MA 104, Intermediate Algebra Ken Culp

Prerequisite: AT LEAST a **C-** in MA100 or satisfactory Placement Test score.

Required materials:

- **Text**: Applied College Algebra (a graphing approach), Gareth Williams, Saunders College Publishing, 1998.
- A scientific or graphing calculator, loose-leaf notebook, graph paper. As an alternate for the calculator, you may use the free TI Interactive software program that simulates a calculator on your notebook computer. This program is available at the Learning Resource Center Help desk.
- Pencil and eraser: REQUIRED for quizzes and tests. Do not use pens, especially red.

Attendance:

Attendance is required and will be checked daily. In case of an illness or other emergency that results in class absence, you are responsible for keeping up with assignments. Do not assume that I know you are ill. **Documentation will be required for excused absences.** Use e-mail to let me know.

Assignments:

Homework will be assigned daily and must be completed daily if you expect to make a reasonable grade in the course. The homework will include both problems with answers and those without. Study your text with a highlighter and pencil handy to mark important ideas and note passages about which you have a question. Keep your class notes and homework in a loose-leaf notebook, not written in the text.

Quizzes:

About 10 quizzes will be given; normally, one every class period. Each quiz is worth 10 points as noted on the grading system below. Most quizzes will have two problems taken exactly from your homework notebook. You will have no more than 5 minutes to copy from your homework assignment to the quiz page! If you have not done the homework, you will not have time to work the problem in class and thus cannot pass the quiz! As with exams, you must show your work to receive credit for answers. Also, you may not use your book during quizzes only your homework notebook. No make-up quizzes will be given. If you have an excused absence, then the quiz will neither count towards your grade nor against it.

Exams:

There will be a 50-point exam on the review material and about five (5) 100-point exams after each major section of material. Tests will cover reading, homework, and concepts discussed in class. No test scores will be dropped. You must take tests and quizzes at their scheduled times. No make-up is possible for any exam unless you notify me before test time. A documented excuse is necessary in order to take a make-up test. Grades on quizzes and tests are not "curved." The following schedule may change but the exams will cover material in the sequence shown and will be given about every 2 weeks.

Topics	Schedule	Exam Date
Review (R.1 - R.7)	1/13/2003 - 1/17/2003	1/20/2003
1.1, 1.2, 1.3, 6.1, 6.2	1/20/2003 - 1/31/2003	2/03/2003
1.4, 1.5, 1.6, 2.1, 2.2, 4.2	2/05/2003 - 2/14/2003	2/17/2003
2.3, 2.4, 2.5, 3.1, 4.1	2/18/2003 - 2/28/2003, 3/10/2003	3/12/2003
3.2 – 3.7	3/13/2003 - 2/28/2003	3/31/2003
5.1 – 5.5	4/02/2003 - 4/16/2003	4/21/2003
Review and **Final**	4/23/2003 - 4/25/2003	**5/01/2003 10:00am**

Final Exam:

Only students who have taken all major exams will be admitted to the final exam. This comprehensive final exam will be worth 200 points. To skip the Final Exam: have no more than 1 unexcused absence, no more than 4 total absences, and have an 83 (B) average or above after all quizzes and chapter exams. If you do not meet the criteria, please don't ask to skip the final.

Class participation:

As noted above, if you want to succeed in this class, you need to do the work, attend class, and participate in class discussions. I will know those that are really trying and those that are not and it can affect your grade. If you are having trouble, I want you to ask for help and ask questions in class. The only stupid question is the one you failed to ask and then missed a problem on a quiz or test!

How to get a good grade:

The best way to make a good grade is to stay up and do all problems assigned! Where possible, read the material and attempt the problems **before** it is covered in class. Do not fall behind. If you need help, ask for it! Please do not struggle in silence. You are paying a large sum of money to take this class so you might as well get the most out of it. Any job worth doing is worth doing well. If you do your best and ask for help when you are in trouble, I guarantee that you will pass the class. If you are trying and doing the work, I will commit to providing you whatever extra help is needed (but you have to ask).

Also, really trying hard counts in your favor as noted below in the grading system (attitude). Truly, the more homework problems you do, the better grade you will make and the better prepared you will be for any future math class or any class that specifies this class as a prerequisite.

How to study:

Once you have done the required homework, look over the problems you have worked. If you had trouble with any of them, work other problems like them until you can solve them easily. If you cannot work any problem, then ask for help from me or the math lab or another student. Do NOT arrive at a major test knowing that there are some types of problems that you cannot work!! If you need extra problems or coaching let me know. I offer some one-on-one intensive blackboard sessions where you go to the board and are coached until the concepts seem like child's play. Ask for help!

To study for an exam, select a section to be covered on the exam and write down a couple of problems. Try to work them without looking at your notes. If you can work them, check that section off and move on. If not, use the book and then move on. Go back to problem sections until you can work problems without looking at your notes or the book.

Approximate Grading System (there may be more or less quizzes)**:**

10 quizzes (10 points each)	100 points
Review Exam	50 points
5 Major Exams (100 points each)	500 points
Final Exam	200 points
Class participation, attitude, attendance and effort	50 points
Approximate Total:	900 points

Approximate Grading Scale (this may be adjusted at the end of the semester)**:**
A: 90-100 %; B: 80-89 %; C: 70-79 %; D: 60-~9 %; F: < 60 %.
**** To pass the course you must take all tests and the final exam unless you are exempted from the exam.**

Contact Information:

Email	kculp@nmu.edu
Phone:	227-1841

Extra Help:
MWRF: 7:00 - 8:45am (**by advance appointment only**)
MWRF: 10:00 - 10:45am
MWRF: 12:00noon - 12:45pm
MWR: 3pm - 5pm (by appointment)

Tape recording of class sessions is permitted; study groups are strongly recommended. Also, you may call me to arrange extra time. Generally, the math department staffs a free tutoring lab. Check at the math department (NSF 1000) for a schedule.

Students with Disabilities:

If you have a need for disability-related accommodations or services, please inform the Coordinator of Student Disability Services in the Disability Services Office at 1104 UC (phone: 227-1737; 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.

Final Commitment:

You and I are a team in this class with the same objective – for you to learn the material and to receive a passing grade in the class. However we must work together as a team. Your job on our team effort is to give all assignments your very best effort AND ask for help when needed. My job is to insure that you learn the material. Do your part as noted above and I commit that you will pass. However, don't take my commitment as meaning you can pass with minimum effort; it won't happen. You are responsible for you and no one else. If you do not succeed, you can blame no one but yourself. Therefore, make a commitment to yourself at this very moment that this class is worth passing and that you will give it your best effort! Together, as a team, you can expect an A!