

Syllabus for: (name of class) Math 120	
Semester & Year:	Fall 2014
Course ID and Section Number:	Math 120-E6125
Number of Credits/Units:	4
Day/Time:	TThF 1:15 – 2:30
Location:	SC210
Instructor's Name:	Diane Harrow
Contact Information:	Office location and hours: Phone:476x4817 Email:diane-harrow@redwoods.edu
Course Description (catalog description as described in course outline):	
<p>Course Description: A course in which functions are investigated graphically, numerically, symbolically and verbally in real-world settings. Linear, quadratic, absolute value, polynomial, rational, radical, exponential, and logarithmic equations and functions are explored. Technology is integrated into all aspects of the course.</p>	
Student Learning Outcomes (as described in course outline) :	
<ol style="list-style-type: none"> 1. Evaluate and interpret general functions symbolically, numerically, and graphically. 2. Produce an accurate graph of each function type introduced in the course, identifying and plotting all salient features. 3. Demonstrate appropriate use of technology in analyzing the behavior of functions presented in the course. 4. Use mathematical models to analyze and interpret real-world situations. 5. Use sound mathematical writing and appropriate use of symbolism in presenting solutions of mathematical exercises and applications. 	
<p>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.</p>	
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.

INTERMEDIATE ALGEBRA
MATHEMATICS 120 SYLLABUS
Fall 2014

INSTRUCTOR

Diane Harrow

Course days and location: 1:15 p.m. on Tues., Thurs., Fri. in SC210

e-mail: diane-harrow@redwoods.edu (preferred)

Phone: 476-4300 x 4817 (voice-mail only)

TEXT

. The text is available online at <http://msenux.redwoods.edu/IntAlgText/>, To start, click on [start.html](#) to get table of contents. If you wish to get a printed copy, go to the information desk in the bookstore to order one.

ATTENDANCE

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.

MATERIALS

For this class you will need a graphing calculator (TI-83+ or TI 84+). If you do not wish to purchase a calculator a limited number of calculators are available from the Math Lab Director whose office is in the library testing center(room L101E) for a rental fee of \$20. You will also need graph paper, a ruler, pencils, eraser, colored pencils, stapler, a quad-ruled composition book (optional) for a reference book and a 3-ring binder for notes and homework.

HOMEWORK

There will be homework assigned each class session. **DO YOUR HOMEWORK DAILY.** This cannot be emphasized enough-- the students who are successful are those who are consistent in keeping their homework current. Mathematics is not a spectator sport--you learn by doing!

1. Each assignment should be stapled and clearly labeled with your name, assignment number, section and page numbers, and instructor's name (Harrow). For the first few weeks please include your table number to facilitate returning homework.
2. Please work problems in order down the page with one equal sign per line. You may use both sides of the paper if you wish. Space your work out and write clearly and neatly to communicate properly. Use a finely-sharpened pencil.
3. It is expected that you will write the original problem, show the steps clearly in solving it, check your answers, and take the responsibility of correcting it with answers which are available to you.
4. Make a good large drawing of a graph or diagram if the instructions state "graph", using graph paper. If it states "sketch a graph", you can just use a ruler to draw the graph. When you do graph work, put the algebra work next to the graph on the same sheet. Also, use a ruler to make straight lines. Indicate pertinent features using color, and **label the scale** used on the axes. Follow the instructions completely for full homework points.
5. Use equal signs only between expressions which are truly equal and only use one equal sign per line. A solution to an equation would show a series of steps of expressions which are equal in sequence down the page(not across the page).
6. Your homework paper will often include a warm-up problem from the beginning of class and/or classwork practice from the ending of class. These will be included in your quiz grade.

7. To receive credit for homework it must be turned in when it is due at the beginning of class; however, students may miss 3 assignments during the semester with no penalty. If it is complete and only 1 class day late, you can receive 1/2 credit, but it will not be graded for you.

8. Homework will be graded based on clarity, correctness and format based on instructions 1-5 above. It is important to communicate your work in a logical manner appropriate for college work.

OPTIONAL PERSONAL REFERENCE BOOK

It is recommended that each student compile a bound notebook with grid paper (a quad-rule composition book is recommended with graph paper pages) which would contain a **summary** of material learned during the semester. You would not put all the class notes in the reference book, but summarize the important information with examples. The quad-ruled notebooks are available in the college bookstore or Staples. During each test it will be turned in and extra credit points will be awarded.

INSTRUCTIONS FOR REFERENCE BOOK

1. Make a title page. Be sure to put your name on it in case it got lost.
Use pages 2 - 5 for a Table of Contents.
2. Number the following pages and use each page to summarize information in your own words and include examples you could refer to.
3. Put just one topic on each page. The purpose is to make this book useful to you so that you can find information later. Include comments which will help you.
4. Keep it up to date as it will be turned in to be graded while you do each test for an additional quiz grade.

QUIZZES and CLASS ACTIVITIES

There will be numerous short quizzes, warm-ups and class practice problems which will be similar to the homework problems. These are extremely important as they indicate your progress both to you and the instructor. These cannot be made up if you are absent; however, you will be allowed to miss the equivalent of 3 day's quizzes without penalty for the semester.

Optimath system of online-quizzes will be included in the quiz grade.

EXAMS

There will be several exams worth 30% and a final exam worth 20% of total grade. You are encouraged to think of an exam as an opportunity to show what you know (think positively.) You are expected to take the exam on the scheduled date in class.

CLASSROOM ENVIRONMENT

It is expected that everyone involved in the class will act in a manner conducive to providing a comfortable environment for learning and in consideration for the rights of others. It is important to be quietly ready **on time** and to stay on task; therefore, conversation not pertaining to the subject at hand and/or personal discussions or texting during the lecture time are not allowed. Students who need reminders will be referred to the dean..

TUTORING

The teacher will be available for personal help by appointment—usually before or after class. It is highly recommended that you register for MATH 120L--the Math Lab. Inasmuch as you are expected to spend about 8 hours a week on mathematics homework, you will find that working there with tutors available will increase your efficiency and decrease frustrations. Other options to get tutoring are making an appointment in the ASC to meet with a tutor one-on-one or signing up for help in the LIGHT Center with Guidance Class.145. No-credit Math Lab is available as GUID 205.

RESOURCE

Another resource is the math department website:

<http://msenux.redwoods.edu/mathdept/courses/math120.php>. There are many helpful links: the textbook link, how to use the textbook with tabbed browsing, graphing calculator help, optimath link and optimath helps, syntax practice, textbook practice exercises, movies demonstrating problems for each section of the text, and interactive java applets and animations. Take a little time to try these.

COMMUNICATION

The best way to communicate with me personally if you are having difficulties is by the e-mail as it is checked often. If you are missing class or dropping the class, an e-mail message to me as a courtesy is appreciated.

You can also call 476-4210, #5 to find out if class is cancelled for any particular day.

MY CR

I will use myCR to post announcements and send e-mails.

C.R. has an account for each student on myCR. You should check it daily for announcements and/or e-mail messages. The link is www.redwoods.edu/cr--cronline/ You should access it now, so that you can use it.

The following information will help you with myCR if you are new to the system:

Example of a login for John Doe with student i.d. 0740320 would be jdoe320. Your 6-digit birthdate (mm/dd/yy) is the original password.

Click the myCR icon—then click the Account tool, then the Modify Details button.

Change your password. Be sure to write down your login name and password for future reference. Once you complete your password entry, click Update Details to complete the process

Next, click the Profile tool and enter any information you wish to share. Don't enter things like phone numbers that you wish to keep private. Click the Save button when you are finished.

DECISIONS

If you show a pattern of non-attendance or nonparticipation, you will be dropped in a few weeks on Census Day. If you wish to avoid this and have extenuating circumstances you need to contact me. If you find you need to drop the class, the last day to drop without a withdrawal on your record and receive a refund is Sept. 5, 2014. The last day to drop without a "W" but no refund is Sept 7, 2014. The last day for a student-initiated drop with a "W" (no refund) is Oct. 31, 2014. There is a limit on how many times you can drop with a "W" and still try again.

DISABILITIES

Students with any possible type of learning or other disabilities are encouraged to use the facilities of the DSPPS (Disabled students programs and services) on campus. Individualized counseling and advising are offered including academic advisement as well as disability-related counseling. One of the main benefits may be extra time and private room for taking tests for those with test anxiety.

GRADES

Homework 25%

Classwork and quizzes 25%

Midterm Tests: 30%

Final exam: 20%

GRADING SYSTEM:

A 93-100% B 83-86.5% C 72-76.5% F 0-59.5%

A- 90-92.5% B- 80 – 82.5% C- 70-71.5%

B+ 87-89.5% C+ 77 – 79.5%- D 60-69.5%

You must get a grade of at least 50% on the final exam to pass the class.

This syllabus is subject to changes during the semester.

Final Exam is Wednesday, Thursday, Dec. 11, 2014 at 1 p.m

EMERGENCY INFORMATION

Emergency Procedures

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room) and review www.redwoods.edu/safety.asp for information on campus Emergency Procedures.

During an evacuation:

- Be aware of all marked exits from your area and building. Know the routes from your work area to the nearest exits.
- Once outside, move to the nearest evacuation point outside your building.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (Be aware CR's lower parking lot and 101 frontage are within the Tsunami Zone). *(last sentence may be deleted from Del Norte syllabi)*

RAVE – College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message at their CR email address. In the event of an emergency on campus, you can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system will be available to all students, staff, and other interested parties.

Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.”

We will test the system each semester to be sure that you are getting alerts at all of your destinations. Please contact Public Safety, [707-476-4112](tel:707-476-4112), security@redwoods.edu, if you have any questions



ADMISSIONS & RECORDS CALENDAR
FALL 2014 Semester

Start/End Date	08/23/14	12/13/14
Description:	Fall 2014 semester (2014F)	
Calendar		
	Full Term Classes	Other Than Full Term Classes
Semester Begins	08/23/14	↓
Last Day to Register for Classes*	08/22/14	(or day before the first class meeting, whichever is later)
Last Day to Add a Class**	08/29/14	(or Friday of the 1 st week of classes, whichever is later)
Last Day to Drop without a "W" and Receive a Refund	09/05/14	(working day before 20% of term)
Last Day to Drop without a "W" (no refund)	09/07/14	(Sunday before 20% of term)
Census Date	09/08/14	(20% of term)
Last Day to File P/NP Option	09/19/14	(25% of term)
Last Day to Petition to Graduate or Apply for Certificate	10/30/14	(Last Thursday in October)
Last Day for Student Initiated Withdrawal (no refund)	10/31/14	(62.5% of term)
Last Day for Faculty Initiated Withdrawal	10/31/14	(62.5% of term)
Final Examinations	12/08 – 12/13	
Semester Ends	12/13/14	
Grades Due (grades instructor-entered via WebAdvisor)	12/19/14	
Grades Available (estimated)	01/02/15	Viewable on WebAdvisor day after instructor enters grades
Holidays		
Labor Day (all campuses closed)	09/01/14	
Veteran's Day (all campuses closed)	11/10/14	
Thanksgiving (all campuses closed)	11/27/14-11/29/14	
Winter Holidays (all campuses closed)	12/22/14-12/26/14	
Notes		
*A student may register for a class via WebAdvisor until the day before a class begins.		
**Waitlisted students may add a class via WebAdvisor after the class begins <i>if the instructor has granted permission to add for the student</i> . Permission expires in five days; however, student MUST register before census date of the class.		
The grades available date is the target date for having all grades entered for Fall 2014 semester and the Academic Standing process run. Transcripts waiting for grades to be posted will be mailed around this date. If students need fall grades on their transcript, they should not order their transcript until they see all their grades on their WebAdvisor account.		

- Enrollment priority registration dates and times for fall will be assigned March 24–April 4
- New and returning registration begin April 7.
- Concurrently enrolled high school students may begin registering April 9 (if signed concurrent form is on file.)

3/25/14