CLASS INFO
Day/Time: MTRF 3:00p-3:50p
Room/Day: MNB 104 MT RF
Instructor: Avery Cotton

CONTACT INFO
Office: MA 301
Phone: 503-838-9708
E-mail: cottona@wou.edu
Website: http://www.wou.edu/~cottona

OFFICE HOURS
MTR 5p - 6p; W 3p-4p; R 2p-3p; Other times available by appointment

COURSE DESCRIPTION
Linear equations, linear systems, linear inequalities, and an introduction to functions.
“Explores topics using a graphic calculator as well as traditional approaches. Credits earned apply for enrollment (eligibility) but do not apply toward a degree; satisfies no university or college requirement.” (WOU Course Catalog)

COURSE MATERIALS
Text/Online Access
We will be using Elementary and Intermediate Algebra, Functions & Authentic Applications, by Jay Lehmann. You will need MyMathLab/CourseCompass access (this should be bundled with the text if bought in the bookstore, but can be purchased separately directly through the MML/CourseCompass website http://www.coursecompass.com ). For those that do not want a hardcopy version of the text, the MML/CourseCompass access provides you with an online page-for-page identical copy of the text. Many students find it helpful to have a hard copy but I will leave this decision up to each student.

Calculator
You will need a graphing calculator for this course. TI-83 or TI-84 models are highly recommended because the textbook is designed specifically for the TI-83/84 and includes step-by-step instructions and screenshots in many areas throughout the book. Although other calculators may be able to conduct the same functions, they will likely use a different series of buttons to arrive at the desired result when conducting operations beyond basic arithmetic. Although I will try to help regardless of which calculator you have, if you choose to use a calculator other than the TI-83/84, it is ultimately your responsibility to learn how to perform the operations that we do in class.

TI-89 calculators and cellphones, PDAs, ipods, etc will not be allowed for quizzes, tests, or exams.
Written Work

Written work for this course is to be done using Paper, Pencil (not pen), and Eraser. Some students may find that colored writing utensils (pen/pencil/highlighter) are helpful within a diagram to help the illustration or to communicate ideas, however colored writing utensils are not to be used to complete the majority of anything submitted.

Electronic Communication

You will need access to your WOU issued Student E-mail account. I will use this method of contact exclusively throughout the course. If you have another e-mail address that you prefer, please make sure to have mail forwarded appropriately.

SPECIAL DATES

Friday, Oct 28, 2011 – Exam 1

Sunday, Nov 6, 2011 – Daylight Saving Time ends (Clocks fall back one hour)

Tuesday, Nov 22, 2011 – Exam 2

Thursday & Friday, Nov 24 & 25, 2011 – Thanksgiving Holiday: No Class

Monday, Dec 5, 2011 – Final Exam

GRADING

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<td>Homework</td>
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<td>Quizzes / In-Class Work / Projects</td>
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F  0.00% - 59.9% or not passed skills test  C+  77.0% - 79.9%
D-  60.0% - 62.9%  B-  80.0% - 82.9%
D  63.0% - 66.9%  B  83.0% - 86.9%
D+  67.0% - 69.9%  B+  87.0% - 89.9%
C-  70.0% - 72.9%  A-  90.0% - 92.9%
C  73.0% - 76.9%  A  93.0% +

Extra Credit

Just as pressing the crosswalk button repeatedly fails to make the signal change faster, repeatedly asking if I will offer extra credit opportunities will not make them appear faster. Availability and/or point value of extra credit will not increase based upon the number or urgency of requests.
Special Grades

Incomplete grades may be assigned at the discretion of the instructor. To be eligible for an incomplete, you must have notified both the instructor and the Office of Student Affairs in writing of an extremely extraordinary and verifiable situation. Furthermore, at least 80% of the work must be completed up to that point. A contract between the student and instructor for completion of the remaining course work is required.

If the course is taken on a pass/no-pass basis, a passing score is designated at a C- or better.

HOMEWORK

Homework will be assigned nearly every class day, and if not otherwise specified, will be due the following class day. Written homework assigned must be submitted on the day that it is due by the time I leave campus for the day. Online homework must be submitted on the day that it is due by 11:59pm.

You will be expected to have given a serious attempt for each problem assigned in the homework (Did you read the section? Do you understand the definitions? Did you work through the examples? Did you use the “Help me Solve This” feature? etc.). Please feel free to ask homework questions at the beginning of any class, however, be aware that there will only be a limited amount of time available at the beginning of each class period so some questions may need to be asked during office hours (either scheduled or by appointment).

QUIZZES

Quizzes will occur throughout the course which may or may not be announced prior to their administration. During a quiz, you will be allowed to use a blank piece of paper, a pencil, an eraser, and often a calculator (nothing else). Occasionally, calculators will be forbidden during a quiz. Quizzes are not able to be made up, but two of your lowest quiz scores will be dropped.

IN-CLASS WORK

Throughout the course, there may be in-class work assigned. You may be directed to work independently or in small groups. Specific directions for each piece of in-class work will be given at the time of its assignment. In-class work will not be able to be made up, but two of your lowest scores will be dropped.

SKILLS TEST

The Mathematics Department has stipulated that a “Skills Test” for MTH 070 assessing competency in some basic pre-MTH 070 skills will be required. Each MTH 070 student must pass the Skills Test by Friday, Dec 2nd. Any student not passing the Skills Test at least once by the deadline will receive an F in the course. (Don't panic. Everyone should be able to pass the Skills Test though some review may be needed.)

This test MUST be passed in order to pass the class. After the first test, retakes can be taken up to once per week through dead week until a passing score is achieved.
EXAMS

In addition to quizzes and the skills test there will be 2 midterm exams in this course and a cumulative final exam. The final exam time is stipulated by the Registrar’s office and can be found through a link from the class webpage.

Missing an exam

As a general rule, makeup exams will not be given. Makeup exam opportunities may be given in the case of a documented and verifiable emergency or school sanctioned absence. If you must miss an exam due to an emergency, please contact both me and the Vice President for Student Affairs Office at 503-838-8221, or studentaffairs@wou.edu as soon as possible. The Student Affairs office will contact me (and professors of other classes you may miss due to the emergency) on your behalf. If the absence is a school sanctioned absence, contact me before the exam, and have your coach, director, supervisor contact me from their WOU issued fac/staff e-mail account.

Calculators

During each exam, it will be expected that you have your graphing calculator (required course material) and know how to use it to perform the functions requested. If you need help to remember a certain calculator process, include it on the notecard.

Occasionally, there may be a portion of an exam for which you are not allowed to use a calculator. To avoid confusion, if there is a portion that is calculator restricted, I will give explicit directions. When the calculator restricted section is completed, students will need to submit it before they can receive the rest of the exam.

I may request to reset any student’s calculator memory. Should a student decline this request, the student will need to make up the exam at a later time. It will become the student’s responsibility to arrange a time with me for a make-up.

Course Compass/My Math Lab (MML)

Occasionally, quizzes/exams may involve a portion that is conducted with computers through the MML interface. During these assessments that involve an MML portion, other applications, especially e-mail or other communication programs, should not be open.

Notecards

During each exam, you will be allowed to write notes on both sides of one 3 inch by 5 inch notecard. The notes do not need to be in English. In fact, you are encouraged to write using whatever language, letters, characters, symbols, examples, diagrams, etc. that you think will help you to be most successful on the exam (unless it is academically dishonest). You must hand write your own notecard. Notecards will be submitted with the exam.
Scratch Paper

Scratch paper that you will be permitted to use will be provided for you.

Scantrons

Occasionally, exams will involve a scantron portion. For the scantron portion of the exam, you will need a scantron and a #2 pencil. Scantrons and #2 pencils can be purchased from the WOU Bookstore.

Pen should not be used in this course, and should never be used to complete a scantron.

You may find that you want an eraser when completing a scantron portion of the test. If you erase, make sure that you completely erase your answer. When choosing an answer, make sure to fill in your answer fully. Failure to fill-in or erase properly may result in the question’s answer being marked incorrect, and loss of points.

EXPECTATIONS / BEING SUCCESSFUL IN THIS COURSE

It is expected that you will…

- … be in class every day that it is scheduled, ready to begin actively participating at the start of the session, and you will be present until the session has ended
- … have the stipulated course materials each day
- … have given a serious attempt for each problem assigned in the homework before the next class period begins
- … ask questions about anything that you do not understand
- … check your WOU issued student e-mail account on a regular basis

Based on these expectations, you will be present for any announcements, and have all of the resources necessary to complete assignments, activities, quizzes, tests, and exams. You will also receive important any information that I send to your e-mail account. Failure to meet these reasonable expectations could cause a natural negative impact on your grade. (If you miss class you may wish to ask a classmate for notes on the material that you have missed. For this reason, students may find it helpful to get to know a couple other class members and their contact information early on in the term.)

As a general university rule of thumb, it is simply expected that throughout the week students will spend 8-12 hours outside of class each week, for a 4 credit course, working on related reading and homework. For mathematics and science related courses, many students will find that 12-20 hours outside of class each week will be needed for a 4 credit course to achieve their desired result. If you’re putting in less time than this, don’t be surprised if your grade isn’t as high as you’d like.

Office hours are times that I have set aside specifically to help students. If your schedule conflicts with my office hours, please contact me, I am always willing to make appointments to assist you with any questions you may have. In addition to seeing me in person, you are welcome and encouraged to call or e-mail me with any questions you may have.
APPROPRIATE CLASSROOM BEHAVIOR

The university classroom is not the place for cell phones or other non-academic electronic devices. Using any electronic device for text messaging, receiving or sending a message or listening to any recording during a university class is completely inappropriate classroom behavior (If you are in an emergency situation in which you need to have your cell phone on quiet; please speak to me about it before class). Non-academic electronic items should remain turned completely off and should remain completely out of sight at all times throughout class. “Quiet” or “vibrate” settings are not turned completely off. Failure to meet these expectations may result in loss of points.

Proscribed conduct for all students is described in the University Catalog. Disruptive classroom behavior of any kind, such as talking during lecture or consistently coming to class late etc., is not appropriate. Regardless of the situation, disruptive students or students that cause distraction may be directed to leave class for the remainder of the session and will receive no accommodation for any points missed.

ACADEMIC HONESTY/DISHONESTY

The education system relies on the assumption that each student submits work that is their own, and adheres to the instructions, rules and policies given for each assignment, activity, quiz, test, or exam. As such, you will be expected to do your own work on all occasions.

While working on homework and while studying material for quizzes or exams, I encourage everyone to get help from others (friends, tutors, professors, me, the internet, parents, children, pets, etc. not necessarily in that order) to understand the concepts. Receiving help means that it is explained such that you understand the problem and that you can perform each of the individual steps on your own. Again, you will be expected to do your own work on all occasions.

Unlike the “Are You Smarter Than a 5th Grader” classroom, cheats such as “peek” and “copy” are not allowed.

Any of the following actions during any quiz, test or exam (between the time that it has started and the time you have submitted it) will be considered engagement in, or an attempt at engagement in, academic dishonesty:

- Any communication (visual, audible, seismic, electronic, or otherwise) with another group or individual besides me
- Sharing anything (notes, notecards, scantrons, work, answers, formulas, pencils, erasers, rulers, calculators, electronic dictionaries, information, strategies, notes, scratch work,… bubblegum) with another group or individual besides me
- Using or attempting to use any information about a quiz, test, or exam provided (intentionally or otherwise) by another student
- Leaving the examination room with the quiz, test, or the exam
- Using more than one notecard or one that is larger than three inches by five inches, or any attempt to bring notes other than the notecard allowed
- Not submitting scratch paper or notecards with the test or exam
- Having out a textbook, notebook, or other notes aside from the allowed notecard
• Using or having cellular phones or other non-approved electronic devices out at anytime for any reason
• Having any other applications open during a computerized assessment, besides the assessment itself.

Furthermore, the following actions at any time will also be considered engagement in, or an attempt at engagement in, academic dishonesty:

• Any attempt to submit work that was not wholly completed by the individual or group whose name(s) appear(s) at the top of the front page of the paper, assignment, activity, quiz, test, or exam. **By putting your name at the top, you are certifying that you worked on it (which is academically dishonest if you did not). By omitting names of anyone who worked on it, the person(s) name(s) listed at the top are claiming credit for work completed by others which is academically dishonest.**
• Any attempt to submit work that was not wholly completed by the individual whose user account is signed into any type of electronic assessment tool.
• Any attempt to obtain or receive a copy of a quiz, test or exam, any portion thereof, or its answers (visually, audibly, seismically, electronically, or otherwise) before it has been officially administered to you
• Any attempt to supply a copy of a quiz, test or exam, any portion thereof, or its answers (visually, audibly, seismically, electronically, or otherwise) to students (directly or otherwise) who will later be taking the test
• Any attempt to change answers once an item is submitted
• Any attempt to make changes to my gradebook

The preceding lists are not necessarily all-inclusive. For further information on policies regarding academic dishonesty, see the Student Code of Responsibility which can be found at the Office of Student Affairs, in the WOU Course Catalog, or in the Oregon Administrative Rules (OAR 574-031-0030).

**Academic dishonesty of any kind will not be tolerated.** At a minimum, students found being academically dishonest will receive a zero for that assessment, without opportunity for making it up. Furthermore, the incident will be reported to Judicial Affairs with the recommendations that the incident report remain in the student’s permanent file and that further sanctions be applied as Judicial Affairs sees fit.

**DISABILITY SERVICES**

If you have a documented disability which requires accommodations, please contact the Office of Disability Services (ODS) for appropriate coordination of your accommodations. You can drop by APSC 405 or contact ODS at (503) 838-8250 to schedule an appointment. In addition, please talk to me during the first few days of class; I will be more than happy to accommodate you in any way that I can.