MTH097 - PRACTICAL GEOMETRY
Self-Directed Course
SUCCESS INSTRUCTIONS

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Betty Westfall
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Office Hours: Tuesday 4:30 to 5:50 pm

WHAT IS MTH097?
This course covers applied, intuitive geometry for those students who did not take
geometry in high school or who need a good review. The emphasis is NOT on geometric
proofs. Topics covered include angles, triangles, congruence, similarity, polygons,
perimeter, area, volume, circles, and right triangle trigonometry.

WHO CAN TAKE MTH097?
MTH097 – Practical Geometry is intended for students who:
- have completed MTH 95 or
- achieved a proper CPT score or
- just want a review of geometry before taking additional math classes.

WHAT IS A SELF-DIRECTED MATH COURSE?
This course is taught on an individualized basis. There are no lectures or classes to attend
at a specific time. You will read the textbook, study the examples, work through and turn
in the homework assignments and the module reviews (in your module packet). You will
use available resources (shown below) to assist your learning. You will work at your own
pace each week to meet course deadlines. Before each module test you will take a study
skills quiz on the computer to confirm you are prepared for the test. All module tests are
done using pencil and paper at any of LBCC’s testing facilities.

WHO SHOULD TAKE A SELF-DIRECTED MATH CLASS?
1. Are you a highly motivated math student?
2. Are you able to manage your time effectively and not procrastinate?
3. Are you able to dedicate 12 hours a week for math study?
4. Are you able to access a computer easily either at LBCC, at home, or at work?

If you answered “YES” to ALL the above questions then this self-directed course may be
for you. Many students like the format because they can work through the course quickly and complete it early in the term. Others like the idea that they don’t have to be in class at a particular time and can custom fit their schedule to meet their needs.

HOW CAN I BE SUCCESSFUL IN A SELF-DIRECTED CLASS?

● Manage your time effectively and keep your work organized
● Make time in your personal schedule for at least 12 hours of math each week.
● Stick to your schedule – don’t procrastinate.
● Keep in touch with me; email me when you have a question.
● Get help whenever you get stuck or have a question! (See help resources on last page.)

HOW DO I GET STARTED?

● What materials do I need?
  ○ A notebook with several dividers containing:
    - These Success Instructions
    - Blank Paper
    - Other Useful Items: “sticky” notes, spare eraser
  ○ MTH097 Self-Directed Module Packet
  ○ College Geometry, 2nd Edition by Musser, Trimpe & Maurer
  ○ Compass, straight edge (ruler), protractor
  ○ A scientific calculator that performs basic and trig operations
  ○ A valid e-mail address. If you do not have an e-mail address, LBCC will provide one for you. Go online to: http://www.linnbenton.edu/apply
  ○ A computer with internet connection (Computers at LBCC have a very fast connection.)

● What program is used for the online portion of the course?
  ○ The online part of MTH097 is managed by Moodle, LBCC’s system for online courses. If you already have an account on Moodle, you can use that account. There are instructions for getting registered and logging in online on the self-directed orientation web page: http://cf.linnbenton.edu/depts/go/studymath
  ○ How do I use Moodle once I am registered? (NOTE: The course is not available until Monday of the first day of the quarter. If you are registered, some time on that Monday computer services will enroll you into the course in Moodle. After that, you can proceed as directed below. Because of this, you can not complete the orientation until March 29.)
    - Go to http://elearning.linnbenton.edu or you can access it from the LBCC webpage.
    - Click on the Login button
    - Enter your Username and Password
    - Locate the box labeled “My Courses”
COURSE STRUCTURE

WHAT IS A MODULE?

MTH097 is divided into six Modules that are contained in the Module packet that you purchased. A Module is a unit of study consisting of sections in your textbook, module reviews and activities (for modules 2, 4, and 6). Each module will tell you which sections to read. Your homework assignments are on Moodle. IMPORTANT: The review questions in your module packet must be turned in before, or when, you take the test for that module.

HOW WILL I BE GRADED?

There will be 6 tests each worth 100 points and 3 activities each worth 25 points that are part of Modules 2, 4, and 6. The review for each module will be worth total of 10 points per module. If no modules are completed, you will receive a grade of Y. A letter grade will be issued in ALL other cases. No WP grades will be issued. An incomplete will be issued only if some small part of the course, such as a test, is not complete due to some unforeseen and verifiable circumstance. In such a case, a contract to finish the course must be signed by the student and instructor before the incomplete grade will be issued. I will grade your tests and activities post your scores on Moodle, and send the tests and activities back to your home base for your review. Students will also receive an email when each test score is posted. There are 745 possible points, and grades will be assigned as follows:

A: 90%+   B: 80%+   C: 70%+   D: 60%+   F: Below 60%

REMEMBER: If you do not complete the course or you fail the course, you must re-register and re-pay for the course.

Unlike MTH020-MTH095, you do NOT have to get a 70% on every test to pass this course. If you score below an 80% you may retake the test once to receive up to an 80%. You MUST request a retest ticket to have permission to retest. (Do not use a copy of the original ticket ... to do so means that the retest will not count!) If you miss a test deadline, the maximum score you can receive is an 80%. You cannot take or retake a test for a previous module after you have taken the current module test. Note: If you score below 60% on a test and ask to retake the test, I may ask to see your completed Homework, including all work, for that module before issuing a retest ticket.

ACCOMMODATIONS

You should meet with your instructor (via email is ok) during the first week of class if you have a documented disability and need accommodations, your instructor needs to know medical information about you, or
you need special arrangements in the event of an emergency.

If you think you may need accommodation services, please, contact Disability Services, 917-4789

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

ACADEMIC DISHONESTY

No notes (written or electronic) may be used on tests except those given out with the test. Cell phones are not allowed in the testing area and your test will be confiscated if you have a cell phone. Cheating will not be tolerated and may be cause for dismissal and the issuance of an F grade.

WHAT DO I NEED TO DO TO SUCCEED IN MTH097?

Just like a course in a classroom, you are responsible for your own learning. You will use your textbook and other available resources to learn the material. Establish a schedule for when you will work on this course. Plan to spend at least 10-12 hours a week on this course; some students may find they will need more time. Check in with your instructor at least once per week! Check your email regularly and announcements on Moodle for general announcements and specifics for the class on a regular basis. Don’t disappear on us -- we want you succeed!

STEPS FOR EACH MODULE

- Read the SKILLS GUIDE which discusses study strategies for each module.

- Do all of the homework for the Module. Homework is an essential part of the course; see the “Procedure for Working on Homework” in this handout. You must do all of the assigned homework problems in your exercise set. Check your answers; the odd numbered answers are in the back of your book and even answers are in your module packet. Please ask for HELP on any assignments that you have questions on or on any problems that have you stuck. You can also post questions on the Discussion Board on Moodle or email me! Refer to the help section below.

- Correct any homework problems that are incomplete or wrong. Be sure that understand why you missed the ones that you did ... ask for help if needed! Be sure that you have followed the correct format for homework. Homework is NOT turned in UNLESS you score below 60% on a test and decide to retake the test.
• Complete the Module Review located in your module packet. Be sure to follow the homework format.
• Check your Review answers with the solutions on Moodle and then turn in your Review. IMPORTANT: Be sure that they date stamp your Review when you turn it in! It MUST be turned in either before you test or at the same time that you take your test.
• Complete and turn in the activity (activities in Modules 2, 4, and 6). These activities must are worth over 10% of your total grade! They should be done after you have completed your homework. See the “Procedure for Working on Activities” in this handout.
• Take the Module Study Skills Quiz on the computer. You should earn 100%. You are on the honor system to answer the questions truthfully!
• E-mail your Instructor to request your Module Ticket. (Required) Remember to allow 24 hours minimum to receive your ticket.
• Take your Module Test Ticket and pictured ID to your Testing Facility and take your Module Test.

Before requesting a ticket for the next module, you must have successfully completed the previous module: completed homework, turned in the review, taken the test and turned in the activity (the activity requirement applies to modules 2 and 4). Remember that once you take the current module test, you can not take or retake the previous module test.

NOTE: You are on the honor system. You will receive your test ticket upon request until you turn in a review that is incomplete or not corrected or was turned in AFTER you tested. If that occurs, your each succeeding ticket will be delayed until your review has been received and checked by your instructor. If it is not complete and correct, it will be returned to you to finish before a ticket will be issued.

EXTRA HELP

• Refer back to the Study Guide in your module.
• Email your instructor.
• Watch the videos made for this text in the lab.
• Get assistance at any LBCC math help desk. (refer to open hours at the end of this syllabus)
• Sign up for 3 hours of FREE tutoring per week (Tutoring center is located in the Albany Learning Center.)
• Use the Moodle Discussion board.

PROCEDURE FOR WORKING ON MTH097 HOMEWORK

• Homework should be neatly completed on (about) 8½ x 11-inch paper with your name and assignment section number in the upper right corner of each page.
• Clearly state the problem, list the given information, and clearly state the answer, showing the appropriate units (inches, square feet, etc.) if applicable.
- Show all major steps involved in solving problems. Show diagrams or sketches used, but the drawings do not need to be exact. A quick (labeled) sketch is all that is needed.
- Homework assignments turned in (as a requirement for a test retake) that consist of a list of answers will be considered incomplete and will be returned to be redone. (NOTE: Homework is ONLY turned in if you score below 60% on the module test and are requesting a retake ticket.)
- All homework assignments should be thoroughly checked for completeness and correctness. The answers to odd numbers are in your text; answers to even numbers are in your module packet.
- The review questions in your module packet should be completed using this same procedure. Since all answers are available, I will primarily be scoring your work!

PROCEDURE FOR WORKING ON MTH097 ACTIVITIES

There is an activity for each of Modules 2, 4, and 6 only. Because of the equipment needed, activities for Module 2 and Module 4 must be done in the lab or activity area. You need to have completed the homework for the module in order to be able to perform the activity. After the activities are graded, they are returned to your home base. Ask to see your graded activity.

You are encouraged to work through the activity with a group. Check the discussion board on Moodle for others who are looking for an activity partner. Even in a group, each person must turn in a report. But with a group you can compare results and help each other with the explanations and discussion required.

NOTE: Activities will be graded for clarity, completion, correctness, and conclusions. The allocation of points on your activity cover sheet may be adjusted to reflect the outcomes of that particular activity. Activities scoring less than 15 points will be considered incomplete and will be returned to be redone. Activities not turned in will receive a score of 0. Not turning in any activities will drop your test and review average for the class by one letter grade.

PROCEDURE FOR MODULE TESTS

At the end of each module there is a paper and pencil Module Test. Permission will be given to take a module test after you have:
- completed, corrected the homework assignments for that module.
- completed, corrected and turned in the Module Review for that module.
- completed the Module Quiz (with 100%) on the computer.
- satisfactorily completed any other assignments specified by your instructor.

To receive your Ticket for the Module Test, you will need to e-mail your Instructor at MTH97@linnbenton.edu. Allow up to 24 hours to receive your ticket.
VERY IMPORTANT-- all ticket requests must include:
Subject: MTH097 Module Ticket 1 (or 2, 3, 4, 5, 6)
Message: <Your first and last name (I copy and paste it onto your ticket) and your home base>

NOTE: Your homebase is the center (Lebanon, Sweet Home, Albany or Corvallis) where you want your graded tests to be filed. You do NOT have to take your test at your homebase.

Tests will be taken at the LBCC testing site of your choice. You will need photo ID and your Module Test Ticket. Tests must be started at least one hour before the testing center closes. Do not take your cell phone into the testing area. You may NOT use notes or other aids unless they are given to you by lab staff. Possession of unauthorized aids will be considered a form of cheating; the aids will be confiscated. (See Academic Dishonesty.)

Your test will be graded by me and returned to your home base. Allow at least three working days for results (the courier system is S-L-O-W!). You may check your grade on Moodle grade book. You will also receive an email when your test grade is posted.

WHAT ARE TEST COMPLETION DEADLINES?

You may take the module tests as soon as you have received a Test Ticket from your instructor. Remember to allow at least 24 hours before you plan to take the test to request test permission. It is recommended that you take the module test by the TARGET test date (that will assure that you are on schedule to complete the course). You may take the test before, on, or after the test completion DEADLINE. But if you take the test after the test completion deadline, then the maximum possible score on that test is an 80%. For example, suppose you took the Module 1 test on April 27 and scored a 93%. In the Grade Book, your score would be recorded as an 80%.

WHAT DO I DO IF I FAIL A TEST?

If you score below a 70% on your module test, you should consider retesting. If you score below 60%, it is HIGHLY recommended (but not required) that you retake the test. (Testing is for learning as well as evaluation!) I may assign some review problems for you to turn in or request to see your completed homework, and, when that is received and feedback provided, I will give you a retest ticket. If you retake a Module test, your maximum possible score will be 80%.

Schedule and Deadlines

Spring 2010
To complete MTH097, it is imperative that you stay on track in your studies. The “target dates” and checklist below are provided to help you maintain good progress throughout the term. The target dates indicate when you should aim to finish homework, take tests, etc., in order to finish the course.
If you are consistently waiting until the deadline or afterwards to finish up each module and take your test, you are behind schedule and could be in danger of not finishing the course. You are welcome and encouraged to work ahead of this schedule.

<table>
<thead>
<tr>
<th>Target Week</th>
<th>Homework</th>
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</thead>
<tbody>
<tr>
<td>March 29</td>
<td>Sections 1.1, 1.2, 2.1, 2.2</td>
</tr>
<tr>
<td>April 5</td>
<td>Sections 2.3, 2.4, 2.5, Review Checked, Computer Quiz, Request ticket</td>
</tr>
</tbody>
</table>
| April 12    | Take Module 1 TEST  
Sections 3.1, 3.2, 3.3 |
| April 19    | Sections 3.4, 3.5, Activity, Review Checked, Computer Quiz, Request Ticket  
Take Module 2 TEST |
| April 26    | Sections 4.2, 4.3, 4.4  
Review Checked, Computer Quiz, Request Ticket |
| May 3       | Take Module 3 Test, Sections 5.1, 5.2, 5.3 |
| May 10      | Sections 5.4, 5.5, Activity, Review Checked, Computer Quiz, Request Ticket  
Take Module 4 Test, Section 6.1 |
| May 17      | Sections 6.2, 6.3, 6.4  
Review Checked, Computer Quiz, Request ticket |
| May 24      | Take Module 5 Test  
Sections 7.1, 7.2 |
| May 31      | Sections 7.3, 7.4, Activity, Review Checked, Computer Quiz, Request Ticket,  
Take Module 6 Test |
| June 7      | Take Module 6, if not done already |

Below are listed the TARGET Test Dates and Module Test DEADLINE dates. Tests taken after the deadline have a highest possible score of 80%. Remember to allow at least 24 hours to receive your module test ticket after e-mailing your request.
<table>
<thead>
<tr>
<th>Module</th>
<th>Target Test Date</th>
<th>Deadline (after this date, 80% is the max score)</th>
<th>Test Score/100</th>
<th>Activity Score/25</th>
<th>Success Quiz or Review Score/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>Mar 30</td>
<td>April 2</td>
<td>---------------</td>
<td>---------------</td>
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</tr>
<tr>
<td>1</td>
<td>April 13</td>
<td>April 16</td>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>2</td>
<td>April 22</td>
<td>April 28</td>
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</tr>
<tr>
<td>3</td>
<td>May 3</td>
<td>May 7</td>
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<td>4</td>
<td>May 13</td>
<td>May 19</td>
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<td>5</td>
<td>May 25</td>
<td>May 28</td>
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<tr>
<td>6</td>
<td>June 4</td>
<td>June 7</td>
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<tr>
<td>TOTAL POSSIBLE</td>
<td></td>
<td></td>
<td>600</td>
<td>75</td>
<td>70</td>
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**Last Day to test is June 9th. Absolutely no tests after that date.**

**Last Day to turn in activities is Friday, June 4th. No activities will be accepted if turned in after that date.**

**GETTING HELP/TAKING TESTS**

*Shown below are times and places where you can get math help, take tests, or use the computers.*

*At all locations, you must start tests at least one hour before closing!*  

Main Campus (Albany) Learning Center WH-226
Main Campus (Albany) Learning Center WH-212

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<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td></td>
<td>7:30 am -7:00 pm</td>
<td>7:30 am -9:00 pm</td>
<td>7:30 am -7:00 pm</td>
<td>7:30 am -9:00 pm</td>
<td>7:30 am -4:00 pm</td>
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Testing Hours are the same as above. No tests issued within 1 hour of closing. Note: the Learning Center is
closed Thursday and Friday of Finals Week.

Benton Center (Corvallis) Math Lab BC-232

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<tr>
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<tbody>
<tr>
<td>12:00 -4:00 pm</td>
<td>1:00 -4:00 pm</td>
<td>12:00 -4:00 pm</td>
<td>1:00 -4:00 pm</td>
<td>closed</td>
</tr>
<tr>
<td>6:00pm - 9:00 pm</td>
<td>6:00pm - 9:00 pm</td>
<td>6:00pm - 9:00 pm</td>
<td>6:00pm - 9:00 pm</td>
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Testing Hours: Mon-Thu 9:00am - 8:00 pm. Fri 9:00 am - 4:00 pm. BC-222 No tests issued w/in 1 hr of closing. Note: Math Lab and Testing Center are closed Thursday of Finals Week.

East-Linn Center (Lebanon) Math Lab LC-202

<table>
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<th>Monday</th>
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<tbody>
<tr>
<td>4:30pm - 8:30 pm</td>
<td>4:30pm - 8:30 pm</td>
<td>4:30pm - 8:30 pm</td>
<td>4:30pm - 8:30 pm</td>
<td>Closed</td>
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Testing Hours: Same as above. No tests issued within 1 hr of closing. Note: The math Lab is closed Wednesday & Thursday of Finals Week.

East-Linn Center (Sweet Home) Math Lab SHC-102

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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td></td>
<td>5:30pm - 8:30 pm</td>
<td>5:30pm - 8:30 pm</td>
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</table>

Testing Hours: Same as above. No tests issued within 1 hr of closing. NOTE: The math Lab is closed Thurs of Finals Week.

MORE HELP:
- You may also contact me via Email or during regular office hours.
- You may post questions to the Moodle Discussion Board at any time. You may post responses to someone else’s question as well!
- Tutoring: Free! Three hours of free tutoring each week. Sign up at the Albany Learning Center. There may be free tutoring offered at the centers. When hours are established, I will let you know.
- My office hours are on Tuesdays from 4:30 to 6:00 PM at the Lebanon Center, in LC210. Please come by and ask questions. My phone is a message phone; you will get quicker response by emailing me: You can email questions any time to mth97@linnbenton.edu. I check my email at least 2 or 3 times per day during the week and at least once per day on the weekends (Yes, you can get help on the weekends!) If you do not hear from me within 24 hours, please email me again ... either I did not get your email or you did not get mine!

GOOD LUCK -- WORK HARD -- ASK FOR HELP