

Reedley College – FALL 2011 - Course Syllabus
Math 103, Intermediate Algebra, Section #56718

Instructor: Ms. Lina Obeid
Office: FEM 1
Phone: 638-3641, ext. 3184

Class Time: Daily; 8:00 – 8:50am
Office Hours: M, W, Th: 10-11am; or by apt

Class Location: CCI 206

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Basic Skills Advisories: Eligibility for English 126 (A) **Subject Prerequisites:** Successful completion of Math 101 or equivalent; *Students should not enroll in this class if they did not fulfill these pre-requisites. Students stand to be dropped from the class if they had not fulfilled the pre-requisites before enrolling.*

Optional Text: Woodbury, G. (2009). *Intermediate & Intermediate Algebra*, 2nd edition. Boston: Pearson

Required Materials:

- Coursecompass access code (includes e-book but not hard copy) purchased on coursecompass.com or at the bookstore. Coursecompass access code must be purchased promptly the first week of school. Not having an access code will not be an excuse to get extension on homework.
- Students need to come to class ready with Graph paper and Graph Post-Its, non-graphing scientific calculator, 3 single- subject spiral notebooks, highlighter (yellow), paper, ruler, sharpened pencils, erasers, and a mini- stapler. The use of pens is not allowed in this class. Calculators are prohibited on some exams.
- This class requires students to access and/or print materials from Blackboard and/or coursecompass in a timely manner. This class requires access to a computer with a cable/DSL, T1 or other high speed connection.

Attendance and Tardy Policy:

- Students who miss the first day of class may be dropped as a “No Show”. Students who are trying to add this class must be present in class on time the first day of class to be considered. Even then, it depends on availability, class size, and classroom capacity. Students who do not sign up to coursecompass.com and **complete the homework by Friday, Aug. 19** stand to be dropped from the course.
- Roll is taken daily. Students are expected to attend every class, arrive on time, and stay for the entire class period. Students who are absent or late, or who leave early will receive a zero on the missed, incomplete, or late assignment. **Late work is not accepted.** Emailing or calling does not excuse an absence.
- If a student arrives late, it is his/her responsibility to inform the instructor after class, so the absence can be changed to a tardy. Two tardies or a partially missed lectures count as an absence.
- A student who is absent or late is responsible to get him/her self updated on the missed materials. In that case, that student will need to ask a fellow student for the notes and/or the missed assignments. Students need to make sure they have a reliable student contact from class to get the missing info. Students can use the math/tutorial center available at Reedley College if they need help understanding the missed material.
- A student *may** be dropped without notice by the instructor after 10 absences (not necessarily consecutive classes).
* **NOTE:** If a student decides to no longer be enrolled in the class, then it is the student’s responsibility to follow the Reedley College course schedule or catalog’s deadlines and drop in a timely manner to avoid receiving a “W” or an “F”.

Behavioral, Campus, and Class Policy:

- Reedley College campus policies and academic regulations will be implemented in this class.
- By enrolling in this class, the student agrees to adhere to any and all of the policies and regulations of this class, as well as adhere to Reedley College campus policies and academic regulations; The instructor reserves the right to communicate only with the enrolled student regarding matters concerning the student or the class.
- Students engaging in any behavior the instructor deems disruptive may be asked to leave the class session. Food and/or drink (except bottled water) are not allowed in the classroom. Teacher reserves the right to assign seats.
- Students must act and communicate professionally in class and online.
- This class has an electronic device use policy:
 - 1) The use of electronic devices in the classroom is strictly prohibited. Electronic devices include, but are not limited to cell-phones, pagers, recording devices, CD/DVD/MP3 players. Such devices must be non-operational, turned off, silenced, and put away before entering class. Approved calculators (not cellphones), and documented/required medical devices are allowed. Headphones are not allowed.
 - 2) Cell phones are strictly prohibited in class at any time. They need to be silent, out of reach, and out of sight. Students are not allowed to place their cell phones on the desks or in plain view at any time during class, even if set to “silent” or “off”. Texting in class is prohibited. Students should not leave the classroom to use their phones in the middle of a class period. Cell phones are NOT to be used as calculators. Students using a cell phone during a test are considered to be cheating.
 - 3) Students need to make the instructor aware of any electronic device in use, otherwise they are in violation.
- The best and most immediate way to communicate is face to face, in class or in the office during office hours or by apt. If communicating by email, allow 1 to 2 business days for an online or a face-to-face response. Please note that emailing or calling regarding a tardy or an absence does NOT get the tardy or the absence excused.

Plagiarism and cheating:

Reedley College rules on plagiarism will be enforced. Students cheating and students allowing others to cheat off of their assignment will receive a 0% on that assignment (whether it is a chapter exam, a final, or any other assignment). Students using a cell phone during a test regardless of the reason are considered to be cheating.

Grading Policy:

Students are graded in four major categories according to the following:

Classwork grades constitute **5%** of the student overall grade.

Homework grades constitute **25%** of the student's overall grade.

Exams grades constitute **60%** of the student's overall grade.

Final Exam grade constitute **10%** of the student's overall grade.

- **Classwork:** Classwork is work assigned and done in class. It includes in class note-taking, quizzes, pop-quizzes, participation, or any other work required to be completed while class is in session. Students must have a **single subject spiral notebook used exclusively to taking notes for this class**. Students will be graded on taking notes in class. Students might also be asked to print certain documents posted on coursecompass.com. Late classwork will not be accepted for any reason. It must be turned in on time upon request. No make-ups or retakes are allowed. Student who are tardy or absent will receive a 0% for missed assignments. To allow for emergencies, the lowest classwork score will be dropped.
- **Homework:** Homework is assigned on regular basis at www.coursecompass.com. Homework is to be completed online at coursecompass.com. Homework will not be accepted late for any reason. Students must **show detailed, step-by-step work in a single subject spiral notebook used exclusively for homework for this class**. The homework notebooks will be collected and graded. Exercises must be worked out thoroughly, completely and neatly, otherwise the work will not receive full credit. Graphs need to be drawn on graph paper, labeled, titled, and scaled accurately and neatly using a ruler. Technological problems cannot be used as excuses to get extensions or retakes. The two lowest homework assignment scores will be dropped to account for emergencies.
- **Chapter Exams:** 5 or 6 chapter exams will be administered throughout the semester. Chapter exams are weighted equally. No make-up exam will be given for any reason. Students who are not present will receive a score of ZERO* on that chapter exam. To account for emergencies, the final exam score, however, may be used to replace a chapter exam score. Pop-quizzes are included in this category. Students are not allowed to leave and return to an exam once started.
* **Note carefully:** In case a student has a known **unavoidable business on the exam date**, he/she will be given the chance to take the chapter exam **early (before the scheduled date/time) if and only if** the student makes the appropriate arrangements with the instructor in a timely manner. Students are not allowed to take the exam after the scheduled time for any reason.
- **The Final exam** is a comprehensive final meaning it might contain any of the material covered from the entire semester. The final is mandatory and its score will not be dropped. Students are not allowed to leave and return to an exam once started. **The final exam score may be used to replace the lowest chapter exam score or a missed chapter exam score.**
The Final will be administered on Wednesday, December 14th in CCI 206, at 8am to 9:50am.
- **Grade formula and grades:**
 - It is the student's responsibility to put in the effort it takes to get the desired grade.
 - A student struggling to get a desired grade must get tutoring. Tutoring is available for free at Reedley College.
 - The average score within each category may be calculated by adding the earned scores, then dividing them by the sum of the possible scores. The following formula is used to determine the overall grade: Student's overall grade = (Classwork average)(0.05) (Homework average)(0.25) + (Exam average)(0.60) + (Final Grade)(0.10)
 - If students need further clarification regarding grades, they are welcome to consult the instructor.

Grading Scale:

Grade	Percent	Grade	Percent
A	= 90% - 100%	D	= 60% - 69%
B	= 80% - 89%	F	= Below 60%
C	= 70% - 79%		

Tips for Success:

- Do not expect a good grade for average, mediocre, or poor work.
- Come to class prepared and on time;
- Attend regularly; do not miss class
- **Do not procrastinate.**
- **Do not make excuses.**
- Turn in well thought-out assignments on time with all the work shown step-by-step;
- Put in the maximum effort daily in every aspect of your work;
- Ask fellow students, and tutors for help;
- Attend MATH CENTER OR the tutorial center for help and tutoring; (Do not wait until you start failing to do so!!)
- Approach the instructor with questions.
- Do not wait until you are failing or you are completely lost to ask questions.
- Form a study group.
- Read the book before attending class.

► **Important Dates: FALL 2011**

August 15 (M) Start of Fall semester

August 26 (F) Last day to drop a full-term class for a refund

September 2 (F) Last day to drop a fall full-term class to avoid a "W"

September 5 (M) Labor Day (no classes held, campus closed)

September 16 (F) Last day to change a fall class to/from a Pass/No-Pass grading basis

October 14 (F) Last day to drop a full-term class (letter grades assigned after this date)

November 11 (F) Veterans Day (no classes held, campus is open)

November 24-25 (Th-F) Thanksgiving holiday (no classes held, campus closed)

December 14 (W) Final exam is administered in CCI206 at 8am.

It is the student's responsibility to check course schedule and catalog for other important dates.

► **Accommodations for students with disabilities:**

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic test, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. Last minute arrangements will not be tolerated.

Course Description:

According to the Reedley College course outline, Math 103 deals with algebraic concepts including: linear equations and inequalities in two variables, rational exponents and roots, quadratic functions, exponential and logarithmic functions, and conic sections.

Course Objectives:

- A. Use the properties of lines and linear inequalities, and apply operations on functions.
 - B. Simplify radical and complex expressions and perform operations on them.
 - C. Solve quadratic equations using various techniques including factoring and quadratic formula, and graph parabolas.
 - D. Apply the properties of exponents and logarithmic functions to change the base of a logarithm.
 - E. Manipulate and graph equations of conic sections.
 - F. Optional Topics (if time permits)
 - Generalize arithmetic and geometric sequences and find the kth term of a binomial expansion.
- It is the student's responsibility to put forward the time, effort, and ability needed to master these course objectives upon completion of this course. The lower the student's math ability, the higher will be the student's effort and time needed to master the objectives.

► *Instructor reserves the right to make minor changes to the syllabus.*