Los Angeles Mission College

Mathematics 112 – PreAlgebra Section 3218 T Th 7:00 – 8:25 PM

25 PM CMS 127

Fall 2013

Instructor: **Kevin Windsor** Office Phone: (323) 953-4000 **x2814** Office Location: **FH 101D** (Los Angeles City College, 855 N. Vermont Avenue, Los Angeles, CA 90029)

Office Hours: MTWTh 6:50 - 7:30 am, MW 10:20 - 11:50 am

Email: windsor.lamcmath@me.com

Textbook: Prealgebra, Martin-Gay, 6th Edition

(Packaged with MathXL access code.)

Class Website: faculty.lacitycollege.edu/windsor/public_html/lamcmath112/Home.html

MathXL Website: www.mathxl.com

MathXL Course ID: XL1A-51AA-801Y-5UZ2

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Prerequisite

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

Course Description

This course bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

Student Learning Outcomes

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

Email Requirement

Have a valid email address for use with MathXL. Check this email regularly as correspondence for this class will be made through this email address.

Remember to regularly check your LACCD student email account for all campus and district communications. (https://student.laccd.edu/sso/)

LAMC Student ID Card Requirement

Have a valid Student ID Card issued by LAMC. Cards are issued in the Business Office with a receipt of your class schedule. Your fees do not have to be paid for the school to issue you a Student ID Card. The cost of your first Student ID Card is free. It will cost \$5.00 for any replacement.

Present your Student ID each day when attendance is taken.

Attendance

This course has two class sessions per week. Attendance at all class sessions is required.

Please arrive to class on time. If you are not in your seat at the beginning of class, you will be marked tardy. If you are not in your seat within the first 30 minutes of class, you will be marked absent. Four tardies will count as one absence. Two absences will make you eligible to be dropped from the class by the instructor.

The instructor may drop you from the class on your third or fourth absence. On your fifth absence, you will be dropped from the class if the instructor has not already done so.

If you leave before the end of class and within 15 minutes of class ending, you may be marked with a tardy. (You can be marked tardy twice during one class session.) If you leave before the end of class and before 15 minutes of class ending, you may be marked absent. (You cannot be marked absent more than once in one class session.)

You may withdraw from the class up to Friday of the 12th week of the semester. After that, you will remain on the class roster and receive a letter grade for the class.

Class Participation

Prepare for every class by watching video(s) and/or taking notes.

Videos for every lesson are on the MathXL website. To watch a video lesson, login to MathXL and select Homework and Tests. You will find the video lessons in the Homework section. There is a set of videos for each section of the textbook. Videos should be available all semester long. You are also encouraged to take notes from the video lessons.

Notes for every lesson are on the class website. To take class notes, get on the Internet, go to the class website, and click on "(Class Notes)". Select the appropriate class notes file. A pdf file should appear.

It is to your advantage to write out the class notes. Write the notes and examples out using different color pens for emphasis. Use 8½" by 11" paper with the Note Template format. You can write the notes and examples exactly as you see them or in your own style.

Continue taking notes in class as the lesson is given and more examples are presented. All notes are kept in your 3-ring binder. Keep them organized <u>by date</u> in a **Notes** section.

Class time.

You start class at your tables by trying some exercises from previous lessons (Review). Work with the other students at your table to finish these exercises. Have your class notes out so you can refer to the previous lessons. During this time I take attendance.

Have your Student ID out at your table (or write your name on a piece of paper).

The lesson follows the review. I present the lesson, demonstrate more examples, answer any questions, and do my best to fill in any knowledge gaps. Bring your notebook and supplies to class every day.

Phone and Computer Apps

Dropbox. (www.dropbox.com) A cloud service with 2GB of free storage. Download and install on home computer or laptop. Create an account. Free.

Click on 'Sharing' (rainbow icon-left side of screen). Click on the 'New shared folder' button (near top center). Choose 'I'd like to create and share a new folder' (default). Name the folder 'Your Last Name, First Name (3218)'. Click 'Next'. Type my email address windsor.lamcmath@me.com in the box and press 'Share folder'. When I accept, we will both be able to access this folder. Now inside this folder, make two new folders named 'HW' and 'Quiz'.

Dropbox. (iOS App Store.) Download on your iPhone and/or iPad. Free. **Dropbox.** (Google Play Store.) Download on your Android Phone. Free.

CamScanner Free. (iOS App Store.) Download on your iPhone and/or iPad. Free. CamScanner – Phone PDF Creator. (Google Play Store.) Download on your Android Phone. Free.

Homework (10% of Grade)

Become a master of all the objectives this course asks you to learn by trying each exercise in every homework assignment. You are expected to spend at least two hours outside of class for each hour of class time.

Homework Format

Homework is found on the Internet at the MathXL website. Each homework assignment corresponds with the section lesson.

Document each homework assignment. Work each exercise on paper using the HW Template format. Be sure to input the answers into MathXL for your grade.

Keep your homework papers in your 3-ring binder. Organize the homework in a **Homework** section by "Chapter.Section". Optional: Use CamScanner to create a pdf of your homework paper(s) and upload to our shared Dropbox HW folder. Be sure to rename the file in Dropbox to 'HW #'.

Homework Logistics

Each homework assignment is available for at least 5 days.

Most homework assignments become available the day before the lesson. You are encouraged to take notes from the video lesson(s) and/or class notes and start on the homework the day before the lesson.

Most homework assignments are to be completed by 11:59 pm 3 or 4 days after the lesson.

All homework due dates are listed on the MathXL website.

Quizzes and Practice for Test (PfT) Quizzes (10% of Grade)

Quizzes give you more practice with the objectives taught. Quizzes also give you practice on questions without knowing if the answers are correct. You must work all quiz questions, then submit the quiz for grading. In other words, taking a quiz is training you for taking the test. All quizzes can be taken and reviewed three times.

Quiz and PfT Quiz Format

Quizzes and PfT Quizzes are found on the Internet at the MathXL website. Each Quiz corresponds with lessons taught during the week. Each PfT Quiz corresponds with the lessons that will appear on the test.

Document each Quiz and PfT Quiz. Work each question on paper using the QUIZ Template format. Be sure to input the answers into MathXL.

Do not work more than 8 quiz exercises per side of a single page.

Keep your Quiz and PfT Quiz papers in your 3-ring binder. Organize the Quizzes and PfT Quizzes in a **Quiz** section by either "Quiz number.attempt" or "PfT Quiz number.attempt". Optional: Use CamScanner to create a pdf of your quiz paper(s) and upload to our shared Dropbox Quiz folder. Be sure to rename the file in Dropbox to 'Quiz #.attempt' or "PfT Quiz number.attempt".

Quiz and PfT Quiz Logistics

Each Quiz and PfT Quiz is available for at least 5 days. For most testing cycles, there are two Quizzes and one PfT Quiz.

Each Quiz contains at most 12 questions. Each PfT Quiz contains at most 32 questions. For this reason, PfT Quizzes are worth 2.5 times more than a Quiz.

Attempt each Quiz and PfT Quiz after you do all homework corresponding to that Quiz or PfT Quiz. After your first attempt, review the Quiz or PfT Quiz questions that were marked with a red x. Use the "Help Me Solve This" or "View an Example" button for tutoring. You may retake each Quiz or PfT Quiz two more times to improve your score.

Quizzes and PfT Quizzes may be taken/retaken until 11:59 pm the day they are due. All Quiz and PfT Quiz due dates are listed on the MathXL website.

Your PfT Quiz score is part of the process to determine whether you will be allowed partial credit on each test. For more details on partial credit, read the syllabus section **Review**Your Test for Partial Credit.

Tests (55% of Grade)

There are 5 chapter tests during the semester. **There are no makeup tests**. Consult the class Calendar for test dates.

Treat each test as a major event in the class. All homework counts as 10% of your overall grade. Each test counts as 11% of your overall grade. You only have one shot at each test. Prepare by attending class lectures, working on homework exercises for mastery, taking the quiz and the PfT quiz with review and retakes, and receiving additional help with tutoring and study groups.

Test Format

Test questions are worked in a **SMALL BLUE BOOK** (or **SMALL GREEN BOOK**).

Your instructor will ask for your small blue (or green) book at the class meeting before the test date. See the class calendar for BB Due.

Penalty: -5 points off test grade for not turning in a small blue book.

Have your small blue (or green) book prepared before class.

Write the following on the FRONT COVER of your small blue (or green) book:

- ✓ **Test Name** (i.e. Test 1. See Calendar for test names. **Write test name near top left**.)
- ✓ Your Name
- ✓ Subject (Math 112)
- ✓ Section Number (3218)
- ✓ Instructor's Name (Windsor)
- ✓ **Date of Test** (See calendar for test dates.)
- ✓ Grade _______ (i.e. 83%, Fill in the number following completion of the test.)

Penalty: -5 points off test grade for turning in a blue book with the front cover incomplete.

Label each page of the small blue (or green) book.

Label page 1 with Q1 (Question 1). Label the back of page 1 with Q2 (Question 2). Continue labeling the front and back of each page Q3/Q4, Q5/Q6, ..., up to Q15/Q16. Check to make sure the pages are labeled and that the last page is Q16.

Penalty: -5 points off test grade for turning in a blue book with pages not labeled correctly.

During the test, each question has its own page. Question 1 should be written, worked, and answered on the page marked Q1. Question 2 should be written, worked, and answered on the page marked Q2. Etc. <u>If any question is written, worked, or answered on an incorrect page, you may lose all points for that question</u>.

There will be no more than 16 questions on a test. There may be less than 16 questions.

Test Logistics

The following procedures must be followed for all tests. If any of these procedures are not followed, you may lose all points for the test or the question(s) involved.

Show up to the "testing room" early on test day. Have last minute conversations with your classmates until you are allowed to enter the room.

Look at the seating list to find your computer seat number and the seating chart to find the location of your computer in the room. The seating list and seating chart will be taped to the window outside the classroom.

Enter the room, sit at your computer seat, and login to the computer.

Have the appropriate supplies on the table while taking the test. Have your writing instrument(s), eraser(s), and ruler out on your table.

Open Internet Explorer. Navigate to www.mathxl.com. Login to MathXL.

Find the test link and click on it. You will need a password to start.

Raise your hand when you are at the password page and are ready to start. The instructor will give you the password or enter it for you.

Write each test question on the appropriate page of the blue book.

For word problems, do not spend time writing the entire question on paper. Instead, paraphrase the problem, and/or write down the important information and/or set up a table.

Work each test question in the blue book showing all necessary steps.

Graphs on the xy-axis should be drawn in the blue book as well as in MathXL. Have graphing squares ready for such questions. Adhere the graphing squares to the appropriate page.

The final answer(s) for each question must be written in the blue (or green) book and easily identifiable.

For tests taken on MathXL, carefully input each answer into the computer.

For tests taken on MathXL, double check each answer you type into the computer. MathXL will grade mistyped answers the same as an incorrect answer, zero points. MathXL homework and quizzes will give you plenty of practice inputting answers.

Use the entire class time to work on the test questions. If you finish early, rework test questions and/or check answers for possible errors.

Press the submit button when finished. Write the grade as a percent on the front cover.

Review Your Test for Partial Credit

Unlike quizzes, you will not be able to review the test questions immediately after you submit. When you submit your test, green checks and red x's will not be shown until after the test is over for all students.

Syntax Errors (Eligibility: Score at least 70% on the associated PfT Quiz.)

Review your test after class is over on test day. Correct answers are shown. Holding your cursor over the correct answer shows what you typed in. Make a note of any questions that were marked with a red x where the correct answer looks similar to what you typed in. Visit me during my office hours or email me with this information

Email me (<u>Subject: Partial Credit - Syntax Errors</u>) your PfT Quiz score(s) – all attempts and the question number(s) where you made any syntax errors. I will determine if you deserve any partial credit for syntax errors.

Procedural Errors (Student must meet requirement to be eligible.)

Only students who score 85% or greater on the PfT Quiz (associated with the test) and 70% or greater on the test are eligible for partial credit on questions with procedural errors.

If you meet this requirement, send me an email (<u>Subject: Partial Credit - Procedural Errors</u>) stating:

- your PfT Quiz scores (all attempts),
- your Test score, and
- the following request, "Please check for any partial credit on questions with procedural errors for Test #".

This is all you need to write in the email. **Do not send two emails for partial credit.** If you qualify for partial credit for procedural errors, send me that email and I will also check for any syntax errors.

Warning: When I look through your blue (or green) book, I may find testing procedural errors. You may lose points on questions where testing procedures were not followed. See Test Logistics.

You have 3 days after the test to potentially earn some partial credit. Do not delay.

Final Examination (25% of Grade)

The final examination is comprehensive. Consult the class Calendar for the date and time of your final examination. PfFinal Quizzes (by chapter) will be available the last week of class. The final examination will be made up of questions from these practice quizzes.

<u>Help</u>

- Ask your instructor and/or classmates questions before, during, and after class.
- Tutoring is available in the Math Lab @theHUB (LRC 215, Main Campus, M-Th, 11-7).
- Form a study group with classmates and meet several times a week and on weekends.

Please do not hesitate to contact me if you have any difficulties or if you are going to miss a class meeting. Use the Calendar to keep track of class events.

<u>Calculator</u>

<u>Starting the day after Test 3</u>, you may use a stand-alone scientific calculator for homework, quizzes, and tests. Calculators like the Sharp EL-531, 535, 516, Casio FX-115, 300, and TI-30, 34 are examples of a stand-alone scientific calculator.

No graphing calculators, cell phone calculators, or other types of calculator that do not fit the description of a stand-alone scientific calculator may be used.

Cell Phones, Computers, Music Players, Electronic Games, etc. are BANNED from the classroom. If you have any of these in your possession, turn them off and keep them out of sight. You may be asked to leave the class for any infraction and will be marked absent or tardy accordingly.

<u>Grade</u>

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Your grade will be determined on a percentage basis of

- Homework (MathXL),
- Quizzes and PfF Quizzes (MathXL),
- Five tests (MathXL), and
- One final exam (MathXL).

There are no makeup tests. If you miss a test, a grade of zero will be given. If your final exam score (out of 100) is higher than your lowest test score, it may be used to replace your lowest test score.

Grading Scale	Grading Basis	
90 – 100 A	Homework	10%
80 – 89 B	PfT, PfF Quizzes	10%
70 – 79 C	Tests	55%
60 - 69 D	Final Exam	25%
0 – 59 F	TOTAL	100%

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In addition, you must score at least 50% or greater on the final examination to receive a grade of A, B, or C. If your overall grade after taking the final examination is passing, but your score on the final examination is less than 50%, you will receive a D grade.

Admissions Drop Date Information

Effective Fall 2012 (one year ago), the deadline to drop <u>without</u> a "W" is the last day of Week 2 during the regular semester. During Winter or Summer sessions, the deadline to drop <u>without</u> a "W" is the last day of Week 1.

Why is this important? New rules have become active in the State of California. A "W" grade now counts as one of your 3 attempts for this class.

This semester the last day to drop in person is Friday, September 6, 2013. The last day to drop online is Sunday, September 8, 2013.

If you must drop a course, drop before the specified deadline for dropping a class <u>without</u> a grade of "W." Dropping *after* Week 2 will result in a "W" on your transcript. **Effective Fall 2012** students will only have 3 attempts to pass a class. If a student gets a "W" or grade of "D", "F", "I", or "NP" in a class, that will count as an attempt.

A student's past record of course attempts district wide will also be considered. Therefore, before the end of Week 2 you should carefully consider if you can reasonably manage this course with the other factors in your life (e.g. work, family, course load).

If you think you will not be able to complete this course with a C or better, drop by Sunday, September 8, 2013. If you have any questions, please don't hesitate to talk to me. You may also see a counselor in the Counseling Center in AD 108.

Office of Special Services

Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify the instructor and contact the Disabled Student Programs and Services (INST 1018, 818-364-7732) as soon as possible. All information will remain confidential.

Financial Aid Office

If you need help paying for books and other college expenses, contact the Financial Aid Office. For information and applications call (818) 364-7648 or visit the Financial Aid website www.lamission.edu/financialaid.

Supplies

Bring your notebook and all necessary supplies to class each session.

Textbook: Prealgebra, Martin-Gay, 6th Edition

(Packaged with MathXL access code.)

MathXL Access Code (This is different than the Course ID listed on the first page): If you buy a new book at the LAMC bookstore, a MathXL access code is packaged free. Otherwise you can purchase an access code separately online at www.mathxl.com.

Other Supplies

6 small blue (or green) books (For 5 Tests and the Final Exam.)

3-ring binder (For Calendar, Syllabus, Notes, Homework, Quizzes/PfT Quizzes.)

8½" by 11" college ruled paper (To take notes and do homework and quizzes.)

8½" by 11" graph paper (For homework and quizzes that require graphing.)

Expo® Chisel Tip Dry-Erase Markers (To write on white boards.)

Eraser(s)

Glue Stick

Highlighters (Yellow and one other color.)

Pens (Different colors to imitate my lesson writing style.)

Pencil(s)

Post-it Super Sticky Notes, 4 x 6 inches, White with Blue Grid, 2 pack. (Graphing squares.)

Ruler or Straight Edge

Scientific Calculator (See Calculator section for approved calculators.)

Stapler

Template for Graphing Squares

Note: You will only need graphing squares for Test 5 and the Final Exam.

I prefer that you buy the Post-It brand graphing squares:
Post-it Super Sticky Notes, 4 x 6 inches, White with Blue Grid, 2 pack.

However, if you want to make your own graphing squares, use this template. Have a glue stick on test day to secure one edge of the graphing square to the appropriate page.

4" x 6" Rectangle	
4 X 0 Rectarigle	