## SYLLABUS

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| **COURSE:** | MATH 0097, Algebra |
| **SEMESTER:** | 2011 Summer Semester |
| **CREDIT:** | 4 Semester credit hours |
| **PREREQUISITE:** | Compass Score of less than 31 |
| **INSTRUCTOR:** | Mrs. Diane Hayden |
|  | Instructional Complex 218-E |
|  | (w)(678)359-5849 (h)(770)228-7143 |
|  | dhayden@gdn.edu |
| **MATH LAB:** | TBA |
| **OFFICE HOURS:** | MTWR, 11:00-12:00  |
| **TEXT:** | Beginning & Intermediate Algebra-Fourth Edition |
|  | Martin-Gay; Pearson Prentice Hall 2009 |
|  | **MyMathLab Required** |

**Note: This is a tentative syllabus and may be changed by the instructor at any time.**

1. **DESCRIPTION**
	1. This course will cover material involving signed numbers, solving equations, fundamental concepts of algebraic equations and inequalities, graphs and functions, exponents and polynomials.
	2. To do well in the course, you must **practice** many problems outside of class, ask questions in class until you have a complete understanding of each concept, and prepare for tests by reviewing problems worked in class.
	3. **You should maintain a notebook.**
	4. **You must use your Gordon email address to receive important information from your instructor on an as-needed basis.**
	5. We will cover the following chapters from the text:
		1. Chapter 1.2-1.8
		2. Chapter 2.1-2.8
		3. Chapter 3.1-3.6
		4. Chapter 4.1-4.3 (If time allows: 4.4 & 4.5)
		5. Chapter 5.1-5.7
2. **COURSE OBJECTIVES**
	1. General education objectives: Students will demonstrate a basic knowledge of the fundamentals of college-level mathematics.
	2. Learning Support Math Program Goal: Mathematics students will be provided the knowledge and skills needed for successful college level work.
	3. Outcomes: Successful MATH 0097 students will demonstrate an understanding of solving and graphing linear equations, solving linear inequalities, simplifying algebraic expressions using the laws of exponents and performing arithmetic operations with polynomials.
3. **ADDITIONAL RESOURCES**
	1. Log onto this website as soon as possible for practice COMPASS math problems <http://www.highlands.edu/wcotter/COMPASS/compass.htm>
	2. Use the Math Lab in the Student Success Center for free tutoring. (Hours of operation will be posted outside the door.)
	3. Create a study group with fellow classmates.
4. **METHOD OF EVALUATION**
	1. Tests and Quizzes- 85% **(NO MAKE-UP TESTS will be given. I will replace the first missed test score with your lowest score at the end of the semester. If more than one test is missed, that score(s) will be recorded as a ZERO.)**
	2. Final Exam – 15%
	3. **Extra time WILL NOT be given to complete tests unless documentation is on file with the college specifying this requirement.**
5. **GRADES**
	1. A - 90 or above
	2. B - 80 -89
	3. C - 70 - 79
	4. F - Average below 70, poor attendance, lack of effort, or no progress
	5. IP- Average below 70, good attendance, effort and some progress
	6. W - Withdrawn before midterm
	7. WF- Withdrawn after midterm
6. **ATTENDANCE**

Attendance is important and will be taken each day. All students are expected and urged to attend all classes. **Students are responsible for every assignment, every instruction, and all material covered in class whether they are present or absent. You should obtain the name and phone number of a classmate**. **(Please do not email me requesting missed assignments.)** Each absence makes it more difficult for you, the student, to acquire knowledge and increase learning.  Excessive absences will, most likely, negatively impact your grade in this class.

1. **CLASSROOM ETIQUETTE**

Students are expected to treat the instructor and other students with respect. Please refrain from the following during class time:

* 1. Talking with other students (other than during any group activities).
	2. Leaving class early (other than an emergency).
	3. Leaving the desk to sharpen a pencil in the middle of a lecture.
	4. Consistently late coming to class.
	5. Placing or receiving cellular phone calls or text messaging during class.
	6. Walking in front of me if I am speaking. (Walk behind me.)

In the interest of fairness and support for successful completion of this course, if any one of these behaviors persists, the offender(s) will be asked to leave the classroom for the remainder of the period. Your future is serious business and I have a VERY LOW tolerance for disrespectfulness of any type.

 ***ACT LIKE AN ADULT or GET OUT***.

 **8**. **OFFICE PROCEDURES**

 To get help from me:

* 1. Bring your textbook and lesson notes.
	2. Make sure you have read the lesson notes and studied the examples.
	3. Be prepared to show me at least two problems, from the section that you have attempted to solve.
	4. Bring your incomplete or incorrect solution to each problem.
	5. Ask for help as early as possible. **Not** **on the day of the test**.

**9.      CALCULATOR**

 **Students will be allowed to use a calculator after Chapter 2 is completed.**

1. **ACADEMIC HONESTY**

Each student must do his or her own work on in-class quizzes and tests without assistance from any outside source not specifically authorized by me.(If you use a calculator (including the one on your phone) during a test or quiz, I will consider that cheating and your grade for that sitting will be assigned as ZERO.)

**11. SCHEDULE OF PROGRESS FOR LEARNING SUPPORT MATHEMATICS**

When you pass MATH 0097 with a “C” or better, you will proceed to MATH 0099. If you do not pass MATH 0097 on your first attempt, you will get one additional semester to pass the course. All students who do not pass MATH 0097 after their second attempt will be suspended with no right to appeal. If suspended, you cannot be considered for readmission for three years.

**12. Registration information for any semester after MA0097**

Effective for registration for spring semester, 2009 and after, a new learning support registration system will be implemented. This system will not allow registration for courses for which you are not currently eligible (the courses prohibited by your current learning support requirements) and it will not allow registration for the next level of learning support or for the next college credit course in that area. After your final exam (in 0097) or the COMPASS (in 0099/0098), grades will be reported and your learning support status will be updated in BANNER. If you were eligible to self register during early registration and have been advised, you may then adjust your schedule to include the next level of learning support or the next college credit course in that area.

During early registration, if you have 2 or 3 Learning Support requirements, your adviser will register you for at most 11 credit hours of coursework. After grades are reported and your learning support status is updated, if you then have only one or no learning support requirements and have been advised, you will be able to complete your own schedule in BANNER. If you still have 2 or 3 learning support requirements, you will schedule a follow-up appointment with your adviser to complete your schedule.

**NOTE:** Changes to this registration policy are being reviewed. If there are any changes to the policy, they will be announced in class.

**13. ADDITIONAL INFORMATION**

Should students find it necessary at any time to see their instructor or the Chairman of the Learning Support Program for clarification of any course related or departmental policy, to discuss their progress, or to request additional help, they should feel free to ask for an appointment. Any student who is certified as disabled and qualifies for special accommodations must provide me with appropriate evidence of such certification immediately. Any student who intends to request special accommodations for this course or for the COMPASS because of a learning disability of any kind must immediately declare his or her intention to the college ADA officer.

**14.  SCHEDULE OF PROGRESS FOR LEARNING SUPPORT MATHEMATICS**

When you pass MATH 0097 with a “C” or better, you will proceed to MATH 0099. If you do not pass MATH 0097 on your first attempt, you will get one additional semester to pass the course.  All students who do not pass MATH 0097 after their second attempt will be suspended.  If suspended, you cannot be considered for readmission for **ONE** year.