Course: Pre-Algebra
TTH: 7:30-8:55
Section: #0249, Bung -2

Instructor: Mehri Hagar
  Phone: (818)364-7600, ext. 4273
  e-mail:Hagarmm@LAmission.edu
  Office Hours: 12:05-12:23 (TTH)
Location: Inst -1011

Other Needs: A scientific Calculator(after ch 4), ruler, 3-ringed notebook and graph paper. Your notebook must have 5 divisions: 1) syllabus, 2) lists of assigned homework and exam grades, 3) your class notes, 4) class-work, and 5) homework.

Important Dates
  Final: May 27, 7:30—9:30 in class
  March  3: Last day to drop without a "W"
  May     5: Last day to drop with a "W"


Student Learning Outcomes Upon Completion of this course will be:

Grades:
Final- (30% of total grade) (comprehensive final)
Tests- (60% of total grade) Total 6-8 Tests (Tests will be announced in class in advance)
Classwork and Quizzes (5%), HomeWork, and participation (5%)
Note: CW, and HW must be turned in on time.

Grade
  A        90–100 %
  B        80–89
  C        70–79
  D        60–69
  F        0–59
There are NO make-up exams.

*Note:* You must keep a record of your grades and performance. Also you must bring your own blank scantron to all exams. This means bring your scantron always--be prepared.

*Note:* Homework will be assigned as course material is covered. Homework is expected to be completed and will be collected on the exam day. You, as a serious student, are expected to complete assigned homework before the class meeting, and you should spend a minimum of three hours on homework for each hour you are in class. Homework is a process necessary for learning mathematics. Taking shortcuts with homework can result in lower performance on tests. **Learning is a process of doing.**

*Note:* If the instructor is detained, you must stay until the campus police inform you about the status.

*Note:* Regular attendance is required. Please be on time. If you should choose to drop this class, you must drop before the final drop date. Do not assume that a drop is automatic or that the instructor will initiate a drop for you.

**Disruptive Behavior:** For the rights of each individual in the class, all behavior that interferes with the instruction and lecture of the class will not be tolerated. Disruptive behavior is defined as constant and frequent interruptions such as excessive talking, loud noises, and verbal abuse toward other students or the instructor. There will be NO beepers, cellular phones, or crunchy foods such as potato chips or peanut brittle, which may distract other students' focus.

After a warning, failure to follow class guidelines may result an expulsion from the class.

**The above schedule and procedures will be strictly followed, unless unexpected circumstances warrant changes.**

**HOW TO STUDY:** Set up a schedule and stick to it

- Approx. 3 hours of study for each hour of class per week
- Give more time to difficult subjects
- Give more time for review
- Make changes if schedule isn't working well
- Study at a table, not in bed
- Good light, cool room temperature
- Avoid distractions