COURSE POLICY
MATH 11100 - INTERMEDIATE ALGEBRA
Generic—See instructor for section-specific course materials

This is the second course in the study of algebra intended for students who are interested in science and technology. The course covers topics which include solving equations, operations with polynomials, factoring, operations with rational expressions, solutions of systems of equations, radical expressions, the quadratic equation, exponential functions, and logarithmic functions. You will acquire knowledge of general mathematical concepts and specific mathematical techniques with respect to the topics above. You will develop problem solving skills and learn abstract reasoning in a mathematical context. Many other courses, (e.g. business, economics, health sciences, and more), will require you to apply the mathematical tools you learn in your intermediate algebra course, so keep in mind that success in future courses may depend heavily on your ability to apply the material from MATH 11100.

PREREQUISITE: It is assumed that you have recently mastered the material of MATH 00100/Math 001 (Introductory Algebra) with a grade of C or better within the last year or have placed directly into MATH 11100 by your placement score. If this is not the case then you should talk to your instructor as soon as possible to decide if this is the correct class for you. The main reason people have difficulty with MATH 11100 is because of insufficient background. Again, if you are not sure if this is the right class for you, talk to your instructor early. It is not difficult to determine which class you should be in. A decision to "drop-back" to MATH 00100/MATH 001 should be discussed with your instructor well within the first 3 weeks of classes (the earlier the better).

TEXTBOOK: Intermediate Algebra, Second Custom Edition for IUPUI, Lial, Hornsby and McGinnis. This is the same textbook as the hardback 10th Edition of Intermediate Algebra. Either may be used.

CALCULATOR: For MATH 111 you must have a non-programmable scientific calculator. *Graphing calculators* will not be allowed on quizzes or exams since some problems will require you to show that you have the ability to draw graphs of functions without the aid of such tools. Bring your scientific calculator with you to every class period. DO NOT BRING A GRAPHING CALCULATOR TO CLASS.

ATTENDANCE: Attendance is required of all students without exception. A student absent from class bears full responsibility for all material covered in class. Quizzes may be given anytime during the class period; therefore, please be on time and plan to attend the entire period. Late arrivals or early departures that miss a quiz will not be permitted a make up. 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.

ADMINISTRATIVE WITHDRAWAL POLICY: A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with your instructor if you are unable to attend class or complete an assignment on time. If you miss more than half the class meetings within the first four weeks of the semester without contacting your instructor, you will be administratively withdrawn. This class meets twice per week; thus if you miss more than four classes in the first four weeks, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact your instructor.

WITHDRAW DATE: The last day to withdraw for the semester can be found on the syllabus provided by your instructor. Please note that your advisor's and instructor's (or math department member) signatures are required. As noted on the registrar's website, a withdrawal form must be submitted in person only at the Office of the Registrar. Requests for withdraw after this date require extraordinary circumstances and are rarely granted. If you stop attending class without officially withdrawing by the last withdraw date, your grade will be an F for the course. If you find it necessary to withdraw from the course, you are encouraged to first talk to your instructor or to your advisor for assistance in deciding what alternative options might better fit your needs.

DROP LIMIT POLICY: University College freshmen (25 hours or below) may not drop more than one course per semester. This policy will be enforced through advisor sign-off on drop requests. The policy does not include course adjustments made during the first week of class nor does it apply to classes in which a student has been "administratively withdrawn".

ELECTRONIC DEVICES: Students are not permitted to use any electronic devices with the exception of approved calculators anytime during class. This includes the wearing of headsets and cellular telephone earpieces as well as laptop computers. **All electronic devices other than those approved must be in the OFF position during exams and quizzes.**

REQUEST FOR COURSE ACCOMMODATION DUE TO RELIGIOUS OBSERVANCE: Students seeking accommodation for religious observances MUST make a request in writing by the end of the 2nd week of the semester to the course instructor and MUST use the IUPUI Registrar's "Request for Course Accommodation Due to Religious Observation Form" (see http://registrar.iupui.edu/religiousholidayform.html). Make-up exams must be taken prior to the regularly scheduled exam date and time. Failure to comply with the university policy will result in no accommodations given later in the semester.

ACADEMIC INTEGRITY: The IUPUI Department of Mathematical Sciences expects all students to adhere to the regulations put forth in the "IUPUI Code of Student Rights, Responsibilities, and Conduct" concerning academic or personal misconduct. The Code of Conduct can be found at: www.iupui.edu/code/ . Cheating on assignments and tests or other academic works is a violation of university policy. Any behavior that is construed as cheating or academic dishonesty will not be tolerated in this course. This includes, but it is not limited to, plagiarism, cheating during exams, acquisition of tests or other academic materials, as well as aiding and abetting others in committing the violation. The classroom protocol will be guided by the Student Code of Conduct which, among other things, asserts IUPUI's commitment "to maintain a spirit of civility in a community in which diversity is welcomed. Every student, staff, and faculty member plays a significant role in promoting an environment that is conducive to academic excellence by fostering a climate of civility and mutual respect."

HOMEWORK: Homework is very important in any math course. There will be daily assignments and it is important that you do them as the material is covered. You are responsible for all of the concepts in the sections assigned. It is expected that you work every problem at the end of each section covered in your textbook. A homework study guide is provided to assist you in determining the focus of each section of exercises. There will be a **graded computer homework assignment** from every section of the text. If you find that you are unable to access a computer to complete that assignment by the **Computer Off Date**, you will receive a zero on that assignment. Regardless, you are expected to complete the exercises at the end of the section in the book in order to know the material and be prepared for class. You should plan to complete the book exercises BEFORE attempting the graded online homework. Your graded computer homework will contribute toward 50 points of your grade in this class. With limited class time, only a few questions from each section may be answered in class, so you should plan to get many of your questions answered in your study group or in the MAC. In addition, it is suggested that you 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. **To perform as well as you can in this class, you should expect to spend several hours each day working problems and reading the sections before they are discussed in class.**

STUDYING FOR THE CLASS: This is a college class and is much different than one taught in high school. A lot of material is covered in a limited amount of class time. You should expect to spend at **least two hours** studying on your own for each hour of class. **READ** the section to be covered in class before coming to class. Read the sections, not like a novel, but like instructions for assembling a new gas grill--very slowly and carefully. Do NOT skip the examples. Instead, make sure that you understand the solutions to the examples and are able to work through the solution on your own before proceeding. The most important part of your learning of the material will be the time you spend working out of class.

HELP OUTSIDE OF CLASS: There will not be enough time to answer all questions from the homework assignments, tests, etc. If you need more time to ask questions there are several options for help that are available.

First, you can seek help during your instructor's office hours. Second, tutoring/mentoring is available in the Math Assistance Center (MAC). The MAC is located in University College - Room 102. To find out more about the tutoring/mentoring schedule and other general information about the MAC, check out the MAC web page at **http://www.math.iupui.edu/MAC/**. Third, private tutors are available. Finally, there are Friday recitation sessions for Math 11100. These sessions are open to all students enrolled in Math 11100. You are encouraged to take advantage of any and all of these resources available to you.

STUDENT SERVICES: Phoning the **IUPUI Mathematics Information Line at 278-2468** is a convenient way to find out details about mentoring/tutoring, placement testing, office location, hours, and so forth. The IUPUI Math Department web page also offers quick access to information about courses and programs offered through the Mathematics Department (see **http://www.math.iupui.edu**).

SPECIAL SERVICES: Students needing accommodations because of a disability will need to register with Adaptive Educational Services and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall UC137 and they may be contacted by calling 274-3241.

QUIZZES: To receive credit for quiz and exam problems you must show all your work. If you are absent the day of a quiz, that quiz will be counted as zero. You are allowed to drop your 2 lowest quiz scores. THERE WILL BE NO MAKE-UP QUIZZES. NO EXCEPTIONS. SO USE YOUR DROP QUIZZES WISELY. Quizzes could be given at the beginning of the class period, during the class period, or at the end of the class period, so do not expect to be given additional time to complete a quiz if you arrive late nor be allowed to take a quiz early if you need to leave class before the end of the period. Total quiz score contributes up to 50 points of your grade in this class.

EXAMS: There will be four in-class departmental exams. Students are expected to take each exam on the scheduled exam date/time. If a student must miss a scheduled exam due to a circumstance beyond their control (such as a death in the immediate family, medical emergency, jury duty, etc.), a make up exam will be permitted **only after proper documentation has been presented to the instructor**. Please note that these excuses are allowable as stated in the IUPUI Bulletin. Any other excuse will be considered on an individual basis; however, you should not expect to be allowed to make up an exam simply because you were not in class the day of the exam. If you miss an exam AND have documented reason for your absence, you need to notify your instructor as soon as possible to set up a make-up exam in a timely fashion. Under normal circumstances, make-up exams should be taken within one week of the scheduled exam day for the class.

FINAL EXAM: The final exam date and time may be found on the syllabus provided by your instructor. The final exam is a departmental comprehensive exam. It will be worth 200 points or approximately 30% of your grade. **The expectation is that every student enrolled in Math11100 will take the final exam at the posted time. Be sure that you do not have any conflicts (work or personal) with the time and date of the final exam for your section of MATH11100. If you find that you have a conflict with this departmental final exam and that of another class, contact your instructor immediately so that the conflict may be resolved.**

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

POINTS		**GRADES**	
4 in-class exams	400	700-630	A
Quizzes, homework, attendance	50	629-560	B
Math XL	50	559-490	C
Final exam	200	489-420	D
Total	700	419 – 0	F

COURSE COORDINATOR: Should you have questions regarding the content of this course or about course requirements after consulting with your instructor, you should contact G. D. Farris at dfarris@math.iupui.edu . When contacting the course coordinator, please indicate "Math11100" in the subject line.