Freshmen College
Bethune-Cookman College

MA 133 Course Outline
Required Math Lab

Instructor: ______________________  Office Hours: ______________________

Office: ______________________  Mon _______  Tues _______  Wed _______

Extension: ______________________  Thurs _______  Fri _______

PREREQUISITES:  Permission of Area Coordinator

COURSE DESCRIPTION:
This laboratory course is offered by the coordinator as a six to twelve week individualized course in advance skills necessary for passing certain general studies courses. Students with incomplete grades in Math 132 will be registered in this course for one semester. O CREDIT.

COURSE OBJECTIVE:
Required Lab 133 provides students who have a “C” or better average in a terminal college level general studies course with an extended opportunity to develop skills needed to meet exit standards instead of receiving a “D”. It leads toward mastery of the skills measured by the College Level Academic Skills Test (CLAST).

ATTENDANCE REQUIREMENTS:
1. Prompt class attendance is compulsory for all students: freshman, sophomores, juniors, seniors, and special. Three tardies equal one absence.
2. No student will be permitted unexcused tardiness or absences. Six unexcused absences may result in a failing grade.
3. “Excused” absences include those absences incurred by the student’s participation in College or class-sponsored activities. Examples of excused absences include band, chorale, gospel choir, athletic teams, field trips, proof of illness with official documentation from physician or verifiable authority. All excuses must be immediately presented to the instructor when the student returns to class.
4. Every student is responsible for informing instructor (s) of impending absences (s) from class when the student has such information. **Student must complete all make-up work within 48 hours after returning to class.**
5. Excuses from the Office of the Dean of Men and Women will not be accepted.
TEACHING STRATEGIES:
The topics will be covered through various forms of instruction including conferences and lab assignments. Appropriate readings, exercises, and Computer Assisted Instruction (CAI) may be required. These materials are housed in the Math Lab in GS 1.

EVALUATION:
To complete the requirements of Required Lab 133, students must demonstrate the competencies inherent in the exit examination(s). Assessments at periodic intervals will be administered to determine whether the “I” can be removed. At the end of the 6 weeks the “I” will change to “D” unless course requirements have been met. This “D” takes the place of the automatic “F” that an “I” produces. At the end of semester, if course standards are achieved, the “D” will be changed to an “S”. The grade in the course that referred the student into 133 will be changed appropriately – if necessary – by the instructor of record. No “I” will be issued for 133 classes.

GRADING CRITERIA AND PROCEDURE:
The following grades will be given: S, NG, NR, AND I.

S = Passing grade indicating student has successfully completed the course.

NG = Grade indicating the “I” grade was removed successfully; however, student did not continue with the lab program as set up by the instructor.

NR = Grade indicating the “I” grade was removed unsuccessfully or student did not continue with the lab program as set up by their instructor.

I = Grade given under THE CONDITION:
The student has work or an examination to make up due to illness or emergency. Grade given only through special arrangement with the instructor.

NOTE: The grade of “I” will automatically change to “NR” if it is not removed within the first six (6) weeks of the following semester.

RESOURCES:
1. Information supporting class can be found in lab, textbooks, and software.
2. Individual help is also available from the instructor and tutors.
3. Students will use the computer programs in the math lab.