

## **STANDARDS & REQUIREMENTS FOR BASIC MATHEMATICS**

### **(MATH 021 – 5 credits)**

**A comprehensive syllabus for the course that meets the requirements outlined below should be turned in to the Division office at the beginning of each semester.**

#### **1. PRE-ASSESSMENT**

- A pre-assessment is not mandatory for this course, but one could be given out at the beginning of the semester to evaluate their current level of competency on the various topics of this course.

#### **2. TOPICS AND TIMELINE**

- The official, approved course outline is on file in the Division Office and is available on request.
- A topical pacing schedule for the course is attached to this document and must be followed.

#### **3. EVALUATION INSTRUMENTS**

- At least 20% of the course grade is to be based on a cumulative final exam on the whole course.
- At least 70% of the course grade is to be based on individual in-class exams including the cumulative final.
- An overall course average of at least 80% or a score of at least 80% on the final examination is required to earn an “S” grade.
- Take-home exams, open-book exams, and open-note exams are not allowed under any circumstances. Note: Formula sheets may be allowed. Any assignments that are “take-home” or “group” assignments are not to be counted towards the 70% requirement.
- All exams are to be taken under supervised conditions, i.e. during class time. Make-up testing can be arranged in the Testing Center, if necessary.
- Students should be required to write out their work in an organized way. Tests should - as much as possible – require that work be shown. The use of multiple-choice, matching, true-false, and other “assisted-response” test items should be kept to a minimum.

#### **4. CALCULATOR USE**

- A scientific calculator may be allowed for some topics of this course; please refer to Mathematics area approved calculator policy.

#### **5. MISCELLANEOUS**

- Students should learn to organize their work in acceptable mathematical form and be able to give both a written and oral explanation, when requested, of their solution, i.e. steps leading to the solution.
- Regular attendance and good study skills are to be emphasized.