

CASPER COLLEGE COURSE SYLLABUS

COURSE NUMBER & TITLE: MATH 0920-01 *Elementary Algebra*

SEMESTER: Fall 2015

LECTURE HOURS: 4 **CREDIT HOURS:** 4

CLASS TIME: 9 – 9:50 a.m. **DAYS:** MTWTh **ROOM:** PS 107

INSTRUCTOR'S NAME: Tracey E. Hollister

E-MAIL: thollister@caspercollege.edu

INSTRUCTOR'S OFFICE: PS 129 **PHONE:** 268-2545

OFFICE HOURS: See page 7

Course Description: The study of integer exponents and their properties; linear equations and inequalities: to solve and to graph; also includes the study of function notation and systems of equations; and the study of four basic operations of polynomials and factoring polynomials.

Statement of Prerequisites: ACT Math score of 19 - 20; or a COMPASS placement score in the Pre-algebra domain of 45-100 or Algebra domain of 0-39, within the past year; or a “C” or better in MATH 900. A C or better in this class allows the student to take MATH 930 or MATH 1000 within the next academic year.

Goal: This course is designed to help the student to become proficient in basic algebra skills in order to continue the study of algebraic topics that are used in future mathematics, science, and general courses. It is the study of the following algebraic topics: exponents, linear equations and inequalities, basic graphing, polynomials, and systems of equations. It is expected that each student to have personal responsibility for attending and participating in class, completing homework, asking questions, passing tests, and succeeding in this class.

Outcomes: (From Casper College General Education Outcomes 1-8): (#1) Demonstrate effective oral and written communication, (#3) solve problems using critical thinking and creativity, (#6) use appropriate technology and information to conduct research, and (#8) use quantitative analytical skills to evaluate and process numerical data

NOTE: Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Course Objectives: Students should:

1. Be able to simplify integer exponent expressions.
2. Be able to solve linear equations and inequalities, as well as set up and solve applications involving both.
3. Be able to graph linear equations and write equations of lines.
4. Be able to solve a system of linear equations with two variables.
5. Be able to add, subtract, multiple and divide polynomials.
6. Be able to factor polynomials.

METHODOLOGY: (Please turn off all cell phones, tablets, iPods, iPads, etc...)

The first item of discussion in class will be to go over any questions. There is no such thing as a stupid question. However, there is such thing as an ill prepared question so PLEASE, PLEASE, PLEASE, **PREPARE yourself** and **THEN** ask questions. I will give you ample opportunity to ask questions so **be prepared!**

You are responsible for everything taught in class whether present or not. I recommend that you study with the **intent to UNDERSTAND** and not to just 'get by.'

EVALUATION CRITERIA:

Your grade will be determined by total points earned on the following:

I. HOMEWORK FROM MyMathLab (MML): Homework will be assigned every section. We will have questions the first class day after it was assigned and it will be due at midnight the day after it was assigned. (MML also allows you to do any of the work in advance and with help ☺!!) (100 points)

II. FROM THE BOOK/WORKSHEETS: Homework from the book may also be assigned, but not necessarily collected. Remember you are in college and it is your **RESPONSIBILITY** to complete the homework, regardless of whether or not I collect it. (If assigned and collected each work will be worth 10 points)

III. QUIZZES: We will have between 10 – 13 quizzes worth 10 points each that replicate assigned homework. Most quizzes will be without the aid of technology, but you will be allowed to use your completed MML homework as an aid. At the end of the semester, I will take your top ten quizzes to factor in your grade. (100 points)

IV. IN-CLASS WORK: Occasionally we may have in class assignments. These assignments are based on participation and cannot be made up (unless pre-arranged with the instructor). (10 pts each)

V. TESTS: There will be approximately 4 - 5 exams and a comprehensive final. They will be announced at least a week in advance. (100 points each)

- **MAKE-UP HW, QUIZZES & TESTS DNE = DO NOT EXIST!!!**
- **QUIZZES, TESTS, IN CLASS WORK, etc... MUST BE NEAT WITH ALL YOUR WORK SHOWN!!** Work that is not neat/organized can and will receive an automatic zero. (Also reference Assignment Expectations)

VI. GRADES ARE DETERMINED BY:

YOURS POINTS
TOTAL – POINTS – IN – CLASS

GRADING SCALE:

90 – ↑	A
89 – 80	B
79 – 70	C
69 – 60	D
59 - ↓	F

REQUIRED TEXT, READINGS and MATERIALS:

1. **Text: Algebra Foundations**, by Elayn Martin-Gay, hard copy or e-book (ISBN: 978-0-321-97865-3)
2. MyMathLab (MML) Access code – this can come with a new book or can be purchased by itself. (Having the access code gives you access to an e-book.)
3. Internet access. You can access the internet at multiple locations around campus.
4. Loose leaf GRAPH and notebook paper
5. Ruler
6. Colored pencils, or markers, or highlighters
7. Calculator(s)
 - a. Scientific calculator
 - b. **NOTE: You will be asked to demonstrate nearly ALL concepts without the use of a graphing calculator, do not to become dependent on this tool. Moreover, calculators with a C.A.S., i.e. any graphing calculator, will not be allowed on the exams.**

OPTIONAL MATERIAL:

1. 3 ring binder at least 2.5 inches with up to four dividers for notes, homework, quizzes, and tests.

CLASS POLICIES:

I. Electronics:

- a. iPhones, iPads, iPods, Blackberries, cell phones etc. are to be **turned off**. If you are expecting an urgent call, please let me know ahead of time.
- b. **Text messaging, Facebooking, emailing, or any type of ‘updating’ is not allowed for any reason in class.**
- c. Laptops/tablets may be used in class to take notes, however, if it is found that you are using the laptop for other purposes—it is expected that you will immediately shut down and put it away. If the laptop is disruptive in class (this is at the instructor’s discretion), you will be asked to put it away.

II. Attendance, Preparedness & Participation:

- a. Attendance is crucial to student success. However, being in the seat doesn’t guarantee a passing grade! It is expected that you will have regular attendance. If you know you are going to be gone, my best advice for an absence is to see **me in my office PRIOR** to leaving to make appropriate arrangements.
- b. It is important that you not fall behind. Students who get behind on their assignments are often unsuccessful in the course. If something happens in your life that makes it a real hardship for you to meet deadlines, please stop by my office, email me, or call **BEFORE** you are so far behind you can’t finish the course. I’m here to help you learn and reach your goals, and I’m always willing to work with my students to make that happen.
- c. When you’ve missed a class, it is your responsibility to contact classmates and/or see me in my office to get the information you missed. The best place to talk to me about a missed class is **in my office**.
- d. **MAKE-UP HW, QUIZZES, & TESTS DNE = DO NOT EXIST!!!**
- e. **In case of an emergency**: If you are injured, have a family emergency, are called to jury duty or subpoenaed as a witness in a legal action or **unable to make it to class for two or more days** first contact me immediately and then contact the Vice President of Student Services, GW 412A or 268-2210. Notice will be sent to all your instructors.

III. Last date to change to Audit Status or to Withdraw with a W Grade: Thursday November 12, 2015

STUDENT RIGHTS & RESPONSIBILITIES: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) 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 school. See 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 email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

SCHEDULE OF COURSE CONTENT: See MyMathLab and attend class for any further announcements.

What if I need HELP ???

We have a variety of resources on campus:

1. Come to me – ask me any question or stop by just to chat ☺
2. **Math Learning Center in PS 104.** We are fortunate to have this resource available to us. The MLC has student helpers, staff, videos, extra books and computers to accommodate any learning style.
3. MML – My Math Lab has numerous videos, study tools, step-by-step instructions, extra practice problems, extra tests and quizzes, etc...
4. Internet – search for videos. Some popular sites are:
 - a. Khan Academy
 - b. That Tutor Guy
 - c. Educationalportal.com
 - d. Wolf Ram Alpha
5. Ask a friend. Sometimes someone in class can explain it in a different way, so you can understand it better.
6. Go to a past instructor. We all welcome familiar faces.

"My will shall shape my future. Whether I fail or succeed shall be no man's doing but my own."

- Elaine Maxwell

EXPECTATIONS

Hollister

****Getting a college degree is a JOB that takes time and work. Make it a priority.****

ASSIGNMENT (all written work) EXPECTATIONS:

1. DO ALL work in pencil - we are all human (I hope so ☺) and make mistakes, thus it is a good idea to use pencil not pen; assignments with scribble and scratch marks are not an acceptable form of collegiate work.
2. DO include the original problem if working a problem from a worksheet.
3. DO work on a separate sheet of paper when given a worksheet.
4. DO number each problem.
5. DO skip lines between each problem.
6. DO each individual problem vertically, i.e. work in a downward manner.
7. DO SYW – Show Your Work
 - a. Words of wisdom from a civil engineer and project manager: *“Presentation matters, you can be the best technical person in the world and be correct, but if you cannot convey it properly to the right person at the right time, none of it matters.”*
8. DO use your calculator appropriately.
9. DO use graph paper when graphing is required.
10. DO use paper – do not try to scrunch it all on the front side of one piece of paper.
11. DO underline your final answer with 2 colored lines.
12. DO use a ruler where appropriate.
13. DO fold all assignments lengthwise in half i.e. fold it so the heading is on the inside and in half, then put your full name on the outside. (This is due to FERPA/privacy laws)

Work will NOT be accepted if:

1. It is late.
2. It is done in pen.
3. There is no work when work is requested.

GENERAL CLASS EXPECTATIONS: We are all here for the same reason – to learn, master and feel better about our math skills, therefore please **respect one another and every individual’s right to learn.**

1. DO turn OFF all cell phones.
2. DO sit as close to the door as possible if you are chronically late.
3. DO listen. Please be considerate when someone else is asking a question – **listen** – you may learn something you didn’t know.
4. DO ask questions. If you have a question while I am lecturing, ask me. Please do not disrupt the lecture or others around you by asking other students questions.
5. DO throw away your trash at the end of class, not during.

I am here every day and welcome questions, comments, or just plain conversation –
feel free to stop by!

☺ See you there...PS129.

😊 Welcome 😊

Below are my Office Hours

*** If you cannot make one of the listed times listed please let me know so we can schedule a different time. ***

NAME: Tracey E. Hollister		OFFICE: PS 129		SEMESTER: FALL 2015	
DEPARTMENT: Mathematics		EXT: 2545		DIVISION: Physical Science	
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 - 7:50AM					
8 - 8:50 AM	MATH 2200-01 Calculus I PS 109	MATH 2200-01 Calculus I PS 109	MATH 2200-01 Calculus I PS 109	MATH 2200-01 Calculus I PS 109	MATH 2200-01 Calculus I PS 109
9 - 9:50 AM	MATH 0920-01 Elementary Algebra PS 109	MATH 0920-01 Elementary Algebra PS 109	MATH 0920-01 Elementary Algebra PS 109	MATH 0920-01 Elementary Algebra PS 109	
10 -10:50AM	OFFICE HOUR		OFFICE HOUR		OFFICE HOUR
11-11:50AM		OFFICE HOUR		OFFICE HOUR	
12-12:50PM			OFFICE HOUR		
1-1:50 PM	MATH 0930-02 Intermediate Algebra PS 107	MATH 0930-02 Intermediate Algebra PS 107	MATH 0930-02 Intermediate Algebra PS 107	MATH 0930-02 Intermediate Algebra PS 107	
2 -2:50 PM		MATH DEPARTMENT MEEETING			
DISTANCE ED.	MATH 1400-N1 Pre-Calculus Algebra				

NOTE: I am usually in my office when I am not teaching; please feel free to stop by. 😊