

MAT 0024 First Day Handout

Instructor – Jo Ann Everett

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Office hours are posted on office door, D 111

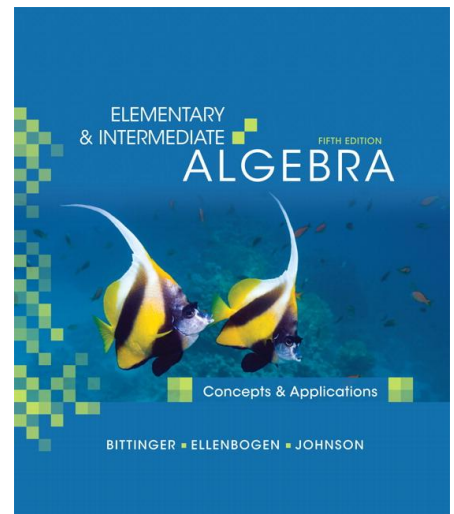
Grade Distribution: Nine grades will comprise the semester average. There will be 6 chapter test grades, a homework average, a quiz average and an exit exam. The exit exam will be comprehensive. Any student who has no more than three absences may drop their lowest test grade. To earn a "C" or higher in the course, a student must make at least 60 on the exit exam and have a semester average of at least 70. If a student does not meet **both** of these requirements, then the highest grade a student may receive in this course is a "D."

REQUIRED TEXTBOOK:

Elementary and Intermediate Algebra, Concepts and Applications - A Combined Approach, fourth edition - Bittinger, Ellenbogen, Johnson, published by Addison Wesley (ISBN 0-321-23383-2)

GRADING SCALE:

A – 100 – 93
B – 92 – 83
C – 82 – 70
D – 69 – 60
F – 59 or less



Homework: Due dates will be announced in class.

Requirements to receive credit for homework assignments:

- **The assignments must be complete.**
- **The steps must be clearly shown.**
- **All required work must be shown with the problems. You cannot do the work on scratch paper and turn in just the answers. You cannot do your work in the margins of your paper.**
- **Problems must be checked and corrected.**

Notebook: Students are required to maintain a three-ring notebook. In this notebook you should file the following: First Day Handout, homework, tests, notes, handouts, homework assignment sheet, etc.

Class Policies:

1. You are strongly encouraged to raise your hand and ask questions during class when needed. You are also encouraged to take advantage of office hours and time between classes to receive help.
2. **If you arrive after roll has been checked it is your responsibility to notify the instructor immediately after class that the recorded absence should be changed to tardy.**
3. If it is necessary for you to leave class early, then it should be discussed with the instructor before class.
4. Three tardies count as one absence.
5. Class participation is required of all students. You must take notes and be ready to answer when called on. You cannot do homework assignments during lectures.
6. A disruptive student can be dismissed from class and must meet with the instructor outside of class before returning the next class period. This will count as an absence.
7. Cell phones must be turned off and never used during class. Violation of this policy may result in dismissal from the classroom, resulting in an absence.
8. An absence is counted for any class missed. The only exception is for students officially excused for college activities.
9. To receive credit for attendance you must be in class the entire 50 minutes, unless prior arrangements have been made with your instructor.
10. Quiz grades **cannot** be made up.

Attendance: Attendance is crucial to being successful in this course. What you learn one day you will build on the next day. If you are absent, the effects of having missed a lesson will impact your ability to do well in this class and in subsequent mathematics classes. **It is Math Department policy that any student who accumulates more than 10 absences will automatically fail this course.** An appeal may be made by writing a letter to the appeal committee. In the letter, you must explain reasons for all absences. You should also provide copies of any documentation pertaining to absences. This appeal may or may not be approved.

Students are responsible for all material covered in their absence. The student must make arrangements to make up missed class work. This should be done during the instructor's office hours or in between classes, not during class. For unexpected absences, you should ask for missed assignments the day you return to class. On occasions when you know beforehand that you will be absent, you should inquire about the assignment the class meeting before the absence.

If you are absent the day of a test:

As soon as you know that you are going to be absent for a test, you should call your instructor at 718-2281 and leave a message stating the reason for missing the test. If you miss a test for a valid reason that has been approved by your instructor, then you will be allowed to take a make-up test. The make-up exam will cover the same material as the test missed, but will not be the same test. It is your responsibility to contact the instructor no later than the first day you return to campus to make arrangements for a make-up exam. Failure to do this may result in loss of grade. Failure to make these arrangements will result in a zero for the missed test.

If you have a documented schedule conflict (e.g. school activities; court appearance, etc.) and contact the instructor prior to a scheduled test, it may be possible to arrange to take the test with another class.

*The last day to vertically transfer to a lower level course (MAT 0002) is **February 20**. This class meets 11:00-11:50 Monday through Thursday in room D 104.*

Withdrawal Policy: If you officially withdraw from a course, a "W" will appear in place of a grade. Withdrawing from class must be done officially. Merely to stop attending class does not constitute an official withdrawal. All students who need to withdraw from this course should obtain the necessary forms from the Enrollment Services Office or your instructor. The last day to withdraw is **March 20**. The last day to resign all classes is **April 6**. Students who do not follow these procedures will receive grades of "F" at the end of the semester.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty
- 3) foster a high sense of honor and social responsibility

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

The course syllabus can be accessed at <http://www.chipola.edu/instruct/math/math.htm>

Course Supplements

Academic Center for Excellence (ACE): Free peer tutoring is available to all Chipola Students at the Academic Center for Excellence. Test Review Sessions are scheduled throughout the semester for many courses. Study groups can also meet at ACE to prepare for exams or work on class projects. ACE provides access to computers for class and lab assignments. Instructional software for many courses is also available on ACE computers. ACE is located in Building L.

Hours of operation are: Monday-Thursday: 8 a.m. - 5:30p.m.
Friday: 8 a.m. - 2:00 p.m.

For additional information, visit the ACE website at <http://www.chipola.edu/ACE/>

www.InteractMath.com is a free web site and is available to anyone with internet access. The tutorial exercises on this site give you interactive practice doing the end-of-section exercises in your textbook. InteractMath provides **Guided Solution** (or "Help Me Solve This") steps through the exercise and gives you helpful feedback if you enter an incorrect answer. Another choice is to see a **Sample Problem** (or "View an Example") which shows you a problem similar to the exercise you are working on. Also included are **Similar Problems** that refresh with new numbers. You can retry an exercise many times and receive different numerical values each time. InteractMath is a valuable tool for students who need more practice.

www.MathXL.com is free for students with a new text book and provides practice exercises similar to InteractMath in **Do Homework**. Selected exercises include video clips (not recommended with dial up). It recognizes student errors, provides feedback, and can also generate printed summaries of student progress. You may also **Take a Test** (practice test), see the **Results** (of the practice test) and get a **Study Plan** (based on your performance). New textbooks will be packaged with a MathXL Student Access Code. Used books do not come with access codes. However, you can purchase one online with a credit card at www.mathxl.com or at the campus bookstore.

A series of video lectures correlated directly to the content of each section of the text are available. They feature instructors who present material using examples and exercises often from the text in a format that stresses student interaction. These lessons are available on video tape, DVD or CD-ROM. They can be viewed in the ACE Lab or checked out from the library.

The book Math for the Anxious, by Rosanne Proga, is available for checkout in the library. It provides a practical approach to the problem of math anxiety and includes easy to understand chapters on fractions, decimals, percents, graphs, positive and negative numbers, and strategies for success in math.

Tutor Center is staffed by mathematics instructors (not from Chipola) who provide students with tutoring on examples and odd-numbered exercises from the textbook. Tutoring is available via toll-free telephone, fax, e-mail or the internet. A complimentary registration card will be packaged with a new textbook. Used books do not come with registration cards. However, any student may purchase a registration card for \$25.00 plus tax from The Tutor Center at 1-888-777-0463.

Name_____

Phone numbers - Day_____ Evening_____ Cell_____

Mailing Address_____ City_____ Zip_____

E-mail address_____

1. What is your major?

2. Have you taken any math class in college before this semester? If so what.

3. Circle the math placement test(s) have you taken? ACT SAT CPT

5. Did you take Algebra I in high school? If yes, did you pass with a C or higher?

6. Did you take Algebra II in high school? If yes, did you pass with a C or higher?

7. Are you in a scholarship program, like music, theater, or athletics?

If so, what program?

8. What grade do you honestly expect to earn in this course?

9. Do you think you need to be enrolled in this course?

Why or why not?

Do not leave any question 1 - 9 unanswered. If you are unsure how to answer raise your hand.

MAT 0024

Spring 2009, Class Time_____

I understand the following:

- I must have a minimum semester average of 70 and score at least 60 on the final exam to make a grade of C or higher so that I may advance to a higher math course.
- After **January 14**, I cannot take a placement test to advance to a higher-level math course.
- If I accumulate more than 10 absences I will fail this course unless approved on appeal.
- If I have more than 3 absences I cannot drop my lowest test grade.
- Three tardies count as one absence.
- Admittance to class may be denied to any student who has 3 or more tardies.
- I have read and understand the entire contents of the MAT 0024 First Day Handout and I agree to abide by these policies.

_____ Date _____
Print your name

Sign your name

Keep in your notebook.

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