

Syllabus for Introduction to Algebra M004 Section ?

Fall 2008

?am – ?am MW??

Room ?

Prerequisite: Level 1 on the mathematics placement examination. If you are at Level 0, you need to contact the Math department secretary in NS-301B (574-520-4335).

Instructor: Mr. Richard Cook – Lecturer, rcook@iusb.edu,

<http://mypage.iusb.edu/~rcook/math.html>

Phone: 574-520-4539 or 1-877-GO2IUSB then 4539

Office: A116B

My Academic and Learning Services office hours:

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Text: Prealgebra, 3rd edition by A.S. Tussy and R.D. Gustafson

You should read the section(s) indicated on the syllabus before the class in which the corresponding topics are discussed. Homework is assigned every class. **Some homework assignments will be collected, graded, and counted towards your grade for this course.** You should do all the problems because some quiz problems are selected from homework assignments. Questions on the assignments will be answered at the beginning of each class, but if you have a lot of questions about the homework, you should seek help outside of class, from me, fellow classmates, the free math tutors located in NS 310, the Academic Learning Center in A122, or your own personal tutor. Study groups are strongly encouraged. Talk to me first if you are discouraged and struggling.

Dates for Quizzes and Exams:

Week	Dates	Text Sections	Test and quizzes
1	08/25, 08/27	1.1-1.4, 1.5-1.7	
2	09/01 Labor Day: No Class, 09/03	2.1 -2.4, 2.5-2.7	Q1 (1.1-1.7) 09/03
3	09/08, 09/10	3.1-3.4	
4	09/15, 09/17	3.5 - 3.6	Exam 1 (1.1-2.7) 09/17
5	09/22, 09/24	4.1 – 4.4	
6	09/29, 10/01	4.5 – 4.8	Q2 (3.1-3.6) 10/01
7	10/06, 10/08	5.1 – 5.4	Exam 2 (3.1-4.8) 10/08
8	10/13, 10/15	5.5 – 5.7, 6.1-6.2	
9	10/20, 10/22	6.3 – 6.6	Q3 (5.1-5.7) 10/22
10	10/27, 10/29	7.1 – 7.4	Exam 3 (5.1-6.5) 10/27 This exam is Monday.
11	11/03, 11/05	8.1 – 8.5	
12	11/10, 11/12	9.1 – 9.4	Q4 (6.6-7.4, factoring) 11/12
13	11/17, 11/19	9.5 – 9.6	Exam 4 (8.1-9.4) 11/19
14	11/24, 11/26	9.7	
15	12/01, 12/03	Review days	Last day for all classes: 12/06
Final	?		Comprehensive Final Exam

Calculator: A scientific calculator (TI-30Xa or TI-30X IIS) is suggested for this course, but you are **not** allowed to use it for the first 2 quizzes and the first 2 exams.

Make-up exam policy:

You are expected to take all exams at the scheduled time. Else, you **will** receive a zero except for extraordinary and extenuating circumstances. In any case, you are allowed at most one exam and one quiz to be made up.

Class Attendance:

You are allowed 6 absences during this semester. A grade of F or FN may be given, if you exceed 6 absences. This is a departmental policy. You should save your absences for sickness, etc. All absences for **any** reason are included in the allowable absences of 6 days.

Course grading:

This is a satisfactory (S) / fail (F) graded course. Credits for this course will not count for a degree at IUSB. A grade of "F" or "FN" will count towards your GPA.

Note cards will not be allowed.

There will be homework assignments, 4 quizzes, 4 mid-term exams, and a comprehensive final exam. Your percentage grade will be based on the following formula:

$$(10xH+5xQ_1 + 10xE_1 + 5xQ_2 + 10xE_2 + 5xQ_3 + 10xE_3 + 5xQ_4 + 10xE_4 + 30xFinal\ Exam)/100$$

or

100 points for all the graded homework

200 points or 50 points for each quiz, thus, a quiz score of 80% would be calculated as $.80*50 = 40$ points.

400 points or 100 points for each mid-term exam

300 points for the Final Exam

1000 points total

To pass this course, the requirements are as follows:

1. have an overall percentage grade of 70% or 700 points based on the formula above
2. meet the attendance policy.

Time expectations:

Plan on studying this math for at least 5 hours per week outside of class. Plan your other commitments accordingly.

Computer Labs, and WWW links:

Oncourse: This course will utilize Oncourse, a web based course management system.

My WWW site: Visit my WWW site for possible practice exams, an equations tutorial, and a factoring tutorial. The address is <http://mypage.iusb.edu/~rcook/math.html>

Tutoring: Free Math tutoring is available at the Mathematics Department (NS-310, 520-4335); check schedule at www.iusb.edu/~sbmath/tutoring.shtml during the first week of the class.

Free tutoring is also available through the Academic Learning Center (AI-122, 520-5022); check schedule at <http://www.iusb.edu/~sbalc/tutoring.shtml>

Withdrawing:

If you decide to discontinue with the course, discuss the matter with me and your academic advisor.

Your advisor will advise you of the necessary procedure to withdraw. If you do not **formally** withdraw, you will receive an "F" or an "FN" for the course.

Withdrawal by October 31, 2008 with grade of W or F:

(Advisor and Instructor signatures required)

Withdrawal after this date requires extraordinary circumstances.

Poor performance in a course is not considered grounds for a late withdrawal.

ADA Disability Statement

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact Director of Disabled Student Services (Administration Building, room A149, telephone number 520-4832), as soon as possible to work out the details. Once the director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information please visit the web site for Office of Disabled Student Services
www.iusb.edu/~sbdss/services.shtml

Religious Accommodations Statement

If any student will require academic accommodations for a religious observance, please provide me with a written request to consider a reasonable modification for that observance by the end of the second week of the course. Contact me after class, during my office hours, or by individual appointment to discuss the issue. If after discussion we reach no consensus, either party or both should seek the advice of the Department chair or the Dean, and if no consensus is reached, then the advice of the Vice Chancellor of Academic Affairs (“VCAA”). Either the instructor or the student may appeal the VCAA’s decision to the Office of Affirmative Action within ten business days of the determination.

Academic Honesty Statement

It is the responsibility of the student to know of the prohibited actions such as cheating, fabrication, plagiarism, academic, and personal misconduct, and thus, to avoid them. All students are held to the standards outlined in the code. Please reference the entire code for a complete listing (www.dsa.indiana.edu/Code/). Any violation may result in serious academic penalty, ranging from receiving a warning, to failing the assignment, to failing the course, to expulsion from the University.

The above statements can be found at
<http://www.iusb.edu/~sbmath/doc/statements.doc>