

MATH 94-02 & 94-03 – Introductory Algebra– 4 Semester Credits Spring 2010

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 Room & Time: MWF LA 130: 8:20-9:30 AM or 9:40-10:50 AM
 Math Center: M-Th: 9 AM - 6 PM, Fri 8AM - 1 PM
 Library Computer Hours: www.inverhills.edu / Student Resources/Computer Lab

Required Materials: Software & Text: 1) Text: *Beginning Algebra*, 5th Edition by Martin-Gay packaged with the study pack including MyMathLab software, lecture CDs and student solutions manual. (E-book option: See my faculty website for details.)
 2) Coursepack for Math 94-02 & 03 (Spring 2010) 3) Scientific calculator such as TI 30X, TI 36X or equivalent. A graphing calculator may be not be used for parts of some tests.

Optional Materials: 1) Standard headphones must be used when watching videos in a campus lab. 2) A 3-ring notebook and loose-leaf paper are recommended to do homework and organize the course materials.

Software Installation: See separate page for *MyMathLab* in the syllabus that includes step-by-step instructions and information for product support. You can also find helpful resources at www.coursecompass.com. Select the “Get Started” button to see the “How Do I?” tour for students that demonstrates and explains how to get registered and enrolled in the software. Be sure to run the “installation wizard” the first time that you get into the software if you are working on your own computer.

Intended for: MATH 94 is preparation for Intermediate Algebra (Math 96 or 99). This course does not fulfill the liberal arts math requirement for the Associate Degree at IHCC.

Attendance: Class attendance is expected. If you cannot be in attendance, please call or e-mail me regarding your absence. It is your responsibility to find out what you missed when you are absent. If you must miss a test, call me or send me an e-mail as soon as possible to arrange for a make-up test prior to the next class session. If you do not attend class and make no effort to contact your instructor over any 2-week period during the semester, you will be given a grade of “NC” immediately.

Grades are posted on D2L after each test. Activate your IHCC Metnet email account first and then your D2L account.

Course Grade: There are up to 700 points. The grading scale is as follows: mid-term tests: 3 @ 100 points; comprehensive final test @ 200 points; and 10-pt quizzes and misc. assignments up to 200 pts. Grades are assigned as follows: A 90-100%, B 80-89%, C 70-79%, D 60-69%, and NC below 60%.

Pass/No Credit Option: Students must submit the appropriate form for the *Pass or No Credit* option by the posted deadline. The minimum passing grade for the P/NC option is 70%.

Extra Credit: Students may earn up to 4 extra credit points for each of 3 online test reviews turned in prior to the test: 2 pts for 70-79%, 3 pts for 80-89%, and 4 pts for 90-100%.

Incomplete: I will consider individual requests for an incomplete only in extenuating circumstances and in accordance with the college policy. If you have an extenuating circumstance that will prevent you from successfully completing the course on time, talk with me about it immediately. Typically a student must have at least a C and be very close to completion of the course to be considered for a time extension.

Tests: There are three 100-point tests and one comprehensive 200-point final test. Late tests are penalized based on the number of days until made up. Exams must be made up within two class periods. Documentation of the reason for the absence is required in order to earn full credit on the make-up exam. Talk to me as soon as possible if circumstances arise affecting your attendance and/or course work. Tests taken in advance are not penalized. Students who sign up for my *Student Learning Support* may take an alternate form of a test if the score is below 70% and may earn up to 85% on the retake. The maximum points earned on test retakes go down for each test retaken: 75% max for a second retake and 70% max for a third retake, but each test may be taken at most 2 times (the original test and one alternate).

Quizzes and additional assignments: Full credit (10 points) is given for on-time quizzes as shown on the course schedule (calendar). Students who do not turn in their quiz work in class on time may take the corresponding online quiz by the due date to receive full credit. A late online quiz will be accepted within 2 days of the original due date but they will be penalized by 10% with no credit after that. Missed in-class work or quizzes cannot be made up. Any additional assignments for points must be in on time for credit and it will be noted on the assignment if late work is accepted for partial credit. Students who have signed up for my *Student Learning Support* may take a replacement online quiz for a low class quiz score up to two times per quiz keeping the best score. When an online quiz is taken, click the button to review quiz answers and note the correct answers on your quiz paper. Also, click on “Study Plan” which indicates what you still need to work on before attempting another form of the online quiz.

Homework: Homework (online or traditional text) must be done on time and according to these homework guidelines: 1) Label with section, pages and problems assigned. 2) Copy original problems with directions. 3) Show all steps including scratch work. 4) Check answers with the answer key at the back of the text or after submitting the online homework answers. 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. 7) Staple homework as assigned per section. I will collect homework attached to the corresponding online quizzes and will also ask to see the homework to qualify for a test retake. Test retakes will only be permitted if the homework is completed according to the above guidelines.

Choose between two homework options:

A. Do the textbook homework shown on the homework handout.

B. Do the online homework on separate paper (or print the set first) and show all work according to the homework guidelines. See the link on my faculty website for more information about online homework and quizzes. Write your score on your paper. Your online homework should be close to 100% if you find and correct your answers as you work through the exercise set. If you correct all mistakes, your score will be 100%.

Religious Accommodation: See me to arrange accommodations for religious purposes.

Learning disabilities: Contact Tim Boyer in the Disability Services Office, L-224; phone, 651/450-8628; TTY, 651/450-8369. Accommodations regarding a testing environment require a written form that must be given to me well in advance of all test dates so that I have time to comply. You may also speak with me if you want me to be informed about your learning needs.

Cheating Policy: Cheating is covered by the Student Code of Conduct. In this course, students suspected of cheating will receive a zero on the graded work and will also result in the initiation of the Student Code of Conduct process.

Withdrawal: Students must initiate requests for a withdrawal on an appropriate form by the posted deadline in the schedule of courses.

Time Commitment: Homework, study, review, and quizzes take at least 8-10 hours per week outside of class.

Classroom Etiquette: Be on time for class. Latecomers are very disruptive. Turn off and store cell phones and other electronic devices during class. Be courteous and respectful and have your personal conversations before or after class. Cell phones may not be used as calculators for class.

Instruction: Class time will be used to learn new content and do practice problems. Most homework questions will be handled during office hours or by e-mail or the publisher's toll-free math tutor center.

Objectives: *Upon successful completion of this course, students will be able to*

1. Translate words into algebraic expressions, equations, and inequalities. 2. Classify real numbers into appropriate subsets. 3. Identify and use the properties of real numbers when simplifying expressions and when solving equations. 4. Simplify expressions: numerical, polynomial, rational and radical. 5. Solve linear, literal, quadratic and higher-degree by factoring, radical equations and linear inequalities. 6. Solve applications using equations and inequalities. 7. Use laws of exponents to simplify expressions with integer exponents. 8. Identify and use connections between linear equations, their slope, their intercepts, and their graphs. 9. Graph linear equations by plotting points, by plotting intercepts, and by using the slope from the y-intercept.

Helpful Resources:

Contact the instructor in office hours or by e-mail: Hours will be posted on my office door, on my faculty website, and announced in class. Also, you may call me to set up a time to meet individually with me (651-450-3395). My e-mail address is nlange@inverhills.edu.

Solution Manual (free with text) & online version with other resources free in MyMathLab: The online student solution manual is in *Chapter Contents* → *Tools for Success*. Odd numbered exercise solutions are shown for textbook homework in a step-by-step format.

IHCC Math Center: The Math Center is a free drop-in tutoring center where students can work individually or in groups. It is located on the second floor of the Library Building and is open Monday-Thursday 9 a.m. to 6 p.m. and Friday 9 a.m. to 1 p.m. My office is located in the Math Center in L239. Use the free drop-in Math Center to get assistance.

Request a Peer Tutor for weekly one-to-one help sessions with a trained student tutor. Contact LouAnn Oppitz, 2nd floor of the library building.

Publisher's Math Tutor Center: The text publishers provide a free tutor center staffed with professional math educators who are available to answer student questions by phone, fax or e-mail. Click the "*Chapter Contents*" button on the MyStatsLab home page and the "*Math Tutor Center*" link is on the top tool bar for information about using the service or at www.aw.com/tutorcenter.

Smart Thinking Tutor Service at IHCC: The Smart Thinking online tutoring service can be found on the college website using the "*Online Inver Hills*" link and then select "*Online Tutoring*".

Math 94 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.