Welcome to the class. Many of you may not be familiar with a Hybrid section at all. Other may have had a class from another instructor and think that they all work the same way. That is NOT TRUE. Each instructor conducts the online part of their class in a different manner. Please be sure and read the hybrid information below (several times) so you are familiar with how the online portion of the class will be conducted.

Please read the Class Syllabus also. This contains the regular required information that every college class must provide.

I also have a Frequently Asked Questions page (FAQ) that tries to answer common questions students ask every semester.

These 3 documents will provide you with the information you will need to get off to a good start in class. Good luck this semester. Be sure and ask questions at the start of class when I ask “how is it going” if you have any concerns. If you would like a more quite setting please see me before or after class or during office time to get additional help. I am in the same room that I lecture in before and after class to help you in your efforts.

The BIG NEWS:

I do not use D2L.

All my course lecture material and test review material is posted on an open web page with no log ins. It can be found at flc.losrios.edu (or google flc eitel) I make this lecture material available to all students as part of my service to the college. Feel free to look at all the courses that I have posted. It may help you to see how the various courses develop concepts and what topics overlap between courses.

This course has an in-class lecture and test component that is often referred to as “on ground” and an online component. If the course was entirely in class the course would meet for approximately 48 class meetings. There would be 3 in class meeting over 16 weeks. The schedule for this hybrid course is based on having 2 in-class meetings per week and 1 online activity per week.
How each week works:

Each week I will email you the online lecture the first day of each week as a link to the web site. This lecture will have several problems at the end that must be completed and brought to class the first in-class meeting of the next week. I will collect the problems and the work will be used as proof of attendance for the online day.

The in class meeting will be used to present lecture material, take in-class exams and an in-class final. It will also be used to answer questions about any online procedures that you may have. A sample of the this process is provided below. I am assuming the class meets in class Monday and Wednesday.

The Friday before each weeks in class meetings I will email the online material that will be worked on for the coming week. I will also include a list of the sections we will work on in class.

The is an example and not intended to be an actual list of topics.

The Friday before Week One I will send you an email. You will also be told that section 1-1 and 1-2 and 1-3 will be covered in class. Section 1-4 will be attached as the online work for the coming week.

Week 1.
Monday I will give an in class lecture over section 1-1 and 1-2
Wednesday I will give an in class lecture over section 1-3.
During the week I will send out an e-mail to address any questions that seem to be reoccurring. I will also include any information regarding updates or chances to material that effects students. I will use the time at the end of each in-class lecture to answer any question about concerns you may have with the online procedures or links. I stay after class and hold office time in the classroom each in-class meeting. I will use that time to support student questions about the online material that you are working with.

The Friday before Week Two I will send you an email. You will be told that section 1-5 and 1-6 section 2-1 will be covered in class. Section 2-2 will be attached as the online work for the coming week. I will also announce that 2 week from now on a Wednesday a test over chapters 1 and 2 will be given in-class. The date and time will be included in the announcement

Week 2.
Monday I will collect the online problems as proof of attendance in the online section.
Monday I will give an in class lecture over sections 1-5, and section 1-6
Wednesday I will give an in class lecture over section 2-1
During the week I will send out an e-mail to address any questions that seem to be reoccurring. I will also include any information regarding updates or chances to material that effects students. I will use the time at the end of each in-class lecture to answer any question about concerns you may have with the online procedures or links. I stay after class and hold office time in the classroom each in-class meeting. I will use that time to support student questions about the online material that you are working with.
5 of the weeks during the semester I will include an in-class exam or final exam. There will not be a lecture section assigned as online that week. A test review will be sent out in lieu of a lecture on new material. The procedure for that week will look like the following.

**The Friday before Week Three** I will send you an email. You will also be told that section 2-2 and 2-3 and 2-4 will be covered in class. Section 2-5 will be attached as the online work for the coming week. I will also announce that 1 week from now on a Wednesday a test over chapters 1 and 2 will be given in-class. The date and time will be included in the announcement

**Week 3.**
Monday I will collect the online problems as proof of attendance in the online section.
Monday I will give an in class lecture over section 2-2 and 2-3
Wednesday I will give an in class lecture over section 2-5.
During the week I will send out an e-mail to address any questions that seem to be reoccurring. I will also include any information regarding updates or chances to material that effects students. I will use the time at the end of each in-class lecture to answer any question about concerns you may have with the online procedures or links. I stay after class and hold office time in the classroom each in-class meeting. I will use that time to support student questions about the online material that you are working with.

**The Friday before Week 4** I will send you an email with a sample test review attached as the online work for the coming week. You will also be reminded that section 2-6 will be covered in class Monday and the test over Chapters 1 and 2 will be given on Wednesday

**Week 4.**
Monday I will collect the online problems as proof of attendance in the online section.
Monday I will give an in class lecture over section 2-6.
Wednesday I will give an in class test over Chapter 1 and 2
During the week I will send out an e-mail to address any questions that seem to be reoccurring. I will also include any information regarding updates or chances to material that effects students. I will use the time at the end of each in-class lecture to answer any question about concerns you may have with the online procedures or links. I stay after class and hold office time in the classroom each in-class meeting. I will use that time to support student questions about the online material that you are working with.

This process continues for the entire semester.
Class Participation in the online portion of the class.
The expectation for this course is that you will check your email minimum of 2 times each week. You must get the lectures I e-mail you or you must go to my site to download them. Weekly assignments must be printed out, complete and handed in the first in class meeting each week.

Test Grades and total points in the class.
I return every test the week after the test has been taken. This is done in class. I hand out the test, go over any questions you may have. This includes how it was graded, point totals and test grade. I will also provide each student a total of the point sin the class to dat at that time. I have a spreadsheet that I will post that includes all the points received for tests, homework and quizzes to dat and a total points and the percent in class. I bring this to class each week so you can see your totals if you desire. Please check the totals the day I return the tests and show you your totals so that if there is any question we can correct it right away.

Your Los Rios Email account.
The district has created an e-mail account for every student. Your e-mail address is w added to your student id @apps.losrios.edu For example if my ID is 009888 then my id will be w 009888@apps.losrios.edu
If you wish to forward my contacts with you to a different address you must do so. Information is available at https://support.google.com/mail/answer/10957?hl=en

If you prefer to set up forwarding to your private email address, here are some instructions:
- Written Instructions
- Video Instructions
- Frequently Asked Questions (FAQs)
FAQs for student email can be found at https://apps.losrios.edu/faq.html

I will send out trail email before the start of class asking you to respond. I will use this to identify students that are having problems and we will work through the the fist day in class.

Technical Support
For technical problems contact The Los Rios Help Desk by phone: 855.321.3232, or email: lrohelp@losrios.edu
Monday through Thursday, 7 a.m. - 6 p.m. and Friday 7 a.m. - 5 p.m. excluding District holidays.

Discussion Boards
Starting in the Fall of 2015 I will start a discussion board the first week of class. You can post questions to other students and read posts from other students. I will post at least once a week. You can reply to any posts you desire. A grade is not assigned to this activity

Netiquette
Respectful communication is important. Please follow the Core Rules of Netiquette to ensure we all behave online in an adult appropriate manner.
Regular and Effective Contact / Regular and Substantive Interaction

Per Title 5, Section 2204 and LRCCD Board Policy 7145, this course includes regular effective contact/regular substantive interaction. In this course, the following tools/methods are used to implement such contact:

Course Announcements: Every Friday you will receive an announcement about the on ground lecture portion of the week and the off site portion of the class. It will include lecture, a short quiz that will be returned the first day of the following week and any test dates, review dates and any other important news.

Personalized Feedback. I will grade the weekly quiz and return it to you in class. I will provide any necessary feedback at that time. As always, you can e-mail me any concern and I will respond with feedback within the time restrictions listed in the syllabus.

Collaborative Groups: It is important that you connect with other students. There are several ways to do this. Some student stay after class and study in my classroom together. Some students form study group and meet in the tutoring room in FLC 1 107. Some students get together before each test to study for the test. Some student share e-mail or voice mail information and contact each other as needed. I encourage all of the above ways to connect with fellow students and help and encourage each other.

Discussion Board: Starting in Fall 2015 I will have a discussion board available for students who wish to interact. In addition to the study and support groups listed above I will also provide discussion board for the course. You can use this tool to contact other students and discuses material and homework problems. It is not designed to be a social forum so restrict your material to lecture, homework and tests materials, Be sure to use correct netiquette as defined elsewhere in this document.

Instructor Created Modules: I have created study modules for each chapter. These modules help you prepare for each exam. You will be required to complete the module before each exam and turn it in the day of the exam along with the course homework book.

Lectures: I have posted all of the lectures that are part of this course. This include the in-class lectures as well as the online lectures and homework that you are required to do off site. I will send you the online lectures and homework by e-mail each Friday.

Virtual Office Hours by Email. You can use your email account to ask questions about the lectures and homework if you want to. There are many limits to formatting mathematics in an e-mail. I suggest you use a word processor to create the inquiry and attack it or cut and paste into the email. I am there before and after class the days we have in-class meeting. You may find it easier to wait and ask the question in person, but e-mail can work for many simple questions.
DSP&S
Students who may need an academic accommodation based on the impact of a disability and who require
instructional, curricular, or test accommodations are responsible for making such needs known to the instructor
as early as possible. Every possible effort will be made to accommodate students in a timely and confidential
manner. Individuals who request accommodations must be registered with Disabled Students Program and
services. Contact the office by phone: FLC 916.608.6611/EDC 530.642.5630 or email: mchargt@flc.losrios.edu.