Syllabus for: Math 376 Prealgebra

Semester & Year:	Summer 2013
Course ID and Section Number:	MATH-376-E3661 (033661)
Number of Credits/Units:	4
Day/Time: **Location:**	MTWTh 9-10:35am PS 120
Instructor's Name:	Buntin
Contact Information:	Office location and hours: Mon, Wed 1-2pm (PS 116) Phone: (707) 616-6169 Email: amber-buntin@redwoods.edu

Course Description (catalog description as described in course outline):

A comprehensive review of arithmetic, involving whole numbers, fractions, decimals, and signed numbers. Students will solve problems involving ratios, proportions, percents, and geometry. Basic algebra concepts and techniques, such as variables, simplifying expressions, solving equations, and graphing linear equations will also be introduced. Problem solving, estimation, and the communication of mathematical ideas are an integral part of the course. Use of a scientific calculator will be introduced. *Prerequisite: Math 372 with a grade of "C" or better (or equivalent), or appropriate score on the math placement exam.*

Student Learning Outcomes (as described in course outline):

1. Evaluate and simplify numerical and algebraic expressions involving integers and rational numbers.
2. Solve linear equations.
3. Write linear equations for word problems and solve.
4. Use sound mathematical writing and appropriate use of symbolism in presenting solutions of mathematical exercises and applications.

Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.

Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on

exams will receive an “F” in the course.

The student code of conduct is available on the College of the Redwoods website at: http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

Math 376 - Prealgebra

Mon-Thurs – 9 - 10:35am – PS 120
Course number 033661

Instructor

Amber Buntin, Department of Mathematics

Phone: 476-4100 x 3196 **Email (Preferred):** amber-buntin@redwoods.edu

My Webpage: http://msemac.redwoods.edu/~abuntin/Math376.html

Office hours (Held in PS 116): Mon/Wed 1 – 2 pm
and available by appointment

Course Description

As stated in CR's catalog: A comprehensive review of arithmetic, involving whole numbers, fractions, decimals, and signed numbers. Students will solve problems involving ratios, proportions, percents, and geometry. Basic algebra concepts and techniques, such as variables, simplifying expressions, solving equations, and graphing linear equations will also be introduced. Problem solving, estimation, and the communication of mathematical ideas are an integral part of the course. Use of a scientific calculator will be introduced. *Prerequisite: Math 372 with a grade of "C" or better (or equivalent), or appropriate score on the math placement exam.*

Classroom Environment and Attendance

It is essential to our class that both the students and teacher behave in a manner that will provide a comfortable learning atmosphere. Be respectful of one another. You should not hesitate to ask questions nor feel embarrassed to ask for help.

You are expected to arrive on time and to leave when the class is dismissed. Arriving late or leaving before class is dismissed is disruptive and disrespectful to your fellow students as well as your teacher. Please be prepared with your headphones put away and cell phones turned off. If you must miss a day, please check with a classmate to see what you missed. If you miss more than 3 classes, your grade may be dropped ½ of a letter grade.

Course Learning Outcomes

Modes of instruction may include but are not limited to lecture, assigned readings, assigned writings, assigned homework problems, group work, reference books, and OPTIMATH. Students will:

1. Evaluate and simplify numerical and algebraic expressions involving integers and rational numbers.
2. Solve linear equations.
3. Write linear equations for word problems and solve.
4. Use sound mathematical writing and appropriate use of symbolism in presenting solutions of mathematical exercises and applications.

   (These CLOs will be assessed throughout the semester and may take the form of, but are not limited to, a written/paper assignment, an imbedded test question, or an OPTIMATH quiz)

Grades

Homework……25%	93-100%.....A
Activities……15%	90-92%.....A-
Quizzes……10%	87-89%.....B+
Exams……40%	83-86%.....B
	80-82%.....B-
	77-79%.....C+
	70-76%.....C
	0-69%.....D-F

*** Final grade is at the professional discretion of the instructor ***

Required Materials

Text: *Prealgebra (second edition)*, written by the Department of Mathematics at College of the Redwoods is available in the following three modes

- The textbook is available **free of charge on CD as well as online** by following the link: http://msenux.redwoods.edu/PreAlgText (you can print the pdf pages if desired)
- You may also **order a printed version of the entire textbook** (including exercises and answers) and/or the solutions manual (exercises and solutions) at the bookstore for $21 used/37.75 new EACH.
- Or purchase textbook from lulu.com for $20
  http://www.lulu.com/product/paperback/prealgebra-textbook/11482419

  Or purchase textbook solutions from lulu.com for $20
  http://www.lulu.com/product/paperback/prealgebra-textbook-solutions-manual/11598900

Supplies: Scientific calculator, composition notebook (used as reference book), pencils and erasers, a binder, and a ruler or straightedge.

Homework

Homework problems will be assigned nearly each lecture period, and are handed in on the due date (typically the next class day) **at the beginning of class.** You are encouraged to work together on your homework assignments. Assignments are worth 10 points each. I will pick 4 problems to grade (2 points per problem) and 2 points are reserved for neatness and completeness. It will benefit you to check (not copy) your ODD numbered answers in the back of the book.

At the end of the semester the three lowest homework scores will be dropped from your grade. Due to this, **I do not accept late work**. It is your responsibility to ensure that you get your HW turned in; if you know you will be missing class, you should turn your HW in **before** the due date or send it with a friend to class. I also accept homework that is scanned and emailed to me BEFORE start of class on the due date (please email as a **pdf** file and make sure it is legible) on an emergency basis.

I recommend being organized and keeping all "scratch work," and returned work in a binder. You are expected to use proper mathematical notation as learned in class. All HW should be neat, legible and well organized. Messy papers will get point deductions and may even be returned ungraded. (See "Homework Guidelines" Handout).

The assignments may take a great deal of time so I recommend you:

- **read the section** of the textbook that is going to be covered **BEFORE** the class lecture.
- **start the homework as soon as lecture is started** for that section (or even before lecture).
- **set aside at least 1-2 hours** for each hour of class time, to do assignments.
- **start working on HW as soon after class as possible** this way you will have plenty of time to ask for help.

Set yourself up to succeed: do a little bit at a time. Remember, homework is a worthwhile investment since it is where a great deal of your learning for this course will take place.

Tutoring

- I encourage you all to enroll in **MATH 376L** for 1/2 unit (E3663) or 1 unit (E3664) of credit and in order to obtain supplementary help. This is the cheapest tutoring option available on campus and I can't stress enough how valuable it is.
- OPTIMATH practice assignements give immediate feedback and written out solutions: http://mathrev.redwoods.edu/cgi-bin/online/s12/OTcreatepracticequiz.cgi?course=math376
- The CR Math Jam webpage is a great way to prepare for exams and contains lessons as well as OPTIMATH assignments. Click "Prealgebra Review" Link: http://mathrev.redwoods.edu/mathjam/?s=public

Reference Book

You will be keeping a reference book that will contain important information you have learned throughout the semester such as definitions, formulas, and examples. This reference book is **not a book for you to write all of your notes in.** It is for you to write up a **summary of the important information that you have learned.** I will collect your reference book during exams and grade them as a homework assignment. I suggest doing a nice job on your reference book because I will allow you to use the reference books on quizzes throughout the semester (See **Reference Book Instructions** for info).

Quizzes

There will be a quiz each week there is not an exam. The required quizzes will be available online for a week via Optimath. On Thursday, the closing day of the quizzes, a version will be given at the beginning of class. I will take the larger of your in class quiz and the average of your in class quiz with your Optimath quiz score. The quiz will usually be over the material we had covered that previous week. You may repeat each quiz online as many times as you want before the due date. I encourage you to do the weekly quizzes online until you receive at least a 7 on the quiz. The Optimath system also allows you to review the solution to each quiz once completed so you can figure out exactly where you went wrong. Each time you repeat the quiz you will be presented with new questions. You will get a chance to work on the Optimath system in the second week of class to get comfortable with the system. Optimath can be found at http://msenux.redwoods.edu/cgi-bin/online/s13/OTportal.cgi. Each quiz is worth 10

points each and the number of questions will vary depending on the difficulty of the material.

Exams

In class exams are worth 40% of your grade. I will notify you at least one week in advance as to the date of each exam. Before each exam, you will receive a study guide or practice problems. I will schedule a study session before each exam (outside or inside of class). All exams need to be taken in class on the day of the exam unless you have made prior arrangements with me. There are **NO EXAM MAKE-UPS**. Bring a pencil, your calculator and be ready to show me your math skills!

Final Exam

Your closed-book/closed notes final exam will be **cumulative**. Be sure to make all travel plans accordingly as there will be no make-ups for missed exams. If you take exams in the testing center, you need to make sure you make an appointment in advance so that you take the final exam at the designated time.

******Final Exam**** Thursday, July 25th, 9-10:35 am**

- If you have a documented disability or believe you can benefit from any of the services offered by Disabled Student Programs & Services (DSP&S), please contact the DSP&S office (Building T20, behind Bookstore) at 476-4280 phone or 476-4418 fax.

View Your Grades

You may view your grade anytime by going to my webpage:

http://msemac.redwoods.edu/~abuntin/Math376/grades/grades.html

Grades will be updated regularly and it will be expected that you will be responsible for checking your grade often and coming to see me if you have any problems.

To check your grade, you will need to enter the following information:

Username: Last name, First name

Password: CR student ID number (with **NO** leading zero)

Notice that you must use a capital letter for the first letter in your first and last name. There is also a **comma and a space** between your last and first name. If you enter your information incorrectly, the system will not let you log on. Email me immediately if you are having problems.

Cancelled Classes

Those driving long distances to attend classes are advised to call (707) 476-4210 before driving to the CR campus. Choose **#5** from a menu of choices. You will then be advised of any cancelled classes for the day in the Physical Sciences complex (math/science). Thus, you can avoid the frustration of driving to campus, only to find that your class has been cancelled.

Academic Honesty

Cheating is not accepted. If you are cheating, you will receive a grade of F in the course. Any violation of academic misconduct will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. The student code of conduct is available on the College of the Redwoods website at:
http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf

How to Succeed in this Course

- **Read your text.** It is best if you read the section of the text ahead of the scheduled lecture date on that topic.
- **Be in class** on time every day.
- **Do your homework!** Plan to spend at least 1-2 hours outside of class for every hour inside of class. That is the minimum investment of time for success in this course.
- **Work with colleagues.** Mathematics is a social subject (but not a spectator sport). Working with fellow students helps in your own understanding of the ideas of the course (as you explain and/or hear others explain key concepts and procedures).
- **READ and KEEP your returned work.** When you get work back, look for any remarks that I have made. Keep your work in a binder to keep a record of your scores. This is to make sure I correctly enter your grades.

Final words

A few words about my expectations for you and myself in this course: My responsibilities include coming to class prepared to teach you mathematics, giving clear lectures, assigning carefully chosen homework problems that are relevant to our course and carefully preparing exam questions that accurately measure your progress in the course. Additionally, I am responsible to be available to you outside of class for consultation in office hours.

Likewise, I believe that you are ultimately responsible for your college education and I expect you to come to class motivated to learn the material. This involves keeping up with homework assignments, seeking additional help, either from me or from the many resources available to you here on campus, before it is too late.

****

********** Syllabus Subject to Change **********

****

Announcements will be made in class. If you are absent, it is your responsibility to check your email, the course timeline AND/OR with your fellow classmates!