

**MATH 112 LA Mission College
CLASS SYLLABUS Fall 2013**

Course: **Pre Algebra**
Course # 0329; T/Th 10:35 AM – 12:00 PM; CMS 128

Instructor: Mrs. D Renee Butler
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Text: ***Basic Mathematics with early integers***, by Charles P. McKeague.
Buy new from our bookstore, comes with **XYZ** access code

Important Dates: September 6: Last day to drop WITHOUT a “W”
November 15: Last day to drop WITH a “W”
December 12: 10:00 AM – 12:00 PM: FINAL EXAM

Prerequisites:

Math 105 with a grade of “C” or better, or appropriate skill level demonstrated through the Math assessment process, or by permit.

Course Outline:

This course will prepare you for Elementary Algebra. It is a review of arithmetic and an introduction to basic algebraic concepts. Topics include operations on the set of integers, fractions and decimals; algebraic expressions, solving equations, word problems involving integers, fractions and decimals; ratios, proportions and percents; and an introduction to geometry.

Student Learning Outcomes: By the end of the course, the successful student 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: A scientific calculator is allowed after chapter 4. No graphing calculators, cell phones, IPODs, nor hand held computers nor borrowing calculators are allowed during in-class assessments.

Homework: 10% of your grade

Students enrolled in this section of Math 112 are required to register with xyz homework online program and enroll in my section **course ID 2698** to complete the required online homework and quizzes. The access code for **XYZ** will be packaged with the new textbook sold in the Mission College bookstore. Students may purchase the access code for xyz homework separately online at www.xyzhomework.com. Please keep in mind that textbooks purchased online or at other bookstores may not include an access code. 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.** All scores will be automatically transferred to the instructor after a student hits the submit button. 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. **Students are required to turn in this HW notebook on the day of the associated exam.** All work must be shown in a clear and organized manner and labeled neatly indicating the section being worked on, and the problem number.

Quizzes & Group work: 10% of your grade

Quizzes will be given online through **XYZ** for each chapter we cover. Group work will be done in class. Students will work in cooperative groups and be graded on the work assigned which usually covers material from the last few class sessions. *No make-ups will be given for quizzes or group work.*

Tests & Quizzes: 50% of your grade

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 leaving the classroom during testing.

Final Exam: 30% of your grade

You are required to take the final exam to pass the class. The final is cumulative; it should be taken seriously and will require a good deal of dedication on your part in terms of study time. The final exam date and time for this class is Thursday, Dec. 12 at 10:00 AM – 12:00 PM. There is no rescheduling or exception to the day and time of the final exam.

Final Grade:	Homework	10%	Grade Calculation	A = 90 - 100%
	Quizzes & GW	10%		B = 80 - 89%
	Tests	50%		C = 70 - 79%
	Final Exam	30%		D = 60 - 69%
				F = 0 - 59%

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

Attendance:

This is very important in a sequential course such as mathematics. To understand each topic, students need to know what came before. 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. **(Remember, quizzes, group work 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.

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.

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. All cell phones, pagers, and electronic devices are to be turned off.

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. Any form of academic dishonesty will not be tolerated and will result in a zero for that particular exam or quiz and will be factored into your grade. The event will be reported to the Math Department Chair and to the VP of student services for disciplinary action which may include suspension or expulsion.

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 LRC 215, on the main campus, from 11 am – 7 pm.** Make use of other services that you may be eligible for here at LA Mission College. Also, video solutions for problems from each section are available through the xyz homework online system and through **mathtv.com**.

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!

Success & Study Tips:

You do not have to be Gauss (the Einstein of math) to understand mathematics, but you must cultivate good study habits. It is possible (although not desirable) to complete problems yet *not understand the underlying concepts*. Improving analytical problem-solving skills is an important, but secondary, goal of this course. The principal aim is to instill an awareness of basic mathematical principles. Try these steps:

1. **The textbook sections to be discussed** at the next class meeting are announced at the end of each lecture. When you begin to study, quickly scan the headings, pictures, diagrams, and captions in these sections. Then go back and read the text. Do not worry too much if you do not understand everything the first time; it is more important to see the material so you know what to expect at the next lecture. Write down questions that come to mind as you read and ask these questions in class.
2. **As topics are discussed in class, study the appropriate paragraphs more carefully.** Work the examples on scratch paper. Don't look at the answer right away. If you get stuck, look at the solution (one line at a time) for a hint. You may have to study a text section or example repeatedly before it begins to make sense.
3. **Try the homework problems after you study the text and your notes.** Some students start with the homework problems, thinking that if they find similar examples and just plug in numbers, they save time because they don't have to read the text! Usually the problems are a bit different and this method doesn't work. Even if it does work, your understanding will be incomplete, as the tests will soon demonstrate.
4. **Before the homework assignment is due, review your work and your answers.** Work in groups (for moral support) and come to the tutoring center. Keep up with all work. Getting behind will "snowball" on you very rapidly. Do your homework on a daily basis.
5. **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. 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. At the very least, draw a completely labeled diagram and list the known and unknown quantities.
6. **Study math every day.** Don't leave all the work until the day before the test. 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. To prepare for tests, practice by working the examples and additional problems in each section
7. **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.
8. **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.

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:

SPECIAL ACCOMMODATIONS

If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

COLLEGE RESOURCES FOR LAMC STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit: <http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit: <http://eagleslanding.lamission.edu/default.asp>

Counseling Department: For appointments and information call 818-364-7655 or visit: <http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit: <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility 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 hours, resources, workshops, and other services contact 818-364-7106 or visit: <http://www.lamission.edu/library/>

STEM Office: For those interested in pursuing science, technology, engineering and/or math, please call the STEM (Science, Technology, Engineering, and Technology) counselor at (818) 833-3425 or visit: <http://www.lamission.edu/stem>

Tutoring Services in Learning Center (Library): Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit: www.lamission.edu/learningcenter/

Three Attempt Limit

A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by the deadline to avoid a "W" will not count as an attempt.

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

Syllabus Continued: Tests may be rescheduled, announced in advance. The final cannot be rescheduled. Students who are absent for 1/4 of the days we meet will be automatically dropped from the class.

Week	Date	Tuesday	Thursday
1	Aug 27/ Aug 29	R.1 to R.4	R.5 to R.7
2	Sept 3 / Sept 5	1.1, 1.2, 1.3	1.4, 1.5, 1.6
3	Sept 10 / Sept 12	Test #1 on Ch R&1	2.1, 2.2, 2.3
4	Sept 17 / Sept 19	2.4, 3.1, 3.2	3.3, 3.4
5	Sept 24 / Sept 26	3.5	Test #2 on Ch2&3
6	Oct 1 / Oct 3	4.1, 4.2, 4.3	4.4, 4.5, 4.6
7	Oct 8 / Oct 10	Quiz on Ch 4 – in class 5.1, 5.2	5.4 to 5.5
8	Oct 15 / Oct 17	5.6	Test #3 on Ch4&5
9	Oct 22 / Oct 24	6.1, 6.2, 6.3	6.4, 6.5
10	Oct 29 / Oct 31	6.6, 7.1	7.3
11	Nov 5 / Nov 7	Test #4 on Ch6&7	8.1,8.2, 8.3
12	Nov 12 / Nov 14	8.4, 9.1	9.2 to 9.3
13	Nov 19 / Nov 21	9.4 to 9.5	Graphing (9.1, 9.2, 9.3)
14	Nov 26 /Nov 28	Exponents & Polynomials(10.1, 10.4, 10.5)	<i>Thanksgiving Holiday</i> <i>No class</i>
15	Dec 3 / Dec 5	Test #5 on Ch8,9, Graphing & Polynomials	Final Review
16	Dec 10 / Dec 12	<i>No Class</i> <i>Finals week</i>	Final Exam 10:00 AM – 12:00 PM

XYZ homework ~ Getting Started Guide for Students

Before you begin, make sure you have the following:

- Course ID Provided by your instructor: #2698 "Math 112 Mrs. Butler Fall 2013"
- Student Access Code Free with purchase of a new XYZ textbook. Each code may only be used by one person. You will be asked to provide your code when you create your account. Once your code is verified, you will not be asked for it again.

This guide provides easy-to-follow steps for registering as a new student, enrolling in a new class, and taking an assessment on XYZ Homework. For more information and assistance, consult www.xyzhomework.com/support.

Register as a New Student

- Step 1 Click the Register as a New Student button.
- Step 2 Enter the required fields, which includes your Student Access Code.
- Step 3 Click the box beside the Terms of Use link.
- Step 4 Click Register.
- Step 5 The system will take you back to the home page where you can log in with your new username and password.

Enroll in a New Class

- Step 1 Log in with your username and password on the home page.
- Step 2 Click Enroll in a New Class.
- Step 3 Enter the Course ID provided by your instructor.
- Step 4 Click Enroll Now.
- Step 5 The course name will now show up under Courses You're Taking.
- Step 6 Click on the course name to access your class.

Take an Assessment (all homework assignments are called "assessments")

- Step 1 Click on the assigned block (e.g., chapter or section name) to expand and access your assessments.
- Step 2 Click on an assessment title.
- Step 3 Your assessment will appear in one of three ways (set by your instructor):
 - Full Assessment: You may see all the questions at once.
 - One at a time: You may have to answer one question before proceeding to the next.
 - Full Assessment, submit one at a time: All questions will display on the left of your screen, but only one question is available to answer at a time. You can skip around between questions by clicking on each link.
- Step 4 Answer each question by entering the correct information and then click Submit. The system will display your score for each part of the question answered.
- Step 5 Click Next Question to continue.

Navigate the Course Page

- Complete assessments assigned by your instructor.
- Access messages and forums to communicate with your classmates and instructor.
- Access the course calendar to keep track of assessment dates.
- Access the gradebook to keep track of your assessment scores.
- Contact XYZ Homework Support, or click on the Help link for further assistance.

The above Getting Started Guide can be found at this webpage:

http://www.xyzhomework.com/media/xyzhomework_getting_started_guide_student.pdf