

Syllabus

MAT070 - *Introductory Algebra*

Internet Sections I2, I3 and I4
(*Spring 2012*)

- Course Information
- Instructor Information / Availability
- Grading Policy
- “Attendance” Policy
- Detailed Online Course Orientation

Course Information

Course Description

- **CFCC Catalog Description:**

- **MAT 070 - Introductory Algebra**

- This course establishes a foundation in algebraic and problem solving. Topics include concepts signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.
 - Course Hours Per Week: Class 3, Lab 2 (if taken in lecture format).
 - Institutional Hours Credit: 4.

Course Information

Course Overview

- This course is a developmental mathematics course. You're required to complete this course due to the score you received on the Intermediate Algebra ASSET Test or other placement method.
- It is your prerequisite for the following courses: MAT 080, Intermediate Algebra; MAT 140, Survey of Mathematics; MAT 121 Algebra & Trig (Tech Math); and other higher level technical and college transfer math courses.

Instructor Information

Instructor: Morris Elsen

– Office Location

- S 602 O (Math Offices – Mc Leod Building)

– Office Hours:

- 7:30 a.m. – 8:00 a.m. Tuesday and Thursday
- 11:00 a.m. – 12 noon Monday, Tuesday, Wednesday and Thursday
 - 11:00 a.m. Monday VIRTUAL Office Hour - electronically available

– Phone Numbers

- 910-363-7301 (office)

– E-mail: melsen49@mail.cfcc.edu

Grading Policies

- **Grade Standards:** Cape Fear Community College uses an eight point grade scale with 92 and above earning an A, 84 to 92 earning a B, 76 to 84 earning a C and 68 to 76 earning a D. **An average of less than 76 is not a passing grade for this course.**
- To encourage consistent, active participation in the course, a modified grading scale exists. **If a student misses no more than one Homework Assignment and misses no Chapter Tests, a ten-point grading scale will be used** with 90 and above earning an A, 80 to 89 earning a B, 70 to 79 earning a C and 68 to 69 earning a D. **If a ten-point scale is used, a grade of less than 70 is not a passing grade for this course.**

Course Grade Determination

- **Homework** (40%) There are 17 Homework Assignments, each covering a portion of a chapter. Two of the homework assignments are non-math, assigned for familiarization/feedback and due early in the course. The lowest TWO homework grades will be dropped.
- **Chapter Tests** (60%) There are five Chapter Tests, one on each chapter's contents. Each can be taken only once. These are free response tests. One Chapter Test may be missed, but its score **must** be replaced by the score obtained on the Final Exam. No Chapter Test grades will be dropped.
 - **Before you can take a Chapter Test you must score at least a 60%** on that Chapter's Pre-Test which may be taken any number of times. Grades on Pre-Tests are not part of your course grade.
- **Final Exam** (Optional) 15 Question, Comprehensive (Chapters 1,2,3,5 & 6), Multiple Choice.
 - **May be used to replace the lowest grade scored on any Chapter Test.**
 - **Must be taken to replace any zero for a missed Chapter Test.**

“Attendance” Policy

- “Attendance” in this Internet course is judged by participation in scored evaluations.
- Dis-enrollment from the course and a grade of “**W**” (non-punitive) will be awarded if two Chapter Tests are missed.
 - If the second Chapter Test missed is after April 13th 2012, your final grade will be an F.

Withdrawal Policy

- Students who have not logged into the CourseCompass MAT070 site at least once by the 10% date for this class will be dropped by me as a No Show (non-punitive).
- **Students who withdraw from the course before the 80% date will receive a grade of W.**
- Students will not be allowed to withdraw from the course after the 80% date. The 80% Date is April 13th (yes, it's Friday)
- After the 80% date, final grades will be based on the grade earned.
- The Vice President for Student Development will approve all exceptions.
- **I will initiate withdrawal (W) of any student who has missed two Chapter Tests prior to the 80% date.**

On-line Course Orientation

- An online orientation which contains additional detailed descriptions of:
 - Policies and Procedures used in this course
 - Course Organization
 - Sources of Additional Assistance
 - Proposed Strategies for Course Success
- Found under **Course Documents** from within the course or my Web Page (<http://www.cfcc.edu/faculty/melsen>) for this course

Caution!

- It is possible be ahead of schedule by up to a week or two, however, you should not fall behind
- This is **not a self paced course**. There are due dates for homework which require submission of work prior to that expiration date.
- **The technology required to take this course is your responsibility. Computer glitches or problems are not acceptable excuses for late or incomplete work.**
 - Homework is open for a minimum of six days (most is open for 10+).
 - Computers are available for your use in the MATH LAB (S606)
 - 8am-8pm M-Th, 8am-5pm Friday

MyCFCC Student Web Portal

- myCFCC is your student web portal - there you can access your class websites, email, and WebAdvisor (official academic info such as grades, transcripts, schedules, etc).
 - Your official CFCC-provided email account is to be used for all e-mail correspondence with your instructors and CFCC staff.
 - Some information from CFCC will ONLY be emailed to this address, and not sent through postal mail, so it is very important that you check this account.
 - To access this account, visit the myCFCC portal - there is a link to the portal near the top of the CFCC.edu website. Login and click the Email link. Your username is part of your email address: user@mail.cfcc.edu.
 - (Note if you've had a CFCC email address in the past, this one differs because we've changed 'email' to 'mail' in the address.)
 - This email account is provided to you as long as you are enrolled in classes (you can take the summer off), and may be used for personal email as well as academic email.

MyCFCC Student Web Portal

- The class websites linked from the portal are automatically created for all your classes
- There is a link to the Internet portion of your math course (CourseCompass.com) on the opening page of the myCFCC portal.
- You can send an email to your instructor by clicking the Send Email link on your class homepage from myCFCC, and also directly to melsen49@mail.cfcc.edu

Disability Services

- If you are a person with a disability and anticipate needing accommodations of any type in order to access or participate in this class, you must contact the Disability Support Services Office (Galehouse Bldg. room A215, 362-7012 or 362-7158), provide the necessary documentation of the disability and arrange for the appropriate authorized accommodations.
- All information shared with the Disability Support Services Office is protected as confidential.

Tobacco Free Campus

- Tobacco use is prohibited on all CFCC Property.
- The first offense will result in a warning.
- Subsequent offenses may result in disciplinary action.

Disclaimer

- Information contained in this syllabus was, to my best knowledge, considered correct and complete when distributed for use at the beginning of the semester.
- I reserve the right, acting within the policies and procedures of Cape Fear Community College, to make changes in course content or instructional techniques without notice or obligation.