Syllabus for MATH 276/376 – Pre Algebra – Eureka Campus		
Semester & Year	Fall 2018	
Course ID and Section#	MATH-276-E5151 (non-credit, 0 units) and MATH-376-E5152 (4.0 units)	
Instructor's Name	Elizabeth (Betsy) Buchanan	
Day/Time	Tues, Thurs, Fri 1:15 PM – 2:30 PM	
Location	SC 214 (Science Building, 2nd Floor, Eureka Main Campus)	
Number of Credits/Units	MATH-276-E5151 (non-credit, 0 units) and MATH-376-E5152 (4.0 units)	
Contact Information	*Office location*	L101E (in the back of the Library / LRC)
	Office hours	Tues – Fri 10:30 – 12:30, or by appointment
	Phone number	(707) 476-4369
	Email address	Betsy-Buchanan@redwoods.edu
Textbook Information	*Title & Edition*	Prealgebra Textbook Second Edition: 2012-2013
	Author	College of the Redwoods Math Dept.
	Free online	Textbook: http://msenux2.redwoods.edu/PreAlgText
	A limited number of printed copies are also available for reserve in the Library	Solutions Manual: http://msenux2.redwoods.edu/PreAlgText/PrealgebraSolutions.pdf

Course Descriptions

Math 276: 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.

Math 376: 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

Students should be able to do as a result of taking this course:

1. Evaluate and simplify numerical and algebraic expressions involving integers and rational numbers.
2. Solve linear equations.
3. Write linear equations from 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: http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services , and scroll to AP 5500. 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:
http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services and scroll to AP 5500.
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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/aboutcr/Eureka-Map ; choose the evacuation map option). For more information on Public Safety, go to http://www.redwoods.edu/publicsafety . 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.

Attendance and Participation

In algebra, each new concept is dependent upon a previous set of concepts. Thus, to really succeed in a math class, you need to try your best to attend every class meeting, because missing a class will surely cause a hole in the sequence. We will be doing several group activities throughout the semester and your attendance and participation will help make these activities worthwhile for all the students in the class. If you have to miss class, make arrangements with a fellow student beforehand to get any notes or materials covered that day. You will, however, lose participation points for that day. Remember, you are responsible for learning the material for each class period, even if you can't attend. Active class participation will not only contribute positively to your course grade, but will also increase your mathematical skills as well. Missing too many classes may cause you to be dropped from the course. However, *do not assume* that you'll be dropped.

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.

Rights of the Learner

Let's face it, learning math can be hard. You will encounter new terms with precise mathematical definitions that might be (and usually are) very different than the meanings of those same terms when we use them in everyday spoken English. You will be asked to try new techniques, explore new concepts, and relate these new concepts to what you already know. You will make mistakes, occasionally feel out of your own comfort zone, and might even question your own abilities. This is all part of the process of learning. Just like learning to play an instrument, play a sport, or learning any other new skill, making mistakes and learning from those mistakes is expected and even essential to gaining mastery of the skill. In my classroom, there is an agreed upon set of principles that we will honor and follow. These principles will be granted to everyone, every time, and everywhere. As a mathematical learner in my classroom,

You have a right:

- To be confused
- To ask questions
- To claim you've made a mistake and revise your thinking
- To speak, listen, and be heard
- To write, do, and represent what makes sense to you

Required Textbook

The latest version of the textbook is available free online.

http://msenux2.redwoods.edu/PreAlgText/

It can be downloaded as a .pdf file to your computer, laptop, tablet, smartphone, or onto a CD or flash drive.

The Solutions Manual contains detailed solutions to the odd-numbered exercises in the textbook, and is also available for free download:

http://msenux2.redwoods.edu/PreAlgText/PrealgebraSolutions.pdf

If you wish to purchase a printed copy for a nominal charge (currently $20), you can do so at Lulu.com:

Textbook: http://www.lulu.com/shop/http://www.lulu.com/shop/college-of-the-redwoods-department-of-mathematics/prealgebra-textbook/paperback/product-20278936.html

Solutions Manual: http://www.lulu.com/shop/http://www.lulu.com/shop/college-of-the-redwoods-department-of-mathematics/prealgebra-textbook-solutions-manual/paperback/product-20969389.html

A limited number of copies are also available on reserve at the front desk of the Library. Some can be checked out for the semester, and there are also 3 copies that can be checked out for a 1-hour reserve time in the Library.

Graphing Calculator

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

A limited number of graphing calculators are available for rent from the Math Dept. for the semester. The cost is $15 for the semester, payable at the Cashier's Window in the Student Services Building. Prior to paying the rental fee, check in the Math Lab office, L101E, to make sure there are still calculators available. (They do rent out quickly.) Once you've paid the fee, bring your receipt to the Math Lab office in the Library, to complete a rental contract and rent your calculator.

Homework

This course requires about two hours of study for every hour of class. Since our class meets for 3.75 hours each week, that's 7 ½ hours of study you should plan to set aside each week to work on homework and study time. It cannot be emphasized enough how important it is for you to regularly complete your homework. Regular and consistent practice is where the real learning takes place, and where you will begin to see the logic and make connections to the concepts you've already learned.

Homework assignments (Parts A and B) are assigned weekly, and are generally due every Thursday by the end of class. Part A exercises are all odd-numbered problems. You are expected to correct these exercises yourself, by checking your answers at the back of each section, or referring to the solutions manual for detailed solutions to the exercises.
Part B exercises are a select number of even-numbered problems. Do not attempt Part B exercises until you have completed (and corrected) Part A exercises. You will be expected to present to the class some of your answers to the Part B problems several times throughout the course. Late homework is accepted, with a 1 point deduction for each week the assignment is late, up to a total of 3 points deducted.

All homework should be correctly labeled with your name and homework number, and should be neat and legible. Do not use a pen to complete your homework, only pencil. Erase carefully, when necessary. Each exercise problem should be clearly labeled with the exercise number, and the original problem written on your paper. Work vertically down the page, clearly and neatly showing each step and all work.

Check your answers in the book (for Part A problems) before turning in your work. It is your responsibility to check your work and get help if and when you have questions.

OPTIMATH Quizzes

At the end of each week, I will assign an online quiz on OPTIMATH. These quizzes are generally available by the end of class each Friday, and can be attempted as many times as you want until the beginning of class on Tuesday. After the due date, the assignment will remain open for additional practice. I will only record the highest score achieved for grading, up to the due date, with the deduction of 1 point per week for late completion of the quiz, up to a maximum of 3 points deduction. In most cases, full solutions are available to view after the quiz has been submitted. These quizzes help you develop strength and confidence in the concepts you are learning.
OPTIMATH is located at: http://msenux2.redwoods.edu/cgi-bin/online/f18/OTportal.cgi

Click "LOGIN for Fall 2018 Mathematics classes", click on Math 276 for instructor Betsy Buchanan (this is used for the Math 376 students as well). You will be asked to log in. Your username is the same as your Canvas (and WebAdvisor) username. (first letter of your first name, last name, followed by the last 3 digits of your student ID number)

Your password is your 7 digit student ID number, beginning with the number 0. (Note that this is different than your passwords for Canvas and WebAdvisor.)

You can use the computers in the Math Lab, Academic Support Center, or configure your own computer to do the OPTIMATH quizzes. Please note that OPTIMATH ***DOES NOT*** work with Google Chrome, nor the latest version of Mozilla Firefox. You'll need to run OPTIMATH on Internet Explorer or Safari.

Full system requirements can be found here:
http://msenux2.redwoods.edu/online/sysreq.html

You will need to download the most recent version of Adobe Reader to run OPTIMATH on your own computer.

Exams

There will be a total of 3 "Midterm"Exams, given on select Tuesdays (see semester schedule at the end of this syllabus):

Exam #1 covering Chapters 1 and 2
Exam #2 covering Chapters 3 and 4
Exam #3 covering Chapters 5 and 6

The Final Exam will be a comprehensive exam, covering all course material, but with an emphasis on Chapters 7 and 8. In order to pass this course, you must pass the final exam with at least a 70%.
Our Final is scheduled for Thursday, December 13th, from 1:00 – 3:00 PM.

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

If you have special accommodations to take exams in the Testing Center, you will need to make an appointment with Testing Center staff to take the test. Their number is 707-476-4106. They are located in the Academic Support Center (next to the Math Lab) in the back of the Library/LRC.

Grading

In order to pass this course, you must pass the final with a 70% or better. In addition, your overall weighted score must be 70% or better:

Homework	15%
In-Class Participation/Attendance	10%
OPTIMATH Quizzes	15%
3 Exams	45% (15% each)
Final Exam	15%

For Math 376 Students who opt for a letter grade, letter grades will be based on the following weighted scores:

93-100%	A
90-92.9%	A-
87-89.9%	B+
83-86.9%	B
80-82.9%	B-
77-79.9%	C+
70-76.0%	C
60-69.9%	D
Below 60%	F

For Math 276 (non-credit) students, a weighted score of at least 70%, including a final score of at least 70% will earn you a passing score, and you will be prepared to take Math 380 (Elementary Algebra) or Math 102 (Pathway to Statistics). All students registered for Math 276 who attended at least one class will receive an **S** for the course. An **S** does not necessarily mean you have passed the minimum requirements to be prepared to continue in the math sequence.

Canvas

Instructional materials, including links to textbook and OPTIMATH, will be located on the Canvas website for this course. You should log on to Canvas at least twice a week to check for important updates, announcements, and course events.

You will also be able to view your grade and weighted score in the Gradebook section in our Canvas page.

Getting Help

There are many 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 drop-in math assistance center located in the back of the Learning Resource Center. You have a several options to choose from.

Take Math Lab for "credit":
If you want to take Math Lab for credit, you must sign-up for Math 376L: Math Lab for Prealgebra. The Math Lab is an additional "class", so to register for this lab course, log-in to WebAdvisor and register for the ½ -unit (Math 376L-E6288) or 1-unit section (Math 376-E5171). To receive the 1 unit of "credit" you must log 45 hours of documented attendance in the Math Lab by the last day of classes (December 7th), or 22.5 hours for ½ -unit. You can sign up for the ½ -unit and change to 1-unit later in the semester if you choose to, but you cannot drop down from the 1-unit course to the ½-unit course after the last day to add or drop courses. (November 3rd)

In addition to completing the minimum hours, you must also complete a modest set of online assignments to get the credit for Math Lab. It is a Pass/No Pass course.

Take Math Lab for non-credit:
Sign up for Math 252-E5141: This is a non-credit alternate version of Math Lab. You get the same drop-in tutoring help as Math 376L, but this is -0- units and there is no minimum time requirement, nor assignments to complete. This can also be added through WebAdvisor.

In addition to Math Lab, there are other resources available:

One-on-One Tutoring at the Academic Support Center:
Any CR student can sign up to privately meet with a tutor for free. Contact the Academic Support Center (ASC) to schedule an appointment. Appointments are typically ½ hour or 1 hour sessions, and must be scheduled no more than 1 week in advance. (You do not need to be registered in Math Lab for this.)

Tutors in special programs (for example, the Light Center, TRiO, or EOPS):
If you are in any of these special programs, there are additional tutors available for you to work with throughout the semester. Please contact these programs for more information.

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, because when you verbalize the process, you really know whether you know it or not.

Other Resources:
In addition to resources on campus, there are many resources available online, ready to help you with videos, explanations, and other interactive help. Here are just a few of them:

www.khanacademy.org Khan Academy – Videos and practice help on a variety of math topics
www.coolmath.com Cool Math – Math Lessons and Games
www.math.com Math Homework Help
http://mathvids.com/topic/mathhelp/8-pre-algebra Helpful videos on mathematical topics

Plus many, many more! Just Google "Pre Algebra Math Help" to find more sites.

This syllabus is subject to change.

Week#	Mon	Tuesday	Wed	Thursday	Friday
1	Aug 20 Most CR Classes begin	Aug 21 **Intro, Syllabus, Video, Activity**	Aug 22	Aug 23 **1.1, 1.2, 1.3**	Aug 24 **OPTIMATH Orientation** **OPTIMATH Quiz #1**
2	Aug 27	Aug 28 **1.4, 1.5**	Aug 29	Aug 30 **1.6, 1.7** **HW #1 Due**	Aug 31 Last Day to Drop w/o "W" and get Refund **2.1, 2.2, 2.3** **OPTIMATH Quiz #2**
3	Sep 3 **Labor Day** (CR Holiday)	Sep 4 **Census Day** **2.4, 2.5**	Sep 5	Sep 6 **2.6** **HW #2 Due**	Sep 7 **3.1, 3.2** **OPTIMATH Quiz #3**
4	Sep 10	Sep 11 **3.3, 3.4**	Sep 12	Sep 13 **3.5, 3.6** **HW #3 Due**	Sep 14 **Review Chapters 1 &2** **OPTIMATH Quiz #4**
5	Sep 17	Sep 18 **Exam #1, covering Chapters 1 &2**	Sep 19	Sep 20 **4.1, 4.2** **HW #4 Due**	Sep 21 **4.3. 4.5** **OPTIMATH Quiz #5**
6	Sep 24	Sep 25 **4.4, 4.6**	Sep 26	Sep 27 **4.7, 4.8** **HW #5 Due**	Sep 28 **OPTIMATH Quiz #6**
7	Oct 1	Oct 2 **5.1, 5.2**	Oct 3	Oct 4 **5.3, 5.4** **HW #6 Due**	Oct 5 **Review Chapters 3 & 4** **OPTIMATH Quiz #7**
8	Oct 8	Oct 9 **Exam #2, covering Chapters 3 & 4**	Oct 10	Oct 11 **5.5, 5.6** **HW #7 Due**	Oct 12 **5.7, 5.8** **OPTIMATH Quiz #8**
9	Oct 15	Oct 16 **6.1, 6.2**	Oct 17	Oct 18 **6.3** **HW #8 Due**	Oct 19 **Personal Day** **No class**
10	Oct 22	Oct 23 **6.4**	Oct 24	Oct 25 **6.5** **HW #9 Due**	Oct 26 **7.1** **OPTIMATH Quiz #9**
11	Oct 29	Oct 30 **7.2**	Oct 31	Nov 1 **7.3** **HW #10 Due**	Nov 2 Last Day for Withdrawal **Review Chapters 5 &6** **OPTIMATH Quiz #10**
12	Nov 5	Nov 6 **Exam #3, covering Chapters 5 &6**	Nov 7	Nov 8 **7.4** **HW #11 Due**	Nov 9 **7.5** **OPTIMATH Quiz #11**
13	Nov 12 **Veterans Day** (CR Holiday)	Nov 13 **7.6**	Nov 14	Nov 15 **8.1** **HW #12 Due**	Nov 16 **8.1 (cont)** **OPTIMATH Quiz #12**
	Nov 19	Nov 20 Fall Break (No classes)	Nov 21	Nov 22 **Thanksgiving**	Nov 23 (CR Holidays)
14	Nov 26	Nov 27 **8.2**	Nov 28	Nov 29 **8.2 (cont)**	Nov 30 **Review Chapter 1 & 2** **OPTIMATH Quiz #13**
15	Dec 3	Dec 4 **Review Chapters 3 & 4**	Dec 5	Dec 6 **Review Chapters 5 & 6** **HW #13 Due**	Dec 7 **Review Chapters 7 & 8** **OPTIMATH Quiz #14 (Final Review)**
FINALS WEEK:	Dec 10	Dec 11	Dec 12	Dec 13 **Final Exam 1:00 – 3:00**	Dec 14