

MA 11100, Intermediate Algebra, Spring 2011

Memo: To MA 11100 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 completed (and every homework problem at least examined or started) before class begins. If you have several questions over homework, seek help during office hours or from 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 your instructor, the help room, or my office hours. My weekly schedule is posted on the course web page (under other information).
- 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 7 PM of the next class day after the material is presented.
- Do not work more than one day ahead on online homework.
- Remember that you will not have a calculator for quizzes/exams. 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 coursecompass, 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.
- 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 more than 3 to be excused, **there must be extenuating circumstances and documentation will need to be provided.**)
- 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.

- 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.
- Exams are given during evenings. 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. Occasionally, some alternate exams are run through a proctored setting within the math department.
- 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.

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 50 points, and homework assignments are 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 scores on the common exams and a curve determined by the course coordinator using department guidelines.