

Syllabus: MA 100

Instructor: Mrs. Susan Hewitt

Instructor Office Phone: 227-1511 (Leave voice mail message or email, ~ test absence from class.)

Email: shewitt@nmu.edu

Office Number: New Science Facility: Room # 1133

Text:

Intermediate Algebra by Lewis Hirsch & Arthur Goodman Fifth Edition (There is an optional student answer book with the odds worked out.) (We will cover most of chapters 1- 8, more if time.)

Prerequisites:

At least a C - in MA 090 or satisfactory score on Math Placement Exam You must see me immediately if you do not meet these prerequisites

Classtime:

M,W,R, F at 10:00 a.m. JX 243 MWF and JX 101 R

Additional supplies:

TI Interactive graphing software and calculator will be available on your ThinkPad for free. Load it at the Help Desk in LRC if you have an older laptop computer.

A "graphing" calculator is helpful if you have access to one; but it is not required. Ex. TI 83 or 85 or 86.

Attendance:

Attendance will be taken at the beginning of class. Late arrival may constitute an absence. You are expected to show up for class promptly-unless you have a good reason. Show me written scheduling documentation if tardy problems exist.

You are expected to be courteous in the classroom at all times.

You are expected to stay the entire period.

Homework:

You are expected to READ the book's section each day-before class. There will be a daily homework assignment. You are expected to do all the problems in a loose leaf notebook. Page number each assignment & number each problem.

Show all work along with the answer. Plan on spending up to 2 hours per class on homework assignments. Homework quizzes are possible. (Homework Quizzes are quizzes in which you use your notebook alone to show the work and answers to previously assigned problems.)

Make-up test:

If you have a valid reason for missing a test, you must notify me before the test class period by *phone voice mail message* (227-1511) or *email* (shewitt@nmu.edu). Further written verification of your absence may be requested.

Second, you must contact me the day of your return to class if you have not made the test up before hand. We will make arrangements to take a make- up test immediately. However, the grade will not be counted until written verification is received.

You will be given a test over the same content in the math department's make-up lab getting the same amount of time.

You cannot make up QUIZZES. You must be present in class. You must be present in class. Sports students will present me with a absentee form before leaving for the sporting event. (You can make up tests and quizzes.)

Extra Credit Types:

1. Approximate Attendance extra credit: 0,1 absences=2%; 3 absence= 1 % (Absence means "not in class that day"-NMU sports participation and death in family are the only exceptions.) The percent is of the pre-exam total points.
2. There are extra credit homework or classwork assignments or Quizzes. You must be present in order to receive credit for these bonus assignments. No makeups for extra credit.

Grading:

Approximate grading scale:

90-100 A's; 80-89 B's; 70-79 C's; 60-69 D's; below 60 F

- There will be tests covering up to 2 chapters of material at a time.
- There will be quizzes.
- There will be many group assignments. You have to be present to obtain points for the group classroom assignments. No make ups.
- As stated, there will be some "out of class" extra credit assignments and extra credit attendance points. You must be present to do extra credit and group assignments.
- There will be a cumulative final exam.
- 0 absences means in class everyday, 1 absence means missed 1 class, etc. -Excused absences only applies to test make-up-not the Attendance Bonus.

Illness/Emergency:

You are responsible for keeping up with assignments.

EMAIL OR CALL me if you have questions.

Extenuating circumstances:

Please contact me personally. Do so quickly. Other options may be available. These will be evaluated on an individual basis.

Extra help:

- See me during my office time or mutually agreed upon special times.
- Math Lab (daytime in West Science 3rd Floor WS3810.)
- All Campus Tutoring (daytime and evenings, too; Jam 2nd Floor)
- Other campus help services-HUB or Academic or other Counseling.

Get help promptly.

Do not wait until the night before the test.

Disability Statement:

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 1104 UC (227-1737; TTY 227-1543). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.