Fall 2015 – College Math Preparation Level 1: Pre-Algebra
Section 210.09 – CRN 21761

Instructor: Lisa Mesh
email: meshlisa@fhda.edu [Best way to contact me is via email!]
Phone: 704-756-2264 [Message me if you have an urgent issue.]

Office Hours / Location:
• MTWRF 10:30-11:20am in Math/Science Tutorial Center located in S-43
• Additional hours by appointment

Class Time/Location: 11:30-12:20am MTWRF in MQ–2A

Student Learning Outcomes:
• Demonstrate and apply a systematic and logical approach to solving arithmetic and geometric problems.
• Demonstrate and apply the knowledge and skills required to select the correct introductory formulas, procedures, and concepts from algebra and geometry and use them to solve problems.

Course Outline of Required Topics: http://ecms.deanza.edu/outlineprogresspublic.html?catalogID=2465

English Advisory:
English Writing 211 and Reading 211 (or Language Arts 211), or ESL-272 & 273. Although this is a Math course, English reading comprehension and writing skills are very important in Math 210.

Course Description:
The goal of this course is to think logically and orderly like a mathematician. You will be organizing information, looking for patterns, making decisions, mastering basic skills and communicating your results in writing. We will cover properties of the number system, basic algebraic equations, geometric applications, graphing and functions.

Word problems and practical applications will be stressed heavily throughout the course. Although Prealgebra is a Mathematics course, English reading comprehension and English writing play a very important role in this course. Students will be asked to carefully explain their thinking and problem-solving strategies both verbally and in writing. Grading will include proper sentence structure, capitals and periods!

Required Materials:
1. **TextBook: *Prealgebra, 2nd ed.,*** by College of the Redwoods Department of Mathematics, 2012-2013.
    • This book is available in several formats free or at a low cost.
    • I encourage you to download a free pdf file of this book, which you can find at this web address: http://mathrev.redwoods.edu/PreAlgText/Prealgebra.pdf
    • Hardcopies are available for purchase at the De Anza College Bookstore at a low cost.
    • Supplemental notes for this class will be shared as pdf documents via CourseStudio.

The following items are REQUIRED every day. Bring them with you each day when you come to class.
2. **Notebook for class notes**
3. **Loose-leaf paper**
4. **Pencils**
5. **Two colored pens**

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Grading Policy:
Grades for this class will be calculated based on a weighted average using the following components and weights.

Class Participation/Group Work	10%
Homework (best 16 of 17)	15%
Quizzes (best 9 of 10)	15%
Mid-Term Exams (3 @ 15% each)	45%
Final Exam	15%

Grading Scale:
Grading for this class won't use a curve. The following table shows the <u>minimum percentage needed</u> to guarantee the indicated grade.

A+	At least 98%		B+	88% - 89%		C+	78% - 79%		F	Under 60%
A	92% - 97%		B	82% - 87%		C	70% - 77%			
A-	90% - 91%		B-	80% - 81%		D	60% - 69%			

Your grades will be available for your confidential review online at http://www.jupitergrades.com. Instructions for accessing grades will be provided during week 2 of class. This service is free to you.

College Schedule & Deadlines:
- Last day to *add* a class: 10/3 (Sat)
- Last day to *drop for full refund/credit*: 10/4 (Sun)
- Last day to *drop with no record of grade*: 10/4 (Sun)
- Last day to *request pass/no pass grade*: 10/16 (Fri)
- Last day to *drop with a "W" (withdraw)*: 11/13 (Fri)
- *Final Exams*: 12/5 – 12/11 (Sat – Fri)
  - Final for section 210.09 is **Monday, 12/7/15 at 11:30A – 1:30P.**

College Holidays (No Class):
- 11/9 (Mon) – Observance of Veterans' Day
- 11/26 – 11/29 (Thurs-Sun) – Thanksgiving Holiday

If you have additional questions, consult MyPortal/College Calendars online.

Class Participation/Group Work:
Approximately 10% of your course grade will be based on daily class activities and participation. These points will be lost and cannot be made up if you are absent from class. This grade will include:
- Individual and group activity worksheets finished both in class and outside of class
- On-time attendance and being present for entire class period
- Coming to class prepared with all class materials
- Other items as announced in class

Homework:
Homework will be turned in and at least 1 selected exercise will be checked for each homework assignment.

We'll have 17 homework assignments; *the best 16 homeworks are counted*. The lowest homework score is dropped.
- All homework will be assigned daily and collected on key dates (see calendar below) of each week.
- All homework must be submitted on time; **no late homework will be accepted.**
- Specific homework assignments and rules for submitting will be shared via CourseStudio and briefly discussed on our first day of class.

If you have homework questions, we'll try to answer them at the beginning of class (time permitting) or during office hours in Tutorial Center [located in S-43]. Homework help will also be available through other tutors in the Tutorial Center during its open hours.

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All exams and quizzes are closed book unless otherwise announced.
You need to show all of your work in order to receive full credit.

Midterm Exams:
We will have *3 midterm exams through the quarter in addition to the final.* Midterm exams will occur approximately every 3 weeks and will last 50 minutes.
- Each of the midterm exams will cover only the material since the previous test.
- Although tentative dates for these exams are posted on the course calendar (attached later in this document), we'll set each date firmly at least one week in advance.
- No late or make-up exams will be given. If you miss the exam, you'll earn a grade of 0.

Because the final is cumulative, your final exam score can replace your lowest midterm exam score, even if it your lowest exam score is a zero.

Final Exam: *Monday, 12/8 (11:30A – 1:30P)*
The final exam will be 2 hours long, worth at least 15% of your final grade, and will be mandatory. It will be comprehensive and will include all material covered during the quarter.
- The final exam will cover material from the whole course.
- If English is a second language (ESL), a print (not electronic) English translation dictionary is allowed for exams/quizzes.
If you miss the final exam without contacting me (your instructor), you will receive a score of 0 on the Final Exam.

Quizzes:
We'll have *10 quizzes; 9 best quiz scores are counted*. Quiz dates are scheduled after we cover each chapter on the attached initial calendar, but may change as we progress through the quarter. Keep up with adjustments via calendar and announcements posted on CourseStudio.

Quizzes will be timed and will last approx 20 minutes. *After each quiz is completed, please plan to stay for remainder of class time.*
- No late or make-up quizzes will be given, but, as noted above, lowest score will be dropped.

Academic Integrity:
Cheating and academic dishonesty aren't tolerated and can result in a grade of 0 or F for the assignment (quiz/exam/other assignment) or a grade of F for the course and referral to the Dean for academic discipline.
Just don't do it.   Any grade of 0 or F for dishonesty will be dropped and not replaced.
Cheating includes, but isn't limited to: copying from other students, permitting other students to copy from you, plagiarism, submitting work that isn't your own, using notes that don't meet permitted specifications, continuing to write/erase on an exam/quiz after permitted time has ended, changing your exam/quiz paper after it's been graded and then requesting a grading correction.

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Attendance:
This is a quick-paced, challenging course. It's strongly encouraged that you attend all classes, that you arrive on time, and that you stay through the entirety of each class. If you don't, you'll find it difficult to keep up and catch up.

- ***You MUST be in attendance of all classes during the first 2 weeks of this class to ensure that you are not dropped from the course.***
- We'll take attendance each day.
    - *If you are absent more than 5 times during the quarter, you may be dropped from the class.*
    - Tardiness and leaving early without excuse will count as ½ day's absence.
- *If you choose not to complete the class, it's <u>your responsibility</u> to drop/withdraw by the college deadlines.* If you stop attending, but don't withdraw, you may fail the course with a grade of F. Check college schedule deadlines to confirm deadlines shown in this syllabus.

- If you **do** miss a class <u>after the first 2 weeks</u>, catch up using several resources.
    - Get notes/catch up with another student.
    - First, read the textbook and/or notes for the missed material.
    - Secondly, get tutorial help.
    - After you've explored the first 2 pursuits, come to my office hours to get specific help if you have questions about the material.
- If you're **late for a class**, wait until after the class is over to get missed materials and sign the attendance sheet.
    - After the class is over, pick up any papers or handouts that you may have missed out on from the beginning of the class.

- If you have to leave a class early, let me know before we begin the class that day.

Class Cancellation / Emergency:
If I need to cancel class or cannot attend, I'll e-mail you as soon as I can, using e-mail announcements via CourseStudio/MyPortal.

If class is canceled for any reason, or if an emergency causes campus to be closed, assume that any quiz, exam or due date scheduled on the date will be rescheduled to your next class meeting. If there are other changes, I'll announce them in the class after classes resume. Check the website and email; for notices/announcements.

In the event of an emergency during class that requires evacuation of the building, leave the class immediately, but calmly. In the event of an earthquake, take cover under your desk, making sure that your head is protected as best as possible. As soon as possible, evacuate the building. In the event of a local emergency not requiring evacuation, call 911 immediately.

Accommodations for Students with Disabilities:
If you have questions about these services or your eligibility for support services or eligibility, contact one of the following resources:
- Disability Support Service (DSS): Student Services Building (408) 864-8753, TTY (408) 864-8748
- Educational Diagnostic Center (EDC): Learning Center West 110 (408) 864-8839
- Special Education Division: (408) 864-8407; www.deanza.edu/specialed

Please speak with me privately after class or during office hours regarding your accommodations. All exams scheduled out of the classroom must be scheduled for a time period that at least overlaps class hours. Exams will not be authorized for vastly different time periods.

Class Conduct:
- *Be respectful of others in class.* If you disrupt class, you'll be asked to leave the classroom and you may be dropped from the class.
- *Don't use cell phones during class time. Please stow them and turn them off.*
    - If your cell makes noise during a quiz or exam, points will be deducted from your grade. Repeated noise may result in instructor taking your paper early and asking you to leave.
    - No texting during class. If you are found texting, you'll be asked to leave.

Expectations of Students:
- **Commit the time and don't fall behind**
  - o Expect to spend *at least* 2 hours/day outside of class doing homework and reading material.
  - o Practice and self-testing will help you identify questions and areas that you will want to get help with.
  - o This is a fast-paced course, and there will be lots of material covered in a short period of time. Set aside time each day to complete homework or work on course-related assignments.

- **Participate**
  - o Come to class
  - o Submit homework on time
  - o Ask questions and share thoughts in class.

- **Collaborate with other classmates**
  - o We'll be working in groups.
  - o Partner, teach, and learn from your colleagues.
  - o Ask them questions and get their help if you miss a class.
  - o *Form study groups* to help complete homework and address questions.

- **Use my office hours**
  - o I'll be in Tutorial Center at least one hour each day.
  - o Come to office hours if you have any questions at all about course-related material.

- **If you don't understand a topic, get help soon. You have several options.**
  - o Use my office hours
  - o Find a tutor in the Science/Math Tutoring center [located in S-43]
  - o Consult another classmate
  - o Reference online videos (either via your own research or via MyOpenMath links).

Thanks for reading this in detail. I'm really looking forward to our partnership this quarter.

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Tentative Course Schedule

Dates related to homework, Chapters covered, quizzes and mid-term exams may change slightly as we go through the quarter. I'll maintain a current calendar on our class CourseStudio page. Please refer to it as our factual base through the quarter. <u>Note:</u> *FINAL and dates for drop/add/request pass/no pass are set by the college and will not change.*

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
9/20	9/21 Introductions 1.1 – Whole Numbers, W	9/22 1.2 – Add/Sub in W 1.3 – Mult/Div in W	9/23 1.4 – Prime Factorization 1.5 – Order of Operations **HW #1 Due**	9/24 1.6 & 1.7 - Solving Equations	9/25 **Quiz #1**	9/26
9/27	9/28 2.1 – Intro to Integers (Z), **HW #2 Due**	9/29 2.2 & 2.3 – Add/Sub of Z	9/30 2.4 – Mult/Div in Z **HW #3 Due**	10/1 2.5 – Order of Ops in Z	10/2 2.6 – Solving Equations in Z **Quiz #2**	10/3 *Last day to add a class*
10/4 *Last day to drop for full refund/ credit and Last day to drop with no record of grade*	10/5 **Chs 1 & 2 Exam #1**	10/6 3.1 & 3.2 – Algebraic Expressions and Their Evaluation	10/7 3.3 & 3.4 - Simplifying Expressions **HW #4 Due**	10/8 3.5 – Solving Equations in Z	10/9 3.6 – Applications Solving Equations **Quiz #3**	10/10
10/11	10/12 Ch 3 Review **HW #5 Due**	10/13 4.1 – Equivalent Fractions	10/14 4.2 & 4.3 – Mult/Div Fractions **HW #6 Due**	10/15 4.4 – Add/Sub Fractions	10/16 **Quiz #4** *Last day to request pass/ no pass grade*	10/17
10/18	10/19 4.5 – Mult/Div Fractions **HW #7 Due**	10/20 4.6 – Add/ Sub Mixed Fractions	10/21 4.7 – Order of Operations 4.8 – Solving Eq with Fractions **HW #8 Due**	10/22 4.8 – Solving Eq with Fractions	10/23 **Quiz #5** Chs 3 & 4 Review	10/24
10/25	10/26 Review **HW #9 Due**	10/27 **Chs 3 & 4 Exam #2**	10/28 5.1- Intro to Decimals **HW #10 Due**	10/29 5.2 – Add/Sub Decimals	10/30 5.3/5.4 – Mult/Div Decimals **Quiz #6**	10/31
11/1	11/2 5.5 – Fractions & Decimals **HW #11 Due**	11/3 5.6 – Equations with Decimals	11/4 5.7, 5.8 & Square Roots **HW #12 Due**	11/5 5.8 – Pythagorean Theorem 6.1 – Ratios, Rates and Proportion	11/6 6.1 – Ratios, Rates and Proportion **Quiz #7**	11/7
11/8	11/9 ***Veterans Day No Class***	11/10 6.2 – Proportions	11/11 6.2 – Unit Conversion **HW #13 Due**	11/12 Review Proportions	11/13 Review Chs 5 & 6 **Quiz #8** *Last day to drop with a "W"*	11/14
11/15	11/16 **Chs 5 & 6 Exam #3**	11/17 7.1 – Percents & Fractions	11/18 7.2 Solving % Problems **HW #14 Due**	11/19 7.3 – Applications of Percentages	11/20 7.4 – Percentage Increase/Decrease **Quiz #9**	11/21
11/22	11/23 More Percentage Incr/ Decr **HW #15 Due**	11/24 8.1 – Cartesian Coordinate System	11/25 8.1 – Cart Coord. **HW #16 Due**	11/26 ***Thanksgiving No Class***	11/27 ***Thanksgiving No Class***	11/28
11/29	11/30 8.2 Graphing Linear Equations	12/1 8.2 – Graphing Linear Equations	12/2 Introduction to Functions **HW #17 Due** **Quiz #10**	12/3 More Functions	12/4 Course Review ***Functions Worksheet Due***	12/5
12/6	12/7 ***Final Exam 11:30A – 1:30P***	12/9	12/10	12/11	12/12	12/13