

## Syllabus: MA 100

**Instructor:** John Croze  
**Instructor Office Phone:** 227-2558  
**Instructor Office:** NS 1009  
**Email:** jocroze@nmu.edu (Email me , before test absence )  
**Room Number:** West Science: Room # 2911

**Text:** Understanding Intermediate Algebra by Lewis Hirsch & Arthur Goodman  
(There exists a student answer book with the odds worked out.)  
(We will cover most of chapters 1 – 8)

**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

**Class time:** M,W,T,F at 9:00 a.m. in West Science Bldg Room 2911

**Additional supplies:** TI graphing software and calculator will be available on your ThinkPad.

### Attendance

Attendance will be taken at the beginning of class. Late arrival may be considered an absence.  
You are expected to show up for class promptly. Show any documented conflicting 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 assigned problems in a notebook. Page number each assignment. Show all work along with the answer. Plan on spending an hour for each class assignment. Quizzes will be given on the assignments.

### 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 by *phone voice mail message (227-2558) or email jocroze@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 the 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:

0 or 1 absence= 3%; 2 absences= 2%; 3 absences= 1%

“Absence” means “not in class that day”.  
The percent is based on the pre-exam total points.

For extra credit homework or class work assignments or quizzes, you must be present in order to receive credit for these assignments. No makeups for the class work and/or quizzes.

**Grading:**

**Approximate grading scale:**

90-100 A's; 80-89 B's; 70-79 C's; 60-69 D's; below F.

-There will be tests covering up to 2 chapters of material at a time.

-There will be quizzes. You may use your notes.

-There will be group assignments.

-There will be the bonus attendance credit.

-You have to be present to do extra class work 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 during my office hours(room 1009 NS) from 8:00 am to 9:00 am & 10:00 am to 12:00 pm on Monday thru Thursdays or as agreed upon special arrangements.

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.)

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

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

**\*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;TTY-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.**