

*"Learning is not attained by chance. It must be sought for with ardor and attended to with diligence." - Abigail Adams*

**MESA COMMUNITY COLLEGE**  
**Spring 2011**

<b>Instructor:</b>	Sue Glascoe	<b>Course Title:</b>	Intermediate Algebra ( <b>Abbreviated</b> )
<b>Office:</b>	MC 179	<b>Course #:</b>	MAT 122
<b>Phone:</b>	520.302.4783 (google voice)	<b>Section #:</b>	48377 (12noon -12:50pm) MC 118
<b>Office Hours:</b>	11am - 11:50am Monday-Friday Tues 9:30am-10:30am and <b>ONLINE</b>		48378 (1pm – 1:50pm) MC 110

**Email:** [glascoe@mesacc.edu](mailto:glascoe@mesacc.edu)

**Website:** <http://tech4mathed.com/Collegeindex.html>

**Course Description:**

This abbreviated course is designed to prepare students for a college level math course (College Algebra or College Math). Students are expected to take an active part in their learning by reading each section, working through examples and homework, participating in the online quizzes, and seeking help outside of class.

Because it is an abbreviated course (only meets 3 days a week), we will go through the material considerably faster than the standard 5 day per week course. Please check the weekly calendars - links are available from the [online calendar](#) to pencasts for extra help on the material.

**Course Prerequisites:**

A grade of '**B**' or **better** is required from MAT 090/092 or a satisfactory score on the placement exam. Proof of meeting the prerequisite is required to remain in the class.

**Text:**

\* Introductory & Intermediate Algebra for College Students (An Early Functions Approach)

**By:** Blitzer

*We are using a combination Beginning/Intermediate Algebra textbook. CH 1 – 7 is taught in MAT 092 (Beginning Algebra); if you are unfamiliar with any of that material you will need to transfer down into MAT 092 during the first week of class. We will be starting in Chapter 9, and it is expected that you are already know the material from Ch 1 – 7 (we will skip Ch 8).*

***\*you do not need to buy the book, a PDF version of the book is available in MyMathLab (Course Compass)***

**Required Materials:**

- **My Math Lab** (Course Compass) account – it can be purchased at the bookstore or **online** at [http://www.coursecompass.com/html/student\\_register.html](http://www.coursecompass.com/html/student_register.html)

\*\*Please be careful to sign up for the correct time!!

**12noon Course ID:** [glascoe95643](#)    **1pm Course ID:** [glascoe43057](#)

- You **MUST** have access to a computer with internet access for at least 2 hours per day (the campus library has computers that will work with Course Compass – MyMathLab) Daily homework, some quizzes, and interactive tutorials are ONLINE. Check the online calendar for links to the WEEKLY calendars.
- Please download a free copy of Jing for Mac or Windows: <http://www.techsmith.com/download/jing/> You will use this free program to create screen shots and videos recording to send to me of your questions!
- **Pencil** - ALL paper homework and tests must be done in pencil
- Lined paper and graph paper (1/4" squares) for paper homework
- All students **already** have an email account through the college. Please check it on a regular basis. You can use ANY email account that you plan to check for Course Compass (homework and quizzes). If I need to reach you individually, I will use that account..
- You **MUST** at least own a scientific calculator for this course. TI-89 and TI-92 Graphing calculators will NOT be allowed on tests!

**\*\*You may NOT use your cell phone or PDA as a calculator!!! All cell phones must be OFF!**

**Bring your calculator to class every day!**

### **Attendance:**

I am required to track student attendance in this course. Students may be dropped if they miss more than 3 class periods. Tests may NOT be made up if you are absent, online quizzes are open for 24 hours only. If you know ahead of time you will miss a test or quiz, you must bring me your excuse **in advance**, and arrange to take the test or quiz EARLY. Refer to the student handbook for absences counted as "official" (Please do not bring in a doctor's note, as that is NOT considered an excused absence) Please make every effort possible to be on time for class, and do not plan to leave class early, as this is very disruptive to the class. The instructor reserves the right to ask you to leave the class if you are disruptive in any way, and it will count as an absence. The procedure for disruptive behavior in the Student Handbook will be followed before any student will be allowed back in the class.

If you wish to drop the class at any time, it is your responsibility to take the necessary actions. Any student wishing to drop this class after March 4 MUST have my signature on the drop form and will receive a "Y" if they are failing at that time. After April 25 the instructor reserves the right to refuse to drop a student. I will NOT allow anyone to drop during Final's week.

### **\*Absence information copied DIRECTLY from the Student Handbook:**

*At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.*

*• Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to Appendix S-7 for Withdrawal Procedures.*

#### **A. Official Absences**

*1. Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee, and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.*

*2. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.*

*3. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.*

### **Homework: 10% of class grade**

Online homework will be assigned daily, and will be closed (due) the following evening after it is taught (see the [calendar](#)). This gives you 2 days to do each assignment, so there will be NO late homework accepted. Do not ask me to open the homework back up, instead you must plan ahead when to get your homework done around your work, and other activities in your schedule.

ALL homework will be done through [My Math Lab](#), so you MUST purchase an account. Each homework assignment will be worth 10 pts, and your homework percent will then be weighted to count as **10% of your total class grade**. Daily homework is designed to give you a **MINIMUM** amount of practice on the types of problems you are expected to master in this course. The assignments will be kept short to *allow you to spend more time on the topics you are individually having more difficulty with*. Your level of success in this course will be dependent on your willingness to take the initiative to **study more than just the minimum homework assigned (and to get all homework done on time)!** Homework questions will only be addressed the next day in class from the previous day's homework; you MUST use my office hours if you have questions from homework other than the previous night's. Because it is an abbreviated course (only meets 3 days a week), we will go through the material considerably faster than the standard 5 day per week course. Please check the weekly calendars - links are available from the [online calendar](#) to pencasts for extra help on the material.

*\*Be aware- You should expect to spend **at least** two hours outside class every day (including weekends) for every hour spent in class for a college level course – especially math courses, so plan appropriately!*

### **Online Quizzes: 10% of class grade**

At least one day per week there will be a 1-question quiz during the first 5 minutes of class. I will supply the clicker for you to take the quiz with - you need to bring scratch paper and be prepared to take it immediately! The quiz question will close 5 minutes after class starts. If you are late, or miss class, you will NOT be able to take the quiz. During the course of the semester there will also be 1-2 online quizzes per week, taken through MyMathLab (Course Compass) outside of class. I will always list the quiz dates/sections on the ONLINE calendar (make sure you check it regularly!). Students will have an opportunity to take the ONLINE quiz a second time ON THE SAME DAY to raise their quiz grade (the higher grade will count). All quizzes will be totaled and the percent will then be weighted to count as 10% of your class grade.

### **Tests: 60% of class grade**

There will be six tests given during the semester. Books, notes, or homework **may NOT be used on any tests**. Tests will NOT be given on the online system, they will be on paper and can only be taken once. You must bring a pencil and scientific calculator on test days! It is very disruptive to ask those around you during a test to borrow theirs! You may NOT share calculators. If you do not bring one, then you will not have a calculator to use on the test. NO cell phones or PDA's will be allowed as calculators. Some test questions will be multiple-choice. On those questions work MUST be shown for full credit (no guessing). Each test will be graded on a one hundred point scale (your percent of the total will be used). You are expected to take all tests at the scheduled time. **LATE TESTS WILL NOT BE GIVEN**. If you miss **one** test, your final exam grade will also replace the missed test score. If you miss more than one test, you will receive a score of zero for each test missed after the first one. You may arrange to take a test early, if you know ahead that you will be absent.

If you do not miss any tests, then you will have the option of dropping your lowest test score and replacing it with the final exam grade – **ONLY if your lowest test score is above 50%**. (51% or above) *The quiz grades, homework or final exam **cannot** be replaced.*

**\*Please bring your student ID to all tests and be prepared to show it to your instructor.**

**Final Exam: 20% of class grade**

The **final exam** will be:

**Wednesday, May 11, from 12noon to 1:50pm for the 12noon class**

**Monday, May 9, from 1pm to 2:50pm for the 1pm class**

The final exam will include **all** material covered, and will be worth 20% of your class grade (it cannot be dropped!). The final exam is mostly multiple-choice (you do not need a scantron). You are expected to take the final exam on the day and time your class is taking it. If you are enrolled at the time of the final exam, but do not take it, you will be assigned a grade of zero.

**Grading:**

**Grades will be assigned with the following weights (I use a weighted average, rather than points):**

<b>Tests:</b>	60 % of class grade	<i>(75% of pre-final grade)</i>	<b>A</b> : 90 - 100 %
<b>Homework</b>	10 % of class grade	<i>(12.5% of pre-final grade)</i>	<b>B</b> : 80 - 89 %
<b>Quizzes:</b>	10 % of class grade	<i>(12.5% of pre-final grade)</i>	<b>C</b> : 70 - 79 %
Pre-final grade:	80% of class grade	<i>(100% of pre-final grade)</i>	<b>D</b> : 60 - 69%
			<b>F</b> : 59% and below
<b>Final Exam:</b>	<u>20% of class grade</u>		<b>W</b> : withdrawal passing (A-D after Mar 4th)
Class Grade	100%		<b>Y</b> : withdrawal failing (F after Mar 4th)

**Assistance:**

Students are encouraged to seek my help or get help from one another. There are also tutors in the MS building (the Math Tutoring Center) and the library, along with computer-assisted instruction available and videos within My Math Lab (Course Compass).

My **virtual** office hours on Tuesdays will be held at: (link will be posted) time is *to be determined*

Please check the [online calendar](#) for NEW links each week! This is also where you will find the WEEKLY calendar links.

**The student support number for Pearson Education (My Math Lab) is:  
1-800-677-6337**

**\*\*My advice is to form study groups right away. The best way to learn is to help someone else!!**

**\*I am in the process of creating some Flash animated Algebra tutorials; check them out on my [Algebra website](#)! (There are only a few created so far, but keep checking for more to come.)**

**MCC Early Alert Program (EARS)**

Mesa Community College is committed to the success of all our students. Numerous campus support services are available throughout your academic journey to assist you in achieving your educational goals. MCC has adopted an Early Alert Referral System (EARS) as part of a student success initiative to aid students in their educational pursuits. Faculty and Staff participate by alerting and referring students to campus services for added support. Students may receive a follow up call from various campus services as a result of being referred to EARS. Students are encouraged to participate, but these services are optional. Early Alert Web Page with Campus Resource Information can be located at: <http://www.mesacc.edu/students/ears>.

*If you have any disabilities which may hinder your learning the material presented in this class, please contact [Disability and Resources Services\(DRS\)](#) and complete the appropriate forms as soon as possible, along with letting the instructor know immediately after class. Everything reasonably possible will be done to help you be successful in this class.*

**Class Disturbances:**

I will not tolerate ANY disrespectful treatment of the instructor or students in this class. Any conduct which inhibits the instructor or another student in the class will be dealt with as prescribed in the Student Handbook. This includes expulsion for one class period, intervention by the appropriate department administrator, intervention by a dean, and administrative withdrawal from the course. If the instructor has determined a student is being disruptive or disrespectful, then **the instructor reserves the right to ask that student to leave the class immediately (and will count the student absent for that day)**, and the procedures prescribed in the Student Handbook for disruptive behavior will be followed. Disruptive/disrespectful behavior is determined by the instructor and includes (but is not limited to):

- **Text-messaging during class: leave your cell OFF and put AWAY!** If I see it, I will assume you are texting.
- Being rude to the instructor or another student
- Talking to others during the lecture
- Arriving late or leaving early – this can also be counted as an absence if you miss more than 20 minutes. If you are at least 5 minutes late, every 3 tardies will count as an absence.
- Coming to class unprepared - without your paper, pencil or calculator
- Having your cell phone go off (ring or vibrate)
- Working on other coursework during this class. I am enforcing the idea that since you signed up for a class that meets face-to-face, then you wanted to come to class to learn, and also to allow others that same opportunity. Otherwise, you needed to sign up for an online course. *If you are not in my class to learn math, please change sections.*

**\*\*ALL Pagers and cellular phones must be OFF during class – Do NOT leave on vibrate, it is still very disruptive!**  
*If you are caught using your cell phone to text-message, you will be asked to leave the class immediately and you will not be able to return until you have met with the instructor, Text-messaging in class will be treated as a classroom disruption!*

**\*\*\*\*\*This syllabus is subject to change. Changes will be announced in class.\*\*\*\*\***

**\*You MUST sign the syllabus statement and turn it in before FRIDAY 2pm, or you can be dropped from the course! Your signature statement is required to remain in the course.**

----- tear off the **back page**, sign and return to the instructor -----

MAT 122 Spring 2011 Class time: \_\_\_\_\_

Glascoe

I have read the syllabus, I understand what is expected of me in this course, and I agree to follow the policies stated. I acknowledge that I am here to learn and I will be respectful at all times during this course, which includes not text-messaging during class. I realize I must purchase My Math Lab (Course Compass) and have access to a computer with internet AND take an active part in my education by doing the online homework, studying for tests and quizzes, and getting help when I do not understand the material, in order to pass this course. I understand that this course meets face-to-face Monday, Wednesday and Friday, and that this course is the **abbreviated** version, so the course will go considerably faster than the 5 day a week option (MAT 120). I also understand that I can be dropped for missing more than 3 class sessions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date