

MA 15200, College Algebra, Fall 2011

Memo: To MA 15200 students

From: Charlotte Bailey, Course Coordinator

Concerning Classes/Lessons

- **Before each class**, read the appropriate pages from the textbook for that lesson.
- **ATTEND CLASS!**
- Have the large majority of homework problems due that day completed (and every homework problem at least examined or started) before class begins. If you have several questions over homework, seek help before your class meets by using instructor office hours, the math help room, or meeting with other students. Your instructor will not necessarily have time to answer all questions during class. (Online homework problems can be printed and taken to the help room, an office hour, or to class.)
- Ask questions over homework problems you did not understand.
- Don't just be a 'listener'. Statistics prove that students learn more in an active class where students ask questions and participate.
- Use the office hours of the MA 15200 instructors, the help room, or my office hours. My weekly schedule is posted on the course web page.
- Do not get behind! Manage your time and work on your algebra daily.

Concerning Homework

- Complete every problem of every homework assignment.
- Have the majority of problems completed before class. There will be limited time to ask questions.
- Online homework is due at 5 PM (for morning classes) or at 8 PM (for afternoon classes) of the next class day after a lesson is presented. (For the evening class, online homework is due at 7 PM on the Wednesday following the next Tuesday's class.)
- Do not work more than one day ahead on online homework.
- Remember that you will not have a calculator for quizzes/exams until after exam 1. However, you will need a calculator for some homework problems.
- It is helpful to re-work and/or review homework problems prior to an exam. To do that with the online problems; go to the gradebook in MyMathLab, click on the blue review link for a certain lesson, and select a problem. You may have to click on similar example to generate another problem. Problems can also be reviewed through the study guide link.
- Automatically, three homework assignments are excused or the lowest three dropped. If you have a documented and valid excuse to miss the deadline for more than three assignments, you must have **documentation for all absences and the absences must be approved by the coordinator.**
- Working homework problems is the best way to prepare for quizzes and exams.
- At the end of the semester, homework is scaled to 50 points (out of 600) toward grade.

Concerning Quizzes

- There will be a quiz in class most days. Three quizzes will be excused or the lowest 3 quiz scores dropped at the end of the semester for day classes. One quiz will be excused or the lowest one dropped for the Tuesday evening class. For more to be excused, **there must be extenuating circumstances and documentation will need to be provided**. Only the course coordinator can grant additional excused absences.
- There are **no make-up quizzes**. If you are not in class, you cannot take a quiz. You cannot arrive at class just to take the quiz. If you are not in class for the entire period, your quiz **may not** be scored.
- Calculators will only be allowed on quizzes after exam 1. Only an approved **1-line scientific** calculator, such as a TI 30XA, will be allowed at that time. Students will not be able to share calculators during such quizzes. If you do not have an approved calculator, you may have to complete the quiz without a calculator.
- Each quiz is scored out of 10 points. Grade is based on accuracy of work and answers.
- At the end of the semester, quizzes are scaled as 50 points (out of 600) toward grade.

Concerning Exams

- If you study each day on your algebra, you should not have to ‘cram’ for an exam. I will give you some review problems on an exam memo prior to an exam that you can work on a few days before the exam.
- The class prior to each exam will be a review day. Attendance is optional, but students are strongly encouraged to attend.
- The regular exams are evening exams. You will have the total 60 minutes. If you miss the regular exam, there are scheduled alternate exam times on Friday evenings. You will need to schedule an alternate with the course coordinator. If you missed the regular exam and do not have an acceptable excuse, you may be allowed to take the alternate with a 20-point penalty.
- A scientific **one-liner calculator** will only be allowed on exams 2, 3, and the final exam. If you do not have an approved calculator, you may have to complete the exam without a calculator. Students may not share a calculator during an exam. Calculators will be checked at exams.
- There will be a 2-hour final sometime during finals week. Date, time, and location will be announced later. **Do not make travel plans until you know when your finals are scheduled**.
- Old exams will be provided on the course web page to help you study.
- Regular exams will be 15 multiple-choice problems. The final exam will be 30 multiple-choice problems.

Calculator Policy

- No calculator is allowed on quizzes or exams until after exam 1.
- After exam 1, only a TI-30XA one line scientific calculator is allowed on quizzes and exams. **No other scientific calculator, graphing calculator, or programmable calculators are allowed**. Calculators will be checked during quizzes and exams.

Concerning Grades

- The maximum number of points toward your grade is 600. Your goal is to accumulate as many points as you can.
- Each regular mid-term exam is 100 points (300 total), the final exam is 200 points, quizzes are scaled to 50 points, and homework assignments are scaled to 50 points.
- At the end of the semester, letter grades are determined using the total number of points. Number of each letter grade in a class is determined by grades on the final exam and a curve determined by the course coordinator using department guidelines.