Syllabus: MA 100 Winter 2007

Instructor: **Mrs. Hewitt**
Instructor Office Phone: **227-1600**
Email: shewitt@nmu.edu **(Email me , before test absence)**
Office Number: **NSF 1127 (New Science Facility)**

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, & 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 at 7:00 p.m. in room, WS 1705**

Additional software:

TI graphing software is available—free-- for your ThinkPad. You must have it installed onto your computer at Help Desk.
A "graphing" calculator is helpful if you have access to one; but it is not required. Example: TI 83 or 86

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 any documented scheduling problems to me 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.
Show all work along with the answer. Plan on spending up to 2 hours per class hour on assignments.
Take good notes in class. You may be allowed to use the notes On the classwork and/or group 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 before the test occurs to be eligible to make it up.

Regular Email : ***shewitt@nmu.edu***

Further written verification of your absence may be requested.
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 . The test grade will be recorded—not counted—until such verification is received.

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

Extra Credit Types

Approximate <u>Attendance extra credit</u> of pre-exam total:

0 or 1 absence= 3%; 2,3 absences= 2%; 4 absences= 1%

"Absence" means "not in class that day"—only exceptions are a documented hospital stay or death in an immediate family.
The bonus percent is based on the pre-exam total points.
For extra credit homework or classwork assignments or quizzes, you must be present in order to receive credit .
<u>No makeups for the classwork and/or quizzes and/or bonus homework.</u>

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 given quizzes.
You may use your notes most often for quizzes.
-There will be group classwork assignments.
-There will be some extra credit assignments and the bonus attendance credit.
-You have to be present to do extra credit and classwork and quizzes.
-There will be a cumulative final exam covering most of chapters one through eight.

Illness/Emergency: **You are responsible for keeping up with assignments.**
Email or call the math office or see 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 before or after class for extra help. Other times may be arranged individually with me. It is up to you to ask.
Other help places are listed below.

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. Next to Starbuck's.)**

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

Sometimes it is possible to arrange individual tutoring. See me for details.

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

DISABILITY SERVICES

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office by: coming into the office at 2001 C. B. Hedgcock; calling 227-1700; or e-mailing disserv@nmu.edu. 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.