Course Syllabus – MA 100 - Intermediate Algebra - 10

Class Time and Location: 2:00 PM, M T W R F , Room: West Science – 2901

Instructor: Roger Contois (rcontois@nmu.edu)
Office & Phone: NSF – Room 1007; (227-1854 or 227-2020)
Home Phone (Evenings) 228-8211
Office Hours: 12:00 – 1:50 M, T, W, R and by appointment

Required Materials:

Text: *Understanding Intermediate Algebra: A Course for College Students*, Hirsch & Goodman

Scientific Calculator (NO Graphing Calculators)

An email address

Not Required, but highly recommended:

Student Solutions Manual for above required text.

Prerequisites:

MA 090 or equivalent passed with C- or better, or satisfactory score on the math placement exam

Attendance:

Attendance is required and will be taken daily. If you have more than 4 unexcused absences and your final average is on the borderline, you may receive the lower grade. In case of an illness or other emergency that would result in class absence, you will be responsible for keeping up with assignments. **Documentation will be required for excused absences.** Use e-mail to let me know. **If you call to explain the absence, it may be considered an 'excused' absence.**

Assignments:

Homework will be assigned daily and must be completed daily to get full benefit of the course. You should **keep homework problems in one notebook and class notes in another**. Show work whenever possible. Answers without work are usually not acceptable and may not receive full or even partial credit. Homework may be collected periodically.

Tests & Quizzes:

Quizzes will be given often, and not necessarily announced, and there may be group-work problems and graded take-home assignments that together will account for an equivalent of 1 exam. Quiz questions will, most often, come directly from homework assignments and your homework notebook is the **ONLY** access you will have to those problems. (**So, do your homework in a notebook separate from your book and class notes!**)

There will be 4+ tests given during the semester. Tests will cover reading, homework, and concepts discussed in class. You must take the tests at their scheduled times and **no make-up is possible for any test unless you notify me before test time and you are excused**. A documented excuse upon your return is necessary in order to take a make-up a test. No test scores will be dropped. Grades on quizzes and tests are "**not curved**".

There will be a comprehensive final exam during the last week of class and will be equivalent to 2 tests or 200 points.

Approximate Grading Scale:

A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: < 60%

Note: Most of the assessment is through written work. However, instructor observations of individuals in the group-work process may play a minor role in evaluation.

Remember: A grade of **AT LEAST C-** is required for registration MA 103, MA 104, or MA 105.

Material to be covered:

Chapters 1 – 8 of the text.

Final Exam:

Only students who have taken all major exams will be admitted to the final exam. Students who have missed no more than **four hours (excused or otherwise)** of class **and** have an 83% average or above after all quizzes and chapter exams may skip the final exam and receive their current score as their final grade in the class. If you miss more than **four** classes, please don't ask to skip the final. Final exam date: Monday, December 11, from 2 pm-3:50 pm

Extra Help:

Please let me know in advance when you need help. If I am not in my office during office hours, call me at home at 228-8211 (also check with the math department secretary) and I will come in to meet you. Tape recording is permitted and study-groups are strongly recommended.

The Math Lab will be open by the second week of the semester. The schedule will be posted on the door of the Math Lab as well as in the Math Office. All-Campus Tutoring service usually begins the third or fourth week of the semester, but they have a limited number of math tutors since that service provides tutors in all subjects. However, All-Campus Tutoring is available in the evening hours when the Math Lab is typically closed.

I prefer you see me before or after class (or during office hours) if you have questions or concerns about the material or the class in general. If you need to see me at other times, you will have to get in touch with me to make an appointment.

Students with Disabilities:

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 C. B. 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.