

MAT 039 ONLINE SCHEDULE AT A GLANCE

Day	Topic
1	Course Introduction,
2	2.1,2.2,2.6, Chapter 2 Quiz,
3	3.1,3.2,3.3,
4	3.4,3.5,Chapter 3 Quiz,
5	4.1,4.2,4.3,
6	4.4,4.5,4.6,
7	Chapter 4 Quiz,5.1,5.2,
8	5.3,5.4,1.2,
9	1.3,1.4, Chapter 1 Quiz,
10	5.5,5.6,5.7,
11	Chapter 5 Quiz,6.1,6.2,
12	Review & Midterm Exam
13	6.3,6.4,6.5,Chapter 6 Quiz,
14	7.1,7.2,7.3,
15	7.4,7.5,Chapter 7 Quiz,
16	8.1,8.2,8.3,
17	8.4,8.5,8.6,
18	Chapter 8 Quiz,9.1,9.2,
19	9.3,9.4,9.5,
20	9.6,9.9,Chapter 9 Quiz,
21	Review & Final Exam
22	Review & Final Exam

COURSE INFORMATION & POLICIES - MAT 039 ONLINE

YOUR INSTRUCTOR

Greg Severance P.E.
Jackson College – JM 250
2111 Emmons Road
Jackson, MI 49201
email: gseverance@jccmi.edu

HOW DO YOU COMMUNICATE WITH YOUR INSTRUCTOR?

The best way for you to communicate with me is via email. You are more likely to get a prompt response to an email than a phone message.

I monitor my email continuously while I am in my office and I check my email regularly throughout the week at off campus locations. I only check my phone messages when I am in my office.

As a student, you are provided with a Jackson College student email account. Due to SPAM filtering issues, I will only respond to emails sent from your Jackson College email and I will only send emails to your Jackson College email. I will not send emails to any other email address. Check your Jackson College email regularly.

To set up and access your Jackson College email account do the following:

- Go to www.jccmi.edu and click on the email button in the top menu then select student email.
- Follow the onscreen instructions to log into your Jackson College email account.

If you are not able to get your Jackson College email working, you must contact the Jackson College Solution Center immediately at 517.796.8639 to get it working.

WHERE DO YOU GET HELP?

In MyMathLab. The MyMathLab software contains many methods for providing help. Explore the site and find the method that works best for you. Note that MyMathLab maintains a great product support service. You can reach them 800.677.6337.

The Jackson College Center for Student Success. Drop in tutoring is available at the Center for Student Success in Walker Hall room 123. Regular tutoring and additional support for academic success can be arranged by calling 517.796.8415 or by stopping by the Center for Student Success.

The Jackson College Information Technology Solution Center. If you are having problems with JetNet or internet access contact the Jackson College Information Technology Solution Center by calling 517.796.8639

The Kahn Academy online at <http://www.khanacademy.org/> which covers topics including developmental mathematics and prealgebra. Scroll down until you get to the appropriate topic.

MathTV online at <http://mathtv.org> which covers topics including developmental math and prealgebra.

A variety of other online math help exists and can be found by searching “math help” online.

GRADE WEIGHTING

Midterm Exam	25%
Final Exam	25%
Homework/Quizzes	50%

GRADING SCALE

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

GRADE POSTING

Your grades will be recorded and posted in your MyMathLab gradebook. I will input your written assignment grades into your MyMathLab gradebook. The overall grade that MyMathLab shows is the grade that you have for the class based on completed assignments at that point.

Assignments that are overdue do not count as zeros until zeros are entered for them. A grade of zero will be given for each assignment you have not completed by the end of the course.

Your final grade will be posted in e-services on the Jackson College website after the semester ends.

CALCULATOR REQUIREMENTS

The Texas Instruments TI-83+ or TI-84+ graphing calculator is required equipment for this course. You are responsible to obtain one. Throughout the course procedures that are specific to this calculator will be used. Some exam and homework problems will be TI-83+/TI-84+ calculator dependent.

HOMEWORK

Homework assignments are accessed and completed via the MyMathLab website and can be completed on your own without the supervision of a preapproved test center. You may redo and resubmit homework assignments as often as you like EVEN AFTER THE DUE DATE to improve your grade.

QUIZZES

Quizzes are accessed and completed via the MyMathLab website and can be completed on your own without the supervision of a preapproved test center. You can take each quiz a maximum of 3 times before the due date to improve your grade. Access to quizzes closes after the due date.

EXAMS

The Midterm Exam and Final Exam are written exams that must be taken under supervision. You can take these exams at JC's Main Campus Testing Lab, at another college's preapproved testing center. These exams will be hand graded and partial credit can be earned. SHOW YOUR WORK in the space provided.

- You are allowed one attempt at the Midterm Exam and it must be completed in one session.

- You are allowed one attempt at the Final Exam and it must be completed in one session.
- You are allowed the use of the TI-83+ or TI-84+ calculator on both exams.
- You are allowed the use of one page of notes (8.5 x 11, front and back) for each exam.
- You are not allowed the use of your cell phone for any purpose on exams.
- Necessary formulas will be provided.

EXAM SUPERVISION REQUIREMENTS

Exams must be taken under supervised conditions. Your supervision options are as follows.

The Jackson College Testing Lab (Room 118 Atkinson Hall, Main Campus):

You can take exams at Jackson College's Testing Lab. You will need to show your driver's license or your Michigan state photo identification to verify your identity. After being admitted you will complete your exam under the supervision of the Testing Lab staff.

A testing center at another college campus:

You can take exams at another college's testing center subject to Jackson College approval (see the proctor qualification requirements included below). If you elect this option, **you must submit a completed proctor application for approval prior to taking any exams.** Note that there often is a cost associated with taking an exam at another college's testing center. You can find the blank proctor application in the left menu of MyMathLab. Submit completed proctor applications to:

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 Jackson College – JM 250
 2111 Emmons Road
 Jackson, MI 49201
 email: gseverance@jccmi.edu

ACADEMIC HONESTY

If a student commits academic dishonesty I may sanction the student by taking appropriate action up to and including assigning a failing grade for the assignment, exam, or the course itself. Refer to the Jackson College Grading academic honesty policy in the Jackson College Grading handbook for a complete policy description. The potential consequences of violating the academic honesty policy are as follows. You may be dismissed from the course for, but not limited to, the following reasons as stated in the Academic Honesty Policy and the Student Rights and Responsibilities Handbook.

Misconduct for which students or visitors are subject to discipline is as follows:

- 1) Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- 2) Forgery, alteration, or misuse of College documents, records or identification.
- 3) Obstruction or disruption of teaching, lecturing, research, administration, or other authorized activities on College premises...

COURSE OBJECTIVES

Students will be able to:

- 1) Simplify basic algebraic and exponential expressions using mathematical processes and symbol manipulation.
- 2) Use algebraic processes to solve linear, quadratic and literal equations and linear systems of equations.
- 3) Demonstrate understanding of concepts of linear equations by: graphing a linear equation, finding x- and y- intercepts, and finding the slope of a line.
- 4) Solve application problems using algebraic processes and procedural techniques.
- 5) Demonstrate knowledge of current technology and its uses and/or scientific issues.