

<p>MTH 098-037 Elementary Algebra</p> <p>TR 12:30 – 1:50 p.m. in 9A-102 and Fri., 1:00 – 1:50 p.m. in 9A-114</p>	<p>COURSE INFORMATION SHEET</p> <p>Fall 2007</p> <p>Monroe Community College</p>	<p>Instructor: Mrs. Emily Putnam Email: eputnam@monroecc.edu Office: Bldg 8 Room 549 Tel.: (585) 292 – 2957 Office Hours: MW 1:00 – 1:50 p.m. and Thu. 2:30 – 4:20 p.m., or by appointment</p>
<p>Course Website: http://www.monroecc.edu/go/eputnam and click on “Math 098”</p>		

COURSE DESCRIPTION

A first course in algebra. Topics include, but are not limited to, solving linear equations and inequalities, arithmetic operations on polynomials, factoring polynomials, introduction to rational and quadratic equations, simplifying expressions containing integer exponents, introduction to radicals and rational expressions, graphing linear equations, solving systems of two linear equations, and appropriate applications of these topics. Four class hours per week; four fee hours; four imputed credits; no earned credits. *Prerequisite: TRS 094 with a grade of C or better, or MCC Level 4 Mathematics Placement.*

REQUIRED MATERIALS

Textbook: *Introductory Algebra*, 3rd edition; by E. Martin-Gay (Recommended)

MyMathLab Access Kit: If you buy a used text, an access code to MyMathLab must be purchased, either in the bookstore (red kit) or online. This comes bundled with new textbooks.

Calculator: A non-graphing scientific calculator is required (the \$8-15 kind), and may be used freely on all assignments and exams. Graphing or cell-phone calculators may not be used on exams.

Internet Access: I will use email as a prominent communication method, and this is the fastest and most reliable method to contact me. I expect that you will check your MCC student email account often to receive occasional but important class announcements. In addition, the homework will take place online, using an interactive system called MyMathLab. Computers with internet access are available on campus in many places, including the Math Learning Center computer room, 11-206, and the Electronic Learning Center, 11-106.

MAKEUP POLICY

Once during the semester, a make-up exam may be possible if the student notifies the instructor either **prior to the exam or within 12 hours after the exam** (send email or leave a voicemail), and the make-up exam is taken before the class receives the graded exams. If you are unable to attend class on the day of an exam it is your responsibility to make every reasonable effort to contact me. There are **no extensions available on homework** unless the MyMathLab system is at fault (this is rare).

GRADING

Assignments on MyMathLab: 28%

Calculated as: total completed ÷ total assigned

Quiz: 8% One quiz on review material, no calculators allowed. Can retake a maximum of two times outside class.

In-class exams: a total of four for 49%
(max score 19%, min score 6%, remaining scores at 12% each)

Final Exam: 15% Comprehensive and departmental

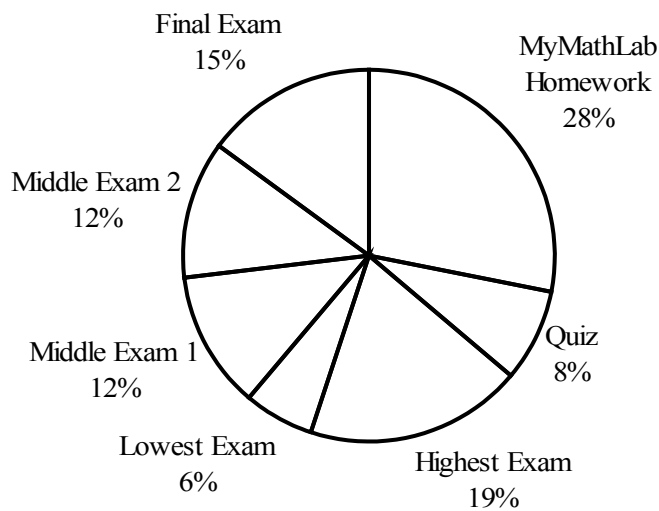
Warning: No continuing grade (C or better) is given for the course if the Final Exam score is below 60%.

Bonus: The final exam will count instead for 60% if it is higher than the regular semester average.

Letter Grades:

A	93.0 – 100%	C	73.0 – 76.9%
A-	90.0 – 92.9%	C-	70.0 – 72.9%
B+	87.0 – 89.9%	D+	67.0 – 69.9%
B	83.0 – 86.9%	D	63.0 – 69.9%
B-	80.0 – 82.9%	D-	60.0 – 62.9%
C+	77.0 – 79.9%	F	0 – 59.9%

GRADING BREAKDOWN



ATTENDANCE/TARDINESS

Attendance will be recorded at the beginning of class each day. A high number (8 or more) of absences will result in the instructor-initiated withdrawal of a student. To avoid an F for the course, it is the responsibility of the student to officially withdraw before the deadline set by the College.

Being late to class or leaving early will count as one-half of an absence. If you are late or know you need to leave early, take a seat near the door. Do not cross in front of the professor. Missed material is the responsibility of the student.

STUDY TIPS

Expect to spend a minimum of **eight hours per week outside of class**. It is important to keep up with the assignments. Intensive studying just before an exam will not compensate for daily preparation.

To get the most out of class time, I suggest that you **read the appropriate section(s)** in the text before each class and make a note of anything that seems unclear. If the lecture does not address your questions please ask during class. Do not let questions go unanswered – ask for help.

How to get help: read the text, ask me in class, come to office hours, send me an email, and go to the Math Learning Center (11-204).

GENERAL RESPONSIBILITIES

Students are responsible for all information given verbally in class. Absence from class is no excuse for missed assignments or lack of preparedness for labs or exams. The Student Conduct Code prohibits the obstruction or disruption of any college class.

Being respectful to your professor and your classmates is mandatory. Actions such as using a cell-phone, irrelevant talking, taking a break, leaving early, or other disruptive behavior will result in one warning. Subsequent poor behavior will result in being asked to leave class for the day and a follow-up discussion about your behavior with Mrs. Putnam or other MCC authorities if necessary. Also, neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor.

COMPUTER CODE OF CONDUCT

When using computers to complete various requirements of this course, every student is required to comply with all aspects of the **Code of Conduct for Users of College Computer Systems**, as described in the Catalog & Student Handbook.

REFERRAL

Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, **Math (11-204 and 11-206)**, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, Electronic Learning Center, etc.). Learning centers are staffed with tutors and equipped with computers and software to assist students. It is recommended that students use the Learning Centers to get additional help with concepts learned in the classroom and with their homework.

ACADEMIC HONESTY POLICY

You are expected to obey all guidelines on academic integrity outlined in the MCC College Catalog. Questions regarding this policy should be brought to the instructor. Violations of this policy will be dealt with appropriately and may result in the failure of the course, and/or notification of the Vice President of Student Services. Cheating is forbidden by “The Student Conduct Code” and is subject to penalties. No distinction is made between the student who cheats and the student who assists the

cheater. You are welcome to discuss the course material with your classmates, but your graded work must be your own.

EMERGENCY CLOSINGS

If the College is closed due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5: 30 A.M. In addition, the MCC website (www.monroecc.edu) will display a message indicating the College is closed. Please do not call the College so as not to overload the telephone lines.

Class cancellation information is available daily on the web or through the telephone. Simply go to the MCC website and under the “Quick Links” pull-down tab on the homepage, click on Class Cancellations. Additionally, class cancellation information is available by dialing 292 – 2066, press 1 for the Brighton Campus and 2 for the Damon Campus.

A.D.A. STATEMENT

If you are a student who has a disability that has been diagnosed by a physician or licensed psychologist, you may be eligible for certain accommodations. You must identify yourself to Services for Students with Disabilities and fill out a Request for Services. Please meet with me privately early in the semester, and we will discuss your specific needs.

Policies are subject to change with notification given by the instructor in class. The current version can always be found on the course website.

Textbook Outline

<i>Chapter & Description</i>	<i>Comments</i>
Ch. 1: Real Numbers and Intro to Algebra	Sections 1 – 8
Ch. 2: Equations, Inequalities, and Problem Solving	Sections 1 – 5, 7
Ch. 3: Exponents and Polynomials	Sections 1 – 7
Ch. 4: Factoring Polynomials	Sections 1 – 7
Ch. 5: Rational Expressions	Sections 1 – 6
Ch. 6: Graphing Equations and Inequalities	Sections 1 – 5
Ch. 7: Systems of Equations	Sections 1 – 4
Ch. 8: Roots and Radicals	Sections 1, 2, and 6
Appendix E: Angles, Lines, Special Triangles	All