

Math 11000 Fundamentals of Algebra Course Policy

Section: _____ Time: _____ Room: _____

INSTRUCTOR: _____
OFFICE: _____

OFFICE PHONE: _____
OFFICE HOURS: _____

TEXTBOOK: either book listed below is suitable for this course

- *Fundamentals of Algebra, Custom Edition for IUPUI*, Bittinger, Ellenbogen & Johnson
- *Elementary & Intermediate Algebra: Concepts & Applications, 5th Ed*; Bittinger, Ellenbogen & Johnson

DEVELOPMENTAL MATHEMATICS COURSE POLICY : Additional information and policies pertaining to this course can be found at www.math.iupui.edu/courses/ (scroll down to the Math 11000 section of the page). Information included in this document include: Academic Integrity, Attendance Policy, Electronic Device Policy, Testing Center, Religious Holidays, Special Service, and Student Misconduct). You are expected to know and follow all of these policies.

PREREQUISITES: By Placement Test or Minimum Grade in Math 00100 of C- or better or equivalent.

FUTURE MATH COURSES: To register for Math M118, M119, 13000/13600 you must receive a grade of C- or better in Math 11000. Because Math M119 requires a greater understanding of algebra, it is recommended that a student take M119 immediately after Math 11000 and, if taking both, prior to Math M118. To register for Math 15300 you must take Math 11100.

COURSE DESCRIPTION: This is a second course in the study of algebra intended for liberal arts and business majors. The course includes solving equations and inequalities, operations with polynomials, factoring, operations with rational expressions, solving rational equations, functions and their graphs, solutions of systems of equations and inequalities, absolute value equations and inequalities, radical expressions, solving quadratic equations, quadratic functions, exponential functions, and logarithmic functions, solving exponential and logarithmic equations.

CALCULATORS and OTHER ELECTRONIC DEVICES: Only scientific calculators (non-graphing and non-programmable) may be used on any exam or quiz, including the final exam. The use of all other electronic devices is prohibited. This includes, but is not limited to: graphing calculators, cellphones and related devices, computers, portable audio/video players, pdas, and portable game systems.

WITHDRAW DATE: **The last day to withdraw from the course is typically at the end of the 12th week of the semester.** Official withdraw dates can be found at www.registrar.iupui.edu. Advisor and instructor (or math department member) signatures are required. If you find it necessary to withdraw from the course, please talk to your instructor or advisor first for assistance in deciding what alternative options best fit your needs. **Note that if you stop attending class without officially withdrawing by the last withdraw date, your grade will be an F for the course.**

ATTENDANCE: Attendance is required of all students without exception. **Attendance is a key factor in academic success. Students who miss more than 50% of their class meeting of a given section during the first four weeks of the fall or spring semesters without contacting their instructor or department will be Administratively Withdrawn from that course.** A student absent from class bears full responsibility for all material covered in class. Quizzes may be given at the beginning of class, so please be on time. If you anticipate having to leave class early, please let your instructor know before the beginning of class. Regular attendance is crucial for success in this course.

STUDYING FOR THE CLASS: This is a college class and is much different than one taught in high school. We cover a lot of material and have limited time in class. You should expect to spend at **least two to three hours** studying on your own for each hour spent in class (equivalent to 8 to 12 hours per week). **READ** the section to be covered in class before coming to class. Read the sections, not like a novel, but like instructions for putting together a clock--very slowly and carefully. Make sure every word makes sense. The most important part of your learning of the material will be the time you spend working outside class. You cannot expect to digest the material from just seeing it explained in class. We will only have time to cover a few problems from each section in class, so you should plan to get many of your questions answered in your study group or in the MAC. A good study tool is to keep your homework, quizzes, and exams for this class in a 3-ring notebook. Periodically reviewing errors on old papers is a valuable study skill

COURSE WORK

- **Practice Exercises:** There will be daily assignments and it is important that you do them as the material is presented. It is expected that you work **every problem at the end of each section covered in your textbook**. In addition to the textbook exercises, it is **strongly recommended** that you **create a study plan in MyMathLab by taking the pre-test at the beginning of each chapter**. Based on the results of this pre-test, a set of exercises will be selected for you to work on. To succeed in this course, it is very important that you spend a considerable amount of time working on problems in the textbook and/or study plan.
- **Math Assistance Center:** If your score on any exam is less than a C (73 percent), it is **strongly recommended that you attend mentoring or tutoring sessions** sponsored by the Math Assistance Center (MAC). Times and dates of these sessions can be found at www.math.iupui.edu/MAC
- **MyMathLab Homework:** There will be a **graded computer homework** assignment for every section covered in the textbook. It is important that you each assignment as the material is covered in class. If you find that you are unable to complete an assignment by the **Computer Off Date**, you will only receive credit for work already completed by the deadline. It is **recommended** that you keep your MyMathLab homework for this class in a notebook (along with your old quizzes and exams).
- **MyMathLab Tests:** Prior to each in-class exam, **you will be required to take an online post-test** consisting of questions similar to those found on the pre-tests and the upcoming in-class exam. Unlike the graded online homework, You may only make two attempts and will only have 2 hours to complete all of the questions on the test. It is very important that you wait until you feel prepared to take these tests.
- **Quizzes/Other:** *Policy set by your instructor.*
- **Exams:** There will be five in-class exams **Students are expected to take all exams on the scheduled exam days/times**. If a student misses any scheduled exam due to a circumstance beyond their control (such as a death in the family, medical emergency, illness, religious holiday, etc.), a make up exam will be permitted with **proper documentation**. Students with such a documented reason should contact their instructor before the next class to make arrangements to take a make-up exam. Under normal circumstances, make-up exams must be completed within one week of the scheduled exam day for the class.
- **Final Exam:** The date, time and location of the final exam will be announced by your instructor and/or posted on the course webpage. The final exam date and time can be also be found at www.registrar.iupui.edu. The final exam is a departmental comprehensive exam. It will be **worth 30%** of your total class grade. **Be sure that you do not have any conflicts (work, class, or otherwise) with the time and date of the final exam.**

GRADES: Your letter grade for the course will be determined from your total scores which will be computed as follows.

POINTS			GRADES	
In-Class Exams (5)	500	or 50%	97%, 93%, and 90%	for grades of A+, A, and A-
Quizzes, other	50	or 5%	87%, 83%, and 80%	for grades of B+, B and B-
Online Exams	50	or 5%	77%, 73%, and 70%	for grades of C+, C, and C-
Online HW	100	or 10%	67%, 63%, and 60%	for grades of D+, D, and D-
Final exam	300	or 30%		
Total	1000		Below 60%	is an F

Any student can receive a grade of W for any reason up to the 3/4ths mark of the semester. Assignment of the grade I must be approved by the Department Chair or Associate Chairs.

COURSE COORDINATOR: All inquiries about this course and student/instructor rapport problems should be directed to the course coordinator, Clay Hicks, WK 300D, 278-4134, chicks at math . iupui . edu.