

# Syllabus

<b>Math 811AB – Pre-Algebra</b>	<b>F13 CRN#81384</b>
<b>Instructor:</b> Yvette Butterworth <b>E-mail:</b> <a href="mailto:butterworthy@smccd.edu">butterworthy@smccd.edu</a> <b>Website:</b> <a href="http://www.profbutterworth.com/canada/can_PreAlg.html">http://www.profbutterworth.com/canada/can_PreAlg.html</a>	<b>Class Time:</b> MW 12:45-1:35pm <b>Lab Time:</b> TTh 12:45-2pm <b>Rm:</b> 17-209
<b>Office Hours:</b> Monday 1:35 – 2:35 in the Learning Center & by appt.	<b>Phone:</b> (408)888-6160

## **Course Description:**

Covers the fundamental processes in arithmetic: reading mathematical notation, translating words into symbols, and properties of the real number system. Introduction to algebra. Units do not apply toward AA/AS degree.

**Student Learning Outcomes:** By the end of this course, you will be able to...

1. Simplify expressions using mathematical operations using order of operations.
2. Perform mathematical operations using signed numbers.
3. Set up and solve a proportion problem.
4. Solve problems involving percentages.
5. Finding an unknown quantity from a geometric figure.
6. Simplify expressions involving fractions.
7. Translate verbal expressions into math and solve.
8. Gain confidence in your math skills and abilities.

## **Required Materials:**

- My Math Lab Access Code (Available at the bookstore or directly from <http://www.coursecompass.com>)
- Pencil & 3 colors of pens (red, blue & green)
- Loose-leaf 8.5x11 Paper (not spiral or tear-out)
- Ruler

## **Optional Materials:**

- Basic Mathematics Through Applications, Akst & Bragg, 4<sup>th</sup> Ed.
- 3 –ring binder w/ 5 dividers
- Simple Scientific Calculator like a TI-30X (Calculators will not be allowed for most of the class)

## **Attendance**

Attendance is very important. You are expected to attend every class and lab meeting. Class sessions will cover material from your book via short lectures, but may also give a different perspective on the material in your book. Class lectures will be followed by group/individual work. Lab meetings will consist of review of homework assigned the previous day and individual/group work with tutors and myself. Your attendance will be graded by homework in lab sessions and quizzes in class sessions. A student who stops attending is not automatically dropped from class, although I reserve the right to drop a student who misses 5 class meetings. If you no longer wish to be enrolled in the course you may drop from your WebSmart account (<https://websmart.smccd.edu/>). The last day to **drop and receive a refund** of fees is Fri., 8/30. The **last day to add** is Fri., 8/30. The **NRS drop deadline** is Sun., 9/8. The last day to drop with a “W” is Fri., 11/15.

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## How My Course is Set Up

### **MW Class Days:**

The class will start with a short quiz on material covered the previous two days via lecture and lab. Following the quiz time we will have a short lecture followed by time to work problems individually or in groups. During problem time I may come around and offer assistance and you are encouraged to talk about problems amongst yourselves. At the end of class I will clarify the homework due the next day in lab.

### **TTh Lab Days:**

When you enter the class on lab day you will leave your homework on my desk. I will pass around roll and quizzes from the previous class. We will review the quiz from the previous class. Once review is finished, we will break into groups or as a class begin discussion of our homework. Any additional time will be used to practice concepts via problems with the help of myself and tutors.

### **Homework:**

I will assign homework in each MW class. It will be due the following day in lab. The homework will be placed on my desk when you walk in the door and checked off as complete or incomplete by myself/tutors. If we've begun going over homework or are about to begin going over homework, homework will not be accepted. It must be 80% complete showing work leading to the answer in order to be considered "complete". We will review the homework together as a class, in small groups or individually. Students that did not complete the homework will be in a separate group completing the assigned homework. If you miss a lab, you missed the opportunity to turn in homework and gain feedback. I'll give you 5 "free-passes" just to be fair. Handouts will count as homework. Homework will account for 10% of your grade.

Some final pointers about all work in my class: All work will be labeled with section and assignment (if from our book) and will be stapled in the upper left corner in sequential order and your name and date in the upper right. All problems must show the original problem, work and final answer to be considered complete. An answer only is never considered complete. Remember, if you don't do your homework on your own and in a timely manner, you are hurting no one but yourself – homework is a very valuable learning tool, and tests will let me know how much work you are doing on your homework! **Late assignments will not be accepted!** Do not ask, there is no circumstance that will make me change my mind!!

### **Course Compass/My Math Lab:**

You will be required to register for and use MyMathLab. You will need the Course ID#butterworth81246. How you use it will be up to you, but I will require you to attain 70% mastery on the quizzes in order to receive credit. Your average quiz scores will be used to compute your grade. The quizzes will be due the Monday prior to an exam. As some exams will cover multiple chapters, there may be multiple quizzes due. My Math Lab will account for 5% of your grade.

### **Quizzes:**

Every MW class will begin with a quiz on material covered the previous 2 days. This will help you to gauge your progress. I will take the quizzes home and grade them. They will be taken on 8.5x11 paper, either your own binder paper or on a handout from me. The quiz problems will be graded based upon the following rubric: 1 pt. for correct answer, 2 pt. for work shown, 1 pt. for correct methods used. Quizzes could be 1 to 10 problems. Most often they will be 10-15 minutes in length. Quizzes will not be given outside the bounds of the class period. If you arrive late you may use problem time to take the quiz. I'll give you 5 "free-passes" just to be fair. Your informative questionnaire will count as a quiz. I will average the scores and the quizzes will account for 5% of your grade.

### **Mastery Exams:**

We will have 5 exams. You will receive 0% for any test that does not attain an 80% level. There is no partial credit on these exams. A problem is correct or incorrect. Missing an exam is a 0%. If you do not attain mastery, it is your responsibility to retake the exam at the Learning Center. Mastery exams will be averaged and will account for 75% of your grade.

<b>Tentative Schedule:</b>	Exam 1 – Ch. 1	Wed., 9/11
	Exam 2 – Ch. 2.2 & 3.4	Wed., 10/9
	Exam 3 – Ch. 2	Wed., 10/23
	Exam 4 – Ch. 5-6	Wed., 11/13
	Exam 5 – Ch. 7-9	Wed., 12/11

You may bring a 5x8 note card to each exam. The card may contain steps for doing problems, partial definitions and portions of a problem where you know you always have difficulty, but it may never contain a complete problem. Failure to comply with these specifications can result in a zero, and is considered cheating. I will check and approve your note card prior to the test. You must staple the note card to the **back** of your test.

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**Policy Note:** All materials including your backpack, personal belongings, electronics, etc. will be placed at the front of the classroom prior to an exam. You may have a pencil, eraser and note card on your desk. If you need extra paper I will provide it. If you are allowed the use of a calculator I will note to keep your calculator on your desk.

**Calculator Note:** It is not a given that you may use a calculator for an exam! I believe that by having the basics well in hand you are better prepared for later material, thus I want you to improve your basic math skills at the beginning of the course. These are just some of the reasons that I do not allow calculators to be used on many exams. I am very firm about this! Cell phones/pdas will not be allowed during a test and **MAY NOT** be used as a calculator.

## Retaking Mastery Exams:

In order to retake a test, you must complete a review of your previous attempt and submit thorough corrections that include a written description of your mistakes along with a correct solution. This must be checked and signed off by a tutor *before* retaking an Exam. You are allowed 3 tries on Mastery Exams, which you can take outside of class in the Math Lab/Learning Center *by the 4th Friday following the exam, with the exception of the 5<sup>th</sup> exam which must be completed by Wednesday, 12/18 (see course calendar).*

## Final:

The final will be given on Monday, December 16 from 2:10 to 4:40pm in Rm 17-209. The final assesses your understanding of all material in the entire course. The final is worth 5% of your entire grade.

For the final, I will allow one **8.5x11** piece of paper with notes on both sides for each of the exams. The **same rules apply** as with the note cards that may be used for regular exams.

## Grades:

Homework	10%
My Math Lab	5%
Quizzes	5%
Mastery Exams	75%
Final Exam	<u>5%</u>
<b>Total</b>	<b>= 100%</b>

## Point Totals for Letter Grades

**A:** 92.45%↑ **B:** 84.45% - 92.44% **C:** 74.45 - 84.44% **F:** 74.44%↓

## Class Rules:

The rules of my classroom are pretty basic – Be respectful of others. This means that you should not interfere with anyone else's ability to learn. Ways in which you may interfere include talking during lecture, not participating in group activities, using electronic devices music/texting/gaming during class, making any kind of disruptive noise during class, coming to class late and not making an effort to be as unobtrusive as possible, wearing a hat in class, etc. I will follow the policies outlined in the college catalogue in dealing with violations of the class rules. **Note:** If I see your cell phone/pda out on a consistent basis and see you disrupting others through its use or if you are not focusing, I will give you a warning and the next time I will ask you place the device on my desk for the remainder of the period and if you refuse I will ask you to leave the class for the period.

## Student Honesty:

When doing homework I encourage students to work together and help one another. Students are expected to do their own work on tests and quizzes. I allow students to bring a 5x8 note card filled with notes to each exam. Cheating will not be tolerated! Talking to anyone but me, helping another student during an tests/quizzes, bringing more notes than authorized, copying information from another person's test or quiz, using external sources of information for which you were not explicitly given permission to use (including any calculating device not explicitly stated as appropriate, phones and pda's included) is considered cheating. Students caught participating in such activities will receive a zero on a quiz, violations on an exam can also result in a drop from the course or a grade of an F in the course (regardless of class standing)! Cheating incidents will also be reported to the VP of Student Services and further action could be taken in accordance with school policy. For more information visit: [http://www.canadacollege.edu/inside/acad\\_integrity/](http://www.canadacollege.edu/inside/acad_integrity/)

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## Student Grievances:

Please refer to the grievance policy in the college catalog if you have any questions.

## Student Special Services:

Students requiring special services or arrangements because of hearing, visual, or other disabilities should contact their instructor, counselor, advisor, or Disabled Student Services Office by the end of their first week of instruction. I encourage all students with special needs to contact me after the first class meeting to arrange for any classroom assistance. Please contact Disabled Students Programs and Services: <http://www.canadacollege.net/student/disabledservices.html>

## Additional Information:

I reserve the right to make changes or additions to my syllabus at any time during the semester. I will notify you via class discussion of any changes or additions. The college catalogue overrides my syllabus at any time.

## Welcome to Pre-Algebra:

Welcome to Math 811! I am excited about the coming semester! I am here to help you learn about the exciting world of math and if there is anything that you think will make your learning experience more rewarding, please let me know. To be a successful mathematician it does take practice. You should plan to spend at least 2 hours outside of class for every unit studying your notes (ie 6 + hours per week), reading your text and doing problems both on paper and on My Math Lab. Class participation and study groups are very important as well. We will have some class time for group study, but you should get the names and numbers of at least two fellow class members to call in case you miss a class or need to ask a quick question. Have a great fall semester at Cañada!

## Additional Support

You may find that you need additional help outside of class. I strongly urge every student to begin getting extra support from the beginning. Some additional resources include:

### The Learning Center

**Location:** Bldg. 9 2<sup>nd</sup> Floor

**Phone:** (650)306-3348

**Web:** <http://www.canadacollege.edu/learningcenter/>

**Hours:** Monday-Thursday 8am – 9pm  
Friday 8am – 3pm  
Saturday 10am-2pm

### Professor Butterworth's Website

[http://www.profbutterworth.com/canada/can\\_PreAlg.html](http://www.profbutterworth.com/canada/can_PreAlg.html)

- Replacement for 1<sup>st</sup> Day Handouts
- Notes containing processes & examples
- Links to Video Tutorials
- Google Calendar for Important Info
- Study Guides
- Practice Exams

### Course Compass/My Math Lab

<http://coursecompass.com> which will redirect to <http://pearsonmylabandmastering.com/?cc>

- Practice Homework & Quizzes (will be 5% of your grade)
- Links to multimedia learning aides provided by Pearson
- Step-by-step guidance in completing problems
- Immediate feedback on completed problem

**Please See Schedule of Class for Flow & Important Dates**  
**See Tentative HW for Paper Assignments**