Math Learning Center

Math 300 Syllabus • Spring 2026

- Main Campus: STEM 201 and Zoom in Canvas
- Natomas Center: Learning Resources Center (LRC)
- MLC phone number: 916-484-8632
- NMLC phone number: 916-485-6067

Our Philosophy

To be successful, you will need to be self-directed, self-motivated, and committed to working quickly enough to stay ahead of the testing deadlines. Math is a sequential learning subject. In order to learn a new topic, you must already understand what came before. The Math Learning Center (MLC) provides students with a mastery-based, independent study approach to learning math, under the guidance of an instructor. You will learn primarily by reading, watching video lectures, and completing numerous practice problems. If you put the necessary time and effort into learning the material as well as ask for assistance when you need it, we believe you can be successful in this program.

Course Description

This course makes fundamental concepts and processes more meaningful for non-mathematics majors through a study of several mathematical topics, including the history of mathematics, numeration systems, logic, geometry, **algebraic modeling**, combinatorics, **probability**, **statistics**, **sets**, matrices, **consumer mathematics**, equations and inequalities, **functions and graphs**, **problem solving**, graph theory, voting and apportionment, and number theory. It is not recommended for students entering elementary school teaching or business administration majors.

Prerequisite

Through the Los Rios Placement Process or successful completion of Algebra II/Integrated Math 3 or Intermediate Algebra.

If you are given a permission number to add the class, you must enroll by the 2nd class meeting or your spot may be given away.

Course Materials

- You MUST get the free **Math 300 Workbook**. You can pick it up for free in the MLC. If you cannot come to campus, you can have it shipped through the College Bookstore (shipping fees apply).
- You will need a computer with reliable Internet access to access course materials throughout the semester. Chromebooks, tablets and phones may be used, but are not recommended.
- It is recommended that you purchase a TI-30XIIS calculator.
- It is recommended that you have a headset (or a set of earbuds with a microphone) to connect to your computer if you need to communicate via Zoom.
- If you are in an online section or using online tutoring, we recommend that you purchase a webcam if your computer/tablet does not have one.

- We recommend you organize your workbook in a three-ring binder.

Calculator Policy

This course emphasizes real-world problem solving and the use of technology to support learning. Students are encouraged to use the technology tools provided in the course. Each exam and assignment includes built-in calculator links, such as the Desmos Scientific Calculator, Desmos Graphing Calculator, and the Time-Value-of-Money (TVM) Calculator, to assist with computations and financial applications.

Students who prefer a handheld calculator are encouraged to use the TI-30XIIS scientific calculator. Please note that graphing, programmable, or formula-storing calculators are not permitted during in-person testing in the Math Learning Center (MLC).

Attendance

Class meetings are held one day each week. During class you will complete assignments and meet with your instructor to discuss your progress. **Bring your workbook** to class each week.

Communication

You will receive important information and messages from your instructor. Make sure you watch for them in the following places: **Canvas announcements, Canvas Inbox messages, email**, **class meetings**, and **office hours** (in-person or via Zoom).

Your instructor will be sending messages and announcements on an as-needed basis via email and/or Canvas. You are responsible for all information that is sent this way. To ensure that you receive them you need to:

1. **Set your Canvas Notifications to notify you by email when there is a Canvas Announcement–this will help in all your classes–not just ours!**
2. **Canvas uses the Los Rios Gmail account (or whichever account you have designated as your "preferred" account), so make sure you have that account activated and are checking it frequently.**

You can find your instructor's email address and office hours at the bottom of your class homepage in Canvas. Your instructor will make every effort to respond to your email messages within 24-48 hours, excluding weekends and school holidays. Please resend your message if you do not hear back within 48 hours. You can always meet with your instructor during their office hours.

Getting Help

Tutors are here to help you! Tutoring begins after the first week of classes (orientation week). **If you need help with a math topic, please be sure to complete the media lesson and corresponding workbook pages first.** You can find in-person and online tutoring hours by logging into Canvas, entering your Math 300 course, and clicking on the appropriate link.

- If you need help on a homework problem, you should have the homework problem open (and share your screen if in Zoom) so the tutor can see the problem you need help with.
- If you need help on a workbook problem, you will need to show the problem in the workbook (using your webcam or phone camera if in Zoom).
- Students are not allowed to get help on quiz or test problems unless reviewing after the assignment is submitted for a score.

If you need additional assistance, one-on-one tutoring appointments may be available and will depend on the availability of tutors.

Participation

Please read this section carefully! Students who fail to actively participate each week may be dropped by the instructor.

This is a **hybrid class**, which means that, in addition to meeting weekly with your instructor, you are required to spend regular time on days other than when your class meets learning material and completing assignments online. The instructor reserves the right to determine what constitutes a satisfactory level of participation in this course. Active participation may include, but is not limited to, verifiable online activities such as: **completing one module each week (2 in short term classes)**, completing assignments given by the instructor, demonstrating progress by taking exams, etc. **Lack of verifiable participation as defined above over a consecutive six-day period will constitute one absence.**

As a guideline, you should expect to spend **at least 9-15 hours per week** studying the material using the videos and workbook and completing work online. Since class only meets once per week, you should work hard to keep up with assignments on a daily basis and not procrastinate. It is important that you put in enough time so that you can stay ahead of the deadline schedule shown on the semester calendar posted in Canvas, which may be viewed on the course homepage. In addition, please take full advantage of the tutoring resources available to you in the MLC so that you can successfully learn the material and pass the course.

NOTE: Failing to attempt your first unit exam of the semester by the 4th class meeting is considered equivalent to two periods of non-participation and may result in you being dropped (see below).

Drop Policy

You may be dropped from the course by your instructor for any of the following reasons:

- Failing to attend the mandatory orientation on the first day of class
- Failing to complete the orientation module in Canvas within one week of your first class meeting
- Failing to enroll with the college by the 2nd class meeting could result in your space being given away
- Missing **two** classes during the semester
- **Two** periods of non-participation in the course (equivalent to two absences). A period of non-participation includes either
    - not completing at least one module a week (2 in short term classes)

  OR
    - letting 6 consecutive days go by without completing any online assignments
- Failing to attempt your first exam of the semester by the 4th class meeting

(Note that if you are repeating the class and receiving credit for past work, you have additional participation and drop-policy requirements. See the section on “Repeating Students”.)

If you are dropped by your instructor you will have to wait until the next semester to re-enroll. If you wish to drop the course yourself, you may do so up until the “W” deadline shown on the semester calendar posted in Canvas, provided you have not taken the final exam. If you attempt to drop the course after taking the final exam or after the “W” deadline, you will be reinstated and receive the appropriate grade.

Mastery Learning

The content of the Math 300 course in the MLC is organized into thirteen “modules” of material. Each module is broken into several “topics”.

This course uses a mastery-based learning model, meaning you must demonstrate strong understanding of the material before moving forward. To be eligible for the unit tests you must earn at least 90% on:

- Media Lessons
- Homework
- Pretests

Unit Tests cover two modules and require a minimum score of 70% to show mastery of the material. This approach ensures you build a solid foundation before advancing, helping you retain concepts and succeed in later modules.

When you have finished all the assignments and workbook pages from a module, you should complete the “**Pretest**” assignment for that module online with at least 90%. The Pretest contains representative problems from the exam but is not comprehensive**. If any of these assignments are not completed when you take your exam then that exam score will be deleted from your gradebook.**

After scoring at least 90% on the two Pretests for each unit, you should study both modules for the unit and then take the exam. **To prove mastery on the unit exam, you must score 70% or higher.** If you score lower than 70%, you will have to repeat the exam until you prove mastery. (See testing section below for more details.)

Once you have proven mastery for a particular module, you will move on to the next one. **You may not take the next unit exam unless you prove mastery for the previous one**. (However, you may work ahead on the media lessons and homework assignments, to an extent.)

You must complete **all** the unit exams for your course by the last regular day of class (as shown on the semester calendar posted in Canvas) in order to take the comprehensive final exam.

If you do not complete all the unit exams for your course by the last regular day of class, you will NOT be able to take the final exam and will receive a final grade of F in the course.

Note: If you receive a grade of W or F in the course this semester without taking the final exam AND if you re-enroll in the course **in the MLC** the very next semester, you may be eligible to receive credit for

some of the work you completed. See the section on Repeating Students below for details. Recall that the college limits you to three enrollments per course.

Module Testing and Deadlines

When taking an exam:

- No exam may be attempted unless prerequisites have been completed. Make sure you have already scored at least 90% on the corresponding Pretests. Scores for invalid test attempts will be deleted.
- You may use only a TI-30XIIS scientific calculator or the online calculators linked in each assignment.
- You may use as many pieces of blank scratch paper as you need. They are useful for reviewing your work once you see the results of your test.
- You must not use any notes.
- You must not get help from any other person or source (e.g., Internet or app).
- Each exam should take between 60 and 90 minutes, however you may take longer. We recommend setting aside at least 80 minutes of uninterrupted time for each exam attempt. Students must complete each exam within a 12 hour time limit or before the closure of the MLC (whichever happens first).

Complete each problem carefully, showing your work on scratch paper so you can review it later if desired. Double check your work and follow all directions, including how to type in the answer.

After you submit the exam it will be immediately graded by the computer and you will see your score. Other than what is built into MyOpenMath, we do NOT give partial credit on module tests. However, if you answer a question incorrectly on an exam, you may reattempt the problem a second time for a maximum of 80% of the original point value. The entire question will show up for the reattempt. Only your best attempt will count for your score. **You must get the right answer and enter it correctly to earn credit.** (However, you may see your instructor regarding non-math-related computer syntax errors.)

You may review your exam any time afterward by going to the "Gradebook" area of Canvas. If you have difficulty locating this you can speak to a tutor either in person or online.

You have **THREE** attempts to score 70% on the exam by the **TEST DEADLINE** shown on the semester calendar posted in Canvas for your class, keeping the following in mind:

- Your actual deadline is 11:59pm on the day of the deadline.
- Exams must be completed in one sitting.
- If you do not pass with 70% on your first two attempts, you should take some time to review before attempting the test a third time.
- If you score at least 70%, you may move on to the next module or you may choose to re-take your exam to try for a higher score if you have not yet used all of your first three attempts. In this situation, the highest score will be used in your grade. If you use all of your first three attempts and have earned at least 70%, you must move on to the next module.
- **Unit tests must be taken in order**. Once you take a subsequent unit test, you may not go back to repeat a previous one.

If you still have not achieved mastery by your third attempt, you must contact your instructor in class or via email and discuss what you will need to do in order to attempt the exam again. Your instructor may assign additional "optional" assignments. These assignments may be required for a subsequent testing attempt but will not count directly in your grade. Once the task is finished, you will be able to log into Canvas and take your exam.

If three or more attempts are required to achieve mastery (a score of 70% or higher) on a unit test, then no further attempts will be allowed once mastery is achieved.

If you are past your deadline when you take an exam, this indicates that you are not making sufficient progress in the course and are in danger of failing. It is imperative that you catch up as soon as possible.

The last day unit tests will be given is the last regular day of class for the semester, as shown on the semester calendar posted in Canvas.

Pacing

You may take the entire semester to complete your course if you wish, or you may work at an accelerated pace to finish early. To pass the class, you should follow the deadlines shown in the course **Calendar** (linked on our Canvas home page).

Repeating Students

Starting in Summer 2026, if you took Math 300 **in the MLC last semester and did not pass the course**, you may be eligible to receive credit for work done in the previous semester. If you passed the midterm exam with 70% or higher you can receive credit for work done in the first half of the course. If you passed the final exam with 70% or higher you can receive credit for work done in the second half of the course. To take advantage of this, make sure to indicate if you mastered the midterm or the final in the Student Information Survey in the Canvas Orientation. (Note that if you were not enrolled in the semester that just ended, you will not receive credit for any previous work—you will have to start the course from the beginning.)

Assuming you qualify, you will start this semester at the beginning of module P if you are repeating the first half of the course, or at the beginning of module 7 if you are repeating the second half of the course. You will need to wait until your instructor transfers your scores to start your work for this semester. Your instructor will notify you via email when this happens.

In addition to the participation requirements listed earlier in the syllabus, as a repeating student you have the following requirements:

1. Each week, beginning with the first week, your instructor will provide you with a minimum amount of work that you must complete before the next class meeting in order to meet the participation requirement for that week. (This will be communicated via email, so be sure you are checking it daily.) Remember that you can be dropped for two weeks of non-participation.

2. No later than the 2nd class meeting, your instructor will be creating a customized testing schedule for you. Your first exam for this semester will be due no later than the 4th class meeting.

3. **As with all students, if you do not attempt your first exam of this semester by the 4th class meeting, this will be considered equivalent to two weeks of non-participation and you may be dropped from the class.**

Extra Credit

Your instructor will add **FIVE PERCENT** to your midterm exam score if you have completed all the workbook pages for the first half of the course. Your instructor will add **FIVE PERCENT** to your final exam score if you have completed all the pages for the second half of the course in the workbook. To be eligible for the extra credit on the midterm or final exam, you must show your completed workbook pages to your instructor for evaluation BEFORE you take the exam. **If you are not sure what your instructor's expectations are for workbook completion, be sure to ask.**

Midterm Exam and Final Exam

The midterm exam is taken **ONE** time upon the completion of module 6 and covers the first half of the course. There is a set of "Optional Practice Problems for the Math 300 Midterm" and a "Sample Midterm Exam" available for you in Canvas to help you prepare. (Remember that you can not take the Midterm Exam unless you have completed the first three unit exams.)

The comprehensive final exam is taken **ONE** time upon completion of the last unit exam and covers the second half of the course. Once you demonstrate mastery on the last unit test, you have five school days to take your final exam. Note that if you pass the last unit exam during the final week of instruction, then you must take the final by the final exam deadline provided to you by your instructor at the orientation. (Remember that you CAN NOT take the final exam unless you have completed all the unit exams following the Midterm Exam.) Both a "Sample Final Exam" and a set of "Optional Practice Problems for the Math 300 Final Exam" are available for you to look at in Canvas to help you prepare. (Please alert your instructor via email when you have taken the final, unless you take it at the end of the semester.)

No assignments will be accepted for credit after you take the final exam.

For In-Person Sections: The midterm and final exams are online tests that you will take IN PERSON in the MLC in one sitting. You must start each exam at least two hours before closing time for that day. When completing the exams, please show your work neatly on the scratch paper provided. Any break taken during either the midterm or final exam longer than 10 minutes may result in a score of zero for that exam. Your instructor will grade the exam, assigning partial credit as appropriate, provided your work is legible and organized.

For Online Sections: The midterm and final exams are online. It is recommended that you reserve a two-hour time interval in your schedule so you can take them in a quiet, uninterrupted setting. The midterm and final exams are password protected so you will need to email your instructor to remove or provide the password and give you other important information. Make sure to give your instructor at least 48 hours (M-F) to get this information to you before the date you intend to take the exam.

Academic Honesty

The work you do online and in the workbook must be your own. Turning in someone else's work as your own will be considered cheating and will not be given credit.

The only things allowed during a module exam or the final exam are the following: scratch paper, writing utensils, any formula card provided, and the TI-30XIIS calculator. **Having anything else out during an exam, navigating away from the test window, or communicating with anyone during the exam is considered cheating**. This includes using notes of any form, handouts, sample exams, books, electronic devices, etc.

If cheating occurs on a module exam, the exam will be assigned a zero, a warning will be given, the instructor will be notified, and the student will need to re-attempt the exam. The second time cheating occurs during a semester, a zero will be assigned for all attempts of the exam. The student will still be required to show mastery (70% or higher) on the exam in order to move to the next module, but the score will count as a zero when determining the course grade. Students who cheat a third time in a semester will earn an F in the course, will be required to start from the beginning of their class if they re-enroll in a future semester, the dean will be informed, and a student misconduct form will be filed.

If cheating occurs on the final exam, the student will earn an automatic F in the course and the dean will be informed as well as a student misconduct form filed.

Grades

Your overall course average will be calculated as follows:

Online assignments (media lessons, homework, pretests): 20%
Unit tests: 30%
Midterm: 25%
Final: 25%

Specific scores as well as your overall grade can be found in the "Gradebook" area of Canvas.
Final letter grades will be assigned according to your overall course average:

90% or higher:	A
80%-89%:	B
70%-79%:	C
60%-69%:	D
0%-59%:	F

Please speak to a counselor if you are interested in ARC's P/NP grading option. It is your responsibility to meet all deadlines associated with this.

DSP&S Student Accommodations

American River College makes reasonable accommodations for persons with documented disabilities. The Disability Services and Programs for Students (DSPS) coordinates accommodations and services for all students who are eligible. If you have a disability for which you would like to request accommodations

and have not already done so, please contact the ARC DSPS department at the beginning of each semester.
Contact Email: arcdspsde@arc.losrios.edu Contact Phone: (916) 484-8382
More information can be found on the DSPS website:
https://arc.losrios.edu/dsps

The MLC is committed to providing reasonable accommodations to our DSP&S students. Students who qualify for accommodations through DSP&S should provide their professor with the initial paperwork within the first two weeks of the semester, or as soon as accommodations are approved during the semester.

Classroom Conduct

It is expected that all participants in class meetings and tutoring sessions will practice appropriate behavior at all times. Appropriate attire shall be worn whether participants are in a physical classroom on campus or in a virtual room online. Participants shall not engage in any behavior that may reasonably create an uncomfortable environment for others in the meeting. Any violations of this policy will be reported to the Dean of Mathematics and the Office of Student Conduct.

Technical issues

There may be occasions when the internet goes down temporarily, or the power goes out. Please be patient during these times. It is possible that you may experience technical difficulties occasionally as you work from home. In such cases, you should attempt to reconnect regularly and resume working. Staying ahead of deadlines will prevent these occasional interruptions from affecting your performance in the class.

Technical difficulties do NOT excuse waiting until the last minute. You need to stay ahead of your deadline schedule or you simply may not have enough time to catch up and pass the class.

Social Justice and Equity

American River College strives to uphold the dignity and humanity of every student and employee. We are committed to equity and social justice through equity-minded education, transformative leadership, and community engagement. We believe this commitment is essential to achieving our mission and enhancing our community. American River College values the many diverse members of our community. Hate and bias incidents greatly affect students' ability to learn by distracting from learning and making students feel unwelcome or unsafe. ARC is committed to addressing reports of hate and bias seriously, promptly, confidentially, and with sensitivity.

Incidents of hate, bias, and discrimination should be reported to the campus equity officer at arc-equity@arc.losrios.edu. If there is an emergency or crime, please contact 911 or the Los Rios Police Department at (916) 558-2221.

We urge you to intervene when you can – you can start by reporting situations that adversely affect learning environments. If you become aware of any incident that compromises the values of our community, please seek assistance from the campus equity officer immediately.

If you or someone you know has experienced a sexual assault or domestic violence, help and resources are available. Contact the WEAVE Confidential Advocate at (916) 568-3011 or WEAVEConfidentialAdvocate@losrios.edu.

Indigenous Land Use Statement

"We acknowledge the land which we occupy today as the traditional home of the Nisenan, Maidu, and Miwok tribal nations. These sovereign people have been the caretakers of this land since time immemorial. Despite centuries of genocide and occupation the Nisenan, Maidu, and Miwok continue as vibrant and resilient tribes and bands, both Federally recognized and unrecognized. We take this opportunity to acknowledge the generations that have gone before as well as the present-day Nisenan, Maidu, and Miwok people."

Learning Outcomes and Objectives

Upon completion of this course, the student will be able to:

- discuss several branches of mathematics, including their history and uses beyond mathematics.
- identify appropriate procedures and solve exercises from selected mathematical topics.
- apply critical thinking skills to solve exercises in new settings.
- explain the process and results of several mathematical procedures.

Getting started

1. Complete the Orientation in Canvas.
2. Be aware of the unit test deadlines on the semester calendar handout in Canvas.
3. If you want to add the class and were given a permission number, use it to enroll in the class immediately. Make sure to pay any fees you owe right away.
4. You MUST get the free Math 300 Workbook. You can pick it up for free at the MLC. If you cannot come to campus, you can pay to have it shipped through the College Bookstore.
5. Begin the first module of your course.

By enrolling in this course, you agree to follow all the policies explained in this syllabus. Note also that everything in this syllabus is subject to change as needed. Please attend each class meeting to be aware of any changes.

You should also be aware that while all MLC faculty members follow this syllabus, each instructor will have different ways of handling the details regarding checking in with students, looking at the workbook pages, taking roll, etc. You are expected to follow the directions and procedures that your instructor uses.