

Syllabus
Math 120 Online
Intermediate Algebra
Fall 2009

Instructor: Cindy Moss

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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
- Include the original email text

Office Hours:

Tues 10–11, Thur 1–2 and 5–6, and Wed 6– 7 (virtual classroom)

Required Materials:

- Intermediate Algebra, 3rd Ed. by Jay Lehmann
- CourseCompass/MyMathLab student access code (this comes with the new text if purchased at the Skyline bookstore)
- Click [here](#) to learn about a free trial version of MyMathLab
- TI-83 or TI-84 calculator

Technical Requirements:

- Internet Explorer (Windows 2000 or XP)
- Firefox (Windows XP or Vista)
- Safari and Firefox (Macintosh)
- Internet connection (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 most Wednesday and some Tuesday evenings from 6–7 on–line (Virtual Classroom link). If you plan on attending email me 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. See the schedule for the dates. They are listed as VC.

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. Good attendance in an online class means 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 August 22
- You have not logged into CourseCompass by August 27
- 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. All work must be shown.

Online Homework and Quizzes:

Online homework can be found by clicking the “Online Homework” button on CourseCompass. Online quizzes can be found by clicking the “Online Quiz” button. All homework and quizzes have posted deadlines. You may redo the homework and quizzes an unlimited number of times. 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. Do not wait until the deadline to submit online assignments. You will not get extensions if you do not submit on time.

Extra Credit:

For competing the online homework or quiz early you will receive extra credit points. One point for each assignment completed 24 hours early. 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. Contact me at least one week prior as space is limited. All homework, including CourseCompass work, must be completed and turned in before taking the exam.
- A valid photo ID is required for each written 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 with notes on both sides 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. TLC hours are M–Th 8:00 – 10:00, F 8:00 – 4:00, S 8:00 – 2:00.

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.