MATH 00100 Introduction to Algebra
Fall 2014 Course Policy

Section #:_____________      Days and Time:________________       Room:_______________

Instructor:__________________________________    Office:_____________________________________
Office Phone:__________________________  Office Hours:_______________________________
E-mail:_______________________________

***You must use your IUPUI e-mail address when corresponding with your instructor.

COURSE DESCRIPTION: This is a first course in the study of algebra. Real Numbers, Algebraic Expressions, Solving Equations, Graphing Equations, Operations with Polynomials, Factoring Polynomials, and Rational Expressions and Equations are taught.

UNIVERSITY COURSE POLICIES: There are a number of campus-wide policies governing the conduct of courses at IUPUI. These can be found at http://registrar.iupui.edu/course_policies.html

PREQUISITES: By Math Placement Test.


CALCULATORS AND OTHER ELECTRONIC DEVICES: The only technology that can be used on in-class quizzes, exams, and the final exam is the (Texas Instrument) TI 30XA calculator. The use of any other calculator is prohibited. Students must also put away any other electronic devices; this includes, but is not limited to: graphing calculators, cellphones and related devices, computers, portable audio/video players, pdas, and portable game systems during class time.

ADMINISTRATIVE WITHDRAWAL: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me. You can refer to the following website for more details http://www.registrar.iupui.edu/withdrawal-policy.html

WITHDRAWALS: Tuesday, November 25th, is the last day to withdraw for the Fall Semester of 2014. If you decide to withdraw from the course, be sure to process all paperwork by the appropriate deadlines outlined in the following table:

<table>
<thead>
<tr>
<th>Times</th>
<th>Required Signatures</th>
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</thead>
<tbody>
<tr>
<td>First Week</td>
<td>None</td>
</tr>
<tr>
<td>After First Week</td>
<td>Advisor</td>
</tr>
<tr>
<td>1/2 mark of Semester</td>
<td>Advisor and Instructor</td>
</tr>
<tr>
<td>3/4 mark of Semester</td>
<td>Associate Chair, LD 270*</td>
</tr>
</tbody>
</table>

Official details can be found at: http://registrar.iupui.edu/accal.html

* After the 3/4 mark of the semester, course instructors cannot sign a drop slip. The student must see the Associate Chair of the Department of Mathematical Sciences. The School of Science Dean’s Office will not endorse a withdrawal after the 3/4 mark of the semester for students unless an extremely serious and documentable excuse is established.
INCOMPLETES: Grades of Incomplete will only be given in accordance with the university policy available at http://www.registrar.iupui.edu/incomp.html. Specifically, students must be passing the the ¾ mark of the semester to qualify for assigning an incomplete.

DISHONESTY AND STUDENT MISCONDUCT: Cheating will result in a minimum penalty of receiving a grade of F in the course. The IUPUI Department of Mathematical Sciences expects all students to adhere to the regulations put forth in the “IUPUI Code of Student Rights, Responsibilities, and Conduct” concerning academic misconduct or personal misconduct. Procedures for imposing academic and disciplinary sanctions are outlined in the Code. Please visit http://conduct.iupui.edu to review the Code or call 317-274-4431 if you have questions.

SPECIAL SERVICES: Students needing accommodations because of a disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 274-3241. Visit http://aes.iupui.edu/ for more information.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS). All IUPUI students are eligible for individual counseling services at minimal fees. Group counseling services are free of charge. CAPS also performs evaluations for learning disorders, ADHD, and Autism; fees are charged for testing. Services are confidential and information is not shared with other university units, except as required by law. CAPS is located in Taylor Hall, room UC 100 and can be contacted by phone (317-274-2548). For more information, see the CAPS website at http://caps.iupui.edu.

RELIGIOUS HOLIDAYS: Accommodations will be made for university recognized religious holidays provided the student notifies the instructor in writing using the “Request for Course Accommodation Due to religious Observance Form” by the end of the second week of class. For more details on this policy and the downloadable form please visit http://registrar.iupui.edu/religious.html

COURSE WORK FOR SUCCESS:

- **Read the text** – You are to read the section to be covered in class before coming to class. Read the sections, not like a novel, but like instructions for a manual—very slow and carefully.

- **Study time** - It is expected that you spend 2 hours a day, 6 days a week, working math problems.

- **Textbook problems** - There will be daily assignments and it is important that you do them as the material is presented. You are responsible for all of the concepts in the sections assigned. It is expected that you work every problem at the end of each section covered in your textbook.

- **MyLabsPlus Quiz Assessments**: For each section covered during the semester, you will be required to complete a short quiz covering the most important objectives of the section. While you may attempt each quiz an unlimited number of times prior to the due date, your performance on the first attempt will generate a “personalized” homework assignment for that section. The number of objectives mastered on the quiz will affect the number of questions you will have to complete on the corresponding homework assignment. **All quizzes covering sections on an upcoming test unit must be completed by 6:00am the morning of a scheduled exam or earlier**. However, since the homework is based on the quiz assessment, you must attempt the quiz at least once prior to starting the corresponding homework assignment.

- **MyLabsPlus Homework** – In every section of the text there is a graded computer homework assignment. Each of these assignments are “personalized” according to your performance on the corresponding quiz assessment. **Note: You must attempt the quiz assessment at least once prior to starting the homework**. Only the results from the first attempt will be used to generate the homework assignment. **To receive full credit for an assignment, you must complete an assignment by the 6:00am due date shown in MyLabsPlus. Any work submitted after this deadline, but prior to 6:00am on exam day will be penalized 20%**. Assignments not submitted by 6:00am on the scheduled exam day will be graded as 0’s. It is recommended that you keep a MyLabsPlus notebook that includes the work to all the on-line homework assignments.
Math Assistance Center (MAC) – If your test grade is below a 73%, you will be required to attend two mentoring sessions (2 ½ hours total) in the Math Assistance Center (MAC) before the next exam is given. Times and dates of these sessions can be found at http://mac.iupui.edu/

In-class Quizzes/Other – Policy set by your instructor.

Departmental Exams – There will be four in-class exams. Students are expected to take all exams on the designated exam days. If a student must miss an exam due to a circumstance beyond their control (such as a death in the family, medical emergency, illness, religious holiday, etc.), a make up exam will be permitted with proper documentation. A student with such a documented reason needs to notify their instructor within a week from the missed exam to set up a make-up exam in a timely fashion. A student should not expect to makeup more than one exam.

Departmental Final Exam – The final exam will be on Friday, December 19th, 8:00am-10:00am in the Lecture Hall. The final exam is a departmental comprehensive exam. It will be worth 250 points (or approximately 30%) of your grade. Be sure that you do not have any conflicts (work or personal) with the time and date of the final exam for your section of Math 00100. If you find that you have a conflict with this departmental final exam and that of another class, contact your instructor immediately so that the conflict may be resolved.

**YOU MUST PASS THE FINAL EXAM TO PASS THE COURSE.**

NOTE: You are expected to complete all assignments in order to know the material and be prepared to ask questions in class. We will only have time to cover a few problems from each section in class, so you should plan to get many of your questions answered in your study group or in the MAC. A good study tool is to keep your homework, quizzes, and exams for this class in a 3-ring notebook. Periodically reviewing errors on old papers is a valuable study skill. To perform as well as you can in this class, you should expect to spend several hours each day working problems and reading the sections before they are discussed in class.

FLAGS: This semester I will be using the FLAGS System to provide real-time feedback on your performance in this course. Periodically throughout the semester I will be entering data on factors such as your class attendance, participation, and success with coursework, among other things. This information will provide feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance. You will be able to access this information in the student center: Onestart > Student Services page > Student Center > My Academics and Grades > My Grades. http://registrar.iupui.edu/flag_eas.html

ASSESSMENT: Your letter grade for the course will be determined from your total scores which will be computed as follows:

- **POINTS**
  - In-Class Exams (4) 400
  - Quizzes/Other 100
  - MyLab Plus 50
  - Final exam 250
  - Total 800

- **GRADES**
  - 97%, 93%, and 90% for grades of A+, A, and A-
  - 87%, 83%, and 80% for grades of B+, B and B-
  - 77%, 73%, and 70% for grades of C+, C, and C-
  - 67%, 63%, and 60% for grades of D+, D, and D-
  - Below 60% is an F If you fail the Final Exam, you will fail the course (regardless of your percent score)

***Career fairs are excellent opportunities to meet, greet, and network with employers in the life and health sciences sectors. Whether you are looking for an internship, research position, job, or simply want to expand your network, the Life Health Sciences Career Fair is an integral part of your college experience. Don’t miss out on this FREE event on October 14th from 10 am to 3 pm in the Campus Center room 450. Professional dress is required.

Course Coordinator: All inquiries about this course and student/instructor rapport problems should be directed to the course coordinator Susan Meshulam, UC B002C, 278-9648, smeshulam@math.iupui.edu.