

**Syllabus: MA 090**  
**Instructor: John Croze**  
**Instructor Office Phone: 227- 1479**  
**Email: jcroze@nmu.edu (Email me , before test absence )**  
**Office Number: NSF 1306**

**Text: authors-Hetler & Jansen – Introduction to Algebra**  
**(We will cover most of chapters 1 – 8)**

**Classtime: M,W at 7:00 p.m. in West Science Room 3803**

**Additional supplies:**

**TI graphing software and calculator will be available on your ThinkPad.**  
**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. You are expected to do all the**  
**problems in a notebook. Page number each assignment.**

**Show all work along with the answer. Plan on spending up to 2 hours**  
**per class on assignments. Notebook quizzes will be given.**

**(Notebook quizzes are quizzes in which you can use your notebook**  
**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**

***phone voice mail message 227 -(1479) or email jcroze@nmu.edu***  
***before the test occurs-- to be eligible to make up the test.***

**Further written verification of your absence may be**  
**requested. It 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 the math department’s make-up lab .**

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

**Extra Credit Types**

**Approximate Attendance extra credit:**

**0 or 1 absence= 3%; 2 absences= 2%; 3 absences= 1%**

**“Absence” means “not in class that day”.**

**The percent is based on the pre-exam total points.**

**For extra credit homework or class work assignments or quizzes,**  
**you must be present in order to receive credit for these assignments.**

**No makeups for the class work and/or quizzes.**

**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.**

**-There will be the bonus attendance credit.**

**-You have to be present to do quizzes.**

**-There will be a cumulative final exam.**

**Illness/Emergency: You are responsible for keeping up with assignments.  
Email or call 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 (room 1306 NS) from 4:00 to 6:45 on Mondays and Wednesdays or as agreed upon special arrangements.**

**Math Lab (8 am to 4 pm M-R; 8am to 3pm F; West Science Room 3810.)**

**All Campus Tutoring (Available 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.**

**Final Exam – Monday of Exam Week - 7:00 PM – West Science Room 3803**

**\*If you have a need for a disability related accommodations or services, please inform the Coordinator of Disability Services in the Disability office at 2001 C.B. Hedgecock (227-1700.) 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.**