You are responsible for all the information on this sheet.
Read it carefully and keep at hand!

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Fall 2013 Syllabus
Math 152 Online – Intermediate Algebra
Section #81314

Instructor: Veronica Lundquist
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Office: 710A
Office Hrs: Mo-Th 7:35-8:00am and 10:40 -11:20am
or by appointment

Student Learning Outcomes: Evaluate appropriate techniques to apply to various types of equations and inequalities and produce and interpret solution(s). Create, analyze, and solve a mathematical model describing a real life application. Analyze and interpret mathematical and physical meaning from graphs of various functions. Demonstrate algebraic literacy for subsequent math courses.

Prerequisite: This course is open to students who have earned a “C” or better in math 154 (or equivalent) or have been placed in math 152 by the Cabrillo Assessment exam.

Course Material:
- Computer access with internet capability and a personal e-mail account (not shared with anyone else)
- Scientific Calculator (a calculator on which you can take the square root of a number, raise a number to a power, use parentheses, etc. but NOT a graphing calculator)
- Online access for the course website and MyMathLab. This can be purchased by going to: www.pearsonmylabandmastering.com (you will need the Course ID to register for my class, which you will receive after submitting the orientation form on my website), or you can buy an access kit at Cabrillo bookstore. Please be aware that if you buy an access kit it is not returnable if opened. MyMathLab access will include an online version of the textbook and a students solutions manual.
• Hard Copy of the Text is optional: *Intermediate Algebra for College Students*, 6th Edition, by Blitzer, either ISBN: 9781269389426 (Cabrillo custom copy) or ISBN: 9780321758934 (non-custom copy). The custom copy textbook has a different cover, and a couple of sections that we won’t use from the book have been omitted, otherwise it’s the same as the “regular” textbook. Cabrillo Bookstore is selling a package with MyMathLab and a book combined for a reasonable price.

**Attendance:** You must check your e-mail AND login to Course Compass at least twice a week in order to keep up with the homework and to make sure you get all the announcements for the class. If you at any time are more than 3 homework assignments behind, if you are not posting to the Discussion Board or sending me e-mail replies for more than 7 days, or if you have missed more than one exam, you may be dropped from the course. Also, students who do not fill out the online orientation form on or before the first day of class will be dropped from the class and waitlisted students will be added in their spots.

**Homework:** Doing a little math homework every day result in better retention than if you do all the homework at once. Make sure you set aside a little time every day to do exercises and/or review old problems. This is a five unit class, which means you are expected to spend about 15 hours per week doing homework and studying this material. Some students might manage to succeed in this class spending less time, but I know many students need more. I suggest you schedule at least two hours per day (7 days a week) for this class as a start.

In this class you have two types of Homework Assignments: **Online Homework** and **Written Homework**. It is crucial that you complete both kinds of homework since they complement each other.

**Online Homework:** There is online homework due by 11:59pm every Wednesday and Saturday throughout the semester (except for after each exam, when I give an extra day to finish up the homework). See the Schedule for exact due dates. If you don't finish all the homework problems before their due date, you can earn half of the points back on the problems that you missed if you finish them the following day. After that you will not receive any credit on those problems but they can still be accessed for practice. You are allowed one, and only one, “Homework Extension”. This is a 2-day extension for all online homework due on a particular day. The extension is NOT automatic. You must email me to request the extension.

To ensure that people enrolled are actually participating, I will drop anyone who has not submitted answers to every question on the first two online homework assignments (the first hw assignment is due Wednesday, Sep 4, the second is due on Saturday, Sep 7). If at any time during the semester you have missed more than a total of 4 homework assignments, you may also be dropped from the class.

Your online hw score is calculated at the end of every exam period, and is the average hw score during this period multiplied by 15 (ex. if you have an average of 98% = 0.98, then you would receive 15 x 0.98 = 14.7 pts). The online homework problems have
“help buttons” next to them, where you can get help solving these problems, so I expect most of you to get 100% on your online homework.

Written Homework: The written homework consists of some specific problems from the textbook that you have to work out on paper and turn in at the time of the corresponding exam. The hw problems are listed under “Homework Written” on the course website. LATE WRITTEN HOMEWORK WILL NOT BE ACCEPTED! The homework score is based on completeness and correctness (I will randomly check some problems in each package for correctness). The solutions are available to you on the course website so I expect you to CHECK YOUR WORK and make any necessary corrections before you turn it in. There will be a total of 4 homework packages, each worth 15 points. To receive full credit on your homework, you have to turn it in on time, clearly number the problems, do the problems in order, do them correctly, and show all necessary work. Answers with no supporting work will receive zero points. See handout Homework Rules and Guidelines for more details.

Online math students often don't realize the importance of correctly communicating math. Learning to communicate math is an essential part of this course. That is, you need to show your work, on your written homework and on exams, in a logical and easy to follow manner, using algebra. Yes, this is an algebra class, so even if you can guess a correct answer, you will not receive any points unless you show an algebraic way of finding that answer. You need to state the original problem and then step by step show how you go about simplifying and/or solving the problem (see the examples in your book). I will not collect written-out work for your online homework, but I still suggest you work those problems out in a way as if you would turn them in, in order to get practice doing so. It will also make it easier for you to go back and review or to find a mistake in a problem.

Quizzes: There are 10 timed online chapter quizzes. You can take each chapter quiz twice. The higher of the two scores will be the one that counts towards your class grade. Online chapter quizzes close at 11:59pm on the day they are due, which are always Sundays. See the Schedule for due dates. The amount of time given to take an online chapter quiz varies but the info is provided just before you begin a quiz. Each online chapter quiz will consist of 10 problems worth 1 point each. There are no make-up quizzes, but at the end of the semester I will drop your one lowest quiz score.

Exams: There will be four on-campus Midterms, each worth 125 points, and a comprehensive Final Exam worth 200 points. The midterms will take place on Tuesdays 10/1, 10/22, 11/12, and 12/3 at 6:30-8:00pm in room 709. The final exam will take place on Tuesday 12/17 at 6:00-8:50pm in room 709. If you are unable to attend class on the scheduled exam day/time, you have to contact me before the exam, so that we can make alternate arrangements for you to take the exam earlier. There are no make-up exams in this course.

You will need to bring pencil, eraser, scientific calculator, completed written homework, and PHOTO ID for each exam. You will not be allowed to take an exam without a valid ID. You are also allowed to use one 3” x 5” index card with your own handwritten notes (both sides).
If you are not able to take the exam at Cabrillo, you will have to find a proctoring center in your area that would be willing to proctor your exam (can usually be found at another college or university). Please give me the contact information of the proctoring center at least a couple of weeks before scheduled exam date (phone number and email). You are responsible for any costs that might apply using another proctoring center.

**Cheating:** Cheating will not be tolerated. It is the responsibility of the student to make it clear to me or other proctorer that he or she is not cheating; during exams there should be no talking whatsoever, no electronic devices other than a scientific calculator is allowed to be used (no cell phones, ipods, etc.), and no wandering eyes. Anyone who willingly allows his/her work to be copied will also be considered to be cheating. Any student caught cheating will receive a zero for the exam. The second offense will result in student being dropped from the course. All cheating offenses will be reported.

**Graded Work:** As soon as I am done grading your homework and exams, I will let you know by posting on the announcement board. Your exam score will be posted for you to see on the course website and your graded work will be available for you to pick up in the Math Learning Center (MLC). Only YOU can pick up your own work, so the MLC require seeing a photo ID in order to hand over anything. Please pick up your graded work as soon as you can and make sure to keep it so that you can use it to learn from your mistakes, and eventually use it to study for your final exam.

**How to Work with the Course Website and MyMathLab:**
1. Open the online textbook to the chapter and section that you want to work on.
2. Carefully read through the section, clicking on all video icons and "You Try It" buttons for examples.
3. Do the online homework for the section.
4. Do the written homework for the section.
5. Do the chapter quiz once you have finished all the homework for a chapter.
6. Before the exams, review old homework problems and do the online Practice Exam.

**Discussion Board:** Posting math questions and answers on a discussion board is part of your grade. You can earn a total of 20 points for posting to the discussion board. You will receive 1 point per posted math question, and 2 points per posted math answer. But you cannot earn more than 3 points per week, so make sure you use the discussion board regularly during the semester. These posts may be done in the following ways:

- Ask a *math* question by adding a thread. It can be a conceptual question or a specific problem. Be specific in the subject line: say which section, which problem number, and where the question is from (online homework or written homework). Realize that the problems in your online homework, although same in style, might be numerically different than other students’ problems, so please write the problem out and be very specific in where you are stuck or where you have questions about a procedure.
• Reply to someone else’s *math* question by using the reply button inside their thread. Please put your posts in the appropriate place on the discussion board.

You are allowed to post non-math questions/comments on the discussion board, such as trying to set up study groups etc. but you will not earn points for these posts. I check the discussion board regularly to answer questions and to make sure the answers posted by other students are correct. Unless a question seems urgent (someone with a conceptual question who cannot move on with other problems until answered) I sometimes wait a little bit to see if any of you can answer it (and earn points) before I post an answer.

**Book Reading Assignment:** *Fermat’s Enigma*, by Simon Singh, is a book that you can read for this class and earn 15 extra credit points for. For more information, see the handout *Book Reading Assignment* posted under *General Course Info* on the course website.

**Grading:** *I give* no grades; *you earn* them. The grading scale below will be used to determine your letter grade. A pass/no pass option is *not* available for this course.

<table>
<thead>
<tr>
<th>Possible points</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Online Homework  ( 5 @15pts)</td>
<td>75 pts</td>
</tr>
<tr>
<td>Written Homework ( 4 @15pts)</td>
<td>60 pts</td>
</tr>
<tr>
<td>Quizzes ( 9 @10pts)</td>
<td>90 pts</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>20 pts</td>
</tr>
<tr>
<td>Exams ( 4 @125pts)</td>
<td>500 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200 pts</td>
</tr>
<tr>
<td>Total</td>
<td>945 pts</td>
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**Dropping:** If you plan on dropping the class, it is your responsibility to do so, by using WebAdvisor on-line, or by going to the Admissions and Records office.

**Teacher Contact:** Contact between student and instructor is important. If something is going on in your life that is affecting your progress in the class, please let me know. Emailing is the best way to contact me. I will respond to your email within 24 hrs during weekdays and within 48 hrs on the weekends unless otherwise stated (usually I respond very quickly).

**Accommodations:** As required by the Americans with Disabilities Act, accommodations are provided to ensure equal opportunity for students with verified disabilities. Students with disabilities who require accommodations for this class are invited to meet with me during my office hours (or per email) to discuss your needs as soon as possible. Prior to meeting with me, you should meet with a Disabled Student Services counselor or a Learning Disabilities Specialist (for learning disabilities and attention deficit disorder) to officially verify your disability and obtain an Accommodations Request Form.

**For accommodations, contact:**
Disabled Student Programs & Services (DSP&S): 479-6379, Room 810 (Aptos)
Learning Skills Program: 479-6220, Room 1073 (Aptos), Learning Resources
Resources:
- Yours truly, me. It is my job to help you learn mathematics and I love my job! I want you to succeed and I am willing to help whenever possible. Please do not hesitate to come to me if you need any extra help.
- The Math Learning Center (MLC) is located on the Aptos campus, room 1074. Here you can get free tutoring, you can borrow books and calculators, view math videos, use computers, study together with your classmates, etc. They also offer online tutoring. See website for more details.
- The Integrated Learning Center (ILC) is located at the Watsonville center. Here you can also get free tutoring in math, as well as study together with classmates. See website for more details.
- Pearson Tutor Center is a free tutoring service over the phone for students using MyMathLab. Call 1-800-435-4084 (5:00pm-12:00am EST, Sun-Thurs).
- Pearson Technical Support, call 1(800)677-6337

Helpful Hints:
- Do your homework regularly – not just before it is due.
- As you practice your math skills, embrace your mistakes. Learning requires lots of mistakes.
- Read your textbook and look through the examples before you start your homework.
- Join or create study groups.
- Take advantage of the free tutoring options and the discussion board.
- It is crucial that you seek help when you don’t understand something.
- Do not fall behind. Sometimes you might think it is hard to keep up, but it is harder still to catch up.
- Carefully read all information posted by me.
- Keep a positive attitude.

Welcome to Math 152 !!!

You are responsible for all the information in this syllabus. I realize there is a lot of information here; please read it carefully as many times as you need.