

MAT 020.51/52 – Pre Algebra

Instructor: Sierra Beall

February 8th – May 4th, 2016

General Information

Class Time & Location	Mondays & Wednesdays / 8:00 am – 10:18 am James McDivitt Hall / Room 211
Instructor's Email Address	beallsierram@jccmi.edu *Instructor typically replies within 24 hours; please allow 24 hours for response
Instructor's Office	James McDivitt Hall / Room 150 *Shared space
Office Hours	Mondays & Wednesdays / 1:30 pm – 2:00 pm *Or by appointment
MyMathLab	beall50889

Course Materials

- MAT 020 Course Pack (available at the JC Bookstore in the Potter Center)
- Software: MyMathLab (available at the JC Bookstore in the Potter Center, or available for purchase online with a credit card)
- Textbook: Martin-Gay, *Prealgebra*, 7th edition (electronic copy included with software listed above)
- Calculator (cell phones/tablets, laptops, and CAS graphing calculators will not be allowed)
- 3-ring binder with paper
- Pencils with erasers
- Colored pencils/highlighters are useful
- Reliable internet access
- Headphones are useful

Course Requirements

Attendance: You are expected to attend class every day, and participate in all class activities. In the event of an emergency, please contact your instructor. Extreme tardiness, lengthy breaks, and leaving class early may count as absences and will be handled on a case-by-case basis. Attendance will be factored into your Classwork grade (see below).

Tests/Final Exam: There will be 3 closed book tests and 1 closed book final exam. You may not use notes, but you may use a calculator *after Chapter 5*. Tests will cover the material covered in the coursepack and on the homework. You should make every effort to be present for every test day. However, if you must miss a test, it is your responsibility to contact me *before the test* is given in class to arrange for a make-up test. If you fail to make arrangements in advance of the test date/time, you will be given a zero for the test.

Additionally, if you use materials not allowed during a test, you may be given a zero for the test.

Homework: The only way to learn math is to do math – this is not a spectator sport! The graded portion of your homework in this class will be done online in a program called MyMathLab. There will be an online homework assignment corresponding to each section of the text that we will cover. You may attempt your MyMathLab homework an ***unlimited number of times*** before you submit it, as long as you complete it by its due date. That means that it is possible for you to receive full credit on each assignment as long as you are willing to put in the time and effort.

Please note that the amount of homework available in MyMathLab may not always be enough for you to master every topic. If this is the case, please use the Study Plan in MyMathLab for extra practice; although the Study Plan does not directly count toward your grade in the course.

When doing your homework, if there is a problem that gives you trouble, try these ideas...

- Use one of the help features within MyMathLab. A few of those features are:
 - **View an Example:** This feature walks you through a worked out example similar to the problem you are working on.
 - **Help Me Solve This:** This feature gives you step-by-step hints.
 - **Ask My Instructor:** This feature emails me the exact problem you are working on, with any specific notes you want to make. I can email you back any help that I can provide or I can bring these problems in to do at the next class session.
 - **Video or Animation:** For some problems/topics there are videos or animations to view.
- Print out the problem and either bring it to class with you to ask, or bring it with you to my office during my scheduled office hours.

This course requires MyMathLab and all students will be given a 14-day free access code, which must be used by the second class meeting. Students must purchase the permanent MyMathLab code or else all assignments missed due to any lapse in MyMathLab access will receive a grade of zero. All course grades will be kept in MyMathLab under the “Gradebook” tab and homework ***cannot be made up after its due date***. Homework is typically due at 11:59 pm every Monday on which class is held.

Classwork: These assignments will be completed in class, both in groups and individually. Classwork cannot be made up for any reason and points may be deducted for attendance issues, including tardiness, lengthy breaks, and leaving early. Classwork that is collected will be graded based upon both completeness and correctness.

Finance Project: Handouts for this project are included in the coursepack, which is a required material. Further details will be given during the semester.

*Note: The instructor reserves the right to make changes to this syllabus as she deems necessary.

Extra Credit: There will be no opportunities for extra credit. Your grade is based on your performance in class, not on extras.

Student Outcomes and Grading

Math 020 Core Course Objectives

Students completing Math 020 – Pre Algebra should be able to perform:

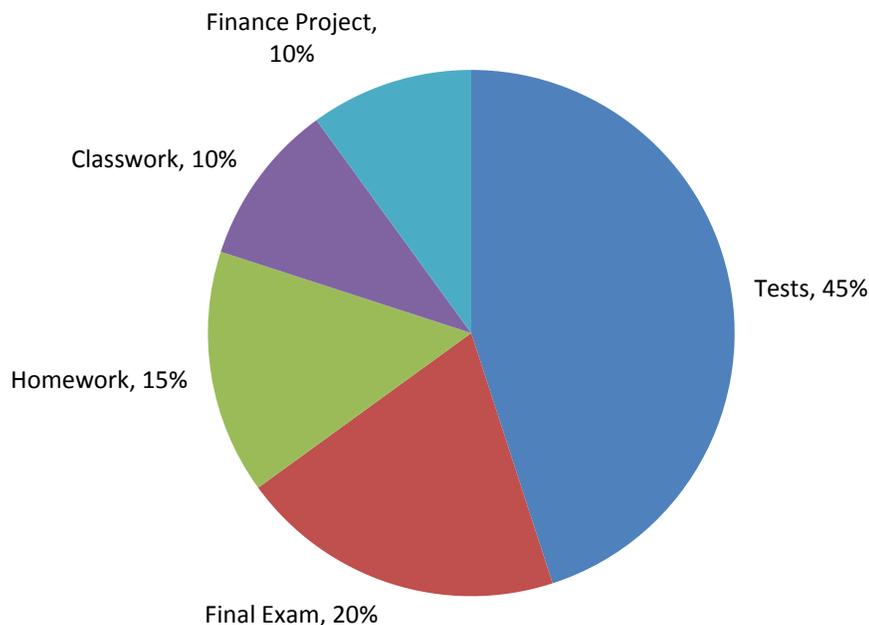
- Arithmetic of fractions, decimals, and signed numbers
- Mathematics of ratio, proportion, and percentage
- Mathematics of geometry and measurement
- Interpretation of graphs and some statistics
- Algebraic operations on linear expressions/solve linear equations

Math 020 Associate Degree Outcomes

The Board of Trustees has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the college. The Associate degree outcomes addressed in this class are:

- Computational skills and understanding appropriate to the program of study
- Critical thinking and problem solving

Determination of Final Grade: Your final grade will be calculated as a weighted average as shown in the circle graph below.



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Grades will be assigned using a percentage or a 4-point scale:

4.0 = superior work (above and beyond what was expected)
3.0 = work completed correctly or well
2.0 = mediocre work
1.0 = unsatisfactory work

90-100%	4.0
85-89%	3.5
80-84%	3.0
75-79%	2.5
70-74%	2.0
65-69%	1.5
60-64%	1.0
50-59%	0.5
0-49%	0.0

The percentages for grades can be seen in the chart at the right.

Reminder: A grade of 2.0 or better will be accepted as a successful completion of this course. Since this course is a prerequisite to other academic courses, a 2.0 is the minimum grade to exit. For courses that will transfer, other colleges generally accept a grade of 2.0 or higher for transfer. Most financial aid, scholarships, and loans require a grade of 2.0 or better.

Intermediate Grading: To comply with college policy and federal regulations you will receive three intermediate grades during the semester. The grades assigned are letters with the following meanings outlined below.

- **V:** Verifies that you are participating and your work so far has been acceptable.
- **H:** Means that you are participating, but your work shows that you may require help in order to complete the class successfully. If you receive an H grade, you will be contacted by the Center for Student Success (located in 125 Bert Walker Hall) and offered tutoring services.
- **Q:** Means that you have quit participating in the course. If you receive a Q grade, you will automatically be withdrawn from the course. A Q grade is normally assigned if you have not submitted work (classwork, exams, participation, etc.) for two weeks and have not contacted your instructor regarding your absences.

Classroom Policies and Additional Information

Cell Phones and Electronics: Students are responsible to make sure that all cell phone and electronic devices are silenced prior to entering the class. Any student using their cell phone or electronic device (i.e. texting, searching the web, etc.) during class time will be asked to leave and forfeit any credit for any assignment that would have been attained during the class meeting.

General Behavior: "We know what a person thinks not when he tells us what he thinks, but by his actions." – Issac B. Singer

1. Be Responsible: for your work, for your learning, for your behavior in class, etc.

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The online homework in particular is going to require a great level of responsibility on your part. You will need to stay on top of your schedule and your life to make sure that all coursework is done in a timely fashion.

2. Be Respectful: of other students, of the instructor, of the material, of yourself, etc.

Turn off your cell phones and electronics, arrive on time, stay the entire time, be prepared to answer questions, and work well together.

3. Contact me immediately if there is a problem: with the course, material, instructor, students, etc.

Important Dates: Be sure to check out the JCC Academic Calendar for Project Success Day, Holidays with no classes, last day to withdraw, etc. at http://www.jccmi.edu/academics/academic_calendar.htm

Incomplete Policy: (Excerpt from JCC Policy) "A student may request an incomplete from the instructor. The incomplete will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete will be given is the instructor's decision."

Academic Honesty Policy: You are *encouraged* to talk to each other, but all your work must be your own. In other words, "group-work" is a great way to learn material, but anything you submit for a grade must be done by you – reflecting your own thought processes, not that of someone else. If I suspect you of academic dishonesty, I will follow JCC's Academic Honesty Policy and take appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself (whichever I deem necessary). The policy can be seen here: <http://www.jccmi.edu/student-services/catalog/2010-2011/Chapt3.pdf>

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