

Math Lab User's Guide
for Spring 2006 Math Lab students
Lansing Community College



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Each student is responsible for reading and understanding this User's Guide at the start of the semester; also, keep the Guide for reference until the end of the semester.

I. The General Idea of Working in the Math Lab

You will learn the material by reading the textbook, working problems, and asking us for help. When this is not enough, there are other resources available (see your Course Information Sheet). You will show us your mastery of the topics by passing a test (called a Post Test). After passing all Post Tests, you will show us your mastery of the course by passing the Final Exam.

STUDYING: This table shows the basic steps for studying in this course.

What you do	How much	When	Where
Do homework	4 to 8 hours every week	Most days of the semester	Math Lab Classroom and 'home'
Get Help	As needed	Hours Open	Math Lab Classroom or Instructor Station
Journal Entries with Progress Checks	One for every week	One day each week	Instructor Station or Math Lab Classroom
Take Practice Test	One before each Post Test & Final Exam	See schedule in Course Info Sheet	Math Lab Classroom or 'home'

The majority of your time will be spent on "do homework" and "get help". We give the hours for the Math Lab work areas later in this handout.

TESTING: This table shows the steps for testing and options for you.

Step	Required ??	When	Where
Take Post Test	Required for all	After your Practice Test	Service & Testing
Review Post Test	Required below 71%	By appointment (below 71%; for passed test, no appointment needed)	Instructor Station
Re-take Post Test	Required until score is 71% +	As needed	Service & Testing
Grade Raise a Post Test	Optional (score is over 71%)	Before Final Exam Limited to once per test	Service & Testing

II. The Math Lab Classroom available during Lab hours listed at the bottom of this page

The Classroom is your primary study location for the class. You can get help from Instructors just by raising your hand. The Classroom also provides some televisions for viewing course video tapes – these are checked out from the Service & Testing counter.

The following rules apply in the Classroom:

Rule	More Details
Sign in each time you enter the Math Lab; sign out when you leave	Attendance sheets are kept by course; look by the bulletin board for your course.
No food is allowed in the Math Lab	Drinks (coffee, pop, etc) are okay – if they have lids.
All drink containers must have lids	Avoids a mess if they tip over.
No tobacco products	LCC is a tobacco-free area; this includes chewing tobacco.
All cell phones and pagers must be turned off or switched to silent mode	If you receive a call, you must leave the Lab immediately; you must also leave the Lab to make any calls.
Talking with other students quietly is permitted	Maintain an appropriate noise level. Faculty will direct students with inappropriate behavior to leave the Lab immediately.
Only Math Lab students are allowed	Math Lab and Lab/Lecture students only.

You can get help from Instructors on your homework. Your Practice Test must be scored before getting help on it. The Instructors in the classroom can also accept and grade the required weekly Journal Entries during your Progress Checks; show a picture ID.

III. The Instructor Station available during Lab hours listed at the bottom of this page
 You can also get help on homework, and on a Practice Test (after scoring) at the Instructor Station. The primary work at the Instructor Station will deal with reviewing Post Tests.

The following rules apply at the Instructor Station:

Rule	More Details
Fill out the regular sign in sheet	There is a separate sheet for Test Review Appointments.
If you have an appointment, arrive a few minutes early	Arriving late, or missing an appointment, causes inconvenience to other students.
Use of cell phone or pagers is prohibited in this area	Maintain an appropriate noise level for students to get the help they need.
Show a picture ID	Instructors will check ID.

The Instructors at the Instructor Station can accept and grade the required weekly Journal Entries (and MATH 050 Activities). The Instructor can answer questions on your homework, review a passed test anytime, and review a failed test during your appointment time. The Instructor will evaluate your failed Post Test assignment and determine if you are ready to retake the Test. The Instructors here can also advise you about your math class and answer questions about your course status.

SCHEDULE INFORMATIONSPRING 2006

Spring Semester	Lab is open	Last time to start a Test		Last time to see Instructor
		Post Test	Final Exam	
MTWTh	8:00am – 9:00pm	8:00pm	7:00pm	8:45pm
Friday	8:00am – 4:00pm	3:00pm	2:00pm	3:45pm
Saturday	9:00am – 3:00pm	2:00pm	1:00pm	2:45pm

IV. Taking Post Tests and The Final Exam

Post Tests and Final Exams are taken in our Testing Room, located at the Service & Testing Counter. We carefully monitor the Testing Room so that all students can take their tests in a quiet environment.

STARTING A TEST: This table gives the rules for checking out a test.

Rule	More Details
Picture ID required	LCC Star Card, Driver's license, Michigan ID Card (see "acceptable forms of ID" on page 6).
Practice Test required	Scored Practice Test, with all work shown.
Pencil required	Bring your own pencil.
Allow at least 1 hour for a Post Test	Last time to check out a Test is 1 hour before closing time.
Allow at least 2 hours for the Final Exam	Last time to check out a Final is 2 hours before closing time.
Unfinished tests are scored AS IS	At closing time, or when you leave, your test is scored. No "finishing later". Tests are not scored at closing time.
Use a Math Lab calculator (not yours)	The calculators available are listed on your Course Information Sheet.
One test per day	Only a Post Test OR a Final Exam on any day.
No Post Tests on the last day of the semester	The last day is reserved for Final Exams only.

DURING THE TEST: This table gives the rules while you take a test.

Rule	More Details
No textbooks or any other materials	Nothing else on the desk or table. See the "Cheating Policy" on the next page.
Your stuff under the chair	Put your books, materials, packs, and purses under the chair. We do mean "all" of your stuff.
No food allowed	Maintain an appropriate testing environment.
No electronic devices allowed	Put all electronic devices away; make sure they are turned off or silent. See the next rule.
No rings, buzzes or other signals	If your device makes a noise, we will terminate your test. See the "Cheating Policy".
No talking	No talking aloud (to other students or to yourself).
Use only Math Lab work paper	Show all work, numbering each problem. Work paper must be turned in with the test.
When you leave the Testing Room, the test is scored	If you leave the Testing Area for any reason, your test will be scored AS IS. No "bathroom" breaks.
Test, work paper, and calculator must be turned in	When you finish, bring all material to the Counter; your test will be scored. We keep all work paper.

We use 'surveillance cameras' to monitor the Testing Room.

There are two other topics about taking Tests – Instructor Credit and Retaking Tests.

Instructor Credit – “IC”

See the Instructor Credit Policy posted in the Lab. You can request that an answer (based on your work shown) be reviewed for possible IC at the Counter after your test is scored. Your test would then be forwarded to the Instructor Station, where an Instructor will review it later in the day. You can get the results of an IC request by asking at the Counter the next day (with a picture ID). Student grade information, including test scores and IC, cannot be given over the phone.

Retaking Tests

If your score is below 71%, you must schedule an appointment to review the test with an Instructor. Review appointments are available most hours that the Lab is open (but not all). In some cases where your score is between 65% and 70%, a “Self Review” option may be available.

At the review appointment, we will require that you show all completed homework before reviewing the test. After you complete the review process and assignment, you are required to take a different form of that test – if you again get below 71%, the process is repeated.

If your score is 71% or higher on a Post Test, one Grade Raising re-test may be available. See the Grade Raising Policy posted in the Lab. Note that we use the highest passing score on each Post Test for your grade. Grade Raising is not allowed on the Final Exam; the Final Exam must be passed (71%), but no further attempts are allowed.

CHEATING POLICY

“Cheating” includes (but is not limited to): your own paper on the desk during the test, a book not under the chair, a ringing cell phone, and your calculator not under the chair. (Only the test, answer sheet, Math Lab work paper, Math Lab calculator, and other items handed out by Service & Testing can be on the desk.) Cheating on a Post Test or Final Exam is considered an extremely serious offense by faculty and students.

The FIRST cheating offense will result in:

1. Score of zero (0) on that Post Test or Final Exam.
2. No retake of that Test until the student has seen a Coordinator.
3. No Grade Raising on that Test, after it has been passed.

Any SECOND offense will result in a 0.0 grade for the course.

That’s the policy; if you follow our directions and rules, you will not need to worry about this.

V. Course Grades

Passing all Post Tests and the Final Exam earns you a passing grade (MATH 050 students must also complete the Activities). You can check on your average to date by showing a picture ID at the Service & Testing Counter, or at the Instructor Station.

The Post Tests and Journals make up 75% of the final course grade; we use the highest passing score for each Post Test. The Final Exam passing score counts for the remaining 25% of your grade. The 13 required Journal Entries count as approximately half a test grade; missed Journals count as 0 points. In MATH 050, the 5 Activities also count as approximately a test grade.

Grades are given based primarily on whether all requirements are completed by the end of the semester (Post Tests, Final Exam, Journals; in MATH 050, Activities).

This table shows how we determine your grade.

	Overall Average	Course Grade	
All Post Tests and the Final Exam PASSED by the end of the semester	90.5% to 100%	4.0	
	85.5% to 90.49%	3.5	
	80.5% to 85.49%	3.0	
	75.5% to 80.49%	2.5	
	70.5% to 75.49%	2.0	
	65.5% to 70.49%	1.5	
	59.5% to 65.49%	1.0	
Requirements not completed	tests and final not all passed, any average,	if you don't drop	0.0
		if you do drop	W (see below)
		granted Incomplete	I (see below)
Audit	Auditing students must attend	X	

Dropping is your responsibility; see the Course Information Sheet for dates. To drop the class, you must come to the Instructor Station with a picture ID by the deadline.

Incomplete grades must be earned; see the College policy in the LCC Catalog for requirements. If you believe that you qualify, see a Lab Instructor at the Instructor Station to request an Incomplete prior to the end of the semester.

VI. Attendance and Administrative Withdrawals

This is a College class; attendance is required.

Requirement	Details	Consequence if not met
4 hours EACH week	Math Lab Classroom, Testing.	At risk of not keeping up with Test Schedule.
Take tests according to the schedule	Your Course Information Sheet has due dates.	Subject to being dropped.
Progress Check EACH week	See instructor at Instructor Station or Math Lab Classroom (with Journal Entry).	Subject to being dropped.

In general, the Coordinators will drop students who have missed more than one of these requirements. Specifically, if you do not pass your first Post Test by the deadline listed on your Course Information Sheet, you will be dropped without a grade. You are responsible for keeping yourself on schedule with your assignments and tests.

If you are having difficulty keeping up with the material, see a coordinator as soon as possible.

Absences do not excuse any requirement. You are expected to make up work for any absence within the next week. (Progress Checks can NOT be made up.)

Administrative Withdrawal	Result
Before 6 th week of semester	No grade given, no refund
After 6 th week of semester	W grade if earned

Other 'drop information'

The 100% refund deadline ... drop the class by January 20, 2006.

The 50% refund deadline ... drop the class by January 27, 2006.

VII. Math Lab Personnel

You will work with people in different roles as you complete the class. Here is a guide.

Role	Where	What
Lab Assistants (professional staff)	Service & Testing	Administer your Post Tests and Final Exam; maintain your course records.
Head Lab Assistant (professional staff)	Service & Testing	Coordinate work in the area.
Lab Instructors (faculty)	Math Lab Classroom AND Instructor Station	Help with material, review tests, Journal scoring, Progress Checks. Activities scoring in MATH 050.
Coordinators (faculty)	Faculty office area	Monitor your progress, assign final grade, address absences and other problems; drop students.
Department Staff (professional staff)	Department Office	Support for students, faculty and staff.
Lab Coordinator: Mark Khol (administrator)	Faculty office area	Monitor Math Lab operations; supervision of Service & Testing; ODSS accommodations.
Department Chair: Todd Troutman (administrator)	Faculty office area	Administrative leader for the entire department.

You need to know “where” the steps in the course are done; that information was covered in the first three pages of this User’s Guide. If you have any questions about who you need to see, just ask any of us.

VIII. Some Other Information

What else might you need to know? Here are a few items.

Special Accommodations

If you have met with a counselor in the Office of Disability Support Services (ODSS) at LCC, and require special accommodations, please contact the Lab Coordinator during the first week of the semester.

Attendance Vouchers

Some supporting agencies or employers require verification of attendance, including the Math Lab classes. If you are required to do this, see a Lab Assistant (at Service & Testing) during the first week of the semester.

Children Policy

We ask that you not bring children to the Math Lab Classroom, Instructor Station, or Service & Testing. Public Safety will be called to remove unattended children.

Letters and email

We will send letters or email to students as needed. Each letter or email contains information you need for your course, and you are responsible for reading them promptly and carefully. (In addition, you are responsible for keeping your mail address and your email address accurate; use the link for records in Star Port.)

Acceptable Picture ID’s

LCC Star Card; Driver’s License; State of Michigan ID Card; Official School ID with picture and name; Passport; Resident Alien ID card. Other forms of ID are not usually accepted.