

**MATC LIBERAL ARTS AND SCIENCES**  
**INTERMEDIATE ALGEBRA WITH APPLICATIONS**  
**Fall 2004 COURSE SYLLABUS**

**INSTRUCTOR**

Name:  
Office:  
Office Hours:  
Office Phone:  
Email:

**PREREQUISITES**

One year of high school algebra and one year of high school geometry (or concurrent registration) and satisfactory score on MATC placement test or Applied Algebra (Math 141) with a grade of C or better, or Algebra--Computer Mediated (Math 108) with a grade of C or better.

**CREDITS AND CLASS HOURS**

Credits: 4  
Class Hours per Week: 4 MW 9:00-10:55  
4 TTh 9:00-10:55

**TEXT, SUPPLIES and CONTENT**

Text: Intermediate Algebra, 2<sup>nd</sup> edition by K. Elayn Martin-Gay

Supplies:

1. A scientific calculator is required for the course. A graphing calculator such as the TI83 or TI86 is optional. No calculator with a symbolic (algebraic) manipulator such as the TI89, TI92 or the Casio FX2 is allowed. See your instructor before you purchase a calculator or for details about the rental program for graphing calculators.
2. A notebook.
3. A folder to organize handouts.
4. Pencils with good erasers.

Content: This course prepares students for College Algebra (Math 201) or Finite Math (Math 205). Topics include set operations, properties of real numbers, order of operations, linear equations and inequalities, algebraic solution for systems of linear equations and inequalities, relations, functions and their graphs, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of functions, inverse functions, logarithmic and exponential functions and equations, conic sections, and a wide variety of applications in all topics areas.

**EXTRA HELP**

Students are encouraged to contact the instructor before or after class, and during office hours, if they have questions or problems related to the class. It is suggested that students contact the instructor immediately in order to avoid falling behind in class. Please do not wait until the end of the semester to discuss issues that should have been resolved much earlier. In addition to your instructor, extra help is available from the following centers/services.

Milwaukee Campus  
Math Center, Room C271, Phone 414-297-6702  
Tutoring Services, Room C201, Phone 414-297-6791

North Campus  
Academic Support Center, Room A108, Phone 262-238-2220  
Tutoring Services, Room A108, Phone 262-238-2220

South Campus  
Academic Support Center, Room A203, Phone 414-571-4647  
Tutoring Services, Room A203, Phone 414-571-4606

West Campus  
Academic Support Center, Room 249, Phone 414-456-5334  
Tutoring Services, Room 249, Phone 414-456-5334

Note: Topic-specific videotapes are available at your Math Center or Academic Support Center and your MATC Library. On-line help is available at <http://www.prenhall.com/tutorcenter/>

### **CLASS SCHEDULE**

A Class Schedule shall be distributed to you the first week of class. The Class Schedule includes the chronology of instructional units, assignments and tests for the entire semester.

### **CLASS PROCEDURES AND TESTING**

**Placement Test:** If you have not been given a placement test prior to entering this class, your instructor may ask you to take a test to make sure you are placed in the math course where you have the best chance of learning and succeeding.

**Lecture:** Your instructor will present a lecture each day on the objectives that are to be covered.

**Textbook:** Before coming to class each day, you are expected to have studied and worked through several pages in the text, as shown on the Daily Class Schedule. Whatever is listed for a particular day is due the next class day. Generally, only the odd numbered problems should be completed as part of the assignment. Your instructor may give you explicit instructions as to which odd numbered problems are to be assigned or for some chapters and may assign the even numbered problems as well. The answers to the odd numbered problems are in the back of the textbook so you can check your progress. Your homework may be collected and graded and count toward your final grade.

**Calculators:** The use of a scientific or graphing calculator is permitted on all the course assignments and tests.

**Tests:** On all tests, if work is required for a problem, credit will **not** be given unless the work is shown. If more space is needed for a problem, ask your instructor for scratch paper; all scratch paper must be returned with your test with your name on it. Tests must be completed within one 55-minute period, with no breaks allowed during tests. Note the dates of your tests on the calendar. Be sure to be in class on the day of a test.

1. There will be 5 chapter tests plus a Midterm Exam and a Final Exam.
2. There will be no curving of grades. The grading scale follows.
3. Quizzes will be given, usually one per chapter, and count as part of the homework grade. No late quizzes or homework will be accepted. **No** late quizzes, labs, or reviews will be accepted.
4. All the quiz grades and collected homework grades will be averaged together. This homework grade will count as much as one test score.
5. There will be a comprehensive exam based on all material covered during the semester. It will be given in two parts: midterm and final.
6. It is policy not to return chapter tests on a permanent basis. After a test is graded, it will be returned to the student for review. The test must then be returned to the instructor and placed in your folder.

### ***Makeup Tests/Work:***

Students may make up **one** missed test. All other missed tests will be recorded as a "0". Students must make arrangements with the instructor as to when make-up work can be done. The late test must be taken within **one week** of the date it was given in class.

**Grading:**

Your final grade average will be calculated by adding your 4 best chapter test scores, the homework average, the midterm, and the Final Exam, then dividing by 7. **Missing the midterm or the final examination will result in a grade of U for the course.**

The grading scale is as follows:

92.5 - 100	A	72.0 - 76.9	C
89.5 - 92.4	A-	69.5 - 71.9	C-
87.0 - 89.4	B+	67.0 - 69.4	D+
82.0 - 86.9	B	62.0 - 66.9	D
79.5 - 81.9	B-	59.5 - 61.9	D-
77.0 - 79.4	C+	below 59.5	U

**Credit Transfer:** If you are concurrently enrolled at MATC and a four-year institution, or if you wish to continue your education at a four-year institution after leaving MATC, it is highly recommended that you contact the Admissions department of the college or university to which you plan to transfer for more detailed credit transfer information. Be aware that, in some cases, approval is needed by the four-year institution before you register for a course at MATC and that it is the option of the four-year institution to not accept credits transferred from MATC if prior approval is not obtained.

**Use of Notes:** For the Midterm Exam and the Final Exam, you may bring one 8.5 x 11 sheet of paper with your own handwritten notes to use during the test. This will be a good opportunity for you to review your formulas, and in general, review some of the important concepts and techniques.

**Extra Credit:** Test reviews for the entire units that are submitted in class on the scheduled test day may earn up to three extra credit points on the test, depending on the completeness and quality of work. No late extra credit will be accepted. No exceptions.

**Instructional Environment:** Any interference in the instructional process, or academic dishonesty on assignments, quizzes, or tests will not be tolerated, and will be treated with appropriate disciplinary action. According to school policy, no food or drink can be permitted within the classroom. Any sound-producing communication devices must be turned off during class.

**GRADING - PROGRESS GRADE**

At approximately the sixth week of class, students are assessed as to their progress. All students will be given letter grades but only those receiving a grade of D+ or below will receive written comments from the instructor.

**ABSENTEEISM**

Instructors are required to keep attendance records. Students will be marked present for the day if they attend for the entire period. Obviously, students will occasionally be absent due to illness or other personal reasons. If you are absent, it is your responsibility to communicate with your instructor about what you missed. If MATC is closed because of a snowstorm or other emergency, continue working on the assignments as shown in the Daily Class Schedule so you will not get behind in your work. Official announcements regarding cancellation of classes will be made on Channel 10. Emergency closing information will also be provided in a pre-recorded telephone message at 414-297-6561.

**WITHDRAWALS**

If you have documented health or unusual personal problems affecting your attendance and your instructor agrees that you can make up the work, you may be allowed to continue and may be advised to use MATC support services (e.g., child care, financial aid, counseling, academic support, etc.). However, if your instructor determines you cannot complete the work or you will hinder instruction of other students, you will be withdrawn. You do have the right to appeal a withdrawal after first discussing it with your instructor. If your appeal is denied, a final withdrawal appeal may be made with the academic dean's office. If you are appealing, you may stay in the class until the drop is official, unless your presence may cause a safety hazard to yourself or others.

**INSTRUCTOR-INITIATED WITHDRAWALS**

You may be dropped for absenteeism when the following occurs.

1. Your consecutive absences exceed the number of class meetings per week, or on the third consecutive absence in the case of classes that meet once each week.
2. Your attendance is sporadic (e.g., you miss seven class periods for a class meeting three periods a week), and you are unable to make up the instruction missed.
3. You have not attended class during the first two weeks of the term.

### **STUDENT-INITIATED WITHDRAWALS**

Withdrawal before the last two weeks of class: Complete the Course Change Form (available in the Registration and Records Office or the Academic Dean's Office).

Withdrawal within the last two weeks of class: Complete the Course Change Form (available in the Registration and Records Office or the Academic Dean's Office). Obtain the signatures of the instructor and either the Dean, Associate Dean, or the Instructional Chair.

### **INCOMPLETES**

An incomplete will be considered only under extreme circumstances, and at the discretion of the instructor. The student must have a passing average of C- and the course must be carried to the end of the semester. In addition, no more than one assessment may be missing, and the student must request the incomplete and sign the incomplete contract. Within the first two weeks of the following semester, you must make arrangements with your instructor to complete the course. Failure to complete the requirements within the following semester results in a grade of U.

### **STUDENT COMPLAINT PROCEDURE**

MATC has established a formal system to assist students in resolving academic problems and course-related issues. In order for a complaint to be valid, the following steps must be followed in order:

1. Meet with the instructor to discuss any questions related to the course (e.g., requirements or assignments) or if you are experiencing academic problems. If the issue is unresolved after meeting with the instructor,
2. Meet with the associate dean of the department. If the issue is unresolved after meeting with the associate dean,
3. Meet with the dean of the department. If the issue is unresolved after meeting with the dean,
4. Go to the Office of Student Life for assistance.

#### **Milwaukee Campus**

Dr. Dan Burrell, Dean, Phone 414.297.7043

Dr. Kimberly Farley, Associative Dean, Phone 414.297.8187

Marie Dupuis, Instructional Chair, Phone 414.297.7432

#### **North Campus**

Dr. Deryl Davis-Harrison, Associative Dean, Phone 262.238.2476

Betsy Strern, Instructional Chair, Phone 262.238.2255

#### **West Campus**

Dr. Wilma Bonaparte, Associative Dean, Phone 414.456.5323

Laura Reger, Instructional Chair, Phone 414.456.5340

#### **South Campus**

Jim Walsh, Vice-President, 414.571.4721

Roy Gonsiorowski, Instructional Chair, Phone 414.571.4659

### **CHALLENGE EXAM**

There is no challenge exam for Math 200 because this course is not required in any program.

### **ADA STATEMENT**

If you have a disability that impacts your classroom performance and wish to request an accommodation, contact the Center for Special Needs at 414-297-6838. They may require documentation regarding your disability to enable them to comply with your request. Admission of a disability is voluntary and will be handled in a confidential manner. MATC does not discriminate against individuals with disabilities and fully complies with the Americans with Disabilities Act.

### **CHANGES IN COURSE SYLLABUS AND CLASS SCHEDULE**

The course syllabus and class schedule are subject to change in the event of extenuating circumstances or at the discretion of your instructor.

## MATC CORE ABILITIES

The Core Abilities are skills that allow students to continually adapt and learn. They have been called “employability skills,” soft skills, and professional attributes. You may not be tested for all of the Core Abilities directly, but you will demonstrate or apply them to complete lessons or to improve skills. The Core Abilities and indicators are listed below, and the ones you will be focusing on in this course are checked.

<b>Core Ability</b>	<b>Applies to Course</b>
Communicate Effectively	
a. Use effective oral communication skills	x
b. Use effective written communication skills	x
c. Apply standard rules of language structure, including grammar and spelling	x
d. Listen actively to others	x
e. Derive meaning from text	x
f. Communicate in a bias-free manner	x
g. Support viewpoints with evidence	x
Collaborate with Others	
a. Demonstrate respect in relating to people	x
b. Cooperate and resolve conflicts effectively	
c. Participate in shared problem solving	x
Respect Diversity	
a. Acknowledge personal prejudices and biases	
b. Appreciate perspectives of people outside own background/culture	x
c. Work collaboratively with persons from other backgrounds/cultures	x
d. Demonstrate sensitivity to global issues	
Demonstrate Responsibility	
a. Attend classes as scheduled	x
b. Turn in quality work	x
c. Adhere to safety rules and regulations	
d. Act professionally to fulfill job duties within chosen field	
e. Demonstrate flexibility and self-directedness in learning	x
g. Practice environmental sensitivity in profession	
Think Critically	
a. Differentiate between fact and fiction	
b. Consider other viewpoints and perspectives	x
c. Present logical arguments	x
d. Evaluate sources of information to solve problems	x
Utilize Technology	
a. Use technology to communicate	x
b. Solve problems using technology	x
c. Use appropriate technology to manage information	x
d. Recognize the impacts of technology	x
Apply Math and Science	
a. Apply math concepts and principles appropriately	x
b. Apply scientific concepts and principles appropriately	x
c. Interpret meaning from quantitative data	x
d. Interpret meaning from scientific data	x

**MATC LIBERAL ARTS AND SCIENCES  
MATH 200 INTERMEDIATE ALGEBRA  
Fall 2004 CLASS SCHEDULE  
TTH 9-10:55 Am**

Note: Any changes to this schedule will be announced in class.

**Day Assignment**

8/26 Placement Test  
Orientation

8/31 1.1-1.2  
1.3-1.4

9/2 1.5  
1.6  
1.7

**No Class Labor Day Sept. 6, 2004**

9/7 2.1  
2.2  
2.3

9/9 2.4  
2.5

9/14 2.6  
Review

9/16 Test Chapters 1-2  
3.1-3.2

9/21 3.3-3.4  
3.5

9/23 3.6  
4.1  
4.2

9/28 4.3  
Review

9/30 Test Chapters 3-4  
5.1-5.2

10/5 5.3-5.4  
5.5

10/7 5.6  
5.7

10/12 5.8  
6.1

10/14 6.2  
6.3

10/19 6.4  
6.5

10/21 Review Chapters 5-6  
7.1-7.2

10/26 Test Chapters 5-6  
Review for Midterm

10/28 Midterm Exam  
7.3-7.4

11/2 7.5  
7.6

11/4 7.7  
8.1

11/9 8.2  
8.5

11/11 8.6  
9.1

11/16 Review  
9.2

11/18 Test Chapters 7-8  
10.1

11/23 10.2  
10.3

**Thanksgiving Break Nov. 25-29, 2004**

11/30 10.4  
12/2 10.5

12/7 10.6  
10.7

Review  
12/9 Test Chapters 9-10  
Review for Final Exam

12/14 Final Exam  
12/16 Discuss Results

Omit: 4.4, 4.5, 4.6, 6.6, 8.4, 9.3, 9.4, 9.5