MA105 winter 2003

SYLLABI

Instructor:	Mrs. Susan Hewitt
Instructor Office Phone:	227-1551 (Leave mandatory voice mail message or email, before a test or quiz absence from class. **Email**: shewitt@nmu.edu
Office Number:	New Science Facility: Room #1133
Class Time:	M, W, R, F at 1:00 - 1:50 PM JX 231 M, W at 7:00 - 8:40 PM JX 219
Prerequisite:	A **B-** or better in MA100 or satisfactory score on the Math Placement Exam. You must see me immediately if you do not meet the prerequisite for this course.
Text:	College Algebra - A Graphic Approach (Barnett, Ziegler, Byleen) • There is an optional student solutions book with the odds worked out. • We will cover most of chapters 1-5, more topics if time permits.
Additional Supplies:	TI Interactive graphic software and calculator will be available on your ThinkPad for free. Load it at the Help Desk in LRC. A "graphing" calculator will be used too. One is highly recommended. Ex. TI83+ or 86. I will use a TI86 for demonstration purposes. Recommendation: Loose leaf notebooks for class notes and for homework. Homework checks will occur on quizzes for credit.
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 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 and number each problem. Show all work along with the answer. Plan on spending up to 2 hours per class on homework assignments.

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) before the class 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. I will give you the test and record your score; but 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.

Disability Statement: If you have a need for disability-related accommodations or services, please inform your professor or the Office of Student Support and Disability Services at 1104 University Center (phone: 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.