

- c. **You must maintain a notebook and bring it to class every day.**
- d. **All of your written homework assignments from the textbook must be placed in your notebook.**
- e. **You must use your Gordon e-mail address** to receive important information from your instructor and the school on a **daily** basis.
- f. We will cover the following chapters/sections/content from the text:
 - Chapter 2.1-2.8, Chapter 3.1-3.6, Chapter 4.1-4.3, Chapter 5.1-5.7, Chapter 6.1-6.7, Chapter 7.1-7.7, Sections 8.2 and 8.4, Chapter 9.1-9.3, Chapter 10.1-10.6, and Sections 11.2 and 11.6

2. COURSE OBJECTIVES

- a. **General education objectives:** Students will demonstrate a basic knowledge of the fundamentals of college-level mathematics.
- b. **Learning Support Math Program Goal:** Mathematics students will be provided the knowledge and skills needed for successful college level work.
- c. **Outcomes:** Successful MATH 0099 students will demonstrate an understanding of solving higher degree equations, radical equations and rational equations.

3. METHOD OF EVALUATION

- a. **Attendance** – 10%. Regardless of the reasons for absences, this grade will be a percent of the total days our class meets (60). For example, a person missing no days gets a 100, a person missing one day gets a 98, a person missing 2 days gets a 97, etc.
- b. **Chapter Tests** – 60%. There will be 7 unit tests, with some review of Math 0097 content (Chs. 2-5) and the main focus on material from Chapters 6-11. **Make-ups will be given only when your instructor excuses your absence. If you miss one test, this grade may be filled with your Final Exam grade.**

Final Exam – This comprehensive exam is multiple choice and will replace the lowest unit test.

- c. **Quizzes/Projects/Journal Entries** – 15%. All daily assignments are due during class with a 20% penalty for assignments coming in late on the same day and a 0 for all missed deadlines.
- d. **My Math Lab** – 15%. Purchase the access code before the end of the first week of class!

Extra time will not be given to complete tests, unless documentation is on file with the college specifying this requirement. Treat this class like any job; take deadlines seriously.

4. GRADES

- a. A% - 90 – 100
- b. B% - 80 – 89
- c. C % - 70 – 79
- d. IP% - Average below 70 in the class, making progress, 1st or 2nd semester of LS math
- e. F% - Average below 70 in the class, little or no progress, 3rd semester of LS math
- f. WF% - Withdrawn after midterm or stopped attending after midterm without officially withdrawing from the class
- g. W - Withdrawn before midterm

**** You cannot withdraw from your Learning Support classes, unless you also withdraw from all of your college credit classes.****

5. ATTENDANCE

Attendance is important. All students are expected and urged to attend all classes. **Students are responsible for every assignment and all material covered in class whether they are present or absent.** You should obtain the name and phone number of a reliable classmate to contact, if you must be absent. Students should not be absent more than 4 days. 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.

6. COURSE RESOURCES

You will need a pencil, a notebook (a loose-leaf binder is best), graph paper, and a straightedge. A folder for handouts is highly recommended.

This course is enhanced by a web-based course software package called My Math Lab. Feel free to “Ask My Instructor” whenever you struggle, and use office hour help, as well.

There are also significant course resources in Desire2Learn/GeorgiaVIEW. The course syllabi and course resources are also on your instructor’s website at <http://www.gordonstate.edu/faculty/gclement/>.

Besides office hours, the SSC (Student Center 2nd floor) is available for tutoring assistance.

Consider creating a study group with fellow classmates.

7. 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 group activities)
2. Leaving class early (other than an emergency).
3. Consistently coming late to class.
4. Placing or receiving cellular phone calls or text messaging during class. Cell phones must be put away and kept out of sight. No cell phone use of any capacity will be tolerated.
5. Listening to loud music through your headphones

8. OFFICE PROCEDURES

To get help from me:

1. Bring your textbook and lesson notes to office hours.
2. Make sure you have read the lesson notes and studied the examples.
3. Be prepared to show me at least two problems that you have attempted to solve.
4. Bring your incomplete or incorrect solution to each problem.
5. Ask for help as early as possible. Don’t let things “snowball”.

9. **CALCULATOR USAGE:** Students will be allowed to use a scientific or a graphing calculator. You may not use a calculator such as Casio EX-115EX which simplifies radical expressions. You may not use the calculator on your cell phone. We recommend the “Texas Instruments TI-30XIIS” which is the used for the Compass exam. The TI-83 or TI-84 Plus graphing calculators are also excellent.

10. ACADEMIC HONESTY

Each student must do his or her own work on tests without assistance from any outside source.

11. LEARNING SUPPORT STANDARDS OF PROGRESS

In addition to the **Academic Standards of Progress** (see the online Gordon College Catalog) and in

accordance with policies of the University System of Georgia, students enrolled in one or more Learning Support courses must comply with progression requirements of the Learning Support program.

Learning Support math courses are designed so that students starting in the most elementary course, MATH 0097, can complete all requirements in two semesters. Students are permitted a maximum of three semesters to complete math requirements.

If a student does not complete requirements for math in two/three semesters the student will be suspended. The student may be considered for readmission before the end of one year of the suspension if the student can provide evidence that he/she has taken measures to improve his or her skills.

Time spent in Learning Support coursework in a disciplinary area shall be cumulative within the University System of Georgia. A transfer Learning Support student with fewer than two semesters in English (writing) or reading and fewer than three semesters in math may be granted an additional semester if that student was making appropriate progress at the sending institution and is ready for the exit level course at the receiving institution.

A student taking Math 0099 during his/her third semester of LS math (0097 and 0099 combined) must exit Learning Support math in that semester to remain at Gordon College. All students who do not pass MATH 0099 after their third semester will be suspended. If suspended, you cannot be considered for readmission for one year. **Students who accumulate 30 or more semester hours of college credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until all requirements have been successfully completed.**

12. ADDITIONAL INFORMATION

Should students find it necessary at any time to see their instructor or the Director 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 who thus qualifies for special accommodations must provide the instructor with appropriate evidence of such certification immediately. Any student who intends to request special accommodations for this course because of a learning disability of any kind must **immediately** declare his or her intention to the college ADA officer.

13. **ADA Services:** To qualify for ADA Services, contact Student Affairs-Counseling. Their phone number is 678-359-5585.

14. **MIDTERM – March 1** – Withdrawals after this date will be an automatic ‘WF’ except in cases of hardship as documented and approved by processing a student petition form through the Registrar.

Keys to Success in this class:

- (1) **Have a goal for this class. Make this class a priority. You can succeed in this class!**
- (2) **Be on time every day. Don't miss class; when you must, communicate to your instructors.**
- (3) **Review class notes just before and just after class.**
- (4) **Read the text. Study the examples. Keep up with the pace of the class.**
- (5) **Practice, practice, and then practice some more. Do homework as soon as possible after class.**
- (6) **Ask questions. You have the right; asking questions shows you care and will often help others.**
- (7) **Read the directions carefully. On tests, start by “unloading” important formulas and concepts.**
- (8) **Actively listen in class. Take good notes.**

- (9) Use our tutoring center whenever you need help. Don't let things snowball.
 (10) Correct any mistakes you make on quizzes and tests.
 (11) Be a lifelong learner. Live and learn! Rise to the challenge of college-level mathematics!

*The schedule below is tentative but should be very close to our pace.

MATH 0099 SCHEDULE OF CLASSES

SESSION	DATE	MATERIAL	SESSION	DATE	MATERIAL
1	1.8	Introductions, My Math Lab	31	3.4	8.2
2	1.9	Review Operations with Polynomials	32	3.5	(11.6), Review
3	1.13	Review Operations with Polynomials	33	3.6	Chapter 8 Test
4	1.14	6.1		3.10-14	Spring Break
5	1.15	6.2	34	3.17	Intro Ch 4
6	1.16	6.3A	35	3.18	4.1
7	1.20	MLK HOLIDAY	36	3.19	4.2
7	1.21	6.3B	37	3.20	4.3
8	1.22	6.5	38	3.24	Ch. 4 Review, 2.8
9	1.23	Review Solving Linear Equations	39	3.25	2.8
10	1.27	6.6	40	3.26	9.1
11	1.28	6.7	41	3.27	9.2
12	1.29	Review	42	3.31	9.3
13	1.30	Chapter 6 Test	43	4.1	Review
14	2.3	7.1	44	4.2	Chapters 4 & 9 Test
15	2.4	7.2	45	4.3	10.1
16	2.5	7.3	46	4.7	10.2
17	2.6	7.4	47	4.8	10.3
18	2.10	Review	48	4.9	10.4
19	2.11	Review	49	4.10	Review
20	2.12	Chapter 7A Test	50	4.14	Review
21	2.13	7.5	51	4.15	Chapter 10A Test
22	2.17	7.6	52	4.16	10.7
23	2.18	8.4	53	4.17	11.1
24	2.19	7.7	54	4.21	11.2
25	2.20	Review	55	4.22	10.6A
26	2.24	Review	56	4.23	10.6B
27	2.25	Chapter 7B Test	57	4.24	Review
28	2.26	8.1A Graphing Lines	58	4.28	Chapter 10B Test
29	2.27	8.1B Writing Equations for Lines	59	4.29	Review
30	3.3 (Midterm)	8.1C Parallel and Perpendicular Lines	60	4.30	Review

Our Final Exam is on Wednesday, May 7 from 10:15 am – 12:15 pm in our classroom.

*March 3 (M) Midterm withdrawal deadline

**Final Exam Week is May 2-7 (F-W)

Do your best! Rise to the challenge! Keep up with the pace! Live and learn!