| MATH 30 | SYLLABUS | MEYER SPRING 2018 |

Classroom: Founder's Hall 151 (East)
Office: Founder's Hall 160Q (East)
Office Hours: Check my home page
Textbook: Elementary & Intermediate Algebra (7th ed.)
    by Bittinger, Ellenbogen, Johnson

Instructor: Professor H. Meyer
Contact Information:
    email (work) meyerh@mjc.edu
    email (home) hmeyer827@sbcglobal.net
    office phone (209) 575-7832
Home Page: meyerh.faculty.mjc.edu

<u>Grade Components</u>		<u>Grade Scale</u>
Online Homework	100 points (at end of semester)	720-800 pts. = A
Quizzes	100 points (10 @ 10 pts. each)	640-719 pts. = B
Midterm Exams	400 points (4 @ 100 pts. each)	560-639 pts. = C
Final Exam	<u>200 points</u>	480-559 pts. = D
TOTAL	800 points	below 480 pts. = F

Please note that the grading scale above is equivalent to the standard 90% and above being an A, 80%-89% being a B and so on. I will post grades for the first time after your first test, and I will update grades online after each test. What I've shared above is the grading scale I will stick with; I cannot "give" an extra few points at the end if you are "so close" to the next grade up, so be sure to put in extra effort from the beginning rather than looking for it at the end! There is a lot of support available to you (in-class questinos, SI, office hours, tutoring, etc.); be sure to take advantage of it. It is my strong desire to see you succeed!

<u>**Homework & Textbook**</u>: Homework will be done online using the MyMathLab system. You may choose to buy the textbook and the online code, or you may just purchase the online code alone (because a digital version of the textbook comes with it). Some people find it helpful to have a physical textbook to refer to, but that's your choice. *Homework is an essential component of your learning in this course.* It is worth 100 points. Be sure to keep up with the homework in a timely manner, and be sure to **READ** the section in the book that goes with the homework each day. Although your homework will be submitted online you need to do the work on paper and keep it neatly organized in a folder. Having your work written out allows you to refer to it as you study for tests, and it makes it easier for you to get help from me or from the tutors. **TIMING** - assignments will open two days before that lesson is taught and will remain open until you've had two class days beyond that lesson in which to ask me questions in class.

Quizzes: Quizzes will be given on most Thursdays of the semester. They will cover recent material (from the current and previous weeks). They will vary in length, depending on the material, but each will be worth 10 points for a total of 100 by the end of the semester. (No calculators.)

<u>**Midterms**</u>: There will be 4 midterm tests. Each is worth 100 points, for a total of 400 points. Tests cannot be made up. If you have an emergency on the day of a test, I will replace your missing test grade by the percentage you earn on the final exam. This will not be done more than once, however. If you know in advance you will not be able to be in class on the day of a test, talk with me ahead of time, and we can try to work out an arrangement for you to take that test. (No calculators.)

<u>**Final Exam**</u>: The final is worth 200 points and will be taken in our regular classroom. See the schedule for day and time for your class section. (No calculators.)

<u>**Openers**</u>: Sometimes I will begin class with an "opener" - a puzzle for you to work on or something I want to demonstrate for you - things to give you a bigger picture of mathematics and to help deepen your understanding or enjoyment. Write all of these up separately from your notes, using binder paper that you can put in a thin report folder at the end of the semester. If you turn in a neat and complete set of these openers in a folder (all pages neatly inserted into clips so I can read it like a book), you will receive **EXTRA CREDIT**!! If it's not in the format I've asked for I won't accept it.

CLASSROOM EXPECTATIONS

__CLASSROOM CONDUCT__ - I've noticed over the last 5 years or so that "classroom etiquette" is something that people are less aware of than they used to be - that we've become more casual in general as a society, and also that with our devices we have come to believe we can multi-task well (and to imagine that our devices are invisible and do not distract others). *__My goal is for all of you to be successful, and an essential starting point for that is that the complete focus in the classroom during class time is learning.__* Distractions such as conversations, cell phone use of any kind, lap-top use, arriving late or leaving early are not conducive to learning. I understand that there are emergencies; if you think you may need to receive an emergency text or call, let me know before class so I can make an exception allowing you to have your phone out for that day. If you have an emergency situation that requires you to leave the classroom exit as quietly as possible. The door slams very loudly as it closes, so on the rare occasions where it might be necessary for you to arrive late or leave early, please hold the door until it is fully closed. Repeatedly arriving late or leaving early will result in loss of participation points. Disruptions may result in being asked to leave class for the day (or for that day and the next) and may also result in notification being sent to the dean.

__ACADEMIC HONESTY__ - Your grade is intended to be a reflection of what you have learned about this subject and how well you can demonstrate that learning. Your integrity is vital to your success in college and in life. Your classmates expect and deserve a fair and just learning environment. If cheating (i.e. copying from someone on any graded element of class, letting someone copy, or making use of any unauthorized 'help' on homework, tests, projects, etc.) occurs it will be dealt with as college policy dictates, the minimum outcome being a zero score. Depending on the severity of the offense the dean and vice president of instruction may be notified, you may receive an F in the class and/or you may be removed from the course or the college. Do not take this risk.

FINAL NOTES

- I consider this **syllabus** a contract but reserve the right to make *necessary* changes.

- Keep in touch with me about necessary absences so that I do not drop you accidentally. You may be dropped after 4 or more **absences** (or repeatedly arriving late or leaving early). If *you* decide to withdraw, it is your responsibility to do so through **admissions**. If you stop attending but do not officially drop, you may receive an F in the class. *After an absence* connect with a classmate to find out about class announcements and to copy the notes.

- The course **outline, objectives and SLO's** are available on my home page.

- During **final exam week** <u>classes</u> and <u>office hours</u> are NOT HELD. During finals week you just study and go to your final exams.

- If you have a **documented disability** bring me your paperwork during the first week of class so that I can assist you in accessing your accommodations.

- **Calculators** are great tools for checking work and for exploring mathematics for deeper understanding. I welcome you to bring a calculator to class, but don't become dependent on it as you will not be allowed to use calculators for tests or quizzes.

- **Late work** is not accepted, nor are there make-up tests or quizzes.

- **LOOK** at returned work; if there is an error in my grading of your work you need to bring it to my attention by the next class session. **KEEP** all work returned to you, such as quizzes and tests! I do enter your grades very carefully, but if I make an error the only way it can be fixed is if you can prove to me, by showing me your grade, that I made an error and what it was. Also these are excellent materials to study from as you prepare for tests and the final!