Syllabus for Arithmetic for College Preparation – Eureka Campus		
Semester & Year	Spring 2016	
Course ID and Section #	MATH 272 – E9140	
Instructor's Name	Adam Falk	
Day/Time	MWF 10:05 – 11:20 AM	
Location	SC 202	
Number of Credits/Units	-0- units (Math 272 is a "non-credit" class)	
	Office hours	By appointment
	Email address	adam-falk@redwoods.edu
Textbook Information	*Title & Edition*	*Basic College Mathematics, 7th edition*
	Author	Lial, Salzman, and Hestwood
	ISBN	0-32-125780-4

Course Description

MATH-272 Arithmetic for College Preparation - A noncredit, basic skills course, as entry-level preparation for college mathematics. Topics include addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, with an emphasis on critical-thinking and problem-solving. Includes applications of proportions and percents, measurement unit conversion, and averages. Communication

Student 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 actions:

1. Add, subtract, multiply, and divide whole numbers, fractions, decimals.
2. Use the algebraic order of operations to simplify expressions.
3. Apply mathematical operations to real-life situations.
4. Estimate and assess reasonableness of answers.

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 at 707-476-4280.

Academic Support

Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.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 website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.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 website.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf). For more information on Public Safety, go to http://redwoods.edu/safety/ In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- 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. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. 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." Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

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.

Materials you will need:

Required Text: *Basic College Mathematics, 7th edition* by Lial, Salzman and Hestwood. Published by Addison Wesley.
You can check out the book in the CR library for the semester. You also have the option of buying your own copy online very inexpensively.

Recommended:

1. Student Solutions Manual (ISBN 0-32-127938-7, 978-0-32-127938-5);
2. Study Skills Workbook (for Basic College Mathematics, 7th ed) (ISBN 0-32-127937-9, 978-0-32-127937-8)
3. Calculator: A Scientific Calculator (does not have to be a "graphing calculator").

Time. Lots!! In your own weekly schedule, please block out at least 15 more hours (possibly as much as 20 hours), per week, to devote to this class.

Supplemental Handouts. There will be lots of handouts some of which you may have to print yourself. It is your responsibility to make sure that you get a copy of all supplemental material, even if you miss class.

Paper: Homework Paper and scratch paper, lots of it! It is fine with me if you RE-USE paper. Paper that's only been 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).

Erasers: At least one.

A ruler: Important for drawing tables and graphs carefully and correctly.

Computer Access for:

Email. I expect you to have regular access to a computer and expect to be able to contact you easily. 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 autoforward those emails to another email address if you prefer (though you should still check it now and then just in case).

Online exploration and course materials. This is separate from your email but you need access to a computer for this also.

Course Content Organization:

We will follow the material in the textbook in Chapters 1 through 6, the first section in Chapter 7, and also Chapter 10. The information from Chapter 10 and Section 7.1 will be introduced while we are working on Chapters 1-6.

Exam dates will be announced at least one week in advance.

Course Requirements (subject to change with fair notice):

Participation in Class Activities: Attendance and participation are essential to the learning process. In addition, everyone benefits from your input and participation, and some 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, you may be dropped from the course.

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 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.

Problem Sets, assigned from the textbook: Problems will be assigned every class. There will be "Practice" problems, "Basic" problems, and "Advanced" problems. Show your work, and work neatly and legibly. There will not be time for problems to be graded carefully, so it is very 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.

Pop Quizzes: There may be pop quizzes. 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.

Exams: There will be about 6 short exams amid the term and a comprehensive Final Exam during finals week. About a week before each test you will be provided with a study guide for the exam. You do not need scantrons. You should always bring pencils and erasers on test days.

The Final Exam is scheduled for Wednesday, May 11, 10:45am-12:45pm.

HELP?! If you have questions, please get help! It is your responsibility to seek help if you need it. We will go over some questions in class, but we will not have enough time to answer all of everyone's questions.

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.

Homework

There will be a homework assignment associated with essentially each class meeting. In general, work to finish your homework before the next class meeting, but if you have questions, you will be allowed to turn in your homework two classes after it is assigned. Since this could result in overlaps of assignments, you must be very careful to keep your assignments clearly labeled, but this system allows you to ask for clarification, if needed, so that you can then finish up that assignment and still turn it in – and understand it.

There will be a homework assignment associated with essentially each class meeting. In general, work to finish your homework before the next class meeting. That way you will have time to get help before the homework is due.

Here are some very general instructions for how I want you to do your homework:

1. Label each homework assignment clearly in the center at the top of the page with the assignment number: "HW #1" or whatever number it is.
2. At the top right side of the page, write your name and "**Math 272**" and the date.
3. Please use pencil, and erase carefully, when necessary.
4. Staple multiple pages in the upper left-hand corner.
5. Label each problem clearly, and paraphrase the question – you do not need to copy all the words of the question exactly as it is in the book, but you should write enough so that anyone looking at it (who does not have the book in front of them) can tell what it was that you were supposed to do.
6. Show your work – do not just turn in a list of answers. A problem with just the answer and no work shown will not receive credit.
7. Work down the page – each problem should be below the one you just did (not next to it), though a two-column format would be fine.
8. When creating a graph, you must use graph paper and a ruler or straight edge. You must label your axes with the appropriate scales.
9. It is your responsibility to check your work and get help if and when you have questions.

Grading

Your final grade will be determined as follows:

Problem Sets:	25%
Quizzes:	10%
Other assignments:	15%
Mini-exams:	25%
Final Exam:	15%

Grade Breakdown

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Sources of Math 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 sources of help are:

- Math 272L: Math Tutoring Lab (strongly recommended but not required). Register for the 1-unit or ½-unit section for this opportunity for drop-in tutoring in the Math Lab during open hours. Math Lab is a class; register for it using WebAdvisor; it is Credit/No Credit. For 1 unit of "credit" you must have 45 hours of documented attendance by the end of the semester (22.5 hours for 1/2-unit). You can sign up for ½ -unit and change to 1-unit later if you choose to.
- Math 252: Non-credit alternate version of Math Lab. You get the same drop-in tutoring help as Math 52, with the same hours, but this is -0- units and there is no hours requirement.
- One-on-one Tutoring: Any CR student can sign up to meet with a tutor. Contact the ASC. (You do not need to be registered in Math Lab for this.)
- Tutors in special programs (for example DSPS, EOPS)
- Private tutors
- Other students – form study groups. You can contact classmates via discussion forums or email.
- Instructors: You can come to my office during office hours, or by appointment; you can call or email me to connect. Other instructors are willing to help, too, when available.

THIS SYLLABUS IS SUBJECT TO CHANGE