Intermediate Algebra   Mat 137/CRN 30155   Syllabus for Fall 2009
Room D219
Mondays and Wednesdays from 9 to 10:15 a.m.

Adjunct Professor Sue Butler
Email: butlersueq@yahoo.com or email via MyMathLab "Ask Your Instructor"

Text: Intermediate Algebra, by K. Elaine Martin-Gay and Margaret Greene, 4th edition.
Instructor recommendations: Buying a new textbook is a great deal. You get your book,
the solutions manual, and the MyMathLab codes you need to register online.

Grading Policy:
Determination of your grade will be based on *one* of the following:

A) Classroom based:

 1. Exams: There will be four in-class exams, including the final exam, for a total of 400
points. Each exam represents 25% of your course grade. See Makeup Exam.

2. Homework: Homework will be assigned at each regular class session, excluding
exam days. Homework will be collected and recorded for effort, not accuracy. Each
assignment will count as a 1-point bonus toward your final grade for a total of up to 20
points. (See Homework Procedures)

3. Attendance: Any more than 4 absences *may*, as determined by the instructor, drop
your grade one level: A to A-, B+ to B, and so on. Tardiness will be noted.
Excessive tardiness *may* accumulate as one or more absences.

OR,
B) MyMathLab based:

1. Exams: You have the option of replacing any of the in-class exam grades with a
similar exam posted online. Online exams can be repeated up to three times at any time
during the semester. (Each attempt will have slightly different problems.)

 Here's the catch: each time an online exam is substituted for an in-class exam, the
"weight" of the final exam increases – as follows:

> 1 online exam, then the final exam = 30% of the course grade,
> 2 online exams, then the final exam = 40% of the course grade,
> all 3 online exams, the final exam = 50% of the course grade

 Online Homework: Successful completion of the online assignments (via
www.coursecompass.com) for each chapter will be factored in to each exam grade (up to
20%), for either online **or** in-class exams.

2. Homework: will apply as above.

3. Attendance: as above.

Classroom Policy:

I respect you and expect respect from you. Being a mature college student entails responsibility. This means you are responsible for yourself, your education, your assignments, your behavior, your attitude, your timeliness, and your contributions to the classroom atmosphere. I expect all students to be prompt, attentive, prepared, supportive of their classmates, and contribute to a positive classroom atmosphere.

This course has been set up as a **MyMathLab-based course**.

MyMathLab is a website that is available to you 24/7, whereas our total class time each week is less than 3 hours.

MyMathLab is an incredibly powerful tool to help you master the concepts in this course.

MyMathLab is not required to successfully complete this course; however it is ***strongly recommended*** that you take advantage of the opportunities available to you only through MyMathLab. (See the grading policy.)

MyMathLab contains an online version of your textbook, links to video clips, practice exercises, animations, and unlimited tutorial exercises.

It will be your responsibility to use MyMathLab to familiarize yourself with the material covered each week, and to keep up with the course schedule in case of absences, class cancellations due to inclement weather or H1N1 (!), instructor absence, or your own absence(s).

MyMathLab Registration instructions:

The codes you need <u>to register online</u> with MyMathLab are provided in **new** textbooks in the student registration packet, **OR** for a separate fee of approximately $50 (subject to change) using a credit card.

You will be prompted to enter the code that comes with the packet<u>. Please record your choices for your username and password</u>. You will need them each time you log into MyMathLab. Your home computer may need to install "installation wizard", and "allow pop-ups on this site only". The zip code for Norwich is 06360.

If you are already enrolled in MyMathLab for another Math 137 course, just click on "enroll in another course" and enter the new code.

Our Course Code is: butler14176
Please be sure to log in to the correct course.

Other Miscellaneous FYI's
Final Exam: The final exam is not optional. It is an in-class exam *only*. You must complete the final exam with a minimum grade of 50% to get a C or better in the course. If you are absent for the final exam, I will post your grade as "incomplete", and it will be your responsibility to schedule your exam with me.

Make-Up Exam: A missed test grade or low test grade may also be replaced by a (comprehensive) <u>make-up exam</u> to be scheduled during final exam week. Note: this will be the *only* opportunity to make up a missed exam (excluding MyMathLab).

Absence:
If you are <u>absent</u> on the day of an exam you will have until the *next regularly scheduled class session* to contact me and make arrangements to take your exam. **OR** you may opt to replace your missing exam with the corresponding online exam as described above or the make-up exam at the end of the semester.

Grade Equivalents:

A	93 - 100	372 points or higher
A-	90 – 92	358 – 371 points
B+	87 – 89	346 – 357 points
B	83 – 86	330 – 345 points
B-	80 – 82	318 – 329 points
C+	77 –79	306 – 317 points
C	73 – 76	290 – 305 points
C-	70 – 72	278 – 289 points
D+	67 – 69	266 – 277 points
D	63 – 66	250 – 265 points
D-	60 –62	238 – 249 points
F	59 or lower	237 or lower
I	incomplete (see below)	

"Incomplete": College policy states: "An incomplete (I) is a temporary grade assigned to a student who does not complete the requirements of a course in the time allowed and who received a written time extension from the instructor. The incomplete (I) must be resolved by the end of the 10th week of the next academic semester or it automatically converts to an F." Any student who wishes to pursue an incomplete must meet with me before the last week of class for approval. If approval is granted I will provide the incomplete agreement to sign and file with the Academic Dean.

Withdrawal Policy: A "drop or withdrawal" from the course will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students need to fill out the special withdrawal form available at the registrar's office: Withdrawals are processed only through the Registrar's Office at (860) 892-5756 or the Subase at (860) 445-5575. Students who do not withdraw, but stop attending will be assigned an "F".

Disabilities Statement: If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the disabilities Counseling Services at 383-3240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the disabilities counselor.

Calculator: The TI-83 or TI-84 is required. You may want to use the TI-89 if you are taking math courses beyond intermediate algebra. Feel free to begin using the calculator now. Any standard calculator will work also.

General Tips for Success

<u>Attend all class periods</u> Please be prompt. Excessive tardiness is disruptive. Make sure your work hours do not conflict with the course schedule. Have a back up plan for emergencies: car trouble, illness, child care.

<u>Come to class prepared</u>: bring a notebook, pencil or pen, and textbook to every class.

<u>Do your homework</u>, "practice makes perfect", especially algebra!

<u>Check your work</u>. Do one problem at a time and check your answer before proceeding to the next problem. If you have made a mistake try to figure out what went wrong. Then correct your mistake. Rework the problem from the beginning. Click on "do a similar exercise" on MyMathLab as many times as needed to master a skill.

<u>Learn from your mistakes</u>. <u>Don't skip steps</u>. DO NOT try to do it all 'in your head'. Skipping steps will ultimately waste your time from making simple errors.

<u>Ask questions</u>! My experience tells me that if you have a question, then at least 5 other classmates have the same question. There is no such thing as a stupid question.

<u>Take notes</u>. Jot down notes as you go through the MyMathLab instruction segments, take notes from the board, do your homework assignments *neatly*; use your notebook to work out the online assignments and tutorials.

<u>Use class time wisely</u>. Visiting other websites or conducting personal business during class time is prohibited.

<p align="center">"I hear and I forget,
I see and I understand,
I do and I learn."-Confucius</p>

<p align="center">Translation: You have to **do** the math to **learn** the math!</p>

<p align="center">Best wishes for your success in mathematics!</p>

Homework Procedure:

Homework will be assigned at each regular class session, excluding exam days. Homework will be collected and recorded for effort, not accuracy. Each assignment will count as a 1-point bonus toward your final grade for a total of up to 20 points.

1. Clearly label homework assignments with your name, date, and chapter section(s).

2. Copy each original homework problem. (exception: word problems)

3. Show all work. "Answer lists" will not be accepted.

4. Clearly label your answer(s).

5. Compare your answers to the answer keys or solutions manual. Mark your answers as correct (c) or incorrect (x). Check **each problem** *one at a time* as you work through an assignment. This will prevent repeating the same mistakes and alert you to where you may need help and what questions need to be reviewed during class.

6. Optional: Notes for the instructor, such as "Help!" or "I don't understand!"

Math 137 Readiness Check:

P. 42 (1-20)
p. 47 Review steps for solving a linear equation (purple box)
p. 50 do any 2 odds from each set: (1-12), (13-22), (23-34), (35-42), (47-70)

Chapter One homework
Complete each section ONLY IF it has been covered in class.

1.6 p. 58 do any 2 odds from each set: (1-10), (11-14), (15-20), (27-32), (33-36)

1.8 p. 83 do any 6 odds from (1-24)

Ch. 1 Review p. 92 (57-97) except 81, (119-147), (153-166)

Ch. 1 Test except 5, 6, 15, 22 – 26, 32, 42, 43, 45, 46.

Chapter Two homework

2.2 p. 132 do any 2 odds from each set:
      (1-12), (13-22), (23-32), (33-46), (49-60), (61-68), and do 72, 73