

Syllabus

MAT070 - *Introductory Algebra*

(Hybrid - Sections DY10 & 11)

Spring 2012

- Course Information
- Instructor Information / Availability
- Grading Policy
- Attendance, Withdrawal, & Cheating Policy

Instructor Information

Instructor: **Morris Elsen**

–Office Location

- S 602 O (Math Offices –McLeod 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 Number

- 910-363-7301 (office)

– E-mail: melsen49@mail.cfcc.edu

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 with Homework on-line.
 - Institutional Hours Credit: 4.

Course Information

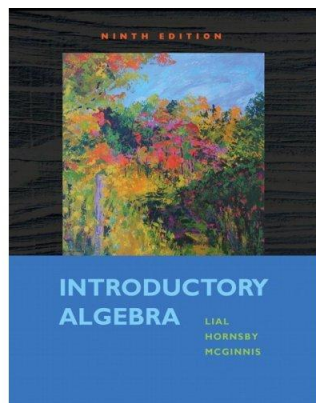
Course Description

- 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, *Accuplacer* 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.

CFCC General Education Competencies

This course will incorporate all or some of the following:

- Written Communication
- Oral Communication
- Critical Thinking
- Basic Computer Usage
- Understanding Social Structure
- Problem Solving
- Understanding Scientific Concepts & Applications



Text Book

Introductory Algebra, 9th Edition

By Margaret Lial, John Hornsby, Terry McGinnis

Published by Addison-Wesley, Pearson Education

- Your **new** text will come with a MyMathLab Student Access Code if purchased at the CFCC Bookstore.
- If you purchased a used text, or chose to use only the on-line e-book, you will still need to purchase a MyMathLab Student Access Code.

Honor Code

- Upon joining the course, you agree to:
 - Complete all graded classroom and Internet assignments independently.
 - Not solicit nor secure assistance on tests and homework assignments
- **Note:** Your instructor may require some or all of your work to be proctored.

Grading Policies

- **Grade Standards:** Cape Fear Community College uses an eight point grade scale which is as follows:
 - A: 92 and greater B: 84 to 92 C: 76 to 84 F: Less than 76
 - **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 five classroom hours, a ten-point grading scale will be used:**
 - A: 90 and greater B: 80 to 89 C: 70 to 79 F: Less than 70
 - **If a ten-point scale is used, a grade of less than 70 is not a passing grade for this course.**
- ❖ **Note:** Students cannot receive a grade of D in developmental courses.

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. One Chapter Test may be missed, but if that occurs, its score **must** be replaced by the score obtained on the Final Exam. **No Chapter Test grades will be dropped.**
 - A COURSE GRADE OF **W** OR **F** WILL BE AWARDED IF TWO CHAPTER TESTS ARE MISSED (see withdrawal policy)
- **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

- CFCC Requires attendance for at least 80% of all class meeting hours. For this class, the “Magic Number” of hours missed is 9. Note that these sections meet 1.5 hours per session so **6 class meetings is the limit.**
- A grade of “F” or “W” will be awarded if a student misses **more** than 9 classroom hours or 6 class meetings. (see withdrawal policy)
- Students arriving after the beginning of class or leaving before the class is dismissed will receive an attendance mark of “**Absent.**”
 - The first two occurrences of late arrival count as “warnings.”
 - Subsequent late arrivals will count as **Absent.**

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, Monday-Thursday AND 8am-5pm on 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.), at <https://my.cfcc.edu>
 - 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.

Signing on to the Internet portion of the Course

- The Homework site for the course is at <http://www.CourseCompass.com> and linked from <https://mycfcc.edu>
- To Log on initially, you'll need two items of information...
 - **Student Access Code**
 - Included in the price of new text books ... or
 - Purchased from bookstores or on-line
 - **Course ID Number**
 - Found via MyCFCC at the Blackboard Course website link.
- Detailed instructions and an on-line demonstration will be given on the first or second day of class

MATH LAB and LEARNING LAB

- Extra help is available at either the MATH LAB or the Learning Lab.
- The MATH LAB is located in room S-606. You may go there at any time without an appointment.
 - You'll have to fill out a form the **first** time you go in.
 - It is open 8AM – 8PM from Monday-Thursday and 8AM-5PM on Friday.
- The Learning Lab is located in the L-building near the Library. You are encouraged to go to either Lab on a regular basis if you are having difficulty with the work.

Withdrawal Policy

- Students who have not completed the Enrollment Verification from the MAT070 Blackboard site 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 (Friday, April 13th, 2012) will receive a grade of W.**
 - Students will not be allowed to withdraw from the course after the 80% date.
 - After the 80% date, final grades will be based on the grade earned.
 - Missing a second Chapter Test after the 80% date OR missing any combination of work that totals to over 20% of the total grade will receive a final course grade of F.
 - The Vice President for Student Development will approve all exceptions.
- **I will initiate withdrawal (W) of any student who has missed more than 9 in-class hours (6 class meetings) OR has missed over 20% of the assigned course work prior to April 13th, 2012.**

Administrative and Courtesy Matters

- Distracting behavior is rude and will not be tolerated.
 - Walking around during the lecture period.
 - Leaving and returning (see attendance policy).
 - Talking to other students during lecture periods.
- Cell Phone Use
 - Turn OFF or SILENCE all cell phones and remove them from your desk top prior to class. (If the instructor or other students can hear it buzzing, it is NOT turned off or silent)
 - If an incoming call is received...."That's Once!"
 - On subsequent occurrences 10% will be subtracted from your next (or previous) Chapter Test Grade
 - If you choose to answer an incoming call, leave the class room and do not return for the remainder of that class period (yes...10% off the test score)
 - Text Messaging (sending or receiving) while in the classroom results in the same 10% deduction from a Chapter Test grade.
- No Food in the classroom
 - Drinks are OK, but the student that brought the drink is responsible for cleaning up any spills.

Cheating Policy

- Evidence of Homework or Test assistance from other than authorized sources will be dealt with in accordance with the CFCC Student Handbook.
- A Grade of zero for the Homework or Test, or a grade of zero for the Course will be awarded depending on my determination of the severity of the behavior.

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.

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.

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.