Winter '02	**MA 090**	**BEGINNING ALGEBRA**	(11295)	11 a.m.	MTWRF	WS3806
			(11296)	2 p.m.	MTWRF	JXJ221

Professor: (Ms.) Gwen Hetler
Office: NSF1308
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Home phone: 942-7178 (6-10pm only)

Office Hours: 1-2 & 3-4: 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 or graphing calculator; a loose leaf notebook; pencil and eraser.
All quizzes and tests must be written in pencil.
Active e-mail account for receiving information sent to the entire class.

Attendance:

Attendance is required and will be checked daily. You should enroll in and pay for this course only if you have the time to devote to class attendance every day and to completion of all assignments. Algebra is not learned by observation.

Assignments:

Homework will be assigned daily. I suggest you study your text with a highlighter and pencil handy. *Keep your class notes and homework in a loose leaf notebook, separate from the text.* Occasionally you will be assigned to a group to do exploration-type problems. The group **may** have to meet outside of class to finish the work. Every student must participate in group work. A signature from each person in the group is required when the solution to the assignment is submitted. Each member of a group earns the same grade. It usually is not possible to make-up a missed group assignment.

Tests & Quizzes:

Quizzes will be given often and will be worth 10-30 points each. Not all quizzes will be announced. **At least one question per quiz will be taken from your homework notebook**. **You may not use your text for these questions**. No make-up quizzes will be given. For students with no more than 4 absences, the lowest quiz score may be dropped if doing so would improve the student's average. There will be 5-6 100 point tests. Tests will cover reading, homework, and concepts discussed in class. **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 me before test time. A documented excuse is necessary in order to take a make-up test. Quizzes and tests are frequently given on Mondays, Fridays, or the day before or after a break. 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.

Approximate Grading Scale:

A: 90-100 %; B: 80-89 %; C: 70-79 %; D: 60-69 %; F: < 60 %.
The grade you earn will depend upon the number of points you accumulate.
To pass the course you must take all tests and the final exam unless you are exempted from the exam. A grade of **AT LEAST C-** is required for registration in MA100.

Extra Help:

My office during office hours
Math Study Lab: WS3810
All-Campus Tutorial Service: Jamrich 225.
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 your professor and the Office of Student Support and Disability Services at 1104 University Center (phone: 227-1737) 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.