

2. Required course pack: ***Math 96 – Topics in Intermediate Algebra***
3. Required: Textbook package includes ***Intermediate Algebra for College Students*** (5th Edition) by Robert Blitzer bundled (ISBN 032156586X) with MyMathLab software, DVD lecture series, and a student solutions manual. These bundled items have a special price in the IHCC bookstore lower than when purchasing items individually elsewhere, even used. The software must have an unused authorization code. Keep your receipt. (An online E-Book option is given below.)

Optional online text package: Students may opt to use an online text and corresponding online resources by purchasing the authorization code (about \$70) for MyMathLab at www.coursecompass.com > Students > next > enter course ID(lange95345) and IHCC zip code (55076) and find the course > buy now. From within the program, use the “Chapter Contents” button for the online text and online resources and use the “Multi Media Library” button for the streamed lecture videos. The student solution manual is in the “Tools for Success” folder.

4. Optional: A 3-ring binder will be helpful to organize course notes, homework, quizzes, tests and handouts.

Grades and Evaluation:

Please read the ***Student Learning Support Agreement*** carefully and sign it if you wish to have the rights and privileges to retake quizzes and mid-term tests to improve your grade. Additional work is required to qualify for retakes.

Exams (500 pts): There will be three 100-point exams and one 200-point comprehensive final exam. All exams are in class and are closed-book and no notes.

Quizzes & Miscellaneous (up to 200 pts): There are twelve 10-point quizzes @ 10 points each. Additional miscellaneous graded assignments may be assigned @ 10-20 points each.

Bonus Points (up to 12 pts): There are 3 test reviews @ up to 4 bonus points each if taken on or before the test due date. Reviews earn 4 bonus points for scores 90% or higher, 3 bonus points for scores 80-89%, and 2 bonus points for scores 70-79%. Scores below 70% earn no bonus points. Check each answer as it is inserted. Students are permitted to make one correction attempt per error, but make these corrections at the time of the error. To located them, click the “homework” button in ***MyMathLab***. You may do the review over several study sessions. Turn in the work on the test day clearly labeled and corrections shown. Write your score at the top of the top page.

There are at most 700 points total. Your grade is based on a percentage of the total points: 90% - 100% A; 80% - 89% B; 70% - 79% C; 60% - 69% D; less than 60% NC (no credit).

Grades and Evaluation Notes:

1. Pass/No credit option: Any student wishing to take this class with a Pass/No credit option must complete the necessary forms by the 5th day of the semester. In order to receive a grade of P (pass) the student must have an average of at least 70%.
2. Students must have a course average of at least 70% to qualify for the next math course numbered 1000 or above.

Attendance: It is expected that you will be in attendance at each class meeting. If you miss two consecutive classes, please contact me via e-mail or phone regarding your absences.

When absent, watch the video DVD lecture for the sections listed on the course calendar and do the corresponding homework. If a take-home quiz was given, students must download a copy from D2L and turn it in on time to receive credit. No late take-home graded work will be accepted. In *extenuating circumstances* you may **e-mail answers before class time** if you are unable to attend class when a take-home assignment is due but turn in the written work upon return to campus.

Homework: Homework assignments from the text OR equivalent online assignments in MML that correspond to each class session's topic(s) are assumed assigned. Unless stated otherwise, completed homework should be attached to the corresponding quiz (unless the quiz is due the class before a test). Before doing the homework, be sure to review your class notes for examples to ensure that you are using correct procedures. Also, check all homework answers with the answer key at the back of the text (or in the student solution manual) and show corrections for exercises that you got wrong. Get help in the Math Center or from me when you don't understand how to do some of the homework problems. In MML online homework and online test reviews, students who find and correct their errors get full credit. Mark these problems wrong on your paper and show your corrections for later reference and study, but don't erase the original error.

Study: I suggest that you keep a three-ring notebook neatly organized containing all homework with corrections, MML quiz work and review work with corrections, tests, class notes, etc. Bring this notebook to class so that you can follow along if you or another student has homework questions, or if I allow open notebooks on in-class quizzes or group assignments. You should plan to spend 6 – 8 hours outside of class per week, reading the textbook, viewing the lecture videos, organizing and studying your notes, completing homework, reviewing and summarizing. It is also recommended that you spend at least 1 hour each day of the week studying math. Please read the requirements for text or online homework and quizzes elsewhere in this syllabus.

Make - up work: Lectures will be given only once. If you have an unavoidable absence, it is your responsibility to get notes from a classmate, and do the necessary reading and homework. Class notes are also posted in the class 3-ring notebook on the top reference shelf outside my office door in the Math Center. Take-home quizzes not turned in on time or missed in-class quizzes cannot be made up. You may, however, take the corresponding online quiz within 2 days of the due date to receive some credit (minus a 10% late penalty). Make-up exams will be given only when you have contacted me in advance or on the day of the exam by phone or e-

mail with a suggested makeup time prior to the next class and with a valid, documented reason for missing the test. There will be a late penalty imposed on any late test based on the number of days late except in very special circumstances judged so by the instructor. Call, e-mail, or speak to me in person as soon as possible if you must miss a test. A test taken early is not penalized.

General Comments

1. Documented learning disabilities: If there are any requests that you would like to make in order to ensure your accessibility to any part of this course, please see me or Disabled Students Services (2nd floor Library L-224). The DSS phone number is 651/450-8628 (TTY: 651/450-8369).
2. No cell phones or pagers during class: Please turn off cell phones and pagers prior to coming to class and put them away out of sight. Cell phones may not be used as calculators on exams or on in-class quizzes.
3. Withdraw: You may withdraw from the course upon completion of the necessary forms in the student services office, no later than the date shown on the college website in the link “calendar” on the top menu. Failure to formally withdraw by completing the appropriate form will result in a no credit grade (NC) if you have not completed all course work and requirements.

Classroom Etiquette:

1. Be on time for class. Latecomers are very disruptive.
2. Turn OFF cell phones and pagers during class and store them out of sight before class begins. Cell phones should not be used as a calculator or to text during class.
3. Be respectful and courteous during class. Have your personal conversations before or after class.

Helpful Resources:

1. **Instructor office hours** – See my semester schedule on my faculty website: <http://faculty.inverhills.edu/nlange> to arrange for a personal consultation.
2. **Math Center** –2nd floor of the library, free walk-in tutoring 9-6 Mon-Thurs and 9-1 Friday
3. **Peer Tutoring** –sign up for a math peer tutor on 2nd floor library building, free
4. **Internet Websites** – Go to the math department homepage for recommended links: <http://www.inverhills.edu/departments/mathematics/>. Click on “Internet Resources” on the side menu and then click “Algebra” in the submenu.
5. **MyMathLab** – resources in multimedia library and in chapter contents > tools for success
6. **DVD lecture videos** – use them if you miss a class, to supplement the class lecture, or to replace a lecture when assigned

Math 96 Homework and Quiz Instructions (for text or online)

All work must be done on time and according to these requirements:

- 1) Label work with text section number or quiz number.
- 2) Copy the original problems with directions except summarize word problems.
- 3) Show all steps including scratch work.
- 4) Check answers. Use the answer key at the back of the text or the student solution manual to check text homework. For online homework use the submit answer button.
- 5) Mark errors, but do not erase them. If you make a mistake, redo the problem correctly next to it or at the end of the assignment.
- 6) Get help from me during office hours (or via e-mail) or from the Math Center staff if you need assistance. See the syllabus for other helpful resources.
- 7) Staple homework as assigned per section and clip to the corresponding online quiz hand work if a quiz is taken late or if a quiz is a replacement for a paper quiz.

Homework Options (choose either option):

- A. Do the textbook homework shown on the homework handout.
- B. Do the online homework copied on separate paper (or print the set first) and show all work according to the homework guidelines. Then insert your answers into the computer. If an answer is wrong, use the options to view the solution to understand your error and mark this on your paper. Select another problem of that type and try again. Write your score on your paper. You should get close to 100% on your online homework if you correct your errors.

How to print online homework exercises: Click on the first exercise. Click the print button at the right of the screen and choose “print the set”. Please do not print homework on campus computers because it takes a lot of paper and toner. You may print them from home if you wish. You may be given output options to print back-to-back, etc. Doing so will save paper.