# Syllabus: MA 100

**Instructor:** **Mrs. Sue Hewitt**
**Instructor Office Phone:** **227-1511 (Leave voice mail message or email , before test absence from class.)**
**Email:** shewitt@nmu.edu
**Office Number:** **New Science Facility: Seaborg Center, Room # 1009**

**Text:** **Intermediate Algebra by Lewis Hirsch & Arthur Goodman**
**(There exists a student answer book with the odds worked out.)**
**(We will cover most of chapters 1 – 8, & possibly part of 9.)**

**Prerequisites:** **At least a C – in MA 090 or satisfactory score on Math Placement Exam**
**You must see me immediately if you do not meet these prerequisites**

**Classtime:**

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| **M,W, R, F** | **at 12:00 p.m. in** | **JAC 134** |
| **M.W,R,F** | **at 3:00 p.m. in** | **JX 201** |
| **M, W,R,F** | **at 7:00 p.m. in** | **JX 231.** |

**Additional supplies:**

**TI graphing software and calculator will be available on your ThinkPad for free.**
**A "graphing" calculator is helpful if you have access to one; but it is not required.**
**A "scientific calculator" with a fraction key would be of help if no graphing calculator is available.**
**Recommendation: 2 loose leaf notebooks:**
**1 for class notes and 1 for homework.**

**Attendance:**

**Attendance will be taken at the beginning of class. Late arrival may constitute an absence.**
**You are expected to show up for class promptly—unless you have a good reason—like traveling from Jacobetti to JX. Show me documented scheduling time problems immediately.**
**You are expected to be courteous in the classroom at all times.**
**You are expected to stay the entire period.**

**Homework:** **You are expected to READ the book's section each day—before class.**
**There will be a daily homework assignment. You are expected to do all the problems in a loose leaf notebook. Page number each assignment.**
**Show all work along with the answer. Plan on spending up to 2 hours per night on assignments. Homework quizzes are possible.**
**(Homework quizzes are quizzes in which you use your notebook alone to show the work and answers to previously assigned problems.)**

**Make-up test/quiz:** **First, if you cannot make it to class the day of a test or quiz—due to a good reason--you must notify me by**
***phone voice mail message (227-1511)* or *email(shewitt@nmu.edu)***
***BEFORE* the testing period occurs-- to be eligible to make up the test.**
**Further written verification of your absence may be requested—before make up test is counted.**
**Secondly you must contact me the day of your return to class and we will promptly schedule a time & place for the make-up of the test or the non-extra credit quiz. You will be given a test over the same content in the math department's make-up lab .**

**Sports students will present me with a absentee form before leaving for the sporting event.**

**Extra Credit Types**

**Approximate Attendance extra credit:**

**0 absences=2%; 1 absence= 1%; 2 absences= . 5%**

**(Absence means "not in class that day".)**
**The percent is of the preexam total points.**
**Extra credit homework or classwork assignments or quizzes.**
**You must be present in order to receive credit for these bonus assignments.**
**No makeups.**

**Grading:** **Approximate grading scale:**

**90-100 A's; 80-89 B's; 70-79 C's; 60-69 D's; below 60 F**
**-There will be tests covering up to 2 chapters of material at a time.**
**-There will be quizzes.**
**-There will be many group assignments. You have to be present to obtain Points for the group assignments.**
**-There will be some extra credit assignments and/or bonus attendance credit.**
**You have to be present to do extra credit.**
**-There will be a cumulative final exam.**

**Illness/Emergency:** **You are responsible for keeping up with assignments.**
**EMAILOR CALL me if you have questions.**

**Extenuating circumstances:** **Please contact me personally. Do so quickly.**
**`** **Other options may be available. These will be evaluated on an individual basis.**

**Extra help:** **See me during my offices hours or agreed upon special arrangements.**

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| **Math Lab** | **(daytime in Math Office.)** |
| **All Campus Tutoring** | **(daytime and evenings, too; Payne-Halverson )** |

**Other campus help services-HUB or Academic or other Counseling.**

**Get help promptly. Do not wait until the night before the test.**

**Special dates to remember:**

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| **Last day to ADD a class** | **August 30** |
| **Last day to DROP (100% Refund)** | **Sept. 4** |
| **Last day to Drop with a " W "** | **Nov. 2** |
| **Conference Day** | **Oct. 12** |
| **Thanksgiving begins** | **Nov. 21, Wed.** |
| **Last Day** | **Dec. 8** |
| **Exams** | **Dec. 10 – 15** |

***If you have a need for a disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability office at 405 Cohodas (phone: 227-1550.) 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.**