MAT 0024 First Day Handout

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Office hours are posted on office door, D 111

Grade Distribution: Nine grades will comprise the semester average. There will be 6 chapter test grades, a homework average, a quiz average and an exit exam. The exit exam will be comprehensive. Any student who has no more than three absences may drop their lowest test grade. To earn a "C" or higher in the course, a student must make at least 60 on the exit exam and have a semester average of at least 70. If a student does not meet both of these requirements, then the highest grade a student may receive in this course is a “D.”

REQUIRED TEXTBOOK:
Elementary and Intermediate Algebra: Concepts and Applications, 5/E Publisher: Addison-Wesley
Marvin L. Bittinger, David J. Ellenbogen, Barbara L. Johnson,

GRADING SCALE:
A – 100 – 93
B – 92 – 83
C – 82 – 70
D – 69 – 60
F – 59 or less

Homework: Due dates will be announced in class.
Requirements to receive credit for homework assignments:

- The assignments must be complete.
- The steps must be clearly shown.
- All required work must be shown with the problems. You cannot do the work on scratch paper and turn in just the answers. You cannot do your work in the margins of your paper.
- Problems must be checked and corrected.

Notebook: Students are required to maintain a three-ring notebook. In this notebook you should file the following: First Day Handout, homework, tests, notes, handouts, homework assignment sheet, etc.
Class Policies:
1. You are strongly encouraged to raise your hand and ask questions during class when needed.
2. You are also encouraged to take advantage of office hours and time between classes to receive help.
3. If it is necessary for you to leave class early, then it should be discussed with the instructor before class.
4. Class participation is required of all students. You must take notes and be ready to answer when called on. You cannot do homework assignments during lectures.
5. An absence is counted for any missed class. The only exception is for students officially excused for college activities.
6. To receive credit for attendance you must be in class the entire 50 minutes, unless prior arrangements have been made with your instructor.

Daily Quiz: There will be a quiz at the beginning of each class, except test days. Attendance will be taken through the daily quizzes. If you come to class late and do not answer any of the quiz questions, you will be marked absent and will receive a grade of 0 for that quiz. But, if you see the instructor after class that day, your absence can be changed to tardy. If you are absent a grade of 0 will be assigned for the daily quiz. Quiz grades cannot be made up.

Attendance: Attendance is crucial to being successful in this course. What you learn one day you will build on the next day. If you are absent, the effects of having missed a lesson will impact your ability to do well in this class and in subsequent mathematics classes. It is Math Department policy that any student who accumulates more than 10 absences will automatically fail this course. An appeal may be made by writing a letter to the appeal committee. In the letter, you must explain reasons for all absences. You should also provide copies of any documentation pertaining to absences. This appeal may or may not be approved.

Students are responsible for all material covered in their absence. The student must make arrangements to make up missed class work. This should be done during the instructor's office hours or in between classes, not during class. For unexpected absences, you should ask for missed assignments the day you return to class. On occasions when you know beforehand that you will be absent, you should inquire about the assignment the class meeting before the absence.
If you are absent the day of a test:
As soon as you know that you are going to be absent for a test, you should call your instructor at 718-2281 and leave a message stating the reason for missing the test. If you miss a test for a valid reason that has been approved by your instructor, then you will be allowed to take a make-up test. The make-up exam will cover the same material as the test missed, but will not be the same test. It is your responsibility to contact the instructor no later than the first day you return to campus to make arrangements for a make-up exam. Failure to do this may result in loss of grade. Failure to make these arrangements will result in a zero for the missed test.
If you have a documented schedule conflict (e.g. school activities; court appearance, etc.) and contact the instructor prior to a scheduled test, it may be possible to arrange to take the test with another class.

Withdrawal Policy: If you officially withdraw from a course, a “W” will appear in place of a grade. Withdrawing from class must be done officially. Merely to stop attending class does not constitute an official withdrawal. All students who need to withdraw from this course should obtain the necessary forms from the Enrollment Services Office or your instructor. The last day to withdraw is November 4. The last day to resign all classes is November 18. Students who do not follow these procedures will receive grades of “F” at the end of the semester.

Cell Phone/Electronic Devise Usage - Campus-wide Policy
Chipola College realizes that many students have obligations to family and jobs and need access to cell phones, beepers, pagers, and related devices. The College asserts that the majority of these obligations can be handled before or after class. Electronic devices ringing and/or being used to text message during class is disruptive to the teaching/learning process, distracting to other students, and disrespectful to the instructor. Florida Statute 877.13 addresses student behavior in the classroom, where students are expected to contribute to a positive learning/teaching environment including respect for the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process. The instructor has the authority to ask a disruptive student to leave the classroom, lab, etc., and to file disciplinary charges if the disruptive behavior continues. As such, Chipola College students are expected to abide by the following policy:

All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

The course syllabus can be accessed at http://www.chipola.edu/instruct/math/math.htm
Course Supplements

Academic Center for Excellence (ACE)

BASIC FACTS
- It is FREE.
- No appointment is necessary.
- Help is available
- Flexible times accommodate student schedules.
- IT WORKS!

HOW DOES ACE TUTORING WORK?
The Academic Center for Excellence provides free tutoring or test reviews in almost every subject. The tutoring can be individual tutoring or in a study group. Students come to ACE and join the peer tutor and other Chipola students in discussions regarding class lectures, chapter readings, and course handouts. ACE peer tutors work closely with Chipola’s faculty to ensure proper communication of course content. They offer clarification of concepts and assist students in developing the proper study skills for success in class. More importantly, they provide consistent encouragement, motivation and positive reinforcement to Chipola students.

More Reasons to Visit ACE
- Test Review Sessions are scheduled throughout the semester for many courses.
- Study groups can also meet at the ACE to prepare for exams or work on class projects.
- The ACE provides access to computers for class and lab assignments.
- Academic Success Workshops are offered throughout the semester.

Location: The ACE is located in Building L, directly behind the Student Services Building and beside the Business Building. For hours of operation or additional information, visit the ACE website or contact Bonnie Smith at 526-2761 Ext. 3400 or email smithb@chipola.edu.

InterAct Math
www.InteractMath.com is a free web site and is available to anyone with internet access. The tutorial exercises on this site give you interactive practice doing the end-of-section exercises in your textbook. InteractMath provides Guided Solution (or "Help Me Solve This") steps through the exercise and gives you helpful feedback if you enter an incorrect answer. Another choice is to see a Sample Problem (or "View an Example") which shows you a problem similar to the exercise you are working on. Also included are Similar Problems that refresh with new numbers. You can retry an exercise many times and receive different numerical values each time. InteractMath is a valuable tool for students who need more practice.

Chapter Test Prep Video CD
Insert the CD found in your text into your computer and with a click, view the solution to any Chapter Test question in your textbook.

Math for the Anxious, by Rosanne Proga,
This book is available for checkout in the library. It provides a practical approach to the problem of math anxiety and includes easy to understand chapters on fractions, decimals, percents, graphs, positive and negative numbers, and strategies for success in math.
MAT 0024 Information Form – Spring 2010

Name____________________________

Phone numbers - Day____________________ Evening_________________ Cell_________________

Mailing Address______________________________ City____________________ Zip________________

E-mail address______________________________

1. What is your major?

2. Have you taken any college math class before? If so what.

3. Circle the math placement test(s) have you taken? ACT SAT CPT

4. Did you take Algebra I in high school? If yes, did you pass with a C or higher?

5. Did you take Algebra II in high school? If yes, did you pass with a C or higher?

6. Are you in a scholarship program, like music, theater, or athletics?
   If so, what program?

7. What grade do you honestly expect to earn in this course?

8. Do you think you need to be enrolled in this course?
   Why or why not?

Do not leave any question 1 - 8 unanswered. If you are unsure how to answer raise your hand.