

**MATH 112 LA Mission College
CLASS SYLLABUS Fall 2012**

- Course:** **Pre Algebra**
Course # 0324; MW 9:00am – 11:25 am; CMS 126
- Instructor:** Mrs. D Renee Butler
Office: CMS-247 and CMS-121
Office Hours: Mon/Wed 8:30 – 8:55 am CMS-247; 2:10 – 2:30 pm CMS-121
E-mail: butlerdr@lamission.edu
Website: www.lamission.edu/~butlerdr
Messages: (818) 364-7600 ext 4279
- Text:** **Prealgebra**, by Elayn Martin-Gay 6th edition
Buy from our bookstore, new, with **MyMathLab** access code
- Important Dates:** October 16: Last day to drop WITHOUT a “W”
November 29: Last day to drop WITH a “W”
December 10: 10:00 am – 12:00 pm: FINAL EXAM

Student Learning Outcomes

This is a Pre Algebra course that covers chapters 1 to 10 and will prepare you for Beginning Algebra.

From this class students will be able to:

1. Perform operations and simplify numerical and algebraic expression involving integer and rational numbers.
2. Write linear equations for word problems and solve.

Calculators: Calculators are not allowed for chapters 1 – 5. A scientific calculator is allowed for chapters 6 – 10 and on the final exam. No graphing calculators, cell phones, IPODs, nor hand held computers nor borrowing calculators are allowed during in-class assessments.

Homework, Group work, Worksheets: 10% of your grade

Homework and Chapter Reviews will be assigned through the online program MyMathLab. The access code for MyMathLab will be packaged with the new textbook sold in the Mission College bookstore. You also have the option of purchasing the code only, through the website www.mymathlab.com, if you feel that a hard cover textbook is not necessary (the code will grant you access to the eBook). Please keep in mind that textbooks purchased online or at other bookstores may not include the access code for MyMathLab. Students should work on their online assignments as each section is completed in class. There are due dates posted online for each HW and it is the students' responsibility to turn in the assignments by the due date. **No extensions will be granted.** Since the system does not grade each step of students' work, it is important that students write down their solving steps clearly in a HW notebook in order to identify the mistakes made. All scores will be automatically transferred to the instructor after a student hits the submit button. I will require students to turn in all written work assignments to support answers submitted through MyMathLab. Points may be deducted if work is not shown in a clear and organized manner.

Group work and Worksheets – We will have several worksheets and activities that we will do in the class. When group work is assigned, you are expected to do the work in class in your group, working together. I will collect it that same day and grade it; there are no make-ups. Work must be shown for full credit.

Tests & Quizzes: 60% of your grade

Quizzes will be given and NOT necessarily announced in advance. *No make-ups will be given for quizzes.*

There will be 6 Tests. All tests must be taken on the day assigned. THERE WILL BE NO MAKEUPS! If you have extenuating circumstances and know in advance that you will miss an exam, then it is possible to arrange to take it in advance, but only one rescheduled exam will be allowed. Missed exams will be scored as zero. However, one missed exam or your lowest exam grade will be replaced by the score you get on the final as long as this improves your grade. Tests are all closed book and closed notes. You must show all your work to earn full credit. No listening to IPods and no hats on during testing. No leaving the classroom during testing. Please come prepared.

Final Exam: 30% of your grade

Keep your tests to study for the final exam. The final exam should be taken seriously and will require a good deal of dedication on your part in terms of study time. Several weeks before the final, you should begin reviewing your tests, notes and homework from the semester. The final exam date and time for this class is Monday, December 10, 10:00 am – 12:00 pm. There is no rescheduling or exception to the day and time of the final exam.

GRADES Your grade is determined as follows:

Homework & Group Work	10%
Tests & Quizzes	60%
Final Exam	30%

Grade Percentage is as follows:

A	90-100%
B	80- 89%
C	70- 79%
D	60- 69%
F	59% & below

Border line grades will be determined by attendance, participation and level of improvement on the final.

Attendance:

You are expected to attend class regularly, arrive on time and stay for the entire class period. Good attendance shows me that you are putting forth effort. If you need to leave early, please let me know ahead of time. If you miss a class session, you are responsible for the material covered and the assignments for that session. It would be in your best interest to get class notes from another student but you do NOT need to let me know that you are going to be absent if there are no tests scheduled for that day.

(Remember, quizzes and tests cannot be made up.)

The best way to contact me is by email: butlerdr@lamission.edu

Please note: In the subject area, type the name of this class: Math 112, and your name, or else I will not open the email.

Students who are absent for any 1 of the first 4 class sessions **will be** automatically dropped from the class. Students who are absent for 1/3 of the days (about 6 days) we meet throughout the semester may be automatically dropped from the class.

It is the student's responsibility to manage his or her academic workload. Should a student decide to stop attending class it is their responsibility to drop the class. All students appearing on the grade roster will receive a grade regardless of whether they are attending classes or not.

Attendance is very important in a sequential course such as mathematics. To understand each topic, students need to know what came before. I encourage you to read the book before each class session. Your book contains study tips, and chapter summaries and reviews. Should class be cancelled, please read the material scheduled for that session and attempt the homework.

Classroom Behavior:

Please limit your talking to discussions with the instructor. Talking to the person next to you disturbs the whole class. The appropriate behavior for this class is in the "Standards of Student Conduct" which has been set forth in the Student Code of Conduct printed in the college schedule of classes and/or the college catalog. No electronic devices are allowed during class. This includes, but is not limited to, cell phones, PDAs, MP3 players, I-pods, laptops, cameras, or video and/or audio recording devices. All cell phones, pagers, and electronic devices are to be turned off. Thank you.

Academic Honesty:

Honesty and integrity are integral components of the academic process. The "Student Academic Integrity Policy Statement" can be found in the college schedule of classes and/or the college catalog.

Cheating will not be tolerated. Any evidence of academic dishonesty on an exam will result in a zero for that exam **and** it will not be your lowest exam grade that can be replaced by the score you get on the final. The zero **will be** factored into your grade. I will also report the incident to the Behavior Intervention Team as well as the Dean of Math & Science. A second occurrence will result in an F in the course. Note this policy applies to all parties involved including any person or persons whose work was copied

Tutoring

Form a study group with those in class. See me during my office hours or email me if you have questions. Free tutoring is available in the Tutoring Center in the library on the main campus. Make use of other services that you may be eligible for here at LA Mission College. Also, online tutorials can be accessed through the website: www.mymathlab.com under Multimedia Library. These include: Video lectures, animations, and chapter test prep videos.

To be successful in this and any math class, expect to spend at least two hours to three hours for every hour in class. The majority of the learning that you do in college courses takes place outside of class. What you get out of this class is a function of what you put into it. Mathematics is not a spectator sport. You have to put in the work to see the results!

Problem Solving. If you don't see a way to tackle a problem after 10–20 minutes or so, go to the next one and come back to it later (the next day, if possible). If this doesn't work, then get help. Bring your attempted solution to your helper (tutor, instructor, etc.); do *not* arrive with a blank sheet of paper (or with no paper at all!) At the very least, draw a completely labeled diagram and/or list the known and unknown quantities.

"If you think you can or think you can't, you're right." —Henry Ford

Success Tips:

1. **Attend class--** Choose to attend all class periods on time and don't leave early. If you are absent on a day that a quiz is given, you lose the points for that quiz. Also, knowledge in any math class is extremely cumulative. What you miss one day will continue to hurt you throughout the rest of the course.
2. **Pay attention--** Pay attention in class, participate in class discussions, and ask questions. The instructor regularly gives away tips for exams and quizzes, so make sure you take note of them.
3. **Do all homework--** Do or attempt all homework not for the sake of just doing it, but trying to understand the concepts, learning them in the process. "Practice makes perfect" applies not only to music and sports, but also in mathematics. Be sure to schedule sufficient time to complete your assigned tasks before the next class period.
4. **Get help--** Know how to get help if you need it. Consult instructor during posted office hours. These hours are for you to visit me and ask questions and express any concerns you have. Use the resources available to you for free (especially the Tutoring Center which provides drop-in Math tutoring).
5. **Keep up with all work--** Getting behind will "snowball" on you very rapidly. Do your homework on a daily basis.
6. **Study math everyday--** Don't leave all the work until the weekend. No one can "digest" so much math all at once, no matter how much time you spend trying. Math is best studied in bite-sized, digestible pieces. That means studying a few hours every day.
7. **Read the text--** Reading your math text should be done slowly and carefully... it doesn't read like a novel or a magazine. It is important that you learn the language of math; you cannot succeed in any math course without learning to express yourself in that language. Only by reading your text carefully and regularly can you learn it. Also, make sure to check the additional resources available at the beginning or the end of the textbook
8. **Get Organized--** Organize your class materials, including homework assignments, graded quizzes and tests, notes and any worked out review problems. These items will make valuable references when studying for upcoming tests and the final exam.

9. **Find other students to study with.** Group work can be very productive, and is very much encouraged. You'll be given opportunity to work in a group so exchange email and phone numbers with a couple of students in the class.

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

10. **Strive for understanding not just remote memory.** Understanding greatly enhances your ability to comprehend later material. Memory is unreliable, and temporary. Understanding is intense, never lost...and exciting!

To succeed in this class:

- Do the homework. Learning math takes practice and there is no better practice than working through the assigned problems.
- Ask questions. Feel free to ask questions during the lectures, especially when you are struggling.
- Read the book. It will answer a lot of your questions and help you understand the lectures better.
- Think positive. Do not get discouraged. Anyone can learn math. For some people, it takes a lot more hard work. You can do it!

Resources Available to Students at LA Mission College:

- **Bookstore:** For hours of operation, book availability, buybacks, and other information call (818) 364-7798 or 364-7768 or visit: <http://www.lamissionbookstore.com/>
- **Counseling Department:** For appointments and information call (818) 364-7655 or visit <http://www.lamission.edu/counseling/>
- **Disabled Students Programs and Services:** For appointments and information call (818) 364-7732 or visit <http://www.lamission.edu/dsps/>
- **Extended Opportunity Programs and Services:** For appointments and information call (818) 364-7645 or visit <http://www.lamission.edu/eops/>
- **Financial Aid:** For information and applications call (818) 364-7648 or visit <http://www.lamission.edu/financialaid/>
- **Library:** For information on library hours, resources, workshops, and other services contact (818) 364-7105 or 364-7106 or <http://www.lamission.edu/library/>
- **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science.
Walk-in and appointment services offered. Call (818) 364-7754 or visit <http://www.lamission.edu/learningcenter/>
- **Math Center:** Free Math tutoring, computer and internet access. Call (818) 364-7811 or visit <http://www.lamission.edu/mathcenter/>

For any other questions/concerns that arise throughout the semester, please feel free to get in touch with me, and I will try to guide you to the appropriate place.