Instructor: Jakeisha Thompson
Email: jthompso@mdc.edu
Phone: 305-237-2608
Office: 3265-1

Office Hours

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 - 8:15am</td>
<td>11:15 - 12:30pm</td>
<td>7:15 - 8:15am</td>
<td>11:15 - 12:30pm</td>
<td>7:00 - 8:15am</td>
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<tr>
<td>11:00 - 1:15pm</td>
<td>2:05 - 2:40pm</td>
<td>11:00 - 1:15pm</td>
<td>2:05 - 2:40pm</td>
<td>9:00 - 9:50am</td>
</tr>
</tbody>
</table>

Course web page http://faculty.mdc.edu/jthompso

Text Elementary Algebra by Carson/ Gillespie

Course prerequisites MAT 0002 or equivalent, or appropriate scores on placement test (CPT).
Desire to learn

Course Scope
MAT 0020 is a combined college prep level algebra and arithmetic course intended to provide you with a foundation in basic mathematics necessary for studies at the college level. This course will not provide you credits toward your AA degree.

Course Objectives
At the end of the semester, you should be able to:
1. Demonstrate knowledge of place value (base 10)
2. Demonstrate knowledge of whole numbers, fractions, and decimals
3. Demonstrate knowledge of proportion and percent
4. Demonstrate knowledge of basic measurements of geometric figures
5. Demonstrate knowledge of real numbers
6. Demonstrate knowledge of algebraic expressions
7. Demonstrate knowledge of scientific notation
8. Demonstrate knowledge of linear equations and linear inequalities
9. Demonstrate knowledge of graphing
10. Demonstrate knowledge of factoring
11. Demonstrate knowledge of rational expressions
12. Demonstrate knowledge of radical expressions
13. Demonstrate knowledge of quadratic equations

Classroom Decorum
In order to optimize your learning experience, classroom interruption must be kept to a minimum. Please make every effort to arrive on time and avoid causing an interruption if you need to leave early. Please turn your cell phone and/or pagers to a silent mode and avoid using them during class. In an emergency, you may excuse yourself and leave the classroom.

If the instruction or guest lecturer is late, you are expected to wait 15 minutes before leaving.

Note: All dates are tentative. The instructor reserves the right to make changes to this syllabus with notification to the student.
Attendance
Attendance will be taken for all classes and will count towards your final grade (See Grading Policy). It is your responsibility to attend each lecture and keep records of assignments and other information delivered during class. The instructor reserves the right to drop any student who has excessive absences prior to March 16, 2005. After this date, it is your responsibility to ensure that you are enrolled in this course in order to receive a final grade.

Academic dishonesty
Any instance of academic dishonesty will result in a grade of F for the course and can carry an even more severe penalty such as suspension or expulsion. Take pride in your own achievements, an unearned passing grade is not worth the paper it is written on.

Grading
There are three possible grades:

- S – Satisfactory, which promotes you to the next course.
- P – Progress, which indicates that you have acquired some knowledge but not enough to progress to the next level. You must repeat the course.
- U – Unsatisfactory, which indicates that you have not acquired the basic skills and must repeat the course.

In order to pass the course with an ‘S’, all of the following conditions must be met:
1. Complete all coursework with an average of at least 70% (C).
2. Pass the State Exit Exam by attaining a score of at least 60%.
3. Complete 32 hours of math lab time.

Coursework
The final coursework average will be determined based on retention of points in the following categories:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Tests</td>
<td>800</td>
</tr>
<tr>
<td>Error Analysis</td>
<td>80</td>
</tr>
<tr>
<td>Homework and Quizzes</td>
<td>400</td>
</tr>
<tr>
<td>Attendance</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1340</strong></td>
</tr>
</tbody>
</table>

Major Tests
All tests are closed book and will consist of a total of 100 points each. If you miss an exam, the State Exit Exam will replace one score. Make-ups will only be given to those students who miss an exam with a valid excuse, i.e., a medical note or a university-approved excuse. Qualifying students must turn in a valid excuse within two class periods after returning to class to receive a Make-Up Approval Note. All make-up exams will be given on Friday, April 22, 2005, from 6:00pm-7:00pm

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Tentative Test Dates
Test 1: Jan. 13 (Thursday)
Test 2: Jan 27 (Thursday)
Test 3: Feb 10 (Thursday)
Test 4: Feb 22 (Tuesday)
Test 5: Mar 3 (Thursday)
Test 6: Mar 21 (Monday)
Test 7: Mar 31 (Thursday)
Test 8: Apr 14 (Thursday)
Final: TBA

Error Analysis
An Error Analysis is due within 1 week of receiving a graded test (unless otherwise instructed). Grades are assigned as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Assignments that are on time and complete</td>
</tr>
<tr>
<td>0</td>
<td>Assignments that are on time but incomplete</td>
</tr>
<tr>
<td>-5</td>
<td>Assignments that are not turned in</td>
</tr>
</tbody>
</table>

Homework and Quizzes
Either a quiz or a homework assignment will be turned in daily. Each assignment is worth 10 points. Students who miss quizzes or fail to turn in homework assignments will be given a grade of zero. No make-up quizzes will be given. Homework assignments will be due periodically. Late homework will not be accepted. If you cannot attend a class period for which homework is due, please make arrangements to have the homework delivered to me or placed in my mailbox in the Math Department (3245) before the start of the class in which the homework is due.

Attendance
Each student begins with a total of 60 attendance points. On the 2nd missed absence, the student will begin to lose 1 attendance point for each missed class. After the 4th missed absence, the student will begin to lose 2 attendance points for each missed class.

Final Exam
All Students are required to take the State Exit Exam. The final exam is comprehensive. In order to pass this course you must pass this exam with at least 60%.

The Final Coursework Grading scale will be as follows:

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>&gt; 1199</td>
<td>A</td>
</tr>
<tr>
<td>1065 - 1198</td>
<td>B</td>
</tr>
<tr>
<td>931 - 1064</td>
<td>C</td>
</tr>
<tr>
<td>797 - 930</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 797</td>
<td>F</td>
</tr>
</tbody>
</table>

You may request a grade of I (incomplete) only after the last date to drop the course with a W and only if you are passing the class at the time the request is made.

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Extra Credit
Extra Credit is available to all students in the form of peer tutoring sessions. Students may pair up and enter into a Peer Tutoring Agreement. For each hour of tutoring, both students will receive 1 point. There is a limit of 5 points that may be earned before each test. Peer Tutoring Record Sheets must be turned in on Test days with the signatures of both students. All necessary forms may be obtained from the course website.

Calculator Policy
Calculators are not permitted on Major tests or the State Exit Exam.

Online support:
Complete online course at www.mymathlab.com

Addison-Wesley Math Tutor Center staffed by college math instructors offering tutoring by toll-free telephone, toll-free fax, email, and the net. Students may access this feature through their MyMathLab course. Course Information is listed on the course webpage.

On Campus Support:
The College Prep Math Lab, located in room 3324, is available to you as additional support for your academic needs. Its operating hours are:

Monday – Thursday: 9:00 AM – 9:00 PM
Friday: 9:00 AM – 3:00 PM
Saturday: 9:00 AM – 12:00 Noon

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