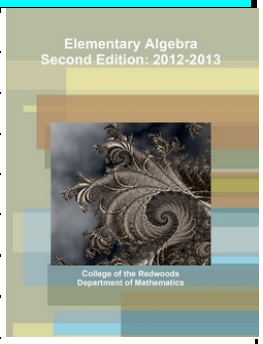
Syllabus for Math-380-E9144 ***Elementary Algebra*** – Eureka Campus

Semester & Year	Spring 2016
Course ID and Section #	Math 380 (E9144)
Instructor	Tami Matsumoto
Day/Time	MTTh 6:05pm-7:40pm
Location	SC 206
Number of Credits/Units	5 units Lecture



Instructor Office Hours and Contact Information	*Office location*	SC 205-B, upstairs in Science Bldg
	Office hours	MTTh 10:30-11:20, M 5-6pm, and by chance and by appointment (I'll be available most of MWF)
	Phone number	(707) 476 4543
	Email address	tami-matsumoto@redwoods.edu Include "**Math 380**" as part of the email Subject.

Textbook (Required) Can use online or in print.	*Title & Edition*	Elementary Algebra Textbook, Second Edition: 2012-2013
	Author	College of the Redwoods Department of Mathematics
	ISBN	http://mathrev.redwoods.edu/ElemAlgText/
Recommended Solutions Manual	*Title & Edition*	Elementary Algebra Solutions Manual, Second Edition: 2012-2013
	Author	College of the Redwoods Department of Mathematics
	ISBN	http://mathrev.redwoods.edu/ElemAlgText/

Math 380 Catalog Description from Course Outline of Record

A study of the real number system, first-degree linear equations and inequalities, polynomial expressions and equations, factoring, radicals, quadratic equations and the quadratic formula, interpretation of graphs, and problem-solving techniques. Small group work and exploratory activities (including the use of the graphing calculator) are involved in this course.

Note: Graphing calculator required, TI-83 or TI-84 recommended.
Prerequisite: Math 376 Prealgebra (or Math 276)

Math 380 may be taken for a Letter Grade or you can file for the Pass/NoPass option (before Feb 11).

Math 380 Course Learning Outcomes from Course Outline of Record

1. Use properties of real numbers to solve linear equations, inequalities, and systems of linear equations.

2. Solve non-linear equations by factoring.

3. Draw and interpret graphs and solve problems graphically.

College of the Redwoods general information (not specific to Math 380)

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.

Tip Line:
Persons wishing to make an anonymous report of a crime may use the tip line at 707.476.4555
Or by emailing CRTip@redwoods.edu. See also: http://www.redwoods.edu/Safety/report.asp

NEW PROGRAM ALERT! *TRiO!*
The CR Eureka campus has a new support program for eligible students called the *TRIO Student Success Program*. You will get a personal advisor to help you plan and earn a certificate or degree, or transfer to a 4-year university. TRiO SSP also provides help with financial aid processes, scholarships and forms, tutoring for difficult classes, workshops on study skills, careers, and money management, a yearly university tour, and Club TRIO for social and cultural activities. See website for eligibility requirements and application: www.redwoods.edu/trio or call Director, Brady Reed, at (707) 476-4303 for more information.

Students get Microsoft Office 365 FREE
All CR Students can get OFFICE 365 for *free* -- for PC, Mac, Smartphone, Tablet -- using the @mycr.redwoods.edu email address.

- Go to https://portal.office.com/start?sku=78e66a63-337a-4a9a-8959-41c6654dfb56 (If you get an Error message using the hyperlink, copy and paste the url directly into your browser.)
- Enter "mycr" student email account (e.g., jdoe555@mycr.redwoods.edu)
- Go into student email account; click on the verification link in the Microsoft email.
- The link will take you back to the website and you can download the software at that time, OR access the account at a later time via: https://login.microsoftonline.com

Student Services (a partial list of what's available for Eureka students)

- Health Center: http://www.redwoods.edu/eureka/studenthealth/
  PE Building 114. 707-476-4149. Spring Semester hours: Mon 9-1, TThF 1-5, Wed 8:30-4:30. Closed Holidays & Spring Break. Flu shots available (free for students).
- Security/Public Safety: http://www.redwoods.edu/safety/
  Emergency Line: 476-4111 (Non-emergencies 476-4112)
- Child Development Center: http://www.redwoods.edu/Eureka/CDC/
  Information: 476-4337 or wendy-jones@redwoods.edu

- ASC Tutoring (for all CR students; need not be enrolled in Math Lab): http://www.redwoods.edu/eureka/asc/tutoring.asp
- Testing Center in ASC – for make-up tests, and when certain accommodations cannot be met in the regular classroom: http://www.redwoods.edu/eureka/asc/
- Scholarships – Spring deadline is **4pm** on Feb 5 http://www.redwoods.edu/District/scholarships/
- Math Lab – students must be registered in a Math Lab course to use the Math Lab http://www.redwoods.edu/Departments/Mathematics/MathLab.asp
- DSPS http://www.redwoods.edu/District/dsps/
- EOPS/Care http://www.redwoods.edu/eops/
- Honors Program http://www.redwoods.edu/Departments/Honors/
- Veterans Resource Center http://www.redwoods.edu/vets/

See more at http://www.redwoods.edu/services/

Classes for Academic Support

- Math Lab classes: Math 380L or Math 252 (for students in Math 380)
- LIGHT Center classes open to all students: GUID 143, 145, 146, 147, 148, 205, 206.
  For information: 476-4290 (Eureka) 464-2352 (DN)
  NOTE: LIGHT Center Open House on Wednesday of Week 2. Great opportunity to check it out!
- ESL class with Academic Focus: ESL 211 MW 10:05-11:30am in AT 132. *You can show up to sign up!*

ASCR: Associated Students of College of the Redwoods: http://www.redwoods.edu/ascr/
Some Student Clubs are listed here http://www.redwoods.edu/ascr/organizations.asp

Mathematics Placement Statement for Math 380

We want every student to be in the right mathematics class.
Is Math 380 the appropriate mathematics class for you?

As many of you have experienced, CR students are often given the Accuplacer placement exam before signing up for a mathematics course. Your Accuplacer score provides an initial placement level. In some cases, the initial placement is too low or too high. Other criteria called "multiple measures" should also be taken into consideration to determine the most appropriate CR mathematics course.

Students placed too low end up taking a class they don't need. When that happens, students waste time, effort, and course units that would be better spent on a more appropriate course. Students placed too high do not have the knowledge or skills needed to succeed in the current course.

Placed Too Low
You may feel that, based on your previous mathematics experience, you should start at a higher-level course than Math 380 (also called "Algebra I" in high school).

If the following criterion holds, then you are definitely under-placed, and you should consult with your instructor to move to a higher-level mathematics course.

- You passed one or more of the following courses in high school: Algebra II, IB Math SL, or IB Math Studies SL.

You also may be under-placed if you scored 66 or more on the Accuplacer Elementary Algebra exam. In this case, please see an advisor immediately to find out if you can move up to a higher-level mathematics course.

If you feel you already had this material before but you need to review before taking a higher math class, one option is to take the one-credit Math 302 course (Elementary Algebra Review). You can then re-take a placement exam to place up one level into Intermediate Algebra. Or, instead of taking Math 302, you can do your own independent math review, using material here: http://mathrev.redwoods.edu/mathjam/?s=public&r=302-Elementary-Algebra-Review .
This chart might give clarify your options:
http://msenux2.redwoods.edu/mathdept/docs/student/Advising_Chart_Math380.pdf

Placed Too High

Occasionally, students score well on the Accuplacer exam even though they haven't actually learned all of the mathematical concepts and skills necessary to succeed in Math 380. If you find that you are having a great deal of difficulty with the course material in the first couple of weeks, then you may be over-placed and you may benefit by taking Math 276 instead. In this case, please consult with your instructor to move to a Math 276 section.

Many Math 380 students would benefit from reviewing Prealgebra material. One option is to take Math 301 (Prealgebra Review) or do independent math review on your own. Review materials are available online at http://mathrev.redwoods.edu/mathjam/?s=public&r=301-Prealgebra-Review .

Spring 2016 Important Dates

This Math 380 meets MTTh 6:05-7:40pm, starting January 19, 2016, and runs 15 weeks, followed by Finals Week.

Important dates:

- Monday, January 18 – Martin Luther King, Jr. *Holiday* – No CR Classes, Campus Closed
- Friday, January 29 – Last Day to Drop and Receive a Refund
- Friday, February 5 – CR Scholarship Deadline (4pm)
- Thursday, February 11 – Last Day to File P/NP option (this is an option for Math 380)
- Friday, February 12 – Lincoln Day – **No CR Classes** (Campus to remain open, with limited hours)
- Monday, February 15 – Washington/Presidents Day *Holiday* – **No CR Classes**, Campus Closed
- Thursday, March 3 – Last Day to Petition to Graduate or Apply for Certificate
- Week of March 14-19 – *Spring Break* – **No CR Classes** (Campus to remain open, with limited hours)
- Thursday, March 31 – Cesar Chavez Day (State Holiday) – ***CR Classes will meet on this day***
- Friday, April 1 – Last Day for Student-Initiated Withdrawal (no refund, and get a "W")
- Saturday, April 23 – Humboldt Math Festival (at Bayshore Mall, 10am-2pm)
- **Finals Week: May 7-13**
- **Commencement: Saturday, May 14 (in Eureka)**

Math 380 Elementary Algebra

Information follows in these sections:

1. Materials you will need
2. Course Content Organization: 4 Learning Units
3. Sources of Math Help
4. "SI" (Supplemental Instruction)
5. WestEd Online Learning Research Project
6. Course Requirements
7. Homework
8. Creating your own personal Math Reference Book
9. Course Content: Tentative List of Which Sections to be covered in Which Units
10. Grading information

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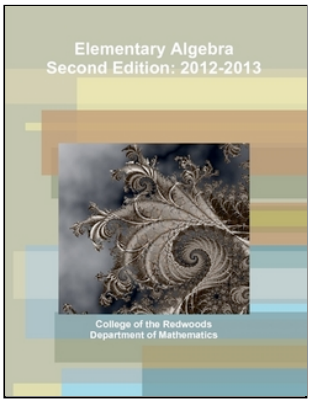
1. Materials you will need:



- **Required Text**:
  Elementary Algebra,
  Second Edition: 2012-2013,
  by College of the
  Redwoods Department of
  Mathematics
  Available:
  - Online at
    http://mathrev.redwoods.edu/ElemAlgText/
  - on a CD (ask your instructor)
  - bound paperback version (from lulu.com or at the CR bookstore)
  - check out from the library for the semester
  - on reserve in the library (for use while you are in the library)

  Recommended Supplement: Student Solutions Manual (the one that goes with the text)

- **Bound Notebook with Grid Paper**:
  Roaring Spring #77475 or Ampad #26-251 (about $2 - $6), for example. Make sure it is **bound** and has **graph paper** in it. You will use this throughout the course to build yourself a reference book (see the "Reference Book Information" handout also).
- **Calculator**:A ***Graphing*** Calculator (TI-83 or TI-84 recommended). On the Eureka campus, a limited number of rental calculators are available from the Math Lab in the ASC.

- **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.

- **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.

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

- **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.

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

- **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.
- **A ruler**: Important for drawing graphs carefully and correctly.

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2. Course Content Organization: 4 Learning Units

The material will be grouped into four "Learning Units" with a Unit Exam at the end of each, and a Final Exam at the end of the term, which will be comprehensive.

- Learning Unit #1: Concepts & Basics: the basics of simplifying expressions and solving equations. – Parts of Chapters 1, 2, 3, and Section 5.1
- Learning Unit #2: Fractions & Decimals & more, oh my – Parts of Chapters 1, 2, 3, plus Sections 4.1, 5.2
- Learning Unit #3: Deeper into Algebra, mostly polynomials – mostly parts of Chapters 4 and 5, plus a few other sections
- Learning Unit #4: Mostly Factoring – the rest of Chapters 6, 7, and 8.

The Final Exam is comprehensive (scheduled for Monday, May 9, 5:30-7:30 pm.)

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3. Sources of Math Help (a partial list)

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 Tutoring Lab (strongly recommended but not required). Register for Math 252 (0 units) or Math 380L, either the 1-unit or ½-unit section for the opportunity for drop-in tutoring in the Math Lab during open hours. Math Lab is a class you register for on WebAdvisor; it is Pass/No Pass. 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) and complete some modest assignments that help you learn math. You can sign up for ½ -unit and change to 1-unit later if you choose to.
- The "SI" Peer Tutor ("SI" is "Supplemental Instruction") for our class! Read more about this below.
- 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) may be eligible for special services

- 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.
- Student Solutions Manual (Read online at http://mathrev.redwoods.edu/ElemAlgText/ or purchase from lulu.com)

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4. "SI" (Supplemental Instruction)

This class has been lucky enough to be included as part of a *Supplemental Instruction* pilot project!

A higher-level mathematics student will be the "SI Leader" for our class. The SI Leader will attend class with us to experience what we are going over in class. The SI Leader will serve as a math student role model and will also offer regularly-scheduled SI study sessions.

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5. WestEd Online Learning Research Project

This class has been selected to be part of a research study of online educational resources (OERs). The study is being done by a company called WestEd, and involves hundreds of faculty and thousands of elementary algebra students at California Community Colleges all across the state as part of efforts to study the value of online resources that can save students money. As part of the study, you will be asked to participate in a short survey; **all information is confidential**.

Participation in the research survey is voluntary. If, at any point, you decide that you do not want to participate, you can stop participating with no penalty to you or your work in the class.

More details will be provided.

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6. 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" and "Written Problems" – "Basic" and "Advanced" – (see "Homework"). 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. Bring your reference book (which may be allowed for some quizzes).

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 to 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 one separate topic. Suggestion: as you make entries of your own, note the ***textbook*** page # to refer back to, if needed.

Exams: There will be four exams amid the term and a Final Exam during finals week. 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 term. About a week before each test you will be given a study guide. You do not need scantrons. You should always bring pencils, erasers, and your Reference Book (for grading) on test days.

Final exam official date and time: Monday May 9, 5:30-7:30pm, during finals week.

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.

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7. Homework — *What, When, Why, How?*

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.

The purpose of having you do homework exercises is

(1) to give you practice with a variety of problems, and
(2) to help you to learn to write responses correctly, and
(3) to help you get some feedback so that you know what you are doing right and what you need to improve on.

I will usually assign problems that have answers in the back of the book so that you can check your work as you go along and get help when you need to. Generally, we will go over a few problems in class, but if you still have more questions, then please be sure to seek out help from me or from others, outside of class time.

There will be two categories of homework problems assigned: "Practice" and "Written." The "Practice Problems" ("PP") are just that – for you to get more Practice. It is ok for these to look like scratch work. You do not need to spend time "making these pretty." The "Written Problems" should be nice and neat and "pretty," though. Since problems can be extremely time-consuming, there will be "Basic" and "Advanced" Written Problems. Everyone is expected to do "Basic" problems to pass the class. You only need to do "Advanced" problems if you want a grade of B- or higher.

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

1. When you turn in your homework, turn in the "Practice Problems" (PP) separately from the "Written Problems." Within each category (PP or Written), make sure that the problems are in the correct order. Do not run the problems into each other – each problem should be clearly marked and easy to find.

2. Label each homework assignment clearly <u>in the center at the top of the page</u> with the assignment number: "HW #1 – PP" or whatever it is.

3. At the top right side of the page, write <u>your name</u> and "Math 380" and the date.

4. Please use pencil, and erase carefully, when necessary.

5. The "Practice Problems" should be clearly labeled "PP"; they need not be written out carefully; the idea is for you to get a lot of practice doing the problems, and it does not matter what the written work looks like. The "Basic" and "Advanced" problems should be clearly labeled and also done with more care: 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. Even for most of the "Practice" problems, some intermediate work should be evident.

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. Check in the back of the book (B.o.B.) before turning in your work. It is your responsibility to check your work and get help if and when you have questions.

8. Creating Your Own Personal MATH REFERENCE BOOK

During the term, you will create your own personal Math Reference Book. If you have one from a previous class (such as Math 276) and you wish to continue using that book for this class, it is fine as long as your book has a Title Page and a Table of Contents that corresponds with your contents.

In your Reference Book, you will write definitions, examples, and instructions of things that we learn in this class. This book will be useful to you throughout this course, and especially in other math and science courses you take!

You will be allowed to use your Reference Book on our "Reference Book Quizzes" as well as when you are studying and working on your homework, of course, and on part of the Final Exam.

- Get a bound notebook with grid paper in it (sometimes called "quad ruled"). Composition books are about $2 to $4 dollars and are sold at the CR and HSU bookstores, Staples, and other places. *IMPORTANT: Let me know if you cannot find one (apparently supplies are low in local stores).*

- Make a Title Page. The first page of the book (a right-side page) should be made into a title page. Create a title for your book, and include identifying information so it could be returned to you if lost/found.

- Start the Table of Contents. On the top of the **next** page (right side) write "Table of Contents" and reserve the next several pages for your Table of Contents to grow into. Skip at least 4 pages – more if your writing is large or if you anticipate entering particularly detailed information in your "T O C."

- Page 1. The first page that you write actual content information on should be numbered "1".

- Number the following pages. Number the pages, either odd and even on front and back, or you might prefer to number just the right-side pages 1, 2, 3, and so on, leaving the left sides blank at first.

- Enter information regularly as you study and do your homework. Keep just one basic topic on each page, even if you don't fill up every page. The important thing to remember is to make this useful for yourself, so that a year from now (for example), you will be able to find whatever you look for easily. (Write the page number of the corresponding information in the textbook, or cite the source of the information.)

- As you add information, write corresponding entries in the T O C, listing the number of the corresponding page ***in your reference book*** to the **right** of the T O C entry.

- What to write: At times, I will direct you to include specific information in your Reference Book. Also, as you study, go over your class notes and read corresponding material in the text, synthesize important information and put it into your Reference Book. Definitions and explanations in your own words will be easier for you to understand later. Include examples and pictures, too.

Your Reference Book will be graded several times during the term. Correctness will be spot-checked (due to lack of time – not for lack of interest!). The Reference Books are graded on three areas: completeness, general correctness, and presentation.

9. Course Content: *Tentative* List of Which Sections to be covered in Which Units

Unit	Topics
Unit 1: Basics	Integers, Operations, Expressions, Basics of Solving Equations, Introduction to Graphing and Graphing Calculator, Introduction to Functions
Unit 2: Fractions & Decimals & more, oh my	Fractions & Decimals, Expressions involving fractions & decimals, Solving Equations involving fractions & decimals, Solving formulae, applications, rates, slope, equations of lines, introduction to linear systems, introduction to polynomial functions
Unit 3: Deeper into algebra, mostly polynomials	Solving inequalities, solving systems algebraically, arithmetic and algebra with polynomials, special types of polynomial products, introduction to factoring, negative exponents, scientific notation, introduction to radicals
Unit 4: Mostly factoring	Solving nonlinear equations, lots of factoring strategies, rational expressions and equations, variation, radical expressions, completing the square, the quadratic formula

10. Grading information (*subject to change with fair notice*)

	Exams/Quizzes	Reference Book	In-class Assignments	Homework*
For A-/A	At least 85% average	Excellent Reference Book, with all or most topics covered, with corresponding table of contents	At least 90% completed satisfactorily	• At least 90% of "Practice" problems; • at least 90% of "Basic" problems completed in a legible, satisfactory way; • good work done on majority of "Advanced" problems
For B-/B/B+	At least 75% average	Good Reference Book, covering majority of course content with corresponding table of contents	At least 80% completed satisfactorily	• At least 80% of "Practice" problems; • at least 80% of "Basic" problems completed in a legible, satisfactory way; • good work done on at least some "Advanced" problems
For C-/C/C+	At least 65% average	Basic Reference Book has basic topics covered	At least 60% completed satisfactorily	• At least 70% of "Practice" problems; • at least 70% of "Basic" problems completed in a legible, satisfactory way
For D	At least 60% average	Reference Book must have at least one page of content	At least 60% completed satisfactorily	• At least 60% of "Practice" problems; • Majority of "Basic" problems completed in a legible, satisfactory way

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

* Homework will include problems from the textbook, along with other handouts and assignments.

CAVEAT: The above procedures are subject to change.