PALOMAR COLLEGE
Math & Science Learning Center

MATH 110 HYBRID COURSE ORIENTATION

Math & Science Learning Center
Palomar College
Fall 2025

Click anywhere on the slide when you are done reading to get to the next slide.

The Math & Science Learning Center is located on the Third Floor of the Library - LRC 318

Welcome to the Hybrid Math Course Orientation

- The Math & Science Learning Center offers College Algebra (Math 110), Trigonometry (Math 115) and Calculus for Business and Social Sciences (Math 130) in a hybrid course format.

- This Orientation will present general information about the Center, what a hybrid course is and if it is right for you, what the policies and procedures are for Math & Science Learning Center students, and what you need to do in order to be successful.

- **All exams are to be taken in the Math & Science Learning Center.**

- So let's begin!

What is a Hybrid Math Course?

What is a Hybrid Math Course?

- **A hybrid course** is a course that combines traditional, face-to-face instruction with an instructor with some online learning activities. The purpose of a hybrid class is to take advantage of the best features of both online and more traditional forms of learning. A hybrid class is designed to integrate online and face-to-face learning activities so that they complement, reinforce and elaborate on one another, rather than regarding the online learning activities as add-ons or as duplicates of face-to-face learning activities.
- A hybrid course is a course where you have some required on-campus attendance time blended with online learning.
- In a hybrid course students will have some mandatory on-campus activities blended with online learning.
- As part of on-campus attendance requirement, you are required to attend the Palomar Math & Science Learning Center or the Virtual Math & Science Learning Center via Zoom for at least 2 hours each week.

How do I know if a Hybrid Math Course format is right for me?

1. **Time Required to Study**:

   Do you have the time required to spend to be successful in this course?

   Note: You need to allot about 12 hours per week for Math 110.

2. **Computer and Internet Access**:

   Do you have access to a computer with internet?

3. **Computer Skills**:

   Do you have the necessary computer skills and the ability to navigate through world-wide-web?

4. **Learning and Time-management Skills**:

   Do you have the necessary learning and time-management skills to learn course material online on your own?

5. **Self-motivation**:

   Are you self-motivated to complete the course requirements without someone telling you what, when, how?

***Note**: If your answer to any of these questions is **NO**, then this **MAY NOT** be your course format.*

Interactive Student Tutorials to Prepare for Online Learning

1. Do you already possess the skills that will give you success in an online class? Can you develop the skills you don't have? Find out with **this simple quiz**.

2. The California Community College Online Education Initiative has prepared some Online Readiness Tutorials which we urge you to take before you begin the weekly assignments.

Note: *These should take a total of about 1 hour 15 minutes to do if you decide to do them all. You can also do them as your time permits in sequence or out of order.*

Discuss your options with the Center Director

- If you think this course format is not right for you, your may email the Math & Science Learning Center Director (***ylee@palomar.edu***), Professor Lee, as soon as possible and discuss your options.

- We want to make sure you are in the correct course format for your success!

Information Regarding Your Hybrid Math Course

The Handbook/Syllabus for your class has important information.

- Each Hybrid Math Course has a detailed Handbook that is posted on the Math & Science Leaning Center website http://www2.palomar.edu/mslc

- You may also find the syllabus under the Handbook/Syllabus tab on https://www.pearsonmylabandmastering.com/ (PearsonMyLab) or **Canvas**.

- Please download a copy of the handbook to your computer for easy reference.

Frequently Asked Questions (FAQ) handout

- Most questions you have can be answered by reading your Handbook and/or the **FAQ** handout.

- The **FAQ** handout is available online on the Math & Science Learning Center website http://www2.palomar.edu/mslc, on Canvas and on PearsonMyLab.

Withdrawing from the course

- If you decide to withdraw from the course, be sure to drop the class yourself on MyPalomar. Please do not expect that you will automatically be dropped from the course.

- If for some compelling reason you are not able to complete the required assignments on time, **please inform the Center Director** via email (*ylee@palomar.edu*). Otherwise, you could be dropped for non-attendance or failure to do assignments.

Weekly Hours required to be successful in this course (Math 110)

Each semester unit requires 16 hours of instruction 32 hours of homework and preparation for a total of 48 hours per semester. This means a student in Math 110 **needs to allot about 12 hours per week** for 16 weeks (48 hours*4 units = 192 hours/16 weeks = 12 hours/week). Depending on your preparation, this may be slightly less or slightly more.

General Information About the Math & Science Learning Center

In Person Center Hours (Third Floor of the Library - LRC 318)

Online Tutoring is also available during the hours of operation

zoom link: **https://palomar-edu.zoom.us/j/93713198344**

Day:	Hours:
Monday	8 am to 8 pm
Tuesday	8 am to 8 pm
Wednesday	8 am to 8 pm
Thursday	8 am to 8 pm
Friday	8 am to 2 pm
Saturday	9 am to 1 pm

Fall 2025 Holidays – the Center will be closed on these dates.

- Labor Day: September 1
- Native American Day: September 26
- Veterans' Day: November 11
- Thanksgiving Break: November 24 – November 28
- Non-instructional Day: November 29

How to get help from Instructors or Tutors Through the Virtual Math & Science Learning Center

Zoom link: https://palomaredu.zoom.us/j/93713198344

Note: Be sure to use your name on Palomar records when you enroll as we will have to verify it against the class roster before we can connect you to an instructor or a tutor.

Virtual Center Hours:

M-Th	8:00 am - 8:00 pm
Fri	8:00 am - 2:00 pm
Sat	9:00 am - 1:00 pm

How to get Face-to-Face help

Go to the Third Floor of the Library (LRC – 318) on the main campus in San Marcos

Center Hours:

M-Th	8:00 am - 8:00 pm
Fri	8:00 am - 2:00 pm
Sat	9:00 am - 1:00 pm

To discuss your grade/progress in this course or to seek advise

Please contact the Center Director:

Professor Yuan-Lin (Annie) Lee *ylee@palomar.edu*

You can talk to Prof. Lee in person by coming to the Math & Science Learning Center.

You can also meet with Prof. Lee over the zoom.

zoom link: **https://palomar-edu.zoom.us/j/93713198344**

ONLY Prof. Lee has access to your grades and the information on how you are doing in the course.

How do I study?

- Doing the Interactive Assignments (includes lecture videos)
- Doing Homework
- Taking Review Tests
- Taking exams
- Reviewing the exams
- Getting help from the Instructor on Duty or tutors in the Math & Science Learning Center either in person or virtually via Zoom

DRC Accommodations

If you are a student who requires any special accommodations, please email the Center Director (*ylee@palomar.edu*) as soon as you can.

Academic Integrity

Palomar College is wholly committed to the idea and ideals of academic integrity. Following are the five principles of academic integrity provided by the Center for Academic Integrity and adopted by the college:

HONESTY, TRUST, FAIRNESS, RESPECT, and RESPONSIBILITY

STATEMENT ON ACADEMIC INTEGRITY

The Center for Academic Integrity at Duke University* defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. Palomar College is wholly committed to the ideal and ideals of academic integrity. We embrace and adopt the definition and related principles of academic integrity provided by the Center for Academic Integrity stated in the paragraph above. Following are the explanations of the five principles as provided by the Center for Academic Integrity and adopted by Palomar College.

More information:
https://www2.palomar.edu/pages/studentlifeandleadership/home/policies/academic-integrity/

Academic Dishonesty and Consequences

Academic Honesty Process Guidelines

All students are responsible for upholding the principles of academic honesty. Incidents that involve suspected violations of these principles will be taken very seriously. Students found in violation of academic honesty principles may face, at the discretion of the faculty member, the assignment of a failing grade on the work in question or in the course itself. Faculty are strongly encouraged to submit an incident report to the Office of Student Life and Leadership for the alleged Code of Conduct violations, resulting in students facing possible suspension or expulsion from the college. (See the following policies: Board Policy 5500 and Administrative Procedure 5520.)

More information:

https://www2.palomar.edu/pages/facultysenate/academic-honesty-process-guidelines/

Description of Academic Dishonesty

Plagiarism

Plagiarism consists of either copying, paraphrasing, or summarizing another's work without giving appropriate credit to the source and/or representing the product as one's own work.

Cheating

Cheating consists of obtaining or trying to obtain through dishonest means credit for academic work. Examples include, but are not limited to, using unauthorized study aids (such as a graphing calculator when an instructor has prohibited its use, or another student's paper or in-class examination); consulting material and/or using electronic devices not authorized by the instructor during an exam; submitting the same essay or work to two different classes without explicit permission from the instructors; and allowing another person to do one's work and then submitting the work under one's own name.

Fabrication

Fabrication consists of presenting in a piece of work data not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and Abetting Dishonesty

Aiding and abetting dishonesty consists of providing material or information to another person with the understanding that these materials or information may be used improperly.

More information:

https://www2.palomar.edu/pages/facultysenate/academic-honesty-process-guidelines/

Seek Advice

- Prof. Yuan-Lin (Annie) Lee, the Math & Science Center Director, and the Center faculty and staff is here to help you!

- If you are confused about your grade, need assistance on how to manage your time, need study tips, or generally need advice and/or direction, please email Professor Lee at *ylee@palomar.edu*

Details About Your Hybrid Course

Online Course materials for Math 110

- Math 110 – College Algebra with Interactive Assignments, by Kirk Trigsted; ISBN 9780138111199

To access and purchase online course material

- Sign into Canvas and enter your Canvas course.
- **Click on Access Pearson** link.
- Sign on and purchase the course material.

Note: You do not need to purchase a separate textbook as the online course access comes with the digital version of your textbook.

How to set up *PearsonMyLab* account?

- On Page 2 of your Handbook has detailed information on how to set up your *PearsonMyLab* account through Canvas.
- *PearsonMyLab* will provide you access to the e-Textbook, Lecture Videos, Homework Assignments, the Handbook, Review Tests, Gradebook, and other learning resources.
- If you can't pay for the access code right away, please know that the first two weeks are free of charge. *Just sign up for a temporary access. Regardless, get started with your assignments today.*
- It is important that you set up your *PearsonMyLab* account and start doing your assignments on the first day of classes itself. Otherwise, you can get behind with the course material easily. Moreover, you may be dropped from the course.

College Algebra (Math 110)
Assignments Due Dates and Exam Deadlines

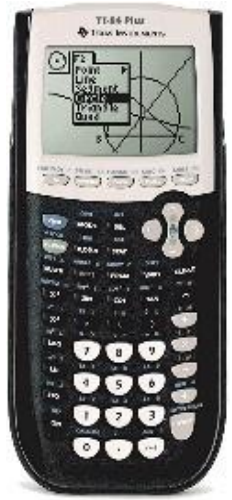
Exam	Chapters	Homework Assignment Deadline	Review Test Latest Starting Date *	Exam Deadline 1st attempt	Exam Deadline 2nd attempt
#1	1 & 2	Mon, Sep 15	Tue, Sep 16	Thu, Sep 18	Mon, Sep 22
#2	3 & 4	Mon, Oct 13	Tue, Oct 14	Thu, Oct 16	Mon, Oct 20
#3	5.1 - 7.3	Mon, Nov 3	Tue, Nov 4	Thu, Nov 6	Mon, Nov 10
#4	7.4 - 9.4	Mon, Dec 1	Tue, Dec 2	Thu, Dec 4	Mon, Dec 8
Final Exam	1 - 9	Tuesday, December 16, 2025			

**You can take each Review Test as many times as you wish. Be sure to attempt it at least once before the deadline. The highest score will be counted toward your final grade. The Review Tests are very similar to the exams. If you receive a score of 80 or better on a Review Test, without any help, you are ready to take the corresponding exam. Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.*

Calculator Policy - Math 110

Graphing Calculator

Graphing calculators (e.g, TI – 84 Plus CE) are allowed on exams 1, 2, 3, 4 and on the Final Exam



Grading Procedures (Math 110)

Course	Homework	Review tests	Exams	Final Exam	Total
Math 110	25%	10%	45%	20%	100%

Grade-Breakdown by Exam

		Homework	Review Tests	Exams	Final Exam
# 1	Chapters 1 & 2	7%	2.5%	11.25%	Chapters 1 - 9
# 2	Chapters 3 & 4	7%	2.5%	11.25%	
# 3	Chapters 5.1 - 7.3	6%	2.5%	11.25%	
# 4	Chapters 7.4 - 9.4	5%	2.5%	11.25%	
Total		25%	10%	45%	20%

Letter Grades will be assigned as follows

Letter Grade	Overall Percentage Grade
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0%-59%

Homework - Math 110

- All your Homework can be accessed through your Canvas Portal (Shell).
- The due dates for the Homework assignments are in your Handbook.
- You may finish your homework assignments before the due date! **Work ahead, if you can. Don't put it off until the day it is due.**
- Homework helps you study for the exams and the Final. Make sure you keep working on your homework as you go through the chapters.
- Homework worth **25%** of your final grade.

Review Tests

- Review Tests prepare you for the exams.
- Review Tests are available on MyLab Math via Canvas.
- You may take it multiple number of times. Be sure to score **80%** or better at least once without using any help.
- Review tests worth **10%** of your final grade.

Review Tests

- You can take a Review Test as many times as needed until you understand the material thoroughly.
- There is no time-limit for the Review Tests.
- You can go over your Review Test by clicking on the ***Gradebook*** tab in ***PearsonMYLab***.
- We encourage that you take each Review Test without any assistance at least once to make sure that you are prepared for the corresponding exam.
- Once your score is above **80% without any help**, you are ready to take the exam. However, since you can take Review Tests as many times as you want, it is suggested that you do your best to get 100% on each.

Exams - Math 110

- **Math 110 - College Algebra**
  - 4 Review Tests (**10%** of your grade)
  - 4 Exams (**45%** of your grade)
  - One Comprehensive Final Exam (**20%** of your grade)

Exams and Final

- Exams and Final are proctored through the Math & Science Learning Center
- You must bring a picture ID.
- Come to the Math & Science Learning Center located on the Third Floor of the Library (LRC – 318) on the main campus in San Marcos

Exams Time

- There will be **no time limit** for each exam.
  - Schedule 3 hours for each Exam.
  - Schedule 4 hours for the Final Exam.

Exams - Format

- You must show detailed work of each problem on the paper provided at the Center.
- Be sure to write your name on the paper and label each question number clearly.
- Exam questions are similar to the Review Test questions or homework questions. If you need any clarification, you should ask those prior to taking that exam.

Exams Results

- Each exam will be taken on a computer provided by the Center staff.
- The result of each exam will be available immediately after submitting the exam. Review the exam by yourself first. If you are not able to figure out what you did wrong, please contact the Director or the instructor on duty. Correct the mistakes and retake the exam if necessary, before the 2nd attempt deadline.
- You may go over your exam with the Director or an instructor on duty.

***Note**: Only the Center Director can approve grade changes.*

Exams – Retake Policy

- You may retake each Exam once.
- You will get the higher of the two grades (between the two attempts).
- You cannot retake the Final Exam (only the Exams).

How do I approach learning material for this hybrid class?

Step 1

- Go to the e-book in *PearsonMyLab*
- Go to the section you are working on
- Watch the section lecture and exercise videos
- Read the e-Textbook

Step 2

- Do the section homework by clicking on the Homework Tab in *PearsonMyLab*.
- Ask Instructor on duty your questions.

Step 3

- Finish the chapters pertaining to the exam you are currently preparing for by repeating steps 1 and 2.
- Keep asking questions each and every time you have one!

Step 4

- When you are ready, take your Review Tests.
- When your Review Test score is 80% or higher, you are ready for the actual Exam.

What should I do to be successful?

- Follow the weekly Course Schedule in your Handbook.
- Set up a regular time to study each week. Put it on your calendar.
- Please ***read*** the section on ***"How to start Your Class"*** in your Handbook.
- Make note of your questions while you are working and make sure they get answered.
- Practice the examples in the e-book, as well as practice when doing the homework and Review Tests. This will prepare you for the exams.
- Ask the Center Director for study tips.

What do I do now?

- **For the rest of this Orientation:**
  - Find your Handbook online.
  - Sign up for *PearsonMyLab* through *Canvas*. If you can't pay for it at this time, sign up **with a temporary access code** until you purchase your access code.
  - E-mail and ask any questions that you may still have.
  - Schedule your study-time for this course.

- **For the rest of this week:**
  - Read your Handbook.
  - Review the Course Schedule.
  - Start reading the Sections due the first week in the e-text.
  - Watch the videos for those Sections.
  - Start working on the Homework for those Sections.
  - Complete your homework and assignments for this week.

Food for Thought

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do. Stay positive and happy. Work hard and don't give up hope. Be open to criticism and keep learning. Surround yourself with happy, warm and genuine people.”

— **Ronald Reagan**

“Hard work never killed a man. Men die of boredom, psychological conflict, and disease. They do not die of hard work.”

— **David Ogilvy**

“Freedom is not worth having if it does not include the freedom to make mistakes.”

— **Mahatma Gandhi**

We hope that you have a successful semester!