

MATH 00100 and M001 Introductory Algebra Course Policy

*****You must use your IUPUI e-mail address when corresponding with your instructor.**

Course Description: This is a first course in the study of algebra. Real Numbers, Algebraic Expressions, Solving Equations, Graphing Equations, Operations with Polynomials, Factoring Polynomials, and Rational Expressions and Equations are taught.

Developmental Mathematics Course Policy : You must go to <http://www.math.iupui.edu> and click on Courses and then the appropriate Course Materials link to read all the policies that pertain to your course. (i.e. 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.

Textbook: either book listed below is suitable for this course

Introductory Algebra, Custom Edition for IUPUI, Bittinger, Ellenbogen & Johnson

Elementary & Intermediate Algebra: Concepts & Applications, 5th Ed; Bittinger, Ellenbogen & Johnson

Calculator: You must have a non-programmable scientific calculator. We recommend any scientific calculator with capabilities of square root, exponential and logarithmic functions. **No graphing calculators allowed!**

Withdraw Date: Withdrawal dates can be found at www.registrar.iupui.edu **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, I encourage you to first talk to your instructor or to your advisor for assistance in deciding what alternative options best fit your needs.

Course Work For Success:

- **Read the text** – You are to read the section to be covered in class before coming to class. Read the sections, not like a novel, but like instructions for a manual—very slow and carefully. Make sure every word makes sense.
- **Study time** - It is expected that you spend 2 hours a day, 6 days a week, working math problems.
- **Textbook problems** - There will be daily assignments and it is important that you do them as the material is presented. 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.
- **On-line Homework** – The computer homework on MyMathLab is worth up to 10% of your grade in this class. In every section of the text there is a graded computer homework assignment. 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. You will need to keep a MyMathLab notebook that includes the work to all the on-line homework assignments. This notebook will be collected during the semester and will be graded as a quiz grade.
- **MyMathLab tests** – You are to take a “pretest” on MyMathLab prior to beginning a new chapter in the text. This will help develop a study plan throughout the chapter. Prior to an in-class exam, you are required to take a MML Chapter Test on MyMathLab. 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. This is worth 5% of your grade in this class.

- **Math Assistance Center (MAC)** – If your test grade is below a 73%, you will be **required** to attend two mentoring sessions (2 ½ hours total) in the Math Assistance Center (MAC) before the next exam is given. Times and dates of these sessions can be found at <http://www.math.iupui.edu/MAC>
- **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. During the course, you may find that you must be absent the day of a quiz due to personal or family illness, accident, business trip, etc. For this reason, only your best ten (out of 11) quizzes (5 points each) will be counted toward your grade. **THERE WILL BE NO MAKE-UP QUIZZES! NO EXCEPTIONS!**
- **Departmental Exams** – **Students are expected to take all exams on the designated exam days.** If a student must miss an 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. A student with such a documented reason needs to notify their instructor as soon as possible to set up a make-up exam in a timely fashion. There will be five in-class exams.
- **Departmental Final Exam** – The final exam date and time can be found at [.registrar.iupui.edu](http://registrar.iupui.edu) The final exam is a departmental comprehensive exam. It will be worth 300 points (or 30%) of your grade. 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 Math 001. 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.

****YOU MUST PASS THE FINAL EXAM TO PASS THE COURSE.****

NOTE: You are expected to complete all assignments in order to know the material and be prepared to ask questions 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. **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.**

Assessment: Your letter grade for the course will be determined from your total scores which will be computed as follows: 50% (5 in class exams) + 10% (Computer Homework/text problems) + 5% (MML Computer Tests) + 5% (Quizzes/other) + 30% (Final Examination)
 97%, 93%, and 90% for grades of A+, A, and A-
 87%, 83%, and 80% for grades of B+, B, and B-
 77%, 73%, and 70% for grades of C+, C, and C-
 67%, 63%, and 60% for grades of D+, D, and D-
 Below 60% is an F.

Course Coordinator: All inquiries about this course and student/instructor rapport problems should be directed to the course coordinator Susan Meshulam, UC 102B, 278-9648, smeshulam@math.iupui.edu.