Syllabus for Prelgebra– Eureka Campus		
Semester & Year	Spring 2016	
Course ID and Section #	Math 276 E9143	
Instructor's Name	Robin Carter	
Day/Time	Tuesday, Thursday, Friday 8:30AM-9:45AM	
Location	SC 202	
Number of Credits/Units	0	
Contact Information	*Office location*	
	Office hours	Before or after class
	Phone number	
	Email address	robin-carter@redwoods.edu
Textbook Information	*Title & Edition*	Prealgebra
	Author	College of the Redwoods Math Dept.
	ISBN	Free online at CR

Course Description A non-credit course, including 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.

Student Learning Outcomes Some objectives in terms of specific, measurable student actions:
Evaluate and simplify numerical and algebraic expressions involving integers and rational numbers.
Solve linear equations.
Write linear equations for word problems and solve

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.

Attendance

In algebra, each new concept is dependent upon a previous set of concepts. Thus, to

really succeed in a math class, you need to attend every class meeting, because missing one class will surely cause a hole in the sequence. But if you have to miss class, make arrangements with a fellow student beforehand to get any notes or materials covered that day. Remember, you are responsible to learn the material for each class period, even if you can't attend, but active class participation will contribute positively to your course grade, and increase your skill.

Check the course website on Canvas to keep up with class lecture materials if you are unable to attend.

Attendance is taken at each meeting. Missing too many classes may cause you to be dropped from the course. Don't assume you'll be dropped though.

If you are no longer attending class, login to WebAdvisor and withdraw from course, or visit or call the Registration Office at CR and tell them you are withdrawing from the class. That way, you will receive a W rather than a failing grade.

Prealgebra Textbook

The latest version of the textbook is available free online

Printed Versions of the Prealgebra Textbook

For those who prefer a printed version of the textbook, there are two different printed packages which can be purchased from the CR bookstore or ordered online from lulu.com.

- **Textbook**: This package includes the entire textbook, i.e., exposition, exercises, answers to the odd-numbered problems, and an index. Solutions for the exercises are *not* included in this package. To purchase from lulu.com, go HERE
- **Solutions Manual**: This package contains just the detailed solutions to the odd-numbered problems in the textbook. To purchase from lulu.com, go to This Page

All printed packages are bound paperback books in black-and-white.

If you order from lulu.com during the summer, you are granted free shipping for all purchases over $20. To purchase both the textbook and solution manual costs $40, so you will be granted free shipping. However,

- Free shipping is by U.S. Mail and can take anywhere from 1-3 weeks. In one case, it took 13 days to receive my copies from the time I ordered them online until the time I received them at my home.
- Other forms of shipping are available for an additional price.

Calculator A scientific calculator with a graphing package is required for the course.
The TI-83+ or TI-84 are recommended.

You can buy a used one at the pawn shope, or, you can also rent one for the semester for $20.

Assignments This course requires two hours of study for every hour of class. Since our class meets for four hours each week, that's eight hours of study – a full day's work each week!

Think now when your regular math homework hours will be, and stick to the schedule. That is the best waty to ensure success in learning, regular, focused practice.

Homework is due each Thursday night at 11PM.

Homework exercises are located online at OPTIMATH.
http://msenux2.redwoods.edu/cgi-bin/online/s16/OTportal.cgi

You can use the computers in the Math Lab, Academic Support Center, or configure your own computer to do the OPTIMATH homeworks.

We will use OPTIMATH in class weekly. If you would like to work on your own system, you can bring your own laptop to class.

To use your own computer with OPTIMATH, your computer must be configured with Adobe Reader and your browser settings must allow OPTIMATH.

Instruction on how to configure your own computer to run OPTIMATH are here:
http://msenux2.redwoods.edu/online/sysreq.html

Instructions on how to login to OPTIMATH are here:
http://msenux2.redwoods.edu/online/optimath.html

Each OPTIMATH homework consists of 5-10 prealgebra exercises based on the lecture topic demonstrated in class. You can work on each homework as many times as you want to get the best score. After the due date, the assignment is closed, and I will collect the best score achieved for grading.

Exercises for each topic are also given in the back of the chapter with answers given for all odd-numbered problems in the text. If you want more practice, it is recommended to do *every other odd-numbered* exercises in the text, and check your answers in the back. This gives a good overview of the skills needed to follow the logic of algebra. For even more practice, do the other odd-numbered exercises. Practicing symbolic algebra develops strength and confidence in remembering the logic of thte steps.

Tests There are three in-class chapter tests and one cumulative final exam for the course.

Test 1 on Chapters 1, 2 , 3
Test 2 on Chapters 4, 5
Test 3 on Chapters 6, 7, 8
The Final Exam tests all course material.

There are no make-up exams. At the end of the semester, I will drop your lowest test score, and replace it with the Final Exam score, if the Final Exam score is higher. If you missed a test, we will replace the missing score with your final exam score.

If you have special accomodations to take tests in the Testing Center, you will need to make an appointment to take the test such that you finish the test by 11AM on the day of the test. Thus, begin your test at the Testing Center by 8:30AM on the day of the test if you receive double time. I will pick up your exam promptly after that.

Appointments are recommended for the Testing Center.

Grading Policy Complete 70% of your OPTIMATH online assignments, and average 70% or more on both your homework and test scores, and you will pass the course with an S Satisfactory and be eligible for college-credit math.

If you are unable to complete the course with a satisfactory level of skill, you will receive a U.

If you receive a U, your options are i) you can take the Prealgebra course again, or, ii) review the course online yourself and take the assessment test. If you are able to pass the assessment test, then you are eligible for college-credit math, the same as passing this course.

For college-credit math classes, a letter grade A, B, C, D, or F is given. You may estimate your letter grade for this course by finding the average of your test scores.

CANVAS Instructional materials including links to textbook and OPTIMATH will be located on the Canvas website for this course.

Find due dates and important course events in the calendar section.

Getting HELP There are free resources available for extra help. If you have questions, please get help!

There are many options, first and foremost is signing up for Math Lab, which gives you access to the walk-in math assistance center located in the back of the Learning Resource Center. You must sign-up for Math 276L: Math Tutoring Lab.

Math Lab is a "class", so log-in to WebAdvisor and register for the 1-unit or 0.5-unit section.

To receive the 1 unit of "credit" you must log 45 hours of documented attendance by the end of the semester (only 22.5 hours for 1/2-unit). This means you need to go to the Math Lab for at least 45 hours over the 15-week semester (final exam week is not counted).

You can sign up for 0.5 -unit and change to 1-unit later if you choose to.

For math lab, you will sign a contract and complete a survey on study skills to get the credit for Math Lab. It is a Credit/No Credit course, i.e., so completing the requirements will give the math credit, but there is no grade for Math Lab.

Math 252: This is a 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 time requirement.

GUID 145: There is a special section of GUID 145 that specifically helps students with strategies for prealgebra. It meets twice a week, so you would get small-group tutoring with others in the same class.

One-on-one Tutoring: Any CR student can sign up to privately meet with a tutor for free. Contact the Academic Support Center ASC. (You do not need to be registered in Math Lab for this.)

Tutors in special programs (for example at the Light Center, or through EOPS)

Other students – form study groups. You can contact classmates via discussion forums or email. Forming a study group with other students in your class is a great way to learn math. Helping each other is important as when you verbalize the process, you really know whether you know it or not. That's a lot of study!