Elementary Algebra: Web-enhanced

Course Description—

This is a traditional classroom course with supplemental, online materials. Students should have an email account, and will use the World Wide Web to access homework, sample tests, textbook, handouts, etc.

This course includes operations on integers, fractions, mixed numbers, & decimals; ratios, percentages, & proportions; working with variable expressions; interpretation of statistical graphs; measurement & geometry; and an introduction to polynomials & graphing.

Prerequisite:

Math 15, Pre-Algebra, or equivalent, with a grade of “C” or better, or Math Skills clearance.

Attendance

If you do not turn up on the second day of class, I will assume that you do not want to continue in this class, and will drop you from my roster.

Attendance for the course is mandatory. Due to the interactive nature of the classroom environment, most students will find that attending class regularly is essential to learning the material. You are of course responsible for material covered and announcements made during classes that you miss.

You will be dropped after 3 unexcused absences.

Reminders:

- Bring your notebooks, writing utensils, and anything else that is needed to every class;
- Manage your time, don’t let it manage you;
- Turn in all homework and the online test on the due date;
Arranged Time Requirement

- You are required to spend a minimum of 1 hour per week in the Math Lab (LLRC), in the Adaptive Services Student Center (ASSC), or in the Tutoring Center, or in my office. You must log in and out when using the Math Lab to receive credit.

- You will receive 2 points per hour for a maximum of 15 hours at the end of the semester. Missing three consecutive lab attendance counts as two absences with NO make-ups. When I receive a printout of your lab time, you will have opportunities to see the total hours that have been accumulated by you as of the previous week.

- This requirement is also fulfilled if you work MML off-campus.

- Students who fail to have 4 hours of MML online homework completed by Sept. 8, 2008, will be dropped for non-participation.

- Arranged time is 5% of the course grade.

Homework & On-Pace Points

Homework will be assigned and graded online: http://www.coursecompass.com/ccindex.html

There are 20-30 exercises for each section. Homework is 8% of the course grade.

Students who fail to have 4 hours of MML online homework completed by Sept. 8, 2008, will be dropped for non-participation.

On-page points: For each homework exercise that are submitted by the due date, you will receive 1 point. This is worth 2% of your course grade.

Turn in all homework by the due date for on-page points!

Withdrawal Policy

The last day to withdraw is 11/21/08 through myGateway. It is your responsibility to officially withdraw from the class. Failure to do so will result in a grade of “F”.

Please see the Class Schedule for more information.

You will be dropped for non-participation, which includes but not limited to, not completing all assignments, not taking all assigned tests, and/or non-attendance (this means being absent, arriving late or leaving before class is dismissed!).
In-class Tests

- Four in-class tests will be given;
- Each test covers 2 chapters;
- The 4 tests are 60% of the course grade;
- NO make-ups are allowed;

Tentative Test Dates:

Sept 9, Oct 2,
Oct 30, & Dec 9,
2008

Final Exam

- The final exam is comprehensive, and is worth 20% of the course grade.
- You will need a Scantron Form #882.
- You must receive at least 60% on the final exam to pass the course.
- If your final exam is higher than your lowest test score, it will be used to substitute that score.
- There is NO make-up for the final exam, and it cannot be dropped.
- If you do not take the final exam on the scheduled date & time, you will receive an F for the course.

Don’t miss the comprehensive Final Exam!

In-class work

- These may consist of group or individual work, and is 5% of your course grade.
- There are NO make-ups.
- You must be present to receive a grade.
Online Homework using MyMathLab/CourseCompass

If you buy a book without a MyMathLab access code, you may purchase an access code online at: http://www.coursecompass.com

To work with CourseCompass, your computer must meet the following system requirements for operating systems, connection speed, and browser versions.

CourseCompass is supported for the following operating systems:

Windows® 95, 98, 2000, Me, NT or XP

CourseCompass requires an Internet connection with a Microsoft® Internet Explorer, Version 5.0, 5.5 up to minimum connection speed of 28.8 kbps (kilobits per second) and either of the following Internet browsers. To check your browser version, click About from the Help menu.

Version 6.0* Netscape® Communicator or Netscape Navigator, Version 4.7x

Browser settings: CourseCompass uses both cookies and JavaScript technology.

Both of these features must be turned on in your browser, and are usually turned on by default.

See your browser Help for instructions on how to view or change these browser options.

If you have an earlier version of one of these browsers, you can download a newer version from the appropriate manufacturer’s web site.

Not Supported:

Netscape 6.0 and 7.0;
America Online Browser (You cannot view CourseCompass using the AOL browser.
You can, however, use AOL as your Internet Service Provider to access the Internet, then open either the Internet Explorer or Netscape Communicator/Navigator browser within AOL to access CourseCompass.);

Macintosh

Note: Dial-up connections will be slow.

Logging On to the course

Go to http://www.coursecompass.com to register for MyMathLab (CourseCompass). You will need a MyMathLab personal access code (packaged with the textbook) and the MyMathLab Course ID: jones63381. During MyMathLab registration you will need to enter the campus zip code (92832) and choose the campus name from a drop-down menu (FULLERTON COLLEGE).

After you have registered and installed the required plug-ins, close all of your browser windows.

Reopen your browser to detect the new plug-ins you installed. You can now access the course materials by logging on to http://www.coursecompass.com.

Technical Help & Tips

Technical Support:
If you should experience technical problems you may receive technical support from the following sources:

MyMathLab (CourseCompass) Support:
You can send an e-mail to support@coursecompass.com. You may also call 1-800-677-6337, Monday - Friday, 9am - 6pm EST.

TIPS:

1. Since you are working with a computer program, the software will not accept your answer in every possible form. Follow directions for answers exactly as written. View an example to see how the answer should be entered.
2. Use the Math Tool Icon to enter expressions mathematically [fractions, mixed numbers, powers, etc.].
3. Do not change the case of variables when working with formulas or expressions.
4. When working with word problems, it is not necessary to enter the units on the computer. However, in your notebook and written work, always express your answers with the appropriate units of measure.
5. Read ahead before you will be doing a particular section on the computer. As you work on the computer, work in your notebook.
6. Do not over click with the mouse. Often there will not be an “hourglass” to let you know the computer is responding to your mouse click. Please wait after clicking the mouse for the program to access. Over clicking may freeze the program.
7. Contact Technical Support when necessary.
Guide to Online Homework using MyMathLab/CourseCompass

Select DO HOMEWORK on the left menu. Check your course schedule for due dates. After you input your answer, Click on Check Answer. If your answer is correct, then click on the next problem. You must complete all parts of the problem before the software will count the entire problem as correct. If your answer is incorrect, then click on 'View an Example’. Then retry the problem. After all problems are completed, then Select SUBMIT HOMEWORK at the bottom of the screen. Proceed to the next homework section until all sections are completed for that chapter.

To view your individual results for the online homework, quizzes and online tests, go to your Gradebook. Click on 'Overall Score' to view your average to date for completed work. I will average in 0’s for any missed work.

Update your changed Email & Tech Help

If you change your e-mail address during the semester make sure you update your address in Course Compass. Select "Personal Information" and then choose "Edit Personal Information."

Technical Support:
If you should experience technical problems you may receive technical support from the following sources:
MyMathLab (CourseCompass) Support:
You can send an e-mail to support@coursecompass.com. You may also call 1-800-677-6337, Monday - Friday, 9am - 6pm EST.

MyMathLab Course ID:
jones63381

Tips

1. Since you are working with a computer program, the software will not accept your answer in every possible form. Follow directions for answers exactly as written. View an example to see how the answer should be entered.
2. Use the Math Tool Icon to enter expressions mathematically [fractions, mixed numbers, powers, etc.].
3. Do not change the case of variables when working with formulas or expressions.
4. When working with word problems, it is not necessary to enter the units on the computer. However, in your notebook and written work, always express your answers with the appropriate units of measure.
5. Read ahead before you will be doing a particular section on the computer. As you work on the computer, work in your notebook.
7. Do not over click with the mouse. Often there will not be an "hourglass" to let you know the computer is responding to your mouse click. Please wait after clicking the mouse for the program to access. Over clicking may freeze the program.
8. Contact Technical Support when necessary.
Grading: Your grade will be based upon the combination of your test, final exam, homework, and math lab weighted as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Tests</td>
<td>60%</td>
</tr>
<tr>
<td>In-Class work</td>
<td>5%</td>
</tr>
<tr>
<td>Arranged Time</td>
<td>5%</td>
</tr>
<tr>
<td>Homework</td>
<td>8%</td>
</tr>
<tr>
<td>On-pace Points</td>
<td>2%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Scale used to convert your total points to a letter grade will be:

- 90% -- 100% = A
- 80% -- 89% = B
- 70% -- 79% = C
- 61% -- 69% = D
- Below 61% = F

You may access your grades at any time from the following Web site. Please let me know if you are unable to do so.

http://sc.webgrade.classmanager.com/fullertoncoll/

WebGrade Access: Use your permanent number without (omit) the @ symbol for the Login ID, and the password that will be emailed to you. Let me know, preferably by email, if you experience difficulties, and I shall try to resolve the problems.

Academic Dishonesty: Academic dishonesty, when detected, will result in a lower letter grade for the work at hand, and reported to the Division & Student Support Services Deans.

ADA Statement: Fullerton College is committed to providing educational accommodations for students with Disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. Disability Support Services functions as a resource for students and faculty in the determination and provision of the accommodations.

College Procedure: Student Wait Time for Late Instructors

“If due to unforeseen emergencies, the instructor does not arrive at the scheduled start for class, students are to remain in class for fifteen minutes (unless otherwise notified by the division). If they do not receive notification to wait for their instructor to arrive, after fifteen minutes the students may leave with no penalty for absence or assigned work due for that class meeting.”

Emergency Response Message

Please take note of the safety features in and close to your classroom, as well as study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potentially hazardous conditions. Similarly, running out of the building can also be dangerous during severe earthquakes. During strong quakes the recommended response is to duck -- - and hold until the shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and others.

Disclaimer: This syllabus should be taken as a fairly reliable guide for the course content. You cannot, however, claim any rights from it and in particular, I reserve the right to change due-dates or methods of assessment. Official announcements will always be those made in class.
Voice mail: (714)992-7399
Division Phone: 992-7041
Email: ijones@fullcoll.edu
MML Website: http://www.coursecompass.com/ccindex.html
Office Room: #1252-04
In-Office Hours:
T  6:00 to 6:25 Am; & 12:00 to 2:50 Pm.
Th  6:00 to 6:25 Am.
Or by appointment at a time to be arranged
Math Lab Hour:
T & Th 9:00 to 9:50 Am

A student’s presence in this class after the first meeting signifies that the student read this syllabus and agrees to the instructor’s policies.

Course Materials

- MyMathLab (MML), an online program for doing homework and/or quizzes.
- You will need to have an Access Code, which is available for sale online or at the FC bookshop.
- Since the text is incorporated in the online media, the purchase of the textbook is optional.
- MML can be done either on-campus (Math Lab, 901, 317, 511 labs) or off-campus.

Note: Textbooks are available in the campus library on 2-hour reserve.

Other supplies:
- An 8 1/2” x 11” spiral notebook
- A 3-ring binder.
- A Scientific (no cell-phone or graphing) Calculator

Any student absent on the day of the scheduled final will automatically fail the course.

7:00 Am—8:50 Am

Final:
Thursday,
Dec 11, 2008