**Professor:** (Ms.) Gwen Hetler  
Office: NSF1308  
Office phone: 227-1608 (voice mail)  
e-mail: ghetler@nmu.edu  
Office Hours: 11-12, 1-2: MTWR  
Other times by appointment

**Prerequisite:** AT LEAST a B– in OC080 or satisfactory Placement Test score.

**Required materials:**  
Text: *Beginning Algebra: Once and For All*, Kendall/Hunt, Jane Jamsen and Gwen Hetler.  
A scientific calculator (fraction key useful); a cell phone calculator is not acceptable.  
a loose leaf notebook for class notes, assignments, quizzes & tests; pencil and eraser.  
NMU e-mail account which you check regularly.  
Laptops will not be used in this class.

**Additional expectations:**  
Students will arrive for every class with necessary tools: text, notebook, pencil, calculator.  
Cell phones and other electronic devices will be out of sight and on silent; speak to the professor if you anticipate receiving an emergency call during class.

**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. Students must accept this responsibility. Texting in class may, at the discretion of the professor, result in a student being marked absent for the day. After the first week Friday of the remaining weeks will be devoted to un-timed testing or to a Lab Session with the Teaching Assistant.

**Assignments:**  
Portfolios will be collected on test days. See the portfolio requirements on the included sheet. Portfolios will be graded on test days and will be worth 20 points in addition to the test points.

**Learning Outcomes:** (a partial list)  
After successful completion of MA090 students will be able to:  
1) Formally solve equations in one variable using addition, subtraction, multiplication, and division as appropriate.  
2) Employ the use of a variable in problem solving.  
3) Apply the Pythagorean Theorem in problem solving.  
4) Calculate and compare the measures of clustering (mean, median, mode) of data points.

**Tests & Quizzes:**  
All quizzes and tests must be written in pencil. Quizzes will be given often and will be worth 10-50 points each. 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 students with 1-4 unexcused absences, the lowest quiz score will be dropped if doing so would improve the student's average. There will be 5-6 tests of 100 points each. Tests will cover reading, homework, and concepts discussed in class. Tests will be given on Fridays with extra time allowed. No test scores will be dropped. You must take tests and quizzes at their scheduled times. No make-up is possible for any test unless you notify the professor before test time. A documented excuse may be necessary in order to take a make-up test. Grades on quizzes and tests are not "curved." Only students who have taken all chapter 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 points.
**Developmental Mathematics Lab Session Policy:**

Students are required to attend the lab session and/or meet with the Teaching Assistant (TA) during the TA’s 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 professor 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 professor to discuss their commitment to the course. The professor 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, **March 28**.

**Grades:** To pass this course you must take all tests. Your course grade will be based on your quiz, test, portfolio, and final exam scores and bonus points; accumulating more than 4 unexcused absences may result in a lowering of your final grade. Test & quiz grades are not curved.

- The approximate scale is: A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: < 60%.
- A grade of **AT LEAST C–** is required for registration in MA100.

**Extra Help:**

- Professor’s office during office hours or by appointment
- Office Hours and Lab Sessions (as announced) with the Teaching Assistant.
- Math Study Lab: WS3810: 227-1612
- Tape recording of class sessions is permitted; **study groups are strongly recommended**.

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.