Section 06: Class consists of Lab and Lecture: LOPEZ

- **LAB:** MONDAY thru THURSDAY 12:30 – 1:20 PM in S44
- **LECTURE:** MONDAY thru THURSDAY 1:30 – 2:45 PM in S45  EnableMath Code: **12051**

Section 07: Class consists of Lecture and Lab: LOPEZ

- **LAB:** MONDAY thru THURSDAY 3:00 – 3:50 PM in S44
- **LECTURE:** MONDAY thru THURSDAY 4:00 – 5:15 PM in S45  EnableMath Code: **12052**

Materials:

- **Home access to the internet.**
- Site License and Book for ENABLEMATH; Enablearning/Noel-Levitz; Buy online or in the De Anza College Bookstore ONLY.
- Handout packet entitled, “EnableMath Handouts”. Get packet at the De Anza College bookstore or can be sent to you via email.
- A workbook or binder of paper for note taking. **This is very important.**
- A graphing calculator (TI 83 plus, TI 84 or TI 86) is highly recommended. **You can rent a TI-83 plus by going to myti83.com for $9 per month for as long as you like.**
- **The TI-89 calculator is NOT allowed.**

Attendance:

- **Regular, punctual attendance at all lab and class meetings is expected of each student.** Attendance will be taken every day. You are required to attend both lab and lecture time. **Failure to do so will result in a recorded absence.** YOU CANNOT EXPECT TO DO WELL IN THE CLASS IF YOU FAIL TO ATTEND LECTURES AND LABS.
- **Students absent from either lab or lecture anytime during the first week of class can be dropped.**
- A student may be dropped the course if absent the equivalent of 3 full days. Each lab and lecture counts as half a day. **YOU MUST DROP YOURSELF FROM THE CLASS IF YOU DECIDE YOU CANNOT TAKE THE CLASS. Otherwise your grade will be F.** If you are absent, please inform the instructor.
- The instructor may drop a student for violation of any policy stated in this syllabus. Students must follow the policies of the class in order to not be dropped.
**Homework:** Homework is assigned by the computer. Homework on the computer is graded automatically. By consistently doing your homework, you will learn the most. Do not fall behind! Complete all homework assignments and ask questions. **DOING HOMEWORK REGULARLY IS THE KEY TO SUCCESS IN THIS CLASS. YOU CAN GET A LOT OF IT DONE DURING LAB TIME. ALL HOMEWORK ASSIGNMENTS HAVE DUE DATES AFTER WHICH THEY ARE LOCKED.**

**Quizzes:** You will have 6 quizzes (numbered 0 thru 5) given in EnableMath. See calendar for dates. Except for Quiz #0, quizzes are due 2 days after the assigned date, but you do not have to wait until the assigned date to take a quiz--you may take them early if you wish. You will need to inform the instructor if you wish to take a quiz early. Your lowest quiz score is dropped. Quiz #0 covers material on the syllabus and is worth 20 points.

**Activity Worksheets:** Worksheets will be assigned to supplement the material given on the computer. Worksheets are usually due on the day of the next test. You will be told the exact due dates in class. **Late worksheets will not be accepted.** Only 15 worksheets will count toward your grade.

**Exams & Final Exam:** Three (3) midterm tests are given worth 100 points. One final exam (comprehensive) will be given worth 120 points. The final is multiple choice. Exam dates are on the calendar. No make-up exams will be given for any reason. **TO PASS THE CLASS, YOU MUST TAKE THE FINAL EXAM.** For the final exam, bring a small brown Scantron© (#2052). Buy it in the college bookstore.

**Assignments and points are as follows:**

- 3 midterms @ 100 points each = 300 points
- 1 final exam @ 120 points = 120 points
- EnableMath homework = 100 points
- Quiz #0 (on syllabus material) = 20 points
- 4 quizzes (class material) @ 10 points each = 40 points
- 15 Activity worksheets @ 4 points each = 60 points

**Grades are assigned as follows:** Total number of points possible: 640

- 576 – 640 points: A (90 to 100%)
- 512 – 575 points: B (80 to 89%)
- 448 – 511 points: C (70 to 79%)
- 384 – 447 points: D (60 to 69%)
- Below 384 points: F (below 60%)
Other:

- Good note taking will be essential for this class. You will be required to take notes of lectures and to use these notes during lab. Getting out your notes will be the first thing you do in lab everyday.
- Anyone caught cheating on an exam or quiz will receive an automatic 0 and be reported to the Dean of the PSME Division. You can be expelled from the class (and possibly from De Anza College) with a grade of F if you are caught cheating. Please read the general classroom procedures below for more information. It is your responsibility to know these procedures are to follow them at all times.
- If you wish to drop the course, it is your responsibility to do so. **Under NO circumstances will the instructor add, drop or give students a “no show” after the appropriate deadline has passed.**
- Turn off Cell Phones during class! **Phone usage of any kind is prohibited during any class, especially during tests and quizzes. You will lose 5 points if your phone rings during a test or quiz.**
- Disruptions during class will not be tolerated.
- From the Dean of Counseling: Change of Grade Requests include only the following options:
  1. Wrong bubble was marked on the Scantron®.
  2. arithmetic error in calculation of total grade points total points were incorrectly evaluated
  3. student should not have appeared/was missing on the final grade roster
  4. miscommunication regarding who would initiate the withdrawal
  5. confusion of student names
  6. some portion of the student's work was omitted from the grade calculation
  7. instructor missed deadline for change of incomplete.

**Classroom Policies**

- **It is your responsibility** to know the following policies for this class. These policies are part of the syllabus and will be strictly enforced. By enrolling in this course, you as the student agree to accept these policies and to follow them and agree that the instructor reserves the right to drop a student from the course with a W if any of the policies are violated. Further action may also be taken against a student who violates specific policies, such as the policy on cheating.

1. Talking during lecture is not allowed. While talking does not necessarily bother the instructor, it does interfere with other students’ ability to listen. If you talk during lecture, you will be asked to leave the room and you will be considered absent for that day. If you are asked to leave the room, you will not be allowed back into the class until you visit the instructor at office hour before the next class meeting.

2. Tests and quizzes are usually given at the beginning of class and are timed. You will receive a two minute warning before your time is up. When time has expired, you must put down your pencil or pen and stop writing immediately. If you do not stop writing immediately, your test or quiz will not be collected and you will receive a grade of 0. Remain in your seat and your test or quiz will be asked to pass forward or will be collected.

3. On test days, you may be assigned a seat by the instructor different from the one you are used to sitting in. If you talk or communicate with another student, you will be moved to another desk.

4. Cell phone usage of any kind is not allowed during tests and quizzes. If your phone rings during a test, 5 points will be deducted from your score, so make sure your phone is turned off.
4. Restroom visits and other reasons for leaving the classroom during test and quizzes are not allowed. Arrangements for special cases, such as medical reasons, must be discussed with the instructor before a test or quiz starts.

5. During tests and quizzes, the instructor will walk around the room and closely observe the students. Please do not let this bother you.

6. Communication of any kind during a test or quiz between students or others is not allowed and is considered cheating. This includes any verbal, written or other communication. If a student uses any kind of text or notes, written or other during a test when permission is not strictly granted ahead of time, the student will be considered cheating. All tests and quizzes are to be the work of individual students only, unless stated otherwise (we will occasionally have “group” quizzes and other group work) Sharing, comparing or aiding in the formulation of test or quiz answers of any kind is considered cheating. If you have a question during a test or quiz, you are only allowed to talk the instructor. If you are observed cheating on a midterm or quiz, you will receive a grade of 0 on that assignment and be reported to De Anza Administration. Also, if a student is caught cheating, the instructor reserves the right to assign a grade of F for the entire course or to drop the student with a W from the course. If you are caught cheating on the final exam, you will automatically receive a grade of F for the course.

7. Withdrawals (W’s) can no longer be given by instructors past the withdrawal deadline. Please be aware of this date. If you wish to take a W for the class, you must do so on or before the withdrawal date.

Quiz Dates: 6/29 (quiz on the syllabus, in lab), 6/30, 7/5, 7/12, 7/18, 7/25, 7/28

Exam Dates: 7/7, 7/20, 8/2. Final exam: August 4.