Casper College Course Syllabus

Course Number/Title: Math 0900 PreAlgebra Section 02
Semester/Year: Fall 2015
Lecture Hours: Four
Lab Hours: N/A
Credit Hours: Four
Class Time: Monday, 7 PM – 9 PM; Wednesday, 7 PM – 9 PM
Meeting Days: Monday/Wednesday
Building/Room: PS 111 (Physical Science Building)
Instructor's Name: Mark Hladik (MLC code name: "Eta")[1]

Contact Information

Office: Wold Physical Science Building, Room 104A (PS 104A)
Office Hours: generally 7 AM – 3 PM (same hours as the Math Learning Center, PS 104)
Phone: (307) 268 – 2738
e-mail: mhladik@caspercollege.edu

Course Description: The study of Real Number Sets, including the Rationals, Irrationals, and Integers, the operations of addition, subtraction, multiplication, division (w/o a calculator), Order of Operations, elementary Algebra and Linear Equations, elementary Geometry, percents, and operations with Exponents

Prerequisite(s): ACT Math 0 – 18; COMPASS placement PreAlgebra 44 or less; completion of this class permits the successful candidate to take Math 1000 ('Problem Solving'), Math 0920 ('Elementary Algebra'), or Math 0934 ('Elementary and Intermediate Algebra')

Course Goal(s): By the end of this course, the successful student will be able to:

1) be able to perform limited arithmetic operations mentally;
2) operate on Integers correctly;
3) use the Order of Operations to simplify expressions and combine identical mathematical/algebraic terms;
4) use fractions in calculations and combine fractions correctly;
5) develop competence in elementary Geometry and geometric formulae;
6) be able to solve simple linear equations;
7) be able to construct linear equations from story problem descriptions, and solve those equations

Outcomes: The successful student will be able to:

1) demonstrate effective oral and written communication in relation to Mathematics, and mathematical vocabulary;
2) use the Scientific Method;

3) solve unique problems using critical thinking and creativity;
4) use appropriate technology and information sources to conduct research, solve problems, present results to others;
5) use quantitative analytical skills to evaluate and process numerical data

Course Objectives: Successful candidates should be able to:

1) Develop and demonstrate skills listed in the **Outcomes** section;
2) Learn to work abstractly with mathematical symbols and functions, including the ability to simplify and solve expressions (as appropriate);
3) Develop problem-solving and group-study/group-work skills;
4) Develop confidence in their ability to use Mathematics, symbolic manipulation, abstract thinking, and logic;
5) Be able to perform some addition, subtraction, multiplication, and division with Rational Numbers and Integers, *without* a calculator (i.e., *mental math*);
6) Be able to solve percent and proportion problems;
7) Be able to convert between English units and Metric units

Methodology: Any of the following methods may be employed in the presentation of this class:

lecture, including demonstration and examples; Mathematical Theory;
use of the Math Learning Center and computer lab, tutoring (as needed);
group study, cooperative learning (student-initiated);
on-line delivery of ancillary instructional videos (by the publisher, and others [see below]), homework assignments, quizzing, tests;
unannounced quizzes;
class participation;
Final Exam

Your instructor believes in and encourages any type of group study and cooperative learning, but in the final analysis, you must be evaluated as an individual.

Each class will begin with an 'open forum'. Here you should ask about any assigned problems (homeworks and on-line quizzes) which are causing difficulty (it is likely that others are having the same problem!). Questions can also be submitted through e-mail or phone calls. Once all questions are resolved, there will be a presentation of new material for that class session. Attendance is not taken, but you are expected to attend every class (see 'Participation') or make arrangements to obtain needed hand-outs, notes, or other material(s).

Evaluative Criteria: The following are used to assign a final grade at the end of this class:

participation in the whole of the class;

MML homework assignments, including the listed quizzes and chapter tests;

[this category of material contributes **25%** to your aggregate grade]

unannounced in-class quizzes

[this category contributes **50%** to your aggregate grade]

proctored, comprehensive Final Exam

[this category contributes **25%** to your aggregate grade]

"Participation" is my subjective evaluation of your attendance and interest in the class. Consistently missing class (see **Class Policies and Procedures**), or constant attention to cell phones, iPads/Pods or other 'non-academic' electronics sends a clear message that class instructional time is not valuable to you. Obviously, some students have certain competencies in various areas, and class instruction may be redundant, but lack of eye-contact and/or attention to course material will affect this grade. *Respond* to instructional questions; *take* notes as they are given; *work* example problems with your instructor; *ask* questions when confused; *make* a positive contribution to class; *be active* in your class, since *you* might be paying for it yourself. Please see me, other Math faculty, or show up in the Math Learning Center and get help ***before*** you have a serious problem. No one can help if the need is unknown.

Students may earn up to 100 points for "Participation".

MML is Pearson's My Math Lab on-line delivery system of problems and assignments of Math problems. There are 'homework' assignments, quizzes, and Chapter tests for each chapter. Each Chapter completed will be scaled to a maximum of 100 points. Combine these two categories to calculate twenty-five percent of your final class grade.

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Unannounced in-class quizzes will be used to force review of previous material and keep skills at a peak level. Each quiz will be short (nominally five questions or problems), closed-book, closed notes, and comprehensive (i.e., any previous material is 'fair game' for being used in a question/problem). Expect quizzes to be administered at the end of class. *This will be* ***HALF*** *of your entire grade -- -- keep previous material at the fore, for this this is the essence of Mathematics!*

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Final Exam: The Final Exam is delivered on-line (see MML) and proctored by the Academic Testing Center (Business Building [BU], Room 120; phone (307) 268 – 3850). Students will need to make an appointment at least 24 hours in advance. If there are scheduling difficulties, please contact your instructor so other arrangements can be made. This category is twenty-five percent of your final class grade.

Note that Casper College may collect anonymous samples of student work demonstrating achievement of any or all of the above **Goals** ,**Outcomes**, **Objectives**, **Methods**, and/or **Evaluative Criteria*

Feedback to Casper College on methods and procedures through the Course Evaluation process provides valuable information to the Administration and Faculty. Please plan to participate in this important tool used for educational experience improvement. The invitation will come through your official Casper College e-mail account.

Required Materials: My Math Lab (www.mymathlab.com). We are using the e-text *Martin-Gay, Elayn*, **Algebra Foundations**. Subscription to MML includes the text (on-line); some students prefer the hard copy of the text, and you are welcome to purchase this if you prefer; MML access will still be required.

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Course I.D. : hladik42739

Calculator use is discouraged in this class. One core purpose is to expand ability and competence in mental math. If or when the use of calculator becomes necessary, there will be a specific announcement to this effect.

Some method of 'taking notes' or being able to review material would be helpful; you are free to record the class, as long as your instructor is notified to this effect.

Class Policies and Procedures:

Electronic devices (other than laptops or tablets in use for topics germane to Mathematics): please keep all devices turned off/silent and away from your person (e.g., in a backpack) unless an exception has been granted due to extraordinary circumstances. See me privately if there is any question. ADA devices are exempt from this prohibition.

First infraction of this policy: request for the device to be secured

Second infraction: dismissal from the remainder of class (including the consequence of missing and taking a 'zero' on an unannounced quiz, if any); return to the next class period *without* the offending device

Attendance and Extra-Curricular Activities: attendance is not taken in this class, as missing a class tends to have natural consequences. You may make alternative arrangements for any missed material due to college-related activities, illness, or other unexpected, unforeseen emergencies. Medical issues are automatically excused.

Do not expect the Math Learning Center to be a substitute for classroom instruction. The purpose of the MLC is to help students with individual Math problems on a walk-in basis, and to be available for *all* CC students. If you miss a class, plan to obtain the notes and other materials from a classmate, and then seek assistance with problems.

Waiting until the 'last minute' to do MML assignments is often a recipe for disaster. If Pearson's servers "crash" for a period of time, and you need to 'cram' a lot of work in, you may find yourself in a world of hurt. Plan to spend some time each day on PreAlgebra/MML material. Depending on your background, you may find that you need to spend several hours per day on Math assignments and material.

Your progress and the amount of time spent is tracked on MML. Consistent 'putting-it-off' and 'needing an extension on due dates' will result in no mercy from me. Consistent effort, and having items finished before a deadline gets exceptions, when "life" happens (as it does to all of us). BIG BROTHER IS WATCHING!!!!!!!

Consult with me before class, after class, by e-mail, phone, or visit the MLC if you are having difficulty. Other Math faculty are also available, as are on-line instructional websites (other than MML). Several self-help websites are www.khanacademy.org, www.mathtv.com, www.justmathtutoring.com, and many others. Do not hesitate to make use of these; they have a lot of traffic because they are excellent ancillaries to formal Math instruction.

Grading scale: Your eventual grade is calculated with the weighting listed above (25%, 50%, 25%) and is the cumulative weighted percentage from all categories. Your Mid-term and Final grades are assigned according to this scale:

Course Letter Grade	Percentage Range
A	> 90.3 %
B	80.2 % to 90.2 %
C	70.1 % to 80.1 %
D	60.0 % to 70.0 %
F	< 60.0 %

Last date to change to Audit, or Withdraw from this course: Thursday, 12 November 2015

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College student.

Academic Chain of Command: If a problem arises in this class, you should first plan to contact your instructor, and make a good-faith attempt to resolve the issue. *Very often*, all that is involved is a mis-understanding, or some mis-communication (e-mails get lost or undelivered, typos in hand-outs, etc). Be polite, be respectful, and above all, be ready for a resolution of the problem. If you are not satisfied with the solution offered by your instructor, you should make contact with the appropriate Department Chair (Dr. Debra Swedberg, PS 343; (307) 268 – 2251; or swedberg@caspercollege.edu). The next level is the Dean of the School of Science (Dr. Grant Wilson, PS 132A; (307) 268 – 2593; or gwilson@caspercollege.edu). The next hierarchy in the Chain of Command is the Vice-President for Academic Affairs, in the Gateway Building. Often, an appointment is not needed, as most Administrators have 'open-door' policies.

Academic Dishonesty: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed, or expulsion from Casper College. Please refer to the Casper College Student Code of Conduct for more information on this topic.

***Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College e-mail account as a primary method of communication. Students are responsible for checking their account on a regular basis. This is also the place you will receive course evaluation links during end-of-the-semester course evaluation periods. A facility exists to have your CC e-mail forwarded to a mailbox of your choice. Contact I. T. if there is any problem establishing a forward-service (x-3648).

ADA Accommodations Policy: If you are in need of accommodations, please see me privately as soon as possible, or make your request with Casper College's Disability Services Counselor, Brent Heuer, in Gateway 344; phone (307) 268 – 2557, or bheuer@caspercollege.edu His responsibility is to review any documentation provided by the student, determining eligibility for accommodations, assisting students in obtaining needed accommodations, and notifying the student's instructors. In most cases, reasonable accommodations will be provided. If an accommodation cannot be supplied, please explore with me other means of allowing you to complete coursework in a timely fashion.

Tentative Calendar/Due Dates/Closing Dates:

MML exercises and quiz/test closing dates are *approximate* and subject to change, as needs dictate. ***Changes are the norm; expect them and plan accordingly.*** Steady progress on material tells your instructor that you are participating on a regular basis; "crammers" who wait until the 'last minute' to get assignments in will not be granted extensions for … … "late" work!

Assigned Study Materials	Tentative Due Date
Orientation (100 points)	31 August 2015
Chapter One (Hmwk, Qu, Tst) (100 pts)	03 September
Chapter Two (100 pts)	13 September
Chapter Three (100 pts)	20 September
Chapter Four (100 pts)	11 October
Chapter Five (100 pts)	25 October
Chapter Six (100 pts)	15 November
Sections 7.3, 8.4, 8.5, 8.6, 8.7 (100 pts)	13 December
Sections 12.1, 12.5 (50 pts)	13 December
Practice Final Exam (100 pts)	16 December
Final Exam (200 pts)	17 December

Total Class meeting days: twenty-nine (weather permitting)
Total number of *Martin-Gay* sections covered: fourty-seven

Official Casper College holidays/no classes:

Monday, 07 September	Labor Day
Monday/Tuesday, 19-20 Oct	Fall Break
Friday, 06 Nov	Advising Day
Wed – Fri, 25 – 27 Nov	Thanksgiving Break
Friday, 11 Dec	Fall Semester Classes End
Mon – Thurs, 14 – 17 Dec	Final Exams

C. V. for Mark Hladik

Casper College Math Learning Center Specialist 2009 –
Casper College Math Adjunct 1992 – (not continuously until 2009)

Big Horn Airways; Air Taxi Pilot, operating Casper satellite base 1998 - 2008

Consultant, 1988 –

Geophysicist, Unocal, R. M. District 1980 - 1990

University degrees in Physics, Geology, Math

Resident of Casper, Wyoming since 1980

Married; my wife and I are raising our four grandchildren (born in 2003, 2005, 2008, 2009)

Wyoming Professional Geologist #2504
Society of Exploration Geophysicists, Certified Petroleum Geophysicist #009
American Association of Petroleum Geologists, DPA Member
Fellow, Geological Society of America