

Math 254A Essential Mathematics—First Half  
Section 63831, Fall 2009

**Instructor:** Laurie Shipley

**Class Time:** Mondays and Wednesdays, 11:00 am – 12:20 pm, and Wednesdays, 10:00 – 10:50 am  
Room 717

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**Office Hours:** Mondays and Wednesdays, from 12:20-12:40 and 3:05-3:35 pm,  
and Thursdays, from 12:40-1:30 pm. I will be in room 710.

**Text:** *Basic College Mathematics*, by Martin-Gay, 3<sup>rd</sup> edition

**Calculator:** Calculators are not allowed in this course.

**YOU ARE RESPONSIBLE FOR ALL THE INFORMATION ON THIS SHEET.  
PLEASE READ IT CAREFULLY!!**

A NOTE ...

This syllabus represents the fine print, the “business” of the course. Presumably, you signed up for this course because you need it to reach some goal you have. I signed up to teach it because I love helping students realize the fact that *you can enjoy learning math*. Perhaps you already know it can be fun learning math or maybe it’s just something you’ll discover now. Either way, as *you do your homework regularly* and *come to every class prepared*, it just seems to get easier to do well in this class. I wonder what it will be like for you, at the end of the semester, when you look back and notice that your decision now to commit to the class has resulted in your success in math this semester... Welcome to Math 254A!

### LEARNING OUTCOMES

By the end of the course, your success will be clearly demonstrated by the following skills:

1. Demonstrate arithmetic literacy with whole numbers, fractions, and decimals.
2. Demonstrate problem-solving ability.

### ATTENDANCE

You are responsible for your attendance, and I *strongly* recommend that you be here for all class meetings. If you miss more than four days of class throughout the semester or if you are gone for an entire week without notifying me, you may be dropped from the course. **You are responsible for all material covered in class, whether you are present or not.**

***Tardiness:*** I will take attendance *daily*. You will be marked as late if you are not present when I call roll. You are allowed two “late-freebies” for the entire semester that will not affect your grade. After this first two “late-freebies”, **five points will be deducted from your overall grade each time you are late.** The first two weeks of class are exempt from this rule.

***Absences:*** As stated above, I will take attendance *daily*. You are allowed one “absence- freebie” for the entire semester that will not affect your grade. After this first “absence- freebie”, **five points will be deducted from your overall grade each time you are absent.**

***Leaving early:*** It is truly essential that you are in class for the entire class period. You will be marked as leaving early if you leave before you have been excused to go. You are allowed two “early-freebies” for the entire semester that will not affect your grade.

After this first two “early-freebies”, **five points will be deducted from your overall grade each time you leave class early.**

## CLASSROOM CONDUCT

**Conduct:** Come to class *on time* ready to learn and work for the entire class period. Raise your hand and wait to be called on before asking a question or giving a comment. Listen to others; this includes not having side-conversations about any subject matter. **Turn off cell phones, pagers, texting devices and any other items** that might distract you or your classmates during class time. Texting during class is disruptive behavior and will not be tolerated.

**Food:** **Food is not allowed in this classroom.** You will have a break every class period in which you may eat outside of the classroom. Please be aware that the break will probably not be long enough for you to get food from the cafeteria and finish it all before the break is over and class resumes.

## GRADING

You may take Math 254A for either a letter grade or for “pass/no pass”. In order to take Math 254B, the next math class, you need to receive an A, B, C, or a P (pass) in Math 254A. There are separate policies for each grading system. (Make sure to read about the lab requirement below, as it DOES have an effect on your final grade.) The table below shows the division of points for the course. There is no extra credit available for this class.

<b>Homework</b>	<b>80 points</b>
<b>Multiplication Quiz</b>	<b>10 points</b>
<b>Practice Tests 2 &amp; 3</b> (5 pts each)	<b>10 points</b>
<b>Tests</b> (five 100-point tests)	<b>500 points</b>
<b>Final Exam</b>	<b>200 points</b>
<b>Total</b>	<b>800 points</b>

**Letter Grade System:** Currently you are in the letter grade system. If you remain in the letter grade system, your final course grade will be assigned as follows:

<b>716–800 points</b>	<b>A</b>
<b>636–715 points</b>	<b>B</b>
<b>556–635 points</b>	<b>C</b>
<b>476–555 points</b>	<b>D</b>
<b>0–475 points</b>	<b>F</b>

**Pass/No Pass System:** You may switch to the Pass/No Pass system by requesting to do so, in writing, or by retaking a test. **If you retake any test, you will automatically be in the Pass/No Pass grading system.**

Important: To receive a grade of “PASS,” you MUST do the following:

- (1) earn at least 35 lab points (see next section), AND
- (2) have a total of **at least 556 points** (70% average) at the end of the course.

## LAB REQUIREMENT

As a Math 254A student, you are **required**, as part of the course, to attend either the Math Learning Center (Aptos campus Room 1074) or the Integrated Learning Center (Watsonville campus Room 4410) for an average of 70 minutes (1 hour 10 minutes) every week, as stated in the class schedule. The labs offer free math drop in tutoring. You can get tutoring while at the lab or just do homework. There are also videos of lectures from sections of your text book that you can watch in the lab. *Even if you don't need tutoring you are still required to complete the lab hours.*

Student time spent in the lab will be monitored and scored every three weeks. Since it is required that a student participate in the lab for 70 minutes (1 hour 10 minutes per week), a total of 210 minutes (3.5 hours) is the amount of time required during each 3-week session. There are 10 possible lab points for *each* three week session, for a total of 50 possible lab points for the entire semester.

When you check in at the lab, your time spent in the lab will be recorded. You will be given a score up to 10 points for each 3-week lab session. Here is a chart breaking down the total points granted for time spent in the lab over the session:

Hours spent in lab	Minutes spent in lab	Your lab session score
3.5 or more	210 or more	10
3.15 – 3.49	189 – 209	9
2.8 – 3.14	168-188	8
2.45-2.79	147-167	7
2.1-2.44	126-146	6
1.75-2.09	105-125	5
1.4-1.74	84-104	4
1.05-1.39	63-103	3
0.7-1.04	42-62	2
0.35-0.69	21-43	1
Below 0.35	Less than 21	0

**Note:** If you score 90% or above on the exam falling within the 3-week session, you *automatically* receive the full 10 points for your lab session, regardless of hours spent there.

During the semester, there will be a total of 5 three-week lab sessions (10 possible lab points each), yielding a total of 50 possible lab points. The dates of these sessions are as follows:

- Session 1: 8/31 – 9/20
- Session 2: 9/21 – 10/11
- Session 3: 10/12 – 11/1
- Session 4: 11/2 – 11/22
- Session 5: 11/23 – 12/13

Important:

The Lab Requirement affects your course grade as follows:

- For the Pass/No Pass system, you must earn *at least* 35 (this means, 35 or more) out of the 50 lab points possible in order to receive credit for the course. If you earn *less* than 35 lab points, then your course grade is “NO PASS.”
- For the letter grade system, if you have earned *at least* 35 lab points, then your course grade stays as is, according to the letter grade point chart given on a previous page. If your lab points are less than 35, then your course grade is *lowered* by one full letter grade (10%).

## HOMEWORK

Attendance alone is not enough. You will not *learn math* just by watching someone else do it. If you want to become good at anything, *you must practice*. The assigned homework problems are your opportunity to practice and absorb what you’ve seen in class. As you *practice math* by doing your homework, you will realize how absolutely essential it is to your success in the course.

In general,

- Homework will be assigned at the end of each class and collected at the *beginning* of the following class period.
- Each homework set is worth 4 points for a total of 80 points for the semester.
- **Late work will not be accepted—no exceptions.** Homework is considered late if it is not turned in at the time of collection, which is the beginning of class. If you do not turn in your homework-set when it is collected, you will receive 0 points for that homework-set.
- Specific instructions for doing homework will be given to you in a separate handout on the first day of class. You will need to refer to it throughout the semester as you do your homework.

## HELP

There are many different kinds of help available to you. First, I am here to help you; *please* take advantage of my **office hours**. If you cannot attend my office hours, we can arrange to meet at another time. Second, your **classmates** are great resources. Studying together is not only extremely beneficial but also fun! Third, *free* tutoring is available on the Aptos campus at the **Math Learning Center** (MLC), room 1074, 477-5696 and at the Watsonville Center in the **Integrated Learning Center**, room 202, 477-5121, where the tutors are bilingual (English/Spanish). It is imperative to your success that you schedule a *daily* time to work on your homework in a place where you can get help quickly.

## ACCOMODATIONS

All students needing accommodations should inform me ASAP. Veterans may qualify for accommodations. Wounded Warriors may have acquired injuries which through the American with

Disabilities Act (ADA) entitles the use of accommodations to ensure equal opportunity for students with verified disabilities.

To determine if you qualify or need assistance with an accommodation, please contact:

- Disabled Student Services (Room 810) 479-6379, **or**
- Learning Skills Program (Room 1073) 479-6220.

Please bring a verification of your disability from the Learning Skills or DSP&S offices along with a counselor's recommendations. You must do this in advance of taking any tests if you'd like to receive accommodations (ideally, at least 1 week's notice).

## TESTS

There will be 5 chapter tests throughout the semester. Each chapter test is worth 100 points for a total of 500 points.

**Retakes:** Tests are to be taken on the dates given, so it is important for you to be prepared to perform your best on the test on the scheduled date. However, if you do not perform up to your highest expectations on a test, you will have an opportunity to retake a form of that test within one week of the day the exams are returned to the class. **You may only complete a total of TWO retakes throughout the entire semester.** Once you retake a form of a test, your highest score will be recorded. Specific instructions will be handed out for the retake procedure after the first test.

**Missed Test:** If you are unable to attend class on the day of a test, please contact me ASAP (479-5776 or email). If you miss an exam, *regardless of the reason*, you will get a score of 0 for that exam, and will have to use one of the 'retakes' to get an exam score.

**Note:** There will be a point penalty for each missed exam as follows:

- 1<sup>st</sup> missed exam: 10 points
- 2<sup>nd</sup> missed exam: 15 points
- 3<sup>rd</sup> missed exam: automatic "NO PASS" in the course

**You must make-up a missed test within one week of the original test date.**

**Homework:** To take a test, you must turn in all of the homework for that test before the scheduled date of that test. You will not receive points for late homework, but you may still turn it in, in order to take a test.

**Cheating:** All exams and the single quiz are closed book and closed notes (unless otherwise indicated). It is the responsibility of the student to make it abundantly clear to me that he or she is not cheating. There should be no talking whatsoever during any exam or quiz, and no wandering eyes. **Cell phones, texting devices and calculators are prohibited for use on all exams. ANY use of these items during an exam will be considered cheating. Make sure have your cell phone or texting device put away before an exam.** If a student cheats on an exam, it will be scored zero. A retake may NOT be

used to replace the score of zero. The second offense will result in a drop from the course or a grade of F if the drop deadline has passed.

**Calculators:** No calculators (or texting devices) are allowed on any of the tests. (See above.)

**Cell phones:** Cell phones, pagers, and other communication devices must be put away while taking a test.

## FINAL EXAM

There will be a comprehensive final exam worth 200 points. The final exam is **Monday, December 14, 2009**, from **10:00 am to 12:50 pm** in room 717. You *must* take the final during the scheduled time.

You may use one 3" x 5" note card (both sides) on the final exam. **There are no make-up finals. There are no retakes for the final.** Calculators are not allowed on the final. Cell phones, pagers, and other communication devices must be silent (or off) and put away while you are taking the final.

## THE MOST IMPORTANT RULE ...

Make LOTS and LOTS of mistakes. **Learning *requires* mistakes.**

Make more mistakes than you thought possible, and then notice how much *you learn now* and how well you do in this course.

*"It's not that I'm so smart, it's just that I stay with problems longer."*

- Albert Einstein

**Welcome to Math 254A!**