Instructor: Mrs. Diane Pruett
Office Hours: MT 8:20-8:35, WTh 5:30 - 5:45, in Room 1339 or by appointment
Phone: leave a message with your name number and class info, this is the best way to reach me, no texts
Email: dpruett@austincc.edu
Grading: 5% Study Skills/ Notes/ Notebook/Study Plan
          10% Homework/ /Paperwork/Class Work
          10% Quizzes/ Vocabulary Tests
          60% Tests
          15% Final

My Math Lab “MML”: It is required that all students purchase and use My Math Lab to complete homework assignments. It includes an interactive online course. It also includes an online textbook. 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. You must show at least a 60% mastery on each homework assignment before you can move on to the next assignment. You will then download, print and complete a quiz (a .pdf file). These quizzes may specify problems in the textbook exercise sets to be copied and completed. Quizzes are due at the beginning of the next class.


Homework/Class work: Homework should be completed as soon as the section is covered in class. The deadlines on MML are an hour before the next class. Paperwork may be collected at any time after the due date and checked for showing work in a readable format. Homework is critical to your success! It is your responsibility to get help when needed. Classes include group 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. My Math Lab, the ACC Learning Lab or my office hours would be the place to go for help. Chapter 3 and 7.1 will have assignments from the textbook; those problems will be assigned in class. These are in addition to the a few problems on MML.

Study Plan: Mastery in the study plan counts 2% of study skills. This can enhance understanding and improve your grade. This is found inside MML.

Quizzes: There may be in-class group quizzes in class. These are open note and you may work together to complete. These must be completed by the end of class. You will be expected to print and complete an online pdf quiz after the section’s homework(s) are completed. Pdf quizzes are due at the beginning of the next class. Be sure you read the directions.

Tests: Two tests will be given in class. One test will be given in the testing center, outside of class time. Do Not Miss Test Dates. If you have an emergency please contact me immediately. Everyone is encouraged to see me ASAP to discuss test scores. Make an appointment the day you see your score.

Final: The final, a comprehensive exam written by the department, will be given in class.
Missed Exam Policy: **Do Not Miss Test Dates.** If you have an emergency please contact me immediately. We might be able to work out an alternative setting. Missed tests will count as a 0 and if you have not contacted me you will probably be withdrawn from the course.

Late Work Policy: Online homework will be reduced by 10% if not completed on time. You may continue to work on it and bring your grade up to 90% after the deadline until review day. Paperwork for the online homework may be reduced 20% the first week late after that it may receive no credit, but **must be completed to be eligible** to receive **partial credit** on the **tests**. Printed pdf quizzes are time sensitive and most will be accepted one class late without penalty but will not be accepted after that. Those due on review day will not be accepted late.

Attendance: My policy states that more than two 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. Tardiness count towards an absence. Please be on time!

Cell Phones: Devices must be **turned off** during class, unless we are using them in polls. If I hear or **see (texting)** a cell phone in class I may 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.

**STUDY SKILLS**

**Notes:** You will take notes from edumadays for the sections to be covered in the next class before you come to class. They should be color coded, and legible for full credit. During the first few minutes of class there will be Q & A over the notes and quizzes. You will be graded each class for the notes and use them for classwork and group quizzes. **Do not let your group down!!!! Take notes before class!!!!!**

**Notebook:**

There will be one extra credit score added to quiz grades for the notebook.

There will be at least one Study Skills grade for the notebook.

1. Get a loose-leaf binder 2-3”, so that you can add and remove papers without ripping or losing them.
2. Get a three holed pencil bag with, 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 & Classwork / Homework & Quizzes, Reviews / Tests**

Have plenty of paper, both lined and a fair amount of graph paper with 3 holes.
Instructions for Class work & Homework throughout the semester

- On the first page for each section include in the upper right hand corner: your first and last name, class days, class beginning time, HW or CW 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 write the answer on your paperwork. 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 \( 2*2=4\text{ft}^2 \ a_\)

- You should check your answers on MML as you go, try to correct those problems. Complete a similar exercise after you get help. Note problems still missed, copy or print problems to ask in class. MML will not allow you to move on to the next section without 60% mastery.

- You are allowed 3 attempts on MML. This includes similar exercises. You will not be able to move on if you do not get a 60% and cannot redo problems after 3 attempts. The “Help Me Solve This” button will use one attempt. When it says this is your last attempt, call me

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.

\[
\begin{align*}
1] & \quad x + 5 = 10 \\
& \quad \text{-5} \quad \text{-5} \\
& \quad \boxed{x = 5}
\end{align*}
\]
Suggested tips for using good study skills

Before 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, they should stand the test of time. You need to be able to look back at your notes when doing class work, homework or preparing for a test. 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.
   - 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.