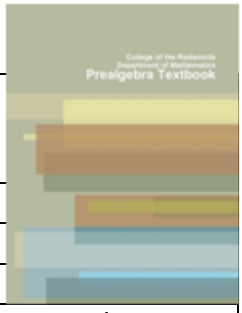
Syllabus for: (name of class)

MATH-376-E3865 (033865) *Pre-Algebra*



Semester & Year:	Fall 2013
Course ID and Section Number:	MATH-376-E3865 (033865) Pre-Algebra
Number of Credits/Units:	4 units Lecture
Day/Time:	TTH 06:05PM - 08:10PM, 8/27/13-12/5/13 (*except for 11/28, which isThanksgiving, so class will not meet on that day*); Final Class Meeting: Tuesday, December 10, 5:30-7:30pm
Location:	SC Room SC204
Instructor's Name:	Tami Matsumoto
Contact Information:	Office: SC 205 B Phone: 707-476-4543 Email: tami-matsumoto@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 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. *Note*: *A scientific calculator is required. Prerequisite: Math 371/372 or appropriate score on the math placement test.*

- **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.

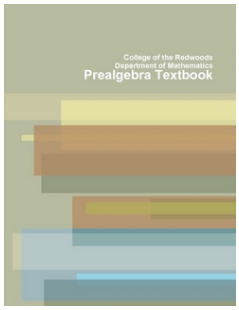
Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and 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.

College of the Redwoods ~ *Fall 2013*



Math 376-E3865 (033865) *Pre-Algebra* (4 units)

TTh 6:05pm – 8:10pm ~ Eureka Campus, Room SC204

Instructor: Teresa ("Tami") Matsumoto

Contact information:

Office: **SC 205 B**

Office Phone: **476-4543**

email: tami-matsumoto@redwoods.edu [Include "**Math 376**" in Subject line of email messages along with a useful description]

Mailbox: You can drop off papers by sliding them under my office door (SC 205 B).

Phone number for ***cancelled*** class announcements: **476-4210 #5** (This is only for Math & Science classes in Eureka)

Office Hours: Generally available before class on TTh. Also by chance and by appointment.

Math 376 Course Learning Outcomes:

What should the student be able to do as a result of taking this course?
Some objectives in terms of specific, measurable student accomplishments are:

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.

Materials you will need:

- **Required Text**: ***PreAlgebra.*** By College of the Redwoods Department of Mathematics. The textbook is available online for free, on CR's Math Department website at http://mathrev.redwoods.edu/PreAlgText/ . You can get a printed version from the CR Bookstore or from Lulu.com., or buy your own copy online relatively inexpensively.
- **Supplemental Handouts**. I will provide lots of handouts some of which you will have to print from "myCR". It is your responsibility to make sure that you get a copy of all supplemental material, even if you miss class.
- **Bound Notebook with Grid Paper**: Roaring Spring #77475 or Ampad #26-251 (about $2 - $6), for example. Just check to make sure it is **bound** and has **graph paper** in it. You will use this throughout the course to build yourself a reference book (more information later).
- **Time. Lots!!** In your own weekly schedule please make sure that you have blocked out at least 15 hours *(possibly as much as 20 hours)*, per week, to devote to this class.
- **Calculator**:A ***Scientific*** Calculator (not a "graphing calculator") .
- **Paper**: Homework Paper and scratch paper, lots of it! It is fine with me to RE-USE paper. Paper used on one side is still fine (in general) on the other side. You will also need some graph paper. Get it in a pad or a package of loose-leaf sheets (rather than stuck in a notebook), or print it from the web. Many people find it helpful to get graph paper with heavier lines on every fifth line to make counting easier.
- **Pencils**: Lots. Math problems should be done in pencil in this class (as in math classes in general). If you like softer lead (I find it writes darker easier) then you might like "2B" mechanical pencil lead (I prefer "2B" to "HB" which I find not as easy to work with).
- **Erasers**: At least one.
- **Computer Access** for:
  - **Email:** I expect to be able to contact you easily by email. The College uses your "mycr.redwoods.edu" email address to communicate with you so it is important that you

receive those email messages; you can set it up to auto-forward those emails to another email address if you prefer.

- **"myCR" course materials**. We will have some course materials available using the "myCR" course system. (This is a separate thing from your email but you need access to a computer for this also.)

Course Requirements (subject to change with fair notice):

Daily Attendance and Participation in Activities: Attendance and participation are essential to the learning process. In addition, everyone benefits from your input and participation, and much of the work we do will be in groups! One important aspect of this course is the incorporation of active learning in class; this requires everyone's participation, particularly during in-class activities. Also, the best way to insure having a successful experience in any course is to come to every class meeting and keep up with the assignments. There will often be handouts during class to be turned in at the end of class. If you miss more than four class sessions, this may affect your grade.

I realize that sometimes things come up and getting to class is impossible. In those cases, just communicate with me as soon as you possibly can. This is especially important if you are missing class on a day we are scheduled to have an exam!

Note that ALL students remain responsible for ALL assignments given and that those assignments are expected to be turned in ON TIME. If you miss a class, the assumption is that you will get the necessary information to complete the assignment by the due date and be prepared to continue in the normal flow of the course.

CAUTION: the material builds from one week to the next and so
IT IS STRONGLY URGED THAT ALL STUDENTS ATTEND ALL CLASSES.

Mathematics Department Policy Regarding "Faculty Withdrawal" of Students after Census Day: It is the policy of the College of the Redwoods Math Department to exercise a "Faculty Withdrawal" for any student who has missed more than 15% of the class meeting time (prior to the drop deadline), due to the severely diminished likelihood of a successful outcome in the course. It is important to note that, if it is the student's intention to withdraw from the course, the responsibility remains with the student to ensure the proper paperwork has been filed – that is, students are not to assume the teacher will file the "Withdrawal" automatically.

Problem Sets, assigned from the textbook: Problems will be assigned every class. There will be "Basic" problems and "Advanced" problems (see grading). Show your work, and work neatly and legibly. There will not be time for every problem to be graded carefully, so it is important that you check your own work before turning it in, and ask questions if you want to make sure you are on the right track.

Quizzes: There will be some quizzes in class, and some online using myCR. At least five “pop” quizzes will be given during the course of the semester. You should always bring a pencil with you to class each day to be ready for a quiz.

Other assignments: There will be some assignments other than problems from the book. Some will be explained on handouts, some will be writing assignments, and some will be done in class. Also you will build your own Math Reference Book throughout the course.

Reference Book: Each student is required create his/her own personal Math Reference Book throughout the term. It should be made in a bound notebook. It should have a title page at the front, followed by a table of contents. The contents should include material learned in the course. For the most part, it is up to you to decide exactly what to include, though there will be a few items I will direct you to be sure to include. Each page should be its own separate topic.

Exams: There will be three or four exams amid the term and a Final Exam during Finals Week. Each exam amid the term will cover material since the previous test. The Final Exam will be comprehensive and will be given in two parts: For one part you will be able to refer to your own Reference Book which you will be making throughout the semester. About a week before each test you will be provided with a study guide for the exam. You should always bring your reference book and pencils and erasers on test days.

Final exam official date and time: Tuesday, Dec 10, 5:30pm-7:30pm, as required by CR's Final Exam Schedule. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time, or place scheduled, must make arrangements in advance with the instructor.

HELP?! If you have questions, please get help! It is ***your*** responsibility to seek help if you need it. I will answer some questions in class, but unfortunately, we will not have enough time to answer all of everyone's questions. Some suggestions: Math Lab (Math 376L), GUID 145, online tutoring, ASC tutoring.

DUE DATES and LATE WORK: Caveat on "due dates": While we are, by necessity, confined within a certain time framework, it is important to me that you understand the material – given that, if you have made progress on an assignment but are having trouble completing it by the due date, communicate with me to make appropriate arrangements.

Recommendation: Sign up for The Math Lab (**Math 376L**) for free drop-in tutoring throughout the semester. Register for either the 0.5 unit or the 1.0 unit section. You can attend any time during Math Lab Open Hours: M-Th 9:30-5:00 and Fri 9:30-2:45. Students in the 0.5-unit Math Lab have the option of changing to 1.0 unit later in the semester (but students in the 1.0-unit section will not be able to reduce down to 0.5 units).

Note There is also ***FREE tutoring*** for CR students, by appointment, at the Academic Support Center (ASC), and ***online tutoring*** available through the "myCR" course management system.

GUID 145: GUID 145 is open to a limited number of interested students, and you can register for GUID 145 during the first few weeks of the semester. To get credit, you must complete 36 hours. The title of GUID 145 is “Applied Study Skills & Strategies” and this class can help you learn ways to study mathematics and enhance your study skills. There is a special section of GUID 145 just for students taking Math 376.

Schedule:

The class meets every Tuesday and Thursday, starting Tuesday, August 27. The last regular class meeting is Thursday, December 5, followed by the Final Exam during Finals Week. There will be no class meetings on the following date:

- **Thursday, November 28 (Thanksgiving Holiday)**

Note that there is class scheduled on Tuesday November 26.

Grading information (subject to change with fair notice)

To pass the class (i.e., not get an "F"), all the following requirements must be met:

- In-class assignments – at least 50% of assignments completed satisfactorily
- Homework Exercises assigned from the textbook:
  - complete a majority of "basic" problems assigned, in a legible, satisfactory way
- Other Assignments* – complete a majority of assignments
- Exams/Quizzes – pass at least 60% on average
- Reference Book – reference book must exist

To get at least a "C-" you must do all of the following:

- In-class assignments – at least 60% of assignments completed satisfactorily
- Homework Exercises assigned from the textbook:
  - complete at least 80% of the "basic" problems assigned, in a legible, satisfactory way
- Other Assignments* – complete at least two-thirds of assignments
- Exams/Quizzes – pass at least 65% on average
- Reference Book –reference book covering some of the material covered

To get at least a "B-" you must do all of the following:

- In-class assignments – at least 80% of assignments completed satisfactorily
- Homework Exercises assigned from the textbook:
  - complete 90% of the "basic" problems assigned, in a legible, satisfactory way
  - work on at least some of the "advanced" problems
- Other Assignments* – complete at least 80% of assignments
- Exams/Quizzes – pass at least 75% on average
- Reference Book – Good reference book covering over ½ of the material covered

To get at least an "A-" you must do all of the following:

- In-class assignments – at least 90% of assignments completed satisfactorily
- Homework Exercises assigned from the textbook:
  - complete 90% of the "basic" problems assigned, in a legible, satisfactory way
  - work on at least half of the "advanced" problems satisfactorily
- Other Assignments* – complete at least 90% of assignments
- Exams/Quizzes – pass at least 85% on average
- Reference Book – Excellent reference book representing over ¾ of the material covered

To determine +/- grades, the entire class spread will be considered at the end of the term.

* Other assignments: There will be some assignments other than problems from the book. Some will be explained on handouts, some will be writing assignments, and some will be done in class.