

Professor: (Ms.) Gwen Hetler

Office: New Science Facility 1308
Office phone: 227-1608 (voice mail);
e-mail: ghetler@nmu.edu

Office Hours: 11-12, 2-3: MTWR
Other times by appointment

Prerequisite: AT LEAST a C- in MA090 or satisfactory score on Math Placement Exam.

Required materials:

Text: *Understanding Intermediate Algebra: Sixth Edition*, Hirsch & Goodman.

Loose leaf notebook for class notes & assignments; pencil and eraser.

Scientific calculator (fraction key useful) but without algebraic technology;

a cell phone calculator is not acceptable.

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 will result in a student being marked absent for the day. Friday of most weeks will be devoted to un-timed testing or to Lab Sessions with the Teaching Assistant.

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 doing homework, copy the problem and SHOW YOUR WORK for each problem assigned. Assignments should be **dated** and include your name with section or page number clearly noted. Assignments will be checked in frequently. **Notebooks will be collected on test days.** One test item will be taken from your notebook.

Learning Outcomes: (a partial list)

After successful completion of MA100 students will be able to:

- 1) Solve systems of equations both graphically and algebraically.
- 2) Employ systems of equations in the solution of application problems.
- 3) Utilize factoring and the quadratic formula to solve polynomial equations.
- 4) Calculate the distance between two points in the coordinate plane and determine the coordinates of the midpoint of the line segment joining them.

Tests & Quizzes:

All tests and quizzes 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 homework notebook. 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 5 unexcused absences, the lowest quiz score will be dropped if doing so would improve the student's average. 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 a Friday with extra time allowed. No make-up is possible for any test unless you contact me by phone or e-mail, **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 points.

Developmental Mathematics Lab Session Policy: (revised 1/12/2013)

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.

Grades: To pass this course you must take all tests. Your course grade will be based on your quiz, test, 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 MA103, MA104, or MA150.

A grade of **AT LEAST B-** is required for registration in MA111.

Extra Help:

My Office: during office hours or by appointment

Math Study Lab: WS3810: 227-1612 Jacobetti Center 103: 227-2283

All-Campus Tutorial Service: LRC111H & HDG 3302.2: 227-2618

Office Hours and Lab Sessions (as announced) with the Teaching Assistant.

Tape recording of class sessions is permitted; **study groups are 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.