Syllabus: MA 100

Instructor: Mrs. Hewitt
Instructor Office Phone: 227-1603 (No voice mail.)
Email: shewitt@nmu.edu (Email me , before test absence)
Office Number: NSF 1113

Text: Understanding 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: M, T,W,R at 3:00 p.m. in West Science Bldg Room 3803

Additional supplies:

TI graphing software is available on your ThinkPad. It has a built-in calculator, too.
A "graphing" calculator is helpful if you have access to one; but it is not required.

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. Show any 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:

There will be a daily homework assignment.
Show all work along with the answer. Plan on spending up to 2 hours per night on assignments. Notebook quizzes and group classwork will be given.
(Notebook quizzes are quizzes in which you can use your notes to help to solve the problems.)

Make-up test

First, if you cannot make it to class the day of a test—due to a good reason--you must notify me by

email (shewitt@nmu.edu)

before the test occurs-- to be eligible to make up the test.
Further written verification of your absence may be requested. The test will be recorded—not counted—until such notification.
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 You will be given a test over the same content in then 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 of pre-exam total:

0 or 1 absence= 3%; 2,3 absences= 2%; 4 absences= 1%

"Absence" means "not in class that day".
The percent is based on the pre-exam total points.
For extra credit homework or classwork assignments or quizzes, you must be present in order to receive credit for these assignments.
<u>No makeups for the classwork and/or quizzes and/or bonuses.</u>

Grading: **Approximate grading scale:**

90-100 A's; 80-89 B's; 70-79 C's; 60-69 D's; below F.
-There will be tests covering up to 2 chapters of material at a time.
-There will be quizzes. You may use your notes most often for quizzes.
-There will be group classwork assignments.
-There will be some extra credit assignments and the bonus attendance credit.
-You have to be present to do extra credit and classwork and quizzes.
-There will be a cumulative final exam.

Illness/Emergency: **You are responsible for keeping up with assignments.**
Email or call or see me if you have questions.

Extenuating circumstances: **Please contact me privately. 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.
2:35-2:55 and 4:50-5:20 M, W, R,T
Math Lab **(8 am to 4 pm M-R; 8am to 3pm F; West Science Room 3810.)**
All Campus Tutoring **(Available certain days and evenings for math, etc.)**

Other campus help services--HUB , Academic, or Counseling.

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

DISABILITY SERVICES

If you have a need for a disability-related accommodation or services, please inform the Coordinator of Disability Services in the Disability office by: coming into the office at 2001 C.B. ; calling Hedgecock at 227-1700; or emailing disserv@nmu.edu. 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.