfolio/Oral Presentation</td>
<td>100</td>
</tr>
</tbody>
</table>

Blackboard will be utilized for writing assignments in this course
I will announce opportunities for extra credit throughout the semester

Drop Dates:
Drop without a “W” and refund: August 25, 2013
Drop with a “W” and no refund: October 18, 2013
Instructor: Jared Burch  
Office: Kaweah Room 204C  
Phone: 737-4847  
E-mail: jaredb@cos.edu  
Office Hours: M-TH 7:10 am to 8:00 am  
Friday 9:10 am to 10:00 am

Prerequisite: Math 154 or equivalent college course with a “C” or better, or eligibility determined by the COS Placement Procedures.

Note: Students are responsible for having satisfied the prerequisites for this course. If a student does not possess the necessary prerequisites he or she will likely be ejected from the course by computer check. Please make sure you are qualified to be enrolled.


Course Description: This course proceeds at an intense pace. Topics include: functions and graphs, applications of functions, exponential and logarithmic functions, trigonometric functions and analytic trigonometry, right triangle trigonometry, analytic geometry, and roots of polynomial equations. This course is intended for students planning to take calculus.

Student Learning Outcomes:
1. Students will be able to simplify, evaluate and analyze functions and expressions.
2. Students will be able to solve algebraic, trigonometric, and transcendental equations.
3. Students will be able to graph functions, relations, and polar equations.
4. Students will be able to model real situations using functions.

Attendance: You are strongly encouraged to attend class everyday! It will help to ensure your success in this course. If a student decides to drop the class it is the responsibility of the student to make the drop official. Failure to do so may result in a grade of “F”.

Make-Up Policy: No make-up exams will be given except in very rare occasions. This means, that there will be no make-up exams without prior arrangement, and make-up exams will only be given in the case of a documented emergency.

However, if an emergency arises, and you cannot make it to class, please call my office. You can leave a message with the answering machine. The number to call is 737-4847.

Online computer work cannot be made up, so you must stay on top of it.
Cell Phone Policy: In accordance with COS Board Policy, use of cell phones is not allowed.

Point Breakdown:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>50%</td>
</tr>
<tr>
<td>Final</td>
<td>30%</td>
</tr>
</tbody>
</table>

- **Online Homework Problems:** Online homework assignments will be given throughout the semester. I will drop the four lowest homework scores. Your goal should be to get 100% on all your homework assignments.

- **Tests:** You will have several in class written exams usually covering one or two chapters.

- **The Final Exam** is a comprehensive exam, in class, written exam covering the major topics of the course.

Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% up to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% up to 90%</td>
</tr>
<tr>
<td>C</td>
<td>70% up to 80%</td>
</tr>
<tr>
<td>D</td>
<td>60% up to 70%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Cheating: Cheating or plagiarism will be dealt with according to the Student Code of Conduct, which includes consequences ranging from reprimand to expulsion.

Alternative Formats: This publication can be made available in an alternative format. Please contact the Disability Resource Center (559)730-3805.

To register for webassign, the online course management system that you will use to do the homework and to access the text, you will need the following course key:

```
cos 7742 2409
```

Simply go to [www.webassign.net](http://www.webassign.net) and click on “I have a class key”.
MATH 21 – Distance Learning
Fall 2013

Instructor: Jared Burch
Office: Kaweah Room 204C
Phone: 737-4847
E-mail: jaredb@cos.edu
Office Hours: M-TH 7:10 am to 8:00 am
Friday 9:10 am to 10:00 am

Prerequisite: Math 230 or equivalent college course with a “C” or better, or eligibility determined by the COS Placement Procedures.

Note: Students are responsible for having satisfied the prerequisites for this course. If a student does not possess the necessary prerequisites he or she will likely be ejected from the course by computer check. Please make sure you are qualified to be enrolled.


Course Description: An introductory course in probability and statistics for social and physical science majors, also appropriate for those who wish to learn statistical data analysis. Topics include descriptive statistics, probability, probability distributions, Central Limit Theorem, confidence intervals, one- and two-sample z tests, Chi-square tests, linear correlation and regression.

Student Learning Outcomes:

1. Students will be able to use descriptive statistics to appropriately describe a given data set.
2. Students will be able to use a probability distribution to calculate probabilities for applied problems.
3. Students will be able to construct and interpret an appropriate confidence interval from sample information.
4. Students will be able to perform and interpret an appropriate hypothesis test based on sample information.

NOTE: If a student decides to drop the class it is the responsibility of the student to make the drop official. Failure to do so may result in a grade of “F”.

Make-Up Policy: There will be no make-up exams without prior arrangement, and make-up exams will only be given in the case of a documented emergency. However, if an emergency arises, and you cannot make it to class on test days, please call my office at 737-4847.

Online computer work cannot be made up, so you must stay on top of it.
**Point Breakdown:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Quiz/Project</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm</td>
<td>30%</td>
</tr>
<tr>
<td>Final</td>
<td>30%</td>
</tr>
</tbody>
</table>

- **Online Homework Problems:** Online homework assignments will be given throughout the semester. I will drop the four lowest homework scores. You can do each homework problem three times. The computer will record your best score in the “Gradebook”. Your goal should be to get 100% on all your homework assignments.

- **Online Quizzes:** Four online quizzes will be given throughout the semester. Here, each quiz can be taken as many times as you wish. The computer will record your best score in the “Gradebook”. Your goal should be to get 100% on all your quizzes.

- **The Midterm Exam** is a comprehensive exam covering the first half of the course. It is an in-class written exam.

- **The Final Exam** is a comprehensive exam covering the second half of the course. It is an in-class written exam.

- **There will be a statistical project** involving some statistical analysis of your own. We will be discussing this in greater detail as the semester progresses.

**Grading:**

The Grading scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% up to 100%</td>
</tr>
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**Cell Phone Policy:** In accordance with COS Board Policy, use of cell phones is not allowed.
Expectations and Resources:

Students are expected to learn the material on their own. There is no lecture! Thus, students need to use the resources available to them.

1. **MyMathLab**: Not only is MyMathLab the computer system that we will use for doing homework, taking online quizzes, and checking your grade, but it is also a great resource to students since it has many additional online helps such as a multimedia textbook and online videos. Also, while you are doing your homework, you can use features such as “Help me solve this” or to “View an Example” for additional help. There are actually two sets of videos that come with our text. Both can be found under the Multimedia Library menu bar. One is called a section video and usually discusses a specific example or concept, the other is YOUR AUTHOR'S lectures to one of his classes and more detailed.

2. **Math Center** on campus in the LRC (New Library): This is a great place to go for some help since it is staffed by faculty and quality tutors.

3. **Online Tutoring through MyMathLab**: Addison-Wesley's Math Tutor Center is staffed by college-level math instructors. Follow the link at the top of the Chapter Contents page. Registration is easy; simply provide your MyMathLab course ID or student access code.

4. **Email**: I welcome your questions through e-mail; however, you should use the other resources (reading the text and watching the online videos) prior. This way I can answer everyone’s questions in a more detailed and thorough manner.

5. **My Office Hours**: You can always stop by for a face to face meeting if you still need further explanation.

6. **HIGHLIGHTS**: I will post "Highlights" of each weeks material with worked out examples that I hope will help each of you. These sets of highlights will be posted under the "Doc Sharing" menu under the “Course Tools” tab. These highlights are to help you see what aspects of the text that I will emphasize in the course. For efficiency, I suggest reading my highlights first, then if you do not understand a topic as you work in the homework, then go to the text or watch the videos to get a deeper understanding of the topics. **The highlights are in no way supposed to replace the text or videos as they are not a comprehensive resource.** However, they will make a nice set of reference notes that can help "Highlight" the main topics discussed. They are very similar to my regular in-class notes and I hope that they will help you focus your studies.
To register for MYMATHLAB:
2. Under Register, click Student.
3. Enter your instructor’s course ID: burch79999, and click Continue.
4. Sign in with an existing Pearson account or create an account:
   · If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click Sign In.
   · If you do not have a Pearson account, click Create. Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor’s online course:
   · Use the access code that came with your textbook or that you purchased separately from the bookstore.
   · Buy access using a credit card or PayPal.
   · If available, get 17 days of temporary access. (Look for a link near the bottom of the page.)
6. Click Go To Your Course on the Confirmation page. Under MyLab / Mastering New Design on the left, click on your course to start your work.

Retaking or continuing a course?
If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

To sign in later:
2. Click Sign In.
3. Enter your Pearson account username and password. Click Sign In.
4. Under MyLab / Mastering

Note: The Postal Code is 93277 for College of the Sequoias.
Instructor: Jared Burch
Office: Kaweah Room 204C
Phone: 737-4847
E-mail: jaredb@cos.edu
Office Hours: M-TH 7:10 am to 8:00 am

Prerequisite: Math 360 or Math 365 or equivalent college course with a “C” or better, or eligibility determined by the COS Placement Procedures.

Note: Students are responsible for having satisfied the prerequisites for this course. If a student does not possess the necessary prerequisites he or she will likely be ejected from the course by computer check. Please make sure you are qualified to be enrolled.


Course Description: This is an intensive one-semester course in elementary algebra covering: operations with real numbers, linear equations and inequalities, graphing, systems of equations, word problems, exponents, factoring, and rational expressions. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts.

Student Learning Outcomes:
1. Students will be able to solve equations (such as linear, factorable quadratic, and rational), applications and linear inequalities.
2. Students will be able to simplify, factor, evaluate and perform operations on polynomial and rational expressions.
3. Students will be able to solve systems of equations and applications.
4. Students will be able to graph linear equations and inequalities.

NOTE: If a student decides to drop the class it is the responsibility of the student to make the drop official. Failure to do so may result in a grade of “F”.

Make-Up Policy: No make-up exams will be given except in very rare occasions. This means, that there will be no make-up exams without prior arrangement, and make-up exams will only be given in the case of a documented emergency. However, if an emergency arises, and you cannot make it to class on test days, please call my office. You can leave a message with the answering machine. The number to call is 737-4847.

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- 90% up to 100%          A
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8. **Math Center** on campus in the LRC (New Library): This is a great place to go for some help since it is staffed by faculty and quality tutors. It is open Monday-Thursday from 7:30 am until 7:30 pm and on Friday from 7:30 am until 3:30 pm.

9. **Online Tutoring through MyMathLab**: Addison-Wesley's Math Tutor Center is staffed by college-level math instructors. Follow the link at the top of the Chapter Contents page. Registration is easy; simply provide your MyMathLab course ID or student access code.

10. **Email**: Though I welcome your questions through e-mail, you should exhaust the other resources listed above. This way I can answer everyone’s questions in a more detailed and thorough manner.

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