

## Syllabus Math 120 Online Spring 2010

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**Write “Math 120 Online” (nothing else) on the subject line when emailing me** otherwise your message will be suspected as spam or a virus and be deleted without opening. Also, this is how I keep track of correspondence. If you do not get a response to your email within 24 hours check the subject line and resend. To receive a faster response email is better than a phone call Please include the original email text when replying.

### **Office Hours:**

Tuesday and Thursday 10:30–11 and 1–2, Thursday 6 – 7 pm in the Virtual Classroom

### **Required Materials:**

- Intermediate Algebra, 3<sup>rd</sup> Ed. by Jay Lehmann
- CourseCompass/MyMathLab student access code (this comes with the new text if purchased at the Skyline bookstore)
- Course ID (given after the orientation is completed)
- TI-83 or TI-84 calculator
- Click [here](#) to learn about a grace period CourseCompass access code

### **Technical Requirements:**

- PC or Mac
- Internet access (high speed is best)
- Your own email account

### **Technical Support:**

Contact Pearson’s Product Support for technical issues at (800) 677-6337

### **Study Sessions:**

I will hold study sessions Thursday evenings from 6–7 on–line (Virtual Classroom link). If you plan on attending email me by noon the day of the session otherwise it will be canceled. If you cannot make this day and time let me know and I will try to open up another session.

### **Lecture Notes:**

My lecture notes, found on the Course Documents Link, contain the following information:

- Overview of important concepts
- All formulas needed for each assignment
- All calculator functions with “how to” illustrations
- Detailed worked out examples

**Attendance:**

Attendance is the basis for learning and without good attendance it is difficult to build the foundation necessary to pass this course. Attendance in an online class is measured by logging into CourseCompass frequently and doing work. You may be dropped from the course for any of the following reasons:

- You do not complete the orientation by January 23
- You have not logged into CourseCompass by January 28
- You miss 6 online assignments

**Grading:**

Book Homework	10%
Online work	10%
Exams	60%
Final	20%

**Grading Scale:**

A: 90% – 100%, B: 80% – 89%, C: 70% – 79%, etc.

Borderlines grades are scores within 1 percentage point of the next higher grade. If your CourseCompass score is above 90% and you have made substantive contributions to the discussion board, a borderline grade will be rounded to the next higher grade.

**Book Homework:**

Homework assignments from the text can be found on the Unit Checklists. See the Homework Grading Policy document for instructions. Homework is due on exam days and will be graded on completeness, correctness, neatness and following the grading policy.

**Online Homework and Quizzes:**

Online homework can be found under the “Online Homework” link on CourseCompass. Online quizzes can be found under the “Online Quiz” link. You may redo the homework and quizzes an unlimited number of times. All homework and quizzes have deadlines. Your lowest online homework score and quiz will be dropped. Discussion board assignments can be found on the Discussion Board link and will count as part of the online work.

**Extra Credit:**

Each online homework or quiz completed 24 hours early will receive extra credit point. The work must have a score of 100% and the maximum overall percentage of online work will not exceed 105%. Extra credit will also be given for helping students on the discussion board.

**Exams:**

- There will be 4 written exams and the lowest exam score will be dropped
- To receive a grade of C or better you must have 70% average on the exams and final
- All Saturday exams will be in room 7106. See the schedule for dates and times.
- No make-up exams will be given; if you miss an exam, it will count as your dropped score
- If you have a scheduling conflict you may take the exam on the Thursday before the exam date at 11:10. Contact me at least one week prior to as space is limited
- All online and written homework must be completed before taking the exam.
- A valid photo ID is required for each exam (Drivers license, passport, or school id)
- All exams are closed book. Bring your calculator.
- You are permitted an optional 2% note card. What this means is you may fill out (front and back) a 3×5 note card with anything you want. At the start of the exam, place your card on my desk. Anytime during the exam you may come get it and 2% will be deducted from your score.
- To get your exam back, you can pick it up in my office the following week or provide me a self addressed, stamped envelope.

**Final Exam:**

The final exam is cumulative and you must earn at least 50% to pass this course. You may bring one 3×5 note card without incurring the 2% penalty. If you want a second card it will cost you 2%. You must bring a photo ID.

**Tutoring:**

The Learning Center, located on the first floor of Building 5, provides free tutoring. This is a great place to go for doing homework and forming study groups.

**Cheating:**

DO NOT CHEAT!! Skyline's policy concerning cheating is outlined in the college catalog. If you are caught sharing a calculator, pencil, eraser, or anything else during an exam you will receive, at the least, a score of zero. At no time are cell phones allowed to be on during an exam. If your phone rings during an exam your score will be reduced. You may not program anything (such as notes or formulas) into your calculator.

**Students with special needs:**

In coordination with the DSP&S office, reasonable accommodations will be provided for qualified students with disabilities. If you have an accommodation letter, please contact me to discuss your needs. For more information, please contact the DSP&S office at 738-4280.