Instructor: Laurie Shipley  
Phone: 477-3700 extension 1698  
Textbook: Algebra and Trigonometry by Michael Sullivan, 8th Edition

Email: lshiple@cabrillo.edu  
Website: www.cabrillo.edu/~lshipley

Office Hours: Tuesdays & Thursdays, 10:55-11:20 and 12:15-12:40, room 710. I am also available at the Watsonville Center on Mondays & Wednesdays from 1:15-2:00 in room A240.

Learner Outcomes:  
1. Analyze and investigate properties and features of algebraic functions and synthesize results from the graph and/or equation of the function.  
2. Manipulate algebraic and transcendental expressions and equations appropriate for a beginning calculus course.  
3. Demonstrate algebraic literacy for calculus.

Supplies: Learning takes place best with active student participation. You should bring to every class meeting a notebook for lecture notes and practice problems, a folder or binder for handouts, the course’s textbook, this syllabus, homework currently being worked on, well sharpened pencils, highlighter, erasers, notebook and graph paper, ruler, and scientific calculator.

Attendance: Because attendance is necessary for successful understanding of the material, roll will be taken consistently. You might be dropped from the course when there are more than 4 recorded absences. A late arrival may be recorded as an absence, so make every effort to arrive on time for class.

Homework: A homework assignment will be given at every class. A packet of these homework assignments will be collected the day of the exam covering the material. These packets are worth 20 points each. 15 points are given for completeness, effort, and demonstration of understanding whereas 5 points for following the homework guidelines listed on class website. The assignments can also be found on the class website.

Quizzes and Exams: Six quizzes worth 20 points each will be given about every other week. The quiz score that is lowest will be thrown out. No make up quizzes are given.

There will be three exams. Depending on the exam, calculators may or may not be permitted. If there is an emergency keeping you from taking the exam at the scheduled time, you must contact me by phone, email, or in person before or within 24 hours after the exam to arrange for a proctored exam. If you do not make the arrangements, then the exam score will be “0”. A comprehensive final exam will be given at the end of the semester.

Cheating: This is a very serious offense in academics and is never worth attempting. It is your responsibility to demonstrate complete integrity in taking quizzes and exams. If a student is found to cheat by any method, the score for that exam/quiz will automatically be “0”. A report to the
Division Dean and Dean of Student Services may result. A second such incident will result in an automatic withdrawal or a grade of “F” for the course.

**Withdrawing from the class:** If you need to drop Math 2, take the necessary steps through WebAdvisor or Admissions and Records. Even if you stop attending class, you are responsible for making sure an official withdrawal (“W”) has occurred on your record by the deadlines issued by Cabrillo.

**Etiquette:** Please carefully consider how your actions may be affecting those around you. Many students find it difficult to concentrate when their neighbors are talking, whispering, or texting. There will be zero tolerance for texting or anything deemed disturbing to the class.

**Helpful Hints:**
- Get the phone number or email of at least 2 other students in class to take notes for you and keep you up to date in case you miss a class.
- Do homework as soon as you can after the material is covered in class.
- Take study breaks every 45 – 60 minutes, even if it’s for only 5 minutes.
- Plan on studying for math 2 about 8 hours per week outside of class.
- Visit me during office hours! I really enjoy helping students with their homework and topics covered in class. Plus, it helps me to learn about you and how you learn math.
- Get to know the Math Learning Center in room, where free tutoring is offered.
- Read your textbook. There are helpful examples that supplement what is covered in class, along with well organized lessons that develop key concepts.

**Accommodations:** If you require any accommodations as verified from Disabled Student Program and Services, please provide appropriate documentation to me as soon as possible. If you are interested in learning more about support services available for students with learning challenges, you are invited to ask me or visit the Learning Skills Department in room 1073 on the main campus, or their website at http://www.cabrillo.edu/academics/learningskills/

**Grading:**

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>80</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
<td>15%</td>
</tr>
<tr>
<td>Exams</td>
<td>300</td>
<td>45%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
<td>30%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

**Important Dates:**
- Last day to drop with refund: February 18
- Last day to drop without receiving a "W": March 3
- Last day to drop with a grade of "W": May 5