Instructor: (Ms.) Rosanne Parks
Office: JXJ 2213 (Jamrich Hall)
Office phone: 227-1479
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Office Hours: 10 – 11 MTWR
Prerequisite: AT LEAST a C− in MA090 or a satisfactory score on the Math Placement Exam.

Required Materials:
(2) NMU e-mail account which you check regularly
(3) Portfolio: Loose leaf notebook (large rings) for class notes & assignments, tests & quizzes
(4) Pencil and eraser: REQUIRED for all tests, quizzes, and submitted homework; graph paper, ruler or straight edge
(5) Scientific calculator (fraction key useful) that is without algebraic technology. A cell phone calculator is not acceptable.

Note: Laptops will not be used in this class.

Additional Expectations:
• arrive for every class with necessary tools: text, portfolio (notebook, pencil, calculator
• keep cell phones and other electronic devices out of sight and on silent (Please speak to the instructor if you anticipate receiving an emergency call during class.)
• be attentive and actively participate in class

Learning Outcomes:
After successful completion of MA100 students will be able to:
(1) Apply concepts of sets (unions, intersections, set notation, Venn diagrams, interval notation)
(2) Solve the following types of one-variable equations: a) linear, b) absolute value, c) polynomial d) rational,
e) radical, f) quadratic (see #12), g) exponential
(3) Solve literal equations
(4) Solve and graph inequalities: a) one variable inequalities, b) absolute value inequalities, c) linear inequalities
(5) Write and graph equations of lines
(6) Solve systems of linear equations
(7) Set up and solve application problems using a single variable equation or a system of equations.
(8) Perform operations on polynomial expressions and factor polynomials (including the sum and difference of cubes)
(9) Simplify rational expressions
(10) Simplify expressions using exponent rules
(11) Simplify radical expressions
(12) To solve quadratic equations by the following methods: factoring, square root method, completing the square, quadratic formula
(13) Graph and interpret quadratic functions
(14) Solve application problems involving quadratic functions
(15) Find the perimeter, area, and volume of geometric figures and solve application problems involving perimeter, area, volume, and the Pythagorean Theorem
(16) Solve variation problems
(17) Apply complex numbers

Learning outcomes will be assessed using quizzes, tests, and the final exam.

ATTENDANCE: Daily attendance is expected and will be recorded. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Whenever a student is absent, the student must assume responsibility for making arrangements for any assignments missed due to the absence. Texting in class will result in a student being marked absent for the class. Friday of most weeks will be devoted to untimed testing or to Lab Sessions with the Teaching Assistant.

DEVELOPMENTAL MATHEMATICS LAB SESSION/TUTORING POLICY:
Students are required to attend the lab session and/or meet with the Teaching Assistant (TA) during their office hours at any time in which the student’s grade on a test is below 70%. Students must continue to attend lab sessions and/or meet with the TA until they achieve at least 70% on a subsequent test. It is the student’s responsibility to learn if he or she is required to continue attending after the next test is taken. Students should ask the instructor if they are uncertain. Do not
make any assumptions about your attendance status. All students, even if they score at least 70% on a test, are welcome to attend the lab sessions and are encouraged to meet with the TA during their scheduled office hours.

Students who are required to attend the lab session and/or meet with the TA will be asked to initial a sign-in sheet to indicate their presence. A student who misses a session or arrives more than 10 minutes late will be marked absent. No more than four (4) unexcused absences from the required lab session or meeting with the TA will be permitted. Students who exceed the number of unexcused absences will be required to meet with the instructor to discuss their commitment to the course. The instructor reserves the right to reduce a student's grade due to an excessive number of absences or to give the student a failing grade in the course. Students may also choose to withdraw from the course prior to the University's class withdrawal deadline.

ASSIGNMENTS: PLAN TO SPEND AN AVERAGE OF 2 HOURS ON EACH ASSIGNMENT. If your schedule will not permit this much homework time, I recommend that you seriously consider dropping the course.

Reading and problems will be assigned each day. In addition, you should take notes, including examples used, covering the material presented in class. Each homework assignment (and each section within a homework assignment) should start on a clean sheet of paper and start with a heading which includes your name, the date assigned, section and page numbers, and problem numbers assigned. In doing homework, copy the problem and SHOW YOUR WORK for each problem assigned. Make corrections as we discuss the problems. SUGGESTION: Do not erase your original work. Do your corrections in red ink. Assignments will be checked in frequently.

Portfolios will be collected on test days and assigned a grade of up to 20 points. (Refer to the handout on Portfolio Organization.)

Remember: MATHEMATICS IS LEARNED BY DOING, NOT BY OBSERVING!

TESTS & QUIZZES: Quizzes will be given often and will be worth 10 – 50 points each. (There usually will be at least one 25 point quiz each week.) Some may not be announced. At least one question per quiz may be taken from your portfolio. You may not use your textbook for these questions. No make-up quizzes will be given without PRIOR ARRANGEMENT. For a student with fewer than five absences, the lowest quiz score will be dropped if doing so would improve the student's average. At times, you may be asked to submit (for a grade) selected problems from a completed homework assignment. These problems are to be copied from your portfolio without using your textbook. Several homework assignments (with varying point values) will be collected and graded throughout the semester. Late assignments will not be accepted! There will be 5 – 6 tests, each worth 100 points. Tests will cover assigned reading, material presented in class, and concepts covered in homework. NO TEST SCORES WILL BE DROPPED. You must take tests and quizzes at their scheduled times. Tests will be given on Fridays with extra time allowed. No make-up is possible for any test unless you notify me before test time. A documented excuse may be requested in order to take a make-up test. Only students who have taken all tests will be admitted to the final exam. Thus, missing a test guarantees earning a failing course grade except in extremely unusual circumstances. The comprehensive final exam will be worth 200 – 250 points.

GRADES: To pass this course you must take all tests. Your course grade will be based on total points earned on your quizzes, tests, graded assignments, portfolio, and final exam together with any bonus points earned. Accumulating more than 4 unexcused absences may result in a lowering of your final grade. Grades on quizzes and tests are not “curved.”

The grading scale is: A: 90-100%;  B: 80-89%;  C: 70-79%;  D: 60-69%;  F: < 60%.

(NOTE: A grade of AT LEAST C– in MA100 is required for registration in MA103, MA104, or MA150. A grade of AT LEAST B– in MA100 is required for registration in MA111.)

EXTRA HELP: My Office: during regular office hours or by appointment
Office Hours and Lab Sessions (as announced) with the Teaching Assistants
Math Study Lab: West Science (WS) 3810:  227-1612
All-Campus Tutorial Service

Study groups are recommended.

DISABILITY SERVICES: If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Dean of Students Office at 2001 C. B. Hedgcock Building (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.