Course Syllabus
MA 104 College Algebra/Applications in Sci. & Tech.

Class Time and Location: 7:00 PM, T & R, Room – WS-3803

Instructor: Roger Contois (rcontois@nmu.edu)
Office & Phone: NSF – Room 1001; (227-1841 or 227-2020)
Home Phone (Evenings) 228-8211
Office Hours: 6:00 – 7:00 PM – Monday - Thursday

Required Materials:

Text: *Applied College Algebra: a graphing approach*, Hirsch & Goodman
Graphing Calculator (I recommend the TI-Interactive available at the 'help desk'.)
An email address

Not required, but highly recommended:

Student Resource Manual for above required text.

Prerequisites:

MA 100 or equivalent passed with C- or better, or satisfactory score on the math placement exam

Attendance:

Attendance is required, will be taken daily. If you have more than 2 unexcused absences (4 class hours) and your final average is on the borderline, you will receive the lower grade. In case of an illness or other emergency that would result in class absence, you will be responsible for keeping up with assignments. **Documentation will be required for excused absences.** Use email to let me know. **If you call to explain the absence, it may be considered an 'excused' absence.** Check with **WebCT** if you are absent and need to find out what the assignments are and if any tests or quizzes are scheduled.

Assignments:

Homework will be assigned daily and must be completed daily to get full benefit of the course. You **MUST** keep homework problems in one notebook and class notes in another. Show work whenever possible. Answers without work are usually not acceptable and may not receive full or even partial credit. Homework will be collected periodically.

Tests & Quizzes:

Quizzes will be given often, and not necessarily announced, and there may be group-work problems and graded take-home assignments that together will account for an equivalent of 1 exam. Quiz questions will often come directly from homework assignments and your homework notebook is the **ONLY** access you will have to those problems. (**So, do your homework in a notebook separate from your book and class notes!**) No make-up quizzes will be given, even for excused absences.

There will be 4-6 tests given during the semester. Tests will cover reading, homework, and concepts discussed in class. You must take the tests at their scheduled times and **no make-up is possible for any test unless you notify me before test time and you are excused**. A documented excuse upon your return is necessary in order to take a make-up test. No test scores will be dropped. Grades on quizzes and tests are "**not curved**". There will be a comprehensive final exam during the last week of class and will be equivalent to 200 points.

Approximate Grading Scale:

A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: < 60%

Note: Most of the assessment is through written work. However, instructor observations of individuals in the group-work process and attendance may play a minor role in evaluation.

Remember: A grade of **AT LEAST C-** is required for registration in higher level mathematics classes.

Material to be covered:

Review section and chapters 1 – 6 of the text. Other topics and/or chapters will be discussed as time permits. The tentative schedule for the course is as follows:

Exam 1: Review (50 points)

Chapters 1-6: 100 point test will follow each chapter

Chapter X: A unit of trigonometry will be taught using handouts and websites. (50 pts)

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:** You must have no more than 1 unexcused absence, no more than 2 absences (4 total class hours); have an 80% average or above after all quizzes and chapter exams. Students opting out of the Final Exam will receive their current score as their grade in the class. If you miss more than two classes (4 class hours) please don't ask to skip the final. **As this class meets for 2 hours per time, each absence = 2 class hours!**

Extra Help:

Please let me know in advance when you need help. If I am not in my office during office hours, call me at home at 228-8211 (also check with the math department secretary) and I will come in to meet with you. Tape recording is permitted and study-groups are strongly recommended.

The Math Lab will be open by the second week of the semester. The schedule will be posted on the door of the Math Lab as well as in the Math Office. All-Campus Tutoring service usually begins the third or fourth week of the semester, but they have a limited number of math tutors since that service provides tutors in all subjects. However, All-Campus Tutoring is available in the evening hours when the Math Lab is typically closed.

I prefer you see me before or after class (or during office hours) if you have questions or concerns about the material or the class in general. If you need to see me at other times, you will have to get in touch with me to make an appointment.

Students with Disabilities:

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office located in Room 1104 of the University Center (227-1700; 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.