

## Syllabus: MA 100

- Instructor:** Mrs. Susan Hewitt  
**Instructor Office Phone:** 227-1511 (Leave voice mail message or email , **before** test absence from class.)  
**Email:** [shewitt@nmu.edu](mailto:shewitt@nmu.edu)  
**Office Number:** New Science Facility: Room # 1133
- Text:** Intermediate Algebra by Lewis Hirsch & Arthur Goodman  
(There is an optional 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,W,R, F at 9:00 a.m. in West Science 2911  
M,W,R,F at 3:00 p.m. in West Science 3801
- Additional supplies:** TI Interactive graphing software and calculator will be available on your ThinkPad for free. Load it at the Help Desk in LRC.  
A “graphing” calculator is helpful if you have access to one; but it is not required. Ex. TI 83 or 85 or 86.  
A “scientific calculator” with a fraction key would be of help if no graphing calculator is available.  
**Recommendation:** 2 loose leaf notebooks:  
1 for class notes and 1 for homework.
- 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—unless you have a good reason—like traveling from Jacobetti to West Science. Show me written scheduling documentation if problems exist.  
You are expected to be courteous in the classroom at all times.  
You are expected to stay the entire period.
- Homework:** You are expected to READ the book’s section each day—before class. There will be a daily homework assignment. You are expected to do all the problems in a loose leaf notebook. Page number each assignment & problem.  
Show all work along with the answer. Plan on spending up to 2 hours per class on homework assignments. Homework quizzes are possible. (Homework quizzes are quizzes in which you use your notebook alone to show the work and answers to previously assigned problems.)
- Make-up test/quiz:** First, if you cannot make it to class the day of a test or quiz—due to a valid reason--you must notify me by  
*phone voice mail message (227-1511) or email ([shewitt@nmu.edu](mailto:shewitt@nmu.edu))*  
before the class test occurs-- to be eligible to make up the test.  
Further written verification of your absence may be requested.  
Second, you must contact me the day of your return to class.  
We will make arrangements to take a make- up test immediately.  
However, it will not be counted until written verification is received.  
You will be given a test over the same content in the math department’s make-up lab .  
**SUMMARY:** Notify me before absence via Email or voice Mail; Take make-up test upon return ; bring written verification before test is counted.

## Make-up Tests(Continued)

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

### Extra Credit Types

Approximate Attendance extra credit:

--0 absences=2%; 1 absence= 1%; 2 absences= . 5%

(Absence means “not in class that day”—NMU sports participation is only exception.)

The percent is of the pre-exam total points.

There are extra credit homework or classwork assignments or quizzes.

You must be present in order to receive credit for these bonus assignments.

No makeups for extra credit.

### 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.

-There will be many group assignments. You have to be present to obtain points for the group assignments.

-As stated, there will be some “out of class” extra credit assignments and extra credit attendance points.

You must be present to do extra credit and group assignments.

-There will be a cumulative final exam.

**SUMMARY:** You can only make up tests if you notify me before hand and bring documentation.

You cannot make up group assignments or extra credit assignments.

Attendance: 0 absences means in class everyday.

Excused absences only applies to test make-up—not Attendance.

### Illness/Emergency:

You are responsible for keeping up with assignments.

EMAILOR CALL me if you have questions.

### Extenuating circumstances:

Please contact me personally. 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 mutually agreed upon special times.

-Math Lab (daytime in West Science \_\_\_\_.)

All Campus Tutoring (daytime and evenings, too;

Jam \_\_\_\_)

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

Get help promptly.

Do not wait until the night before the test

"If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 1104 University Center (227-1737).

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."

