



Syllabus: PreAlgebra

Course Number: MATH 0031

Semester & Year: Fall 2013

Instructor Information

Name: Rhonda Johnson

Office: Physical Science Room 6

Telephone: (903) 823-3313

E-mail: Rhonda.johnson@texarkanacollege.edu

Office Hours: Wednesday before class starting at 5:15

Textbook Information

MyMathLab (MML) by Pearson (this is an access code that can be purchased in the TC bookstore or online through the MyMathLab website)

PreAlgebra 6th Edition by Bittinger, Ellenbogen and Johnson, ISBN-13: 978-0-321-73154-8

(The textbook is optional)

*Textbooks purchased from the TC bookstore are packaged with a MyMathLab access code.

PreAlgebra Practice Final Exam (available in the bookstore)

Student Learning Outcomes for the Course

Students should be able to:

1. Perform order of operations problems with exponents.
2. Perform arithmetic operations with integers.
3. Perform arithmetic operations with decimal numbers.
4. Perform arithmetic operations with fractions.
5. Simplify algebraic expressions by combining like terms.
6. Solve linear equations in one variable.
7. Perform application problems with one or more steps.
8. Solve a proportion application.
9. Convert fractions to percents.
10. Solve problems involving percents.

Student Requirements for Completion of the Course and Due Dates

Homework assignments are to be completed using MyMathLab (MML). In order to earn credit, assignments should be completed before midnight on the next class day. You will not receive any credit for any assignments completed after the due date. **You**, the student, **are** responsible for all assignments regardless of whether you are present at the time of assignment. **Any missed assignment will be recorded as a zero.** At the end of the semester your lowest 3 homework grades will be dropped and will not count towards your homework average.

Class Schedule

See Attached schedule.

Tests – There will be a total of 7 tests as follows:

- Test 1: Chapter 1 & 2
- Test 2: Chapters 3 & 4
- Test 3: Chapter 5
- Test 4: Solving Equations
- Test 5: Chapter 7
- Test 6: Chapter 8
- Test 7: Lab Grade (see Lab Grade below)

Tests will be given in the Testing Center at the conclusion of each chapter’s material. The applicable dates for testing will be provided in class. Students must take the test during the time period given by the instructor. All tests will be multiple choice and will require a Scantron which can be purchased in the bookstore. **Form 882-E is required.**

Testing Center Hours

DAY	TIME
Monday	8:00 am – 8:30 pm (no test started after 8:00 pm)
Tuesday	8:00 am – 8:30 pm (no test started after 8:00 pm)
Wednesday	8:00 am – 8:30 pm (no test started after 8:00 pm)
Thursday	8:00 am – 8:30 pm (no test started after 8:00 pm)
Friday	8:00 am – 4:00 pm (no test started after 3:30 pm)

SATURDAY SCHEDULE

SATURDAY	TIME
September 7	9:00 am – 1:00 pm (no test started after 12:30 pm)
September 21	9:00 am – 1:00 pm (no test started after 12:30 pm)
October 5	9:00 am – 1:00 pm (no test started after 12:30 pm)
October 19	9:00 am – 1:00 pm (no test started after 12:30 pm)
November 2	9:00 am – 1:00 pm (no test started after 12:30 pm)
November 16	9:00 am – 1:00 pm (no test started after 12:30 pm)
December 8	9:00 am – 1:00 pm (no test started after 12:30 pm)

Final Exam – There will be a multiple choice comprehensive Final Exam given in class during last week of the semester. You will need to bring your own scantron for the final exam. Practice final exams are available for purchase in the bookstore.

***The use of calculators is NOT allowed in this course for any type of assignment (homework, test, final exam, etc.)**

Student Assessment

You have opportunity to earn points in the following 3 areas. Your final grade will be determined by the corresponding percentages.

- | | |
|-----------------|-----|
| (1) Homework | 10% |
| (2) Major Tests | 50% |
| (3) Final Exam | 40% |

Final Grade = $0.1 \times \text{homework average} + 0.5 \times \text{chapter test average} + 0.4 \times \text{final exam average}$

Grading Scale

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

*a minimum course average of 70 is required to receive credit

Absentee Policy

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. For Academic classes that meet twice a week, an instructor may withdraw a student from a course if they exceed 3 absences.

Make-up Policy

There will be no make-up exams for major tests. Any test missed will be recorded as a zero. Any student missing 3 major tests will be dropped from the course. If your final exam grade is higher than one of your chapter test grades, the final exam grade will replace the lower test score. Students may have the homework due date extended for excused absences (See excused absences above).

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability, which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Cell Phones

Cell phone use is prohibited during class. If you are using a cell phone during class you may be asked to leave and counted absent for the day. Please turn your phones on silent, not vibrate.

Course Correspondence

Any course correspondence will be through TC student email. It is the student's responsibility to check his/ her TC email regularly for any communication related to the course.

A student may be dropped from the course for any of the following reasons:

1. Missing 3 classes
2. Missing 3 major tests
3. Missing 5 required weeks of lab time
4. Any breach of classroom conduct (see student handbook)

*Being dropped from the course could affect your financial aid.

Lab Time

Beginning the first full week of the semester each student is required to complete a minimum of one hour (60 minutes) of lab time per calendar week (counted Sunday through Saturday). Your hour does not have to be completed in one session. You may accumulate time during the week. You will be dropped from the course if you fail to complete 5 weeks of lab time.

You may accumulate time by:

1. Going to the Math Lab in the Physical Science Building.
2. Going to Student Support Services

Physical Science Building Math Lab: The Lab in the Physical Science Building is a good place for doing homework. There are computers available as well as free Math tutors. Each time you enter the Lab you must sign in to receive credit. Each time you leave the lab you will need to sign out. If you fail to sign out your time will be deleted. Hours of operation are posted outside the door of the Math Lab in the Physical Science Building.

Student Support Services: Located in the Career Education Center, student support services offers free tutoring for various subjects including Math. In order for the time you spend in student support services to count towards your Lab time, you need to bring the verification slip provided by Student Support services to your instructor. This should be done in a timely manner. If you lose the slip, a duplicate is available on request from Student Support Services.

Lab Grade

- Each student will begin the semester with a lab grade of 100. Each week that you do not complete your assigned lab, 10 points will be deducted from your lab grade.
- At the end of the semester your lab grade will count as your 7th test grade and may not be replaced with the grade from your final exam.
- Students who make a grade of **80 or above** on a major test **will be exempt** from the lab requirement until the results of the next test are known. Students who score a 79 or below

on a major test must continue to accumulate one hour of lab time per week until the results of the next test are known.

- You may make up one missed lab per semester by completing 90 minutes of lab time (in addition to your regular weekly lab time) the week immediately following the week you missed. You must notify me if you plan to make up lab time so that I can adjust your grade accordingly.

Math Lab Rules (Physical Science Building)

- While in the lab, students must work on course related material such as homework assignments, video tutorials, or computer generated problems. (Things like balancing your checkbook are not acceptable)
- While viewing computer tutorials or videotapes students must take notes, which I may ask you to produce later. Any student observed watching tutorials without taking notes will forfeit their time for that session.
- Students may also work with tutors in the Math Lab, on the condition that you have attempted each problem before asking a tutor for help.
- The Math Lab is an extension of the classroom and you should behave accordingly. Any student behaving inappropriately may be
 1. Warned verbally
 2. Asked to leave
 3. Have all time accumulated for that session deleted

Any further disturbance will result in the student being barred from the Math Lab and dropped with an 'F' from this course.

Note: If dropped from a required developmental course, you may be dropped from all courses currently enrolled in at Texarkana College