Fall '04 **MA 090** **BEGINNING ALGEBRA** (81400) 11 a.m. MTWRF JXJ242

Professor: (Ms.) Gwen Hetler
Office: NSF1308 Office Hours: 1-3: MTWR Other times by appointment
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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 looseleaf 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. Mail will be sent to your NMU account.

Attendance:
Attendance is expected 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. You will not learn algebra 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 looseleaf 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 may be taken from your homework notebook. You may not use your textbook for these questions. In place of a standard quiz you may be asked to submit a completed homework assignment.** No make-up quizzes will be given. For students with fewer than 5 absences, the lowest quiz score may be dropped if doing so would improve the student's average. There will be 5-6 tests of 50 or 100 points each. 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. 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: LRC 111H.
MA090 Facilitated Study Group
Tape recording of class sessions is permitted; **study groups are strongly recommended**.
If you have need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 Hedgcock, (227-1700;
TTY 227-1543); 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.