Syllabus: MA 104

Instructor: **Mrs. Hewitt**
Instructor Office Phone: **227-2558**
Email: shewitt@nmu.edu **(Email me , before test absence)**
Office Number: **NFS #1009**

Text: **Applied College Algebra—a Graphing Approach Gareth Williams**
We will cover the review and most of chapters 1-6 with an additional trigonometry unit.

Prerequisites: **At least a C – in MA 100 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 4:00 p.m. in West Science # 3806 (7:00-8:40 Tue, Thur)**

Additional supplies:

TI Interactive 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. I will use a TI 86 or TI 83+.

Attendance:

Attendance will be taken at the beginning of class. Late arrival may constitute an absence. Notify me of any attendance problems.
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 night on assignments. Notebook quizzes will be given.
(Notebook quizzes are quizzes in which you cqn use your notebook to help 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 at

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. 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 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 is computed on the preexam 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 them.</u>

Grading: **Approximate grading scale:**

90-100 A's; 80-89 B's; 70-79 C's; 60-69 D's; below 60 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.
-There will be group assignments.
-There will be some extra credit assignments and the bonus attendance credit.
-You have to be present to do extra credit and classwwork and 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 before or after class or schedule an appointment.

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.—located by Starbucks in LR.)**

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

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

Special date to remember:

Aug 28: Drop without permission
Sept 02: Drop 100% refund
Oct 31: Drop with "W"

***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.**