

Reedley College – SPRING 2013 - Course Syllabus

Math 103, Intermediate Algebra, Section #56086

Instructor: Ms. Lina Obeid
Office: FEM 1C
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Class Time: Daily; 9:00 – 9:50am
Office Hours: M,T,W: 8 to 9am; or by apt

Class Location: TBA (M FEM12)
E-Mail: lina.obeid@reedleycollege.edu

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). *Elementary & Intermediate Algebra*, 3rd edition. Boston: Pearson

Required Materials:

- [Pearsonmylab](#) access code (includes e-book but not hard copy) purchased on [pearsonmylabandmastering.com](#) or at the bookstore. [Pearsonmylab](#) 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 non-graphing scientific calculator, 3 Cambridge single- subject spiral graph notebooks, highlighter (yellow), 4 by 6in lined index cards, 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 [Pearsonmylab](#) or Blackboard 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.
- Attendance is not optional. 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. **Students are expected to use their notebooks to take notes in class on daily basis.** 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 information. 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). If a student decides to no longer be enrolled in the class, then it is the student’s responsibility to drop in a timely manner to avoid receiving a “W” or an “F” following the Reedley College course schedule or catalog’s deadlines.

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. By enrolling in this class, the student agrees to the rules, procedures, guidelines, and policies described in this syllabus. The instructor reserves the right to communicate only with the enrolled student regarding matters concerning the student or the class.
- Students not following directions or engaging in any behavior the instructor deems disruptive may be asked to leave or may be removed for the remainder of that class session. Food or drink (except bottled water) is **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 are prohibited in the classroom at anytime. Such devices must be non-operational, turned off, silenced, and put away before entering the classroom. Headphones are not allowed. Approved calculators (not cell phones), and documented/required medical devices are allowed. Students are not allowed to use or operate a recording device at any time in this classroom. Disabled students must make arrangements with the teacher ahead of time for the approved use of a device.
 - 2) The use of cell phones in the classroom is strictly prohibited at anytime and is considered disruptive behavior. Phones 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 an exam are considered to be cheating.
 - 3) Students must make the instructor aware of any electronic device they are using in class, otherwise they are in violation of the policies of this class.
- The best and most immediate way to communicate with the instructor is face to face during office hours or by appointment. If communicating by email, allow 1 to 2 business days for a 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 three major categories according to the following:

Homework grades constitute **30%** 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.

- **Homework:** This category includes homework and quiz grades.

Homework is assigned on regular basis at pearsonmylabandmastering.com. It is to be completed online at pearsonmylabandmastering.com. Homework will not be accepted late for any reason. Students must **submit their detailed work in a single subject Cambridge graph spiral notebook used exclusively for homework for this class**. The homework notebook will be collected and graded.

Quizzes based on homework will be administered in class and must be turned in on 4 by 6in index cards. Quizzes must be taken at the exact time they are administered. Student who miss a quiz because they are absent, come in late, or leave early will receive a 0% on that quiz with no chance of pre-take, retake or make up.

Exercises on homework and quizzes must be worked out step-by-step, thoroughly, completely and neatly, otherwise the work will not receive full credit. Answers must be highlighted. Graphs need to be drawn on graph paper, labeled, titled, and scaled accurately and neatly using a ruler to get full credit. Technological problems cannot be used as excuses to get extensions or retakes on homework. 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. Students are not allowed to leave and return to an exam once started. Exam questions must be answered step-by-step, thoroughly, completely, and neatly to receive full credit. Final answers must be highlighted. Graphs are very important in calculus, so they need to be drawn, labeled, titled, and scaled accurately and neatly using a ruler to receive full credit.

Students are not allowed to take the exam after the scheduled time for any reason. Students who are not present will receive a score of ZERO* on that chapter exam. No make-up or retake exam will be given for any reason.

In case a student has a known unavoidable business on the exam scheduled date or time, 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 ahead of time.

To account for unforeseen emergencies, the final exam score may be used to replace the lowest chapter exam score.

- **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 exam will be administered on Monday, May 13th at 9am to 10:50am, room TBA.

- **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 = (Homework average)(0.30) + (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.
- **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;
- Come to class prepared and on time;
- Attend regularly; do not miss class
- 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: SPRING 2013

January 7 (M) Spring 2013 instruction begins

January 18 (F) Last day to request an Enrollment Fee Refund

January 21 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)

January 25 (F) Last day to add a full-term fall class for Spring 2013

January 25 (F) Last day to drop a full-term class to avoid a "W" (in person) for Spring 2013

January 27 (Su) Last day to drop a full-term class to avoid a "W" (on WebAdvisor) for Spring 2013

January 28 (F) Last day to change a class to/from a Pass/No-Pass grading basis

February 15 (F) Lincoln Day observed (no classes held, campus closed)

February 18 (M) Washington Day observed (no classes held, campus closed)

March 8 (F) Last day to drop a full-term class (in person) (letter grades assigned after this date)

March 10 (Su) Last day to drop a full-term class (on WebAdvisor - must not have any holds) (letter grades assigned after this date)

March 25-29 (M-F) Spring Recess (no classes, campus open, classes reconvene April 1)

May 13-17 (M-F) Spring 2013 final exams week

May 13 Final exam will be administered on Monday, at 9:00am to 10:50am, in room TBA.

May 17 (F) End of spring semester/commencement

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 the teacher as soon as possible. Last minute or same day arrangements will not be tolerated.
Any special arrangements need to be done in advance and in writing.

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 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. Other 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.*