

**Elementary Algebra** MATD 0370 Section **019** Synonym **46503** Spring 2012

**M W 9:00- 10:45am** Pinnacle Room 301

**Instructor:** Mrs. Diane Pruett

**Office Hours:** MW 10:45-11:15, in Room 607, or by appointment

**Cell Phone:** leave a message with your name number and class info, this is the best way to reach me

**Email:** dpruett@austincc.edu

<b>Grading:</b>	8%	Homework/ Class Work
	7%	Quizzes
	65%	Tests
	20%	Final

**My Math Lab “MML”:** It is required that all students purchase and use my math lab to complete homework assignments. It includes interactive online course that will offer help and tutorials while entering the answers to your homework. It includes an online textbook. It will be especially helpful if you are ever absent. Most of the homework will be given online and you will complete it on paper. You will enter the final answers into MML and it will tell you if you have completed it correctly. It has built in help if you are wrong. You must complete at least 80% of each assignment correctly before you can move on to the next assignment.

**Purchase/Access:** Textbook: *Elementary Algebra, Concepts and Applications*, 8<sup>th</sup> Edition, by Bittinger & Ellenbogen, ISBN 0-321-23388-3

You **may buy only the program** if you like since it includes the textbook online. The URL is [www.pearsonmylab.com](http://www.pearsonmylab.com). The first time you enter you will register using the **Course ID pruet19021**. You may buy the program online with a credit card or at the bookstore. The program sells separately for about \$80. After you have purchased or registered the program, you will go to the get started page to set up a login, password & take the tour. If you're financial aid is late you can start today and pay in the next 17 days.

**Homework/Class work:** Homework must be completed as soon as the section is covered in class. The deadlines on MML are an hour before the Wednesday class and Friday at midnight. Paperwork will be collected at the beginning of every class and checked for showing work in a readable format. Homework is critical to your success! It is your responsibility get help when needed. Classes include group or individual work that counts toward a daily grade and cannot be made up if you are absent. **If you are absent the deadlines on MML still apply.** It is up to you to get help on the assignments you miss before coming back to class. My Math Lab, the Learning Lab or my office hours would be the place to go. Chapter 3 and 7.1 will have most of the assignments from the textbook, those problems will be assigned in class. These are in addition to the a few problems on MML.

**Late Work:** Paperwork is given 20% off one class late. After that you must complete it to take the test but receive no points. On MML you must enter a passcode after the due date. An assignment can then be worked on until midnight the day the paperwork is due in class, but will be reduced by 10%. This also means your paperwork will be reduced by 20% if you finish after class starts. **You must call or speak to me in person to get extensions!**

You must have **all homework and paperwork** for each section complete by the **beginning of class on review day** to be **eligible to take the test!** Do not get behind! **If you are behind do not miss review day!** All sections prior will lock one hour before class on review days.

**Quizzes:** There will be in class and take home quizzes during the semester. I will not accept these after the deadlines. Take extra time on these as they count for more points if they are take-home. There will be online quizzes that you take after each section is completed at 80% or better. They will have a deadline, an hour before the next class, if missed, they count as a zero.

**Tests:** Three tests will be given in the PIN testing center outside of class time. The final, written by the department, will be given in class. **Do Not Miss Test Dates.** If you have an emergency please contact me immediately. Missed tests will count as a 0 and if you have not contacted me you will probably be withdrawn from the course. Anyone who scores below 70% on a test is **required to see me** outside of class. Everyone is encouraged to see me ASAP to discuss test scores. Make an appointment the day you see your score. Everyone **that took a test** will be allowed a retake of their lowest test, in class, the last week of class.

**Attendance:** My policy states that more than four absences are excessive and I may withdraw you from class. I suggest that you don't miss any classes! This class moves very quickly and you will find that even one missed class can put you way behind. Tardiness is disruptive. Four days tardy will count as an absence.

**Cell Phones:** Devices must be **turned off** during class. If I hear or **see** a cell phone in class I will deduct 50 points off of your daily grade for each ring or for each second it takes to turn off the phone and put it away. Cell Phones seen during tests or quizzes will constitute cheating, result in a zero and a report to the Dean.

**Final requirement:** To pass this course you must show mastery of the subject.  
For an A in the course you must earn at least 80% on the final and 90%↑ overall.  
For a B in the course you must earn at least 70% on the final and 80-89% B overall.  
For a C in the course you must earn at least 60% on the final and 70-79% C overall.  
For a D in the course you must earn at least 55% on the final and 60-69% D overall.  
For an F, 59%↓ overall, or 55%↓ on the final.

## **NOTEBOOK**

**There will be one extra credit added to quiz grades for this.**

**There will be one quiz grade for this.**

1. Get a loose-leaf binder 2-3", so that you can add and remove papers without ripping or loosing them.
2. Get a three holed pencil bag with, highlighters or colored pens (red, blue and green), pencils, calculator (non-graphing) and ruler/straight-edge.
3. Organize the notebook (with colored tabs and separator sheets, labeled):

By Notes, Homework Quizzes and Tests

or By chapter

Have plenty of paper, both lined and a fair amount of graph paper with 3 holes.

## Paperwork

## Instructions for Quizzes, Class work & Homework throughout the semester

- If you print the assignment, **imagine that it is a textbook. Do not write on that page.** You may, following the directions below, write on the back or blank side of the paper.
- On the first page for each section include in the upper right hand corner; first and last name, class days, class beginning time, HW or CW or Quiz + description followed by the section being completed.
- Always include your initials on top right hand side of **every** page after the first as well as the section number you are working on and HW or CW or Quiz etc.
- All turned in work is to be done in **pencil**. Box or circle your final answer.
- **You must show steps to problems.** If there are no steps to show (as is the case quite a bit in the first 3 sections) you may just type the answer on MML and copy the original expression or problem. Writing only answers is not acceptable! You do not need to copy all the directions, just enough to know what the problem was.

Multiple choice, do not put  a., instead put  $2*2=$   4ft<sup>2</sup>  a.

- All word problems must have **word answers with units**. When writing equations to solve word problems you must identify the unknowns (i.e.  $x = \#$  of feet).
- Two dimensional graphing is to be done on graph paper. When graphing you must graph the lines on graph paper with 3 points on every line. This is in Chapter 3, not chapter 1.
- You should check your answers on MML when you complete a section, try to correct those problems. Note problems still missed. Use the tutorial help buttons or ask about those problems in office hours or the learning lab. Too many missed problems are unacceptable. MML will not allow you to move on to the next section and will lock you out after the deadline.
- You are allowed 3 attempts on MML, after 2 get help, call me. You will not be able to move on if you do not get 80% and cannot redo problems after 3 attempts. The Help me Solve button will use one attempt.

Failure to follow these instructions will result in unacceptable homework. Either unacceptable or failure to turn an assignment paperwork in on time both may result in a score of 0.

**If all homework assignments are not completed with acceptable paperwork you may not take the test!**

Example HW from MML.

$$\begin{array}{r} 1] \quad x + 5 = 10 \\ \quad \quad -5 \quad -5 \\ \hline \quad \quad \boxed{x = 5} \end{array}$$

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Elton Doe  
TTH 9:10  
HW 2.1

## Suggested tips for using good study skills

### **In Class:**

1. Take good notes. Use four different colors, red, blue, green and pencil.
  - Use **red** to indicate definitions and rules. Also, use this color to mark problems or items the instructor indicates will be covered on a test.
  - Use the **blue** to write procedures.
  - Use the **green** highlight special asides.
  - Use **pencil** to write problems and explanations.

When taking notes, out to the side of the math; make notes on the steps so that you understand the reason for each step. Be careful when writing examples you need the correct steps and solutions.

2. Ask questions. You may find it hard to speak up in front of other people but keep in mind that if you have a question, most likely others have the same question. If you are still uncomfortable, be sure to see your instructor during office hours. One small misconception can fester and become a major problem in the future.

### **Outside of class:**

To make the most of your time, set aside a specific time reserved for math. Often there are too many distractions, do your math study in a quiet place such as the library or lab. Here is a systematic approach to organizing your math study time outside of class.

- As soon as possible, read over your notes and study the examples worked in class.
- Read through the relevant sections in the text again, and make sure you understand all the examples.
- Do the assigned exercises. The sooner you begin the homework the better you will remember and learn the material.
- Check your work. As soon as you finish a problem, check your answer on mml. If it is not correct, troubleshoot it immediately.
- Once you feel you are doing well, try to complete several problems before checking your answers.

### **Prepare for the Test:**

- Complete the review as if you are actually taking the test. Pencil, non-graphing calculator, ruler and lined paper only. In a quiet place without interruption.
- After completing the practice test, check your answers. Fix your errors.
- If you missed problems, get help! Add similar problems from homework, chapter reviews or chapter tests until you master the material. My math lab offers a study plan specific to your needs after a diagnostic test.
- You are ready to take and do well on the test when you can complete the practice test, with no help! Without notes, old homework, the book, a friend or a tutor.