

Peru State College
MATH 112 - COLLEGE ALGEBRA
Syllabus – Spring – 2010

Instructor: Zoon Wood

Office Hours: MW: 1:00-1:45 p.m. TR: 1:00-2:45 p.m. Fridays: By appointment

Office Telephone: 872-2250

Email Address: zwood@peru.edu

Course Meets: MW 9:30 AM-10:45 AM

Required Textbook: College Algebra, Eighth Edition, by Barnett Ziegler Byleen

Required Software: N/A

Course Description: This course is for students who specifically need algebra in certain pre-professional programs. It covers algebraic principles and processes and is not to be taken for credit by students who have completed Math 113 or Math 120.

Prerequisites: One (1) year of high school algebra

Upon completion of this course you should be able to:

1. Apply mathematical concepts to real world situations
2. Think analytically and make better decisions
3. Model real world situations with mathematical models
4. Use mathematical models to gain insight into the real world

At the beginning of the course, we will discuss how these objectives fit into the College's and School's mission and goals.

Expectations & Instructional Approach

Classes will include lecture, quizzes and exams.

Attendance and participation are vital to the learning experience. Consequently, I expect you to be at each class having read the material and ready to participate in the day's discussions and exercises. Please be in class on time. In order to foster a climate conducive to learning, please join me in treating your classmates with respect. I encourage students to ask questions, seek my help when they need it, and visit the tutoring center in the CATS. Cell phones must be turned off during class. (See Course Policies at end of syllabus.)

Assessment and Grading

Assessment will be based upon student demonstration of the understanding of the topics via homework, quizzes and exams.

Student Requirements:

- Textbook is **definitely** required for this course.
- Turn off all cell phones when you come to class.
- Absolutely no talking while I'm lecturing unless you have a question, at which time the question should be addressed to me and not to your classmates.
- I will ask you to leave the classroom if you're talking or disrupting the class. You are not allowed to come back to class until you have met with and received a note from the Dean. However you're still responsible for the materials you miss that day.
- Do not leave during class unless it's an emergency. Please take care of all your personal needs **before** you come to class.
- There will be a seating chart. You must sit where you have been assigned or you will be marked as absent.
- You know when your classes meet so please do not make any other appointments (on or off campus) at that time.
- An absence is an absence unless you were required to stay in the hospital, at which point it would be an excused absence. Having a doctor appointment is not an excused absence.
- All questions as well as the answers pertaining to the quizzes and the exams are given during lecture, so take good notes in class.
- You need to tell me if you do not understand the lecture so I can work with you outside of class one-on-one. Do not wait until after an exam and tell me the reason you did not do well was because you didn't understand the materials or the way I presented it. The method I use to present the material in class is for the whole class and I realize that it may not be suited specifically for you; therefore, you need to make an appointment with me early so we can work together.
- If you're not able to keep up with the class, you need to tell me and come in for additional help. You can also sign up for a tutor through the CATS.
- Staying on track and keeping up with your work are vital to your success in class. You have one and a half days to ask for help with your homework and to get help explaining something from the reading assignments or from the lectures. Do not wait until the last minute to get help. I will be more than happy to help you with your homework so please come in early. (Not half an hour before class)
- If you get caught cheating, you will receive a zero for that quiz or exam. I will take disciplinary action on the second offense. Cheating includes not doing your own

work, whispering to the person next to you or glancing at the person's paper during an exam. If you have a question you need to ask me and no one else.

- Review sessions for exams will take place outside of class meeting times and by appointment. I will not give you the answers; however, I will guide you to obtain the answers to the questions you may have, so you will need to come prepared with lecture notes and the text book.
- Homework assignments may be announced in class and/or will be posted on blackboard and due the following class period. You are responsible for turning in your homework assignments at the beginning of the class period. No late homework accepted. If you are not going to be in class you still need to turn in your homework through a friend or turn it in the day before or you will get no credit for it.
- You have a day and a half to come in for help with your homework and/or with your reading. I will be more than happy to go over them with you; however, you must have your notes and textbook with you when you come. If you do not have the relevant notes, I will guide you to look it up in your textbook. If it's something I presented in the class and it's not in your textbook, you need to get it from your classmates before you come to see me.
- Showing your work allows me to see the steps you have taken to get an answer. This is important if I am to monitor your progress. After I have demonstrated in class how to derive an answer, my expectation is that you should use that same method when "showing your work." However you can show it your way or my way as long as there are some explanations or some calculations of how you arrived at your answers.
- Students have 24 hours to contact the instructor following an absence to determine whether or not you will be allowed the opportunity to make up missed work or tests. It is the student's responsibility to contact the instructor via phone, e-mail, or a visit to his office.
- There will be absolutely no make-up for any missed quizzes or exams unless an emergency situation occurs or you were required to stay in the hospital that day.
- Students should keep all tests and homework to clear up any grading discrepancies that may occur during the semester.
- There will be a ten point deduction on the second offense in using the cell phone during class, the first offense will be a warning.
- All athletes must do their make-up work two days after they get back from their trips. No exceptions.
- You're **not** allowed to take the final exam earlier or later than the day it has been scheduled. Don't ask.

- **Note:** The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

Grading Scale

Your final grade will be based on the following grading scale:

A	90-100
B	80-89
C	70-79
D	60-69

Tentative Course Schedule

- Week 1: Introduction & section R-1, R-2
- Week 2: R-3, R-4, R-5, R-6
- Week 3: 1.1, 1.2
- Week 4: 1.3, 1.4, 1.5
- Week 5: 1.5, 1.6
- Week 6: 2.1, 2.2
- Week 7: 2.3, 2.4
- Week 8: 3.1, 3.2
- Week 9: 3.3, 3.4
- Week 10: 3.5, 3.6
- Week 11: 4.1, 4.2
- Week 12: 4.3, 4.4, 4.5
- Week 13: 5.1, 5.2, 5.3
- Week 14: 5.4, 5.5
- Week 15: Chapter 7

Quizzes: (≈ 60-70 pts @)

- January 27, 2010-quiz #1
- February 17, 2010-quiz #2
- March 31, 2010-quiz #3
- April 21, 2010-quiz #4

Exams: (≈ 120-150pts @)

- March 3rd, 2010-Mid-term exam
- May 5 (Wednesday), 2010-Final exam

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

NSCS Board of Trustees Policy 4220 states that each College “. . . will establish a distance learning assessment policy that will include, at a minimum, a substantial culminating experience that is proctored.” Peru State College's policy is that each course that is offered entirely online will feature a proctored final

exam that substantially measures the extent the course's stated learning objectives are achieved. Online course syllabi will clearly state that, regardless of grades earned previously, the proctored final exam must be passed in order to receive credit for the course. Courses which feature graded site-based activities (e.g., teaching demonstrations) and/or video-taped presentations that occur near the end of the term, and that are designed to substantially assess the achievement of learning objectives, can be considered in compliance with this policy. Project-based capstone and graduate courses utilizing real-time discussions held by web-cam, phone or in person with the faculty member as part of the assessment process can also be considered in compliance with this policy.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).