Math 210: PREALGEBRA - Fall 2011

COURSE	DAY	TIME	ROOM	INSTRUCTOR: Janice Hector
210-04 (#1597)	Mon – Fri	7:30 – 8:20 am	E36	OFFICE PHONE: 864-5632
210-04 (#1600)	Mon – Fri	10:30 – 11:20 am	E36	OFFICE ROOM: E25A
				email: **hectorjanice@deanza.edu**
OFFICE HOURS: 12:30–2:30 pm Monday & Wednesday				
Website: **http://www.deanza.edu/faculty/hectorjanice/**				

YOU MUST READ THROUGH THIS ENTIRE SYLLABUS TO BE FAMILIAR WITH THE CLASS. You are expected to keep a copy of this syllabus and the course calendar with the materials you bring to class each day. For questions about the course/class policies, refer to the syllabus. ***If the syllabus does not answer your question****, ask the instructor.*

Student Commitment:

- This is a **demanding** but rewarding class. **This class requires daily attendance and a minimum of 10 hours of study each week outside of class.**
- Math 210 covers a lot of material and moves at a rapid pace. At De Anza College (and *all* colleges) each credit unit represents 1 hour in class + 2 hours of study outside of class, weekly. **If you don't have time or can't commit to attend daily and do required work outside of class, then you should plan to take this class in another quarter when your schedule permits you to commit the necessary time to succeed.**
- This is also a collaborative class. You will be expected to work in cooperation with other students. Working in groups means that students will discuss ideas, questions and strategies with each other. Share your thoughts as often one idea will spark another and so on. Working in groups does not mean that students sit together as a group, but work alone and do not communicate with each other!

Required Text: Aufmann, **Prealgebra**, 5th edition

- You can purchase the book at the De Anza bookstore. The bookstore carries custom texts which include an access code for the online homework system, WebAssign. The cost for a new custom text that includes the access code will probably be less than the cost of a new or used text plus the cost of the access code for the quarter.
- There are several copies of the text (without an access code) put on reserve in the library media center.

Required Math 210 Worksheet Packet:

- Purchase at the bookstore –**check that the cover sheet has Instructor: Janice Hector**.
- ***If the bookstore runs out of packets on the shelves, ask a manager, not a student employee, for assistance to find a copy***. Student employees are not in charge of overall bookstore stocking, and may not know whether there are actually more copies elsewhere in the store. Or, you could purchase a packet by going directly to the campus copy center.
- **Bring the packet every day.** You will be taking extensive notes with the worksheet packet on the FIRST DAY of class! **You will not be able to keep up without the worksheet packet.**
- Any worksheet material not finished in class is assigned as homework to be finished **BY THE NEXT DAY**. Do not finish these sheets during class. Returning to the worksheets after class will help reinforce concepts to see what you understood and what you may still have questions on. **Occasionally, some of the worksheets you are supposed to finish by the next day may be asked to be turned in at the beginning of class the next day for graded participation points**.

Other Required Materials:

- **Bring to class daily: CALCULATOR (with square root and π keys), RULER, SMALL STAPLER**.
- Borrow a graphing calculator from the library resource center **before** class if you do not have a calculator with you. Students may **NOT** share calculators for quizzes or exams.
- **Cell phones and other electronic devices may not be used in class as calculators at any time.**

- Graph paper is required when we cover chapter 6. You can print out a few pages by searching for "graph paper" on Google.
- **PENCILS ONLY** must be used for all work in this class. (worksheets, homework, quizzes, and exams). **Student work written with pen will not be graded and will receive a "0" grade.**
- **1 Scantron** for multi-choice final exam – thin green (882-E) or brown (#2052) form from bookstore
- You will not be able to borrow **ANY** materials from the instructor.

Course Description:

- The goal of this course is to think logically and orderly like a mathematician. You will be organizing information, looking for patterns, making decisions, mastering basic skills and communicating your results in writing. We will cover properties of the number system, basic algebraic equations, geometric applications, graphing and functions.
- **Word problems and practical applications will be stressed heavily throughout the course. ALTHOUGH PREALGEBRA IS A MATHEMATICS COURSE, ENGLISH READING COMPREHENSION AND ENGLISH WRITING PLAY A VERY IMPORTANT ROLE IN THIS COURSE. COMMUNICATION IS CRITICAL IN LIFE, BOTH GIVING AND RECEIVING INFORMATION. STUDENTS WILL BE ASKED TO CAREFULLY EXPLAIN THEIR THINKING AND PROBLEM-SOLVING STRATEGIES BOTH VERBALLY AND IN WRITING.**

Homework:

- Homework will be collected and graded through the online system, **WebAssign** at **http://www.webassign.net**.
- 25 assignments at 3 points each; lowest 5 assignment grades dropped, 60 points total
- Two attempts allowed for each problem.
- All homework assignments are available at the beginning of the quarter.
- Each assignment has a specific due date after which you will not be able to change your answers.
- You can work on any homework assignment, save your work, stop, and come back to it later. **WebAssign** will keep track of your progress. But, you must submit your assignment by the due date/time for credit.
- **YOU CAN RETURN TO ANY ASSIGNMENT AND CHECK THE SOLUTION KEY AFTER THE DUE DATE/TIME FOR THE ASSIGNMENT.**
- Many extra practice problems are available in the text. Answers for odd problems are in the back of the text.
- **Getting started with WebAssign**:
  - Log in: http://www.webassign.net/
  - Click on: I HAVE A CLASS KEY
  - Fill in three boxes with class code.

    TAKE CARE - USE THE CLASS CODE FOR YOUR CLASS SECTION!

    - Section 04 (8:30 am class): deanza 0949 2532
    - Section 07 (10:30 am class): deanza 8724 2035

  - First and last name – **Use the name that you are officially registered with at DeAnza. No nicknames or abbreviations.**
  - You will not have to pay for WebAssign the Fall quarter only.

Quizzes:

- 7 quizzes at 20 points each, lowest quiz grade dropped, 120 points total. Tentative days on class calendar. Any changes will be announced in class.
- **NO MAKE-UP QUIZZES.** ***If you are absent for a quiz for ANY reason, you receive a grade of 0; one such grade of 0 for a quiz absence would then be dropped as your lowest quiz grade.***
- **Quizzes are based closely on homework and classwork. You need to do homework thoroughly and completely and work attentively in class to prepare for quizzes.**

- **Required: pencils, erasers, ruler, and calculator.**
- Most quiz questions will require you to write out your answers and show your work. Quizzes must be worked out **NEATLY** or points will be lost. Quizzes **WORKED OUT with PEN** will not be graded.
- Points will be deducted from quizzes worked on after the class is told to stop and put down pencils.

Midterm Exams and Final Exam:

- ***Midterms:***
  - 3 **MIDTERM** exams at 100 points each. The lowest midterm grade will be replaced by your grade on the Final Exam, if better. Tentative testing days on class calendar. Any changes will be announced in class.
  - **NO MAKE-UP MIDTERMS.** ***If you are absent for a midterm for ANY reason, you receive a grade of 0; one such grade of 0 for a midterm absence would then be replaced by your Final Exam grade.***
  - **Required: pencils, erasers, ruler, calculator**
  - **Permitted: one** 2-sided 8 ½" x 11" page of **hand-written** notes allowed. If English is a second language, a print (not electronic) English translation dictionary is also allowed.

- ***Final Exam:***
  - **2 hours; mandatory & comprehensive:** includes all material and chapters covered during the quarter. The time and date for the final exam can be found on the class calendar or check the final exam schedule on the De Anza College website: http://www.deanza.edu/calendar/.
  - Multiple-choice: bring a half-page green scantron (882-E) or brown scantron (#2052) from the bookstore. **No other scantron may be used.** *Your scantron must be flat with no bent corners, no wrinkling, no tears or other damage or* ***points may be lost.***
  - **Required: scantron, pencils, erasers, ruler, calculator**
  - **Permitted: two** 2-sided 8 ½" x 11" pages of **hand-written** notes allowed.

General Information For All Quizzes, Midterms and Exam:

- Come with all necessary supplies (pencil, eraser, ruler, calculator and, for final exam, a scantron).
- **ESL:** If English is a second language, a print (not electronic) English translation dictionary is allowed for exam/quiz.
- **If you do not have the necessary materials to take a quiz or exam, you may ask other classmates for supplies ONLY IF you arrive before the official start time of class. After the official start time of class, if you are missing any supplies, DO NOT talk to or disturb another classmate. You will need to leave class to obtain the supplies on your own before starting a quiz or exam. A student who talks to or disturbs another classmate while other students are still working may lose his paper and receive a "0" grade.**
- If your cell phone is visible, sounds off, or is used during an exam or quiz, you will be asked to stop your work. Your work may be removed and may receive a "0" grade.

Participation/Activities:

- 10- 100 points of your grade will be determined from:
  - Individual and group activities/worksheets, finished both in class and outside of class
  - Some worksheets that you are supposed to finish at home will be turned in for participation points at the beginning of the next day's class. No late work accepted.
  - On-time attendance and remaining for entire 50-minute class periods
  - Coming to class prepared with required materials: (**CALCULATOR (with $\sqrt{}$ and π keys), RULER, SMALL STAPLER**
  - Other items as announced in class

Grading:

Category	Points
25Homework Sets @ 5 pts each, lowest 5 grades dropped	100
7 Quizzes @ 20 pts each, lowest grade dropped	120
3 Midterm Exams @100 pts each Lowest midterm grade replaced by Final Exam grade, if better	300
Final Exam (mandatory)	100
Participation/Activities	10 - 100
TOTAL POINTS	630 - 720

Course Grade	Total Percent of Course Points
A	90%-100%
B	80%-89.9%
C	65%-77.9%
D	55%-64.9%
F	0%-54.9%

- You can access your final course grades by logging into the De Anza website, http://www.deanza.edu/registration/myinfo.html , with your student ID number. Due to privacy issues, you will not be able to obtain any information on grades by email and I cannot respond to such requests.
- Keep all work graded during the quarter.
- You are expected to keep a running tally of points for this course so that you will know how many points you need to earn on the final exam to achieve a specific grade for the course. You must bring this tally of points with you if you wish to check your current point total with the instructor. A sample tally sheet can be found at the end of this syllabus.
- To access final course grades, log into the De Anza website, http://www.deanza.edu/registration/myinfo.html , with your student ID number. Due to privacy issues, no information on grades can be give by email and I cannot respond to such requests.

Class Attendance:

- **Class attendance EVERY DAY is essential to student success in math. You are expected to attend all classes, arrive on time and stay for the entire class. In particular, ALWAYS STAY after finishing a quiz as we will continue discussion in the remaining class time.**
- I will take roll during the first two weeks of class. **If you have two full absences during the first two weeks, you will be dropped from the class.**
- **Late arrivals or early departures are disruptive and will be counted as a half absence. A LATE ARRIVAL is any arrival after the official start time of the class.**
- **Arrive on time.** Leave extra time to avoid traffic and parking problems. If on rare occasions, you do arrive late or must leave early, **sit near the door** so you do not disturb class. If you disrupt class you may be asked to leave immediately, resulting in an absence for that day.
- **During the first two weeks, if you arrive after roll is taken, you must let the instructor know immediately AFTER CLASS THAT SAME DAY that you arrived late, otherwise you will be marked down for a full absence.**
- **NO WORK** may be handed in late after the official start time.
- Note: **You are responsible for keeping up with class assignments and for being aware of schedule changes even when absent. Remember, the class calendar is ONLY A TENTATIVE schedule. Schedule changes will be announced in class.** If you miss class, you will need to contact your classmates for notes and information regarding the material you missed. Obtain phone numbers or email addresses of other students to contact if you are absent to get notes, etc. If you are absent, read the text and go to the tutorial center first; then come to me if you still have specific questions.

Academic Integrity/Cheating:

- **All students are expected to exercise academic integrity throughout the quarter.**
- Cheating and academic dishonesty are not tolerated. Students involved in cheating – either receiving or providing information – on any quiz or exam will be reported to the dean and may be expelled from the course for the first offense. At minimum, the score for that quiz/exam/assignment/lab will be "0". Any grade of 0 or F due to cheating or academic dishonesty will not be dropped or replaced.

- Cheating includes, but is not limited to, copying from other students or permitting other students to copy from you, plagiarism, submitting work that is not your own, and using notes on exams that do not meet permitted specifications or continuing to write/erase on exams or quizzes after the time for the exam/quiz has ended. Using any electronic device other than your approved graphing calculator on a quiz or exam may be considered cheating. Sharing a calculator with another student during an exam or quiz is considered cheating.
- During testing, your eyes must always be focused on your own paper, not looking around the room.

Class Rules, Conduct, Cell Phones etc:

- You will often work in pairs or small groups. Please be respectful of each other's ideas.
- **Respect other students' right to learn in a classroom environment that supports learning. No private conversations or disruptive behavior in class.**
- All electronic devices (cell phones, ipods, ear pieces, etc.) except your calculator must be turned off and put away out of sight during class. Absolutely no noise from them!
- **CELL PHONES**: In particular, turn off all cell phones **COMPLETELY** (not just set to vibrate) and put away before class. If a cell phone is used or goes off during class, you may be asked to leave class for that day. **DURING GRADED ACTIVITIES/QUIZZES/EXAMS, if your cell phone is used**, or is visible or goes off during an exam or quiz, your paper may be taken away from you and may have points deducted or receive a "0" grade.
- If you have special circumstances where you need to leave your cell phone on vibrate, you need to contact the instructor at the beginning of class, before your cell phone goes off.

Standards of Work:

- **College level work is expected in this class.**
- Work is graded for both accuracy and quality of work.
- Work must be **NEAT, LEGIBLE, WELL-ORGANIZED, AND ORDERLY**.
- When work/explanation is requested, correct answers generally must be supported by correct work to receive credit. You may lose credit, even if the final answer is correct, if the instructor can't easily read or understand your work, if necessary details, work, or interpretations are missing, if work is not logically presented in an easily understandable manner, or if work is shown but is incorrect and/or not consistent with your answer.

Guidelines for PresentingWork (POINTS WILL BE DEDUCTED IF GUIDELINES ARE NOT FOLLOWED.):

- Write your full name on top of each page as: **LAST NAME, FIRST NAME**
- I there's more than one page of work, you must **staple all pages together**, otherwise your work will not be graded. Only work completed with **PENCIL** will be graded.
- Work steps **DOWN** the page, not across the page. **Always work full lines down**. Do not work separate parts of a problem and combine them later in the problem. See below:

Easier to track steps down the page:

$$\begin{aligned} & -3^2-(4-2) \\ &= -9\ -2 \\ &= -11 \end{aligned}$$

Harder to track steps across the page:

$$-3^2-(4-2) = -9\ -2 = -11$$

- When simplifying expressions, all equivalent expressions must be connected with **equal** signs, one under another. See below:

Equal signs show that each new expression looks different, but still has the same value:

$$\begin{aligned} & -3^2-(4-2) \\ &= -9\ -2 \\ &= -11 \end{aligned}$$

Without equal signs, expressions are floating unrelated in space:

$$\begin{aligned} & -3^2-(4-2) \\ & -9\ -2 \\ & -11 \end{aligned}$$

- When **EVALUATING EXPRESSIONS** or checking solutions, **a variable must always be replaced with the number inside parentheses, whether needed or not**. See below:

With parentheses operations are preserved:

Evaluate $A^2+(B-C)A$ for $A=-2$, $B=5$, $C=-4$

$= (-2)^2+((5)-(-4))(-2)$
$= 4 + (5 + 4)(-2)$
$= 4 + (9)(-2)$
$= 4 - 18$
$= -14$

Without parentheses, errors may alter operations:

Evaluate $A^2+(B-C)A$ for $A=-2$, $B=5$, $C=-4$

Without parentheses, this would be written incorrectly as :

$-2^2+(5-4)-2$

and would become - 5, a wrong answer.

- When **SOLVING EQUATIONS**, ONLY column of equal signs, centered for each equation should be used. Do not add a second column of equal signs in the front of each equation. The extra equal signs in front would falsely imply that series of expressions were equal to each other.

Yes, this shows that the solution to one equation is the same solution for all other equations:

$$\begin{aligned} 3M+2 &= 4M \\ -3M \quad & \quad -3M \\ \hline 2 &= M \end{aligned}$$

No, the equal signs in the front are incorrect. They state incorrectly that 3M+2 = 2 = M:

$$\begin{aligned} 3M+2 &= 4M \\ = -3M \quad & = -3M \\ \hline = \quad 2 &= M \end{aligned}$$

- All graphs must have **axes labeled and scaled**. A **ruler** must be used to draw axes and lines. Use graph paper where noted on the assignment listings.
- **All word problems in worksheets, quizzes and midterms must be worked out with 5 steps unless otherwise instructed**:
  Step 1) **DIAGRAM** or chart or illustration which includes all relevant information, **including the variable**,
  Step 2) **UNKNOWN VARIABLE** listed with a **complete** definition that includes proper **units** (for example d = the diameter (inches) of the soccer ball),
  Step 3) **EQUATION** which includes the variable symbol,
  Step 4) **STEPS** leading to the solution of your equation,
  Step 5) **EXECUTIVE SUMMARY SENTENCE** that explains the result. And yes, college standards will be used to grade your work. Points will be deducted for sloppy writing that does not include **capitals and periods.**

Warning: KNOW THESE FIVE STEPS! Many problems on worksheets, quizzes and midterms require showing all 5-steps for full credit. Very little credit, if any, will be given for any answers without presenting all 5 steps.

IF YOU NEED HELP IN THIS CLASS:

- **CHECK THE MATH TUTORIAL CENTER (S-43)** for **FREE INDIVIDUAL, DROP-IN** or **GROUP TUTORING.** For current hours and information, use the following link: **http://www.deanza.edu/studentsuccess/tutorial/mathandsciencetutorialcenter/index.html**
- **Tutoring time is limited!** Sign up for tutoring EARLY in the quarter, by the end of the first week.
- **SEE THE INSTRUCTOR DURING OFFICE HOURS.**
- **FIND A STUDY PARTNER OR GROUP EARLY** in the quarter and work consistently throughout the quarter. Working with somebody else helps both students understand the material better.
- You can work with a study buddy by phone, email or IM if you can't study together in person.
- You can work together on campus in the tutorial center or in a study room in the learning center.
- **DON'T WAIT UNTIL YOU ARE DROWNING TO GET HELP**. **Get help as soon as you have difficulty, while there is still enough time to catch up and improve.**
- If you wait until you are behind, you will have a great deal of difficulty catching up. Classes taken on the quarter system move quickly.

- **Tally Sheet For Calculating Course Points For Math 210**

WebAssign Homework Pts		Quiz Pts	Midterm Pts	Participation/Activity Points	
Set Points	Set Points			Date/Assignment	Pts Earned/ Pts Possible
				Use the back of this page to list more participation/activity data	
1. _____	14._____	1. _____	1.. _____		
2. _____	15._____	2. ____			
3. _____	16._____	3. _____	2. _____		
4. _____	17._____	4. _____			
5. _____	18._____	5. _____	3. _____		
6. _____	19._____	6. _____			
7. _____	20._____	7. _____	Final Exam Score_____		
8. _____	21._____				
9. _____	22._____				
10. _____	23._____				
11. _____	24._____				
12. _____	25._____				
13. _____			Cross out the lowest score out of the 3 midterm scores and one final exam score		
Cross out the 5 lowest scores		Cross out the lowest score.			
Total of 20 best remaining scores: _____		Total of 6 best remaining scores: _____	Total of 3 best remaining scores: _____		Total Earned Participation/ ActivityPoints: _____

Final Exam Score: _____

Add together your 5 total scores above (homework, quizzes, midterms, participation/activity, and final exam) to get your total points for the course.

Before taking the final exam, to check what your final grade could be, try out different final exam scores and go through the process above.

Your final grade will be base on the percentage of possible course points that you achieve based on the calculation that follows. Find the Course Grade that corresponds to your percentage grade.

$$\text{Student course percent score} = \frac{\textit{Sum of your pts earned for the } 5 \textit{ categories}}{\textit{Total of course pts possible for the } 5 \textit{ categories}}$$