Syllabus for Preparatory Mathematics for General Education

MTH 105 Section 004  Fall 2016
M/T/W/R 4:00 – 5:15 pm

Instructor: Byron Hunter
Phone: (847) 543-2910
Email: bhunter@clcillinois.edu
Web Address: http://home.clcillinois.edu/eng504/
Office: L137

Schedule:

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<th>Time</th>
<th>Mon.</th>
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<td>12:00-1:00</td>
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<td>1:00-2:00</td>
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<td>4:00-5:00</td>
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Required Material: The TI-83 or TI-84 graphing calculator is required and the text is required (electronic version is acceptable).

Prerequisite: Completion of MTH 101 with a grade of “C” or Basic Algebra Readiness.

Course Description: This course focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communication of mathematics. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Instruction will emphasize the connections between verbal, numerical, symbolic and graphical representation of the concepts being taught. Emphasis will be placed on modeling and problem solving, with techniques and manipulations covered in context. The three strands of the course are Algebra, functions, and modeling as they apply to linear, polynomial, rational, and exponential expressions, equations, and functions.

NOTE: This developmental course serves as a prerequisite for MTH 140, MTH 141, MTH 222, or MTH 108. This course does not apply to any associate degree or career certificate program. A specific graphing calculator is required for the course. Contact the EMPS division office for details.

Prerequisite: MTH 101 (C or better) or Basic Algebra Readiness which includes an appropriate score on the Math Placement Test or a Math ACT score of 17 or better.

Instruction: Class discussion and group activities will be utilized throughout the course. It is the responsibility of every student to assist in facilitating effective discussion by being prepared for class. The members of your groups depend on you being prepared for every class. Don’t let them down! It is expected that every student will assist in developing a class setting that is free of distraction for all students.
Course Objectives: Upon completion of this course the student should be able to:
1. Estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives, and select optimal results.
2. Use mathematically correct vocabulary and symbolism to communicate, orally and in writing, problem statements, problem-solving methods, and interpretations of the solutions to problems.
3. Simplify expressions by using order of operations, the distributive property and combining like terms.
4. Model and solve application problems involving linear equations and inequalities in one variable.
5. Model and solve application problems involving linear, polynomial, rational, and exponential functions.
6. Construct graphs of linear equations in two variables using a variety of methods.
7. Model and solve application problems involving systems of linear equations.
8. Simplify polynomial expressions using properties of exponents and arithmetic operations.
9. Discuss the relationship between zeros and factors of polynomials.
10. Simplify rational expressions.
11. Solve proportions.
12. Create and analyze graphs of quadratic and exponential functions.
13. Create and analyze data displays.

Grading policy: There will be four tests throughout the semester, online quizzes, daily assignments in both an individual and group format, classroom activities, and a comprehensive final exam. Your final grade will be based on your level of achievement on all of these activities and assessments.

Quizzes: Quizzes will be completed online using MyMathLab. You must take these quizzes by the established deadlines. No extensions will be given for these deadlines.

Attendance: It is expected that you will attend every class period. This class relies heavily on discussion and participation. There is no effective method to replicate what you miss when you do not attend class. If you do miss a class it is your responsibility to learn what you missed and to turn-in any classwork or homework collected during your absence. Do not expect the instructor to redo what you missed.

Make-Up Test Policy: You are expected to take tests at the scheduled time. If you are unable to take a test on a scheduled day and time, you must inform the instructor before the test. After the test is given to the class it is unlikely that you be allowed to take the test.

Grades/scale:

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<th>Category</th>
<th>Percentage</th>
<th>Grade Range</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>Tests</td>
<td>30%</td>
<td>90-100%</td>
<td>A</td>
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<tr>
<td>MML Quizzes/Assignments</td>
<td>15%</td>
<td>80-89.9%</td>
<td>B</td>
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<tr>
<td>Class Activities</td>
<td>15%</td>
<td>70-79.9%</td>
<td>C</td>
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<tr>
<td>Daily Homework</td>
<td>15%</td>
<td>60-69.9%</td>
<td>D</td>
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<tr>
<td>Projects</td>
<td>10%</td>
<td>Below 60%</td>
<td>F</td>
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<tr>
<td>Final</td>
<td>15%</td>
<td>100%</td>
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Assignments: Daily classwork and homework will be collected and graded. Some of these will be group assignments. There will be a project collected in each cycle. Late assignments will not be accepted. We discuss new material every class period. Success in this class depends greatly on keeping up with the daily activities. Falling behind is not fair to you, your classmates, or the instructor.

Technology: The use of technology in the classroom should be restricted to the required calculator and any required computer work. If a phone must be left on, it should be inaudible to those around and off your desk, any emergency phone calls/texts should be received outside of the classroom.
**Student Responsibility:** Attendance is required. It is the responsibility of the student to acquire any material missed as a result of an absence. It is recommended that every student utilize a partner or group to study with and use as a resource when an absence occurs. A common standard used to figure out how much time per week to set aside for class preparation is to multiply the number of credit hours enrolled in by 2. A student enrolled in one 6 credit hour class should set aside 12 hours per week for class preparation and homework completion, 6*2=12. Students enrolled in 15 credit hours need to set aside 45 hours each week, 15 hours for class meetings and 30 hours to study, prepare, and complete homework. Being a full-time student is a full-time job. When a student has difficulties in a mathematics course, the most common reason for their performance is a lack of time committed to the class.

**Students with Special Needs:** If you have a documented disability that requires academic accommodations, please discuss this with me as soon as possible and contact the Office for Students with Disabilities in room L112 to arrange for all necessary services. To request academic accommodations due to a disability, please contact the Office for Students with Disabilities (847) 543-2474 in Room L112. If you have an Instructor Notification Form, please make an appointment with me so we can discuss the accommodations that you might need in this class.

**Coaching for Academic Success:** CLC’s Coaching for Academic Success (CAS) program supports you in identifying, defining, and achieving your academic goals. CAS coaches help you by discussing academic performance, setting measurable and reasonable goals, developing time management strategies, deepening connections to college peers, and referring to CLC resources.

You have been assigned an academic coach for this course. Your coach will send an introductory email to your CLC email account. Be sure to connect with your coach any time you have a question or could use some help. Your instructor will alert your coach if you could benefit from extra assistance with being successful in the class, and your coach will follow up with you by email, phone or text. If you need to contact CAS or your academic coach, please email CAS@clcillinois.edu.

**Academic Honesty:** The College of Lake County has adopted the Student Rights and Responsibilities Policy (#403) and a Statement of Student Academic Integrity. These may be found in the Student Handbook. Among the violations of academic integrity listed and defined are: cheating, plagiarism, falsification and fabrication, unauthorized complicity, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents, personal misrepresentation and proxy, and bribes, favors, and threats. It is the student’s responsibility to be aware of behaviors that constitute academic dishonesty. Pursuant to the due process guarantees contained in the Student Rights and Responsibilities Policy and Procedures on Student Academic Integrity, the minimum punishment for the first offense for a student found in violation of the standards of academic integrity is failure in the assignment. In addition, a disciplinary record will be established and kept on file in the office of the Vice President for Student Development.

**From the CLC Counseling Office:** The College of Lake County Counseling Office offers professional counseling for students who are in crisis or are having personal problems which as a result may affect their academic and career goals. The services of professional counselors are available at three locations on an appointment or drop-in basis: Grayslake Campus, C110, (847) 543-2060; Lakeshore Campus in Waukegan, N211, (847) 543-2186; Southlake Center in Vernon Hills, V130, (847) 543-6501

In addition, below is the link to the Counseling Services Referral Guide which we encourage you to review before the start of the semester. The referral guide is located on the CLC Intranet under Faculty Resources.

CLC Math Center: The secret of success is knowing when to seek help. If you are enrolled in a math or math-related course and need assistance, the Math Center provides tutoring by trained professionals as well as by fellow students. Please visit the CLC Math Center(s) for support. Come prepared for tutoring by having specific questions on problems that you have tried and on which you have had trouble. While Math Center tutors are happy to help you with homework they cannot do it for you. The Math Center does not provide help on take home exams and assignments or extra credit assignments.

**Math Center Hours**
Grayslake Campus - L119
Call (847) 543-2449
Fall & Spring Semester
Monday-Thursday 8:00 AM-8:30 PM
Friday 8:00 AM-4:30 PM
Saturday 10:00 AM-3:00 PM
Lakeshore Campus - N213
Call (847) 543-2120 for hours of operation or other information.
Southlake Campus - V212
Call (847) 543-6542 for hours of operation or other information.

Emergency Procedures: The College of Lake County works to ensure that the students, staff, and faculty are provided a safe environment for learning. To ensure this, emergency procedures have been developed. Emergency instructions are posted in each classroom. Please acquaint yourself with them. In the event of an emergency, please stay with the instructor or your fellow classmates. For the events listed below, the following procedures will be used:

Fire Alarm or Fire Event: Upon activation of the fire alarm, exit the room and remain together once outside the building. Remain outside, at least 100 feet from the building, until officially advised to re-enter.

Tornado: The College of Lake County designates safe zones in the event of a tornado. Our room is a safe zone, we will not need to move.

Life Threatening Emergency: Based on the most current information, the college will advise all campus stakeholders of the identified threat. Options to address the threat may include, exiting the building or sheltering in place. Please follow the instructions provided and move quickly. Should the decision be made to shelter in the classroom, members of the classroom will immediately secure the classroom door and move to an area not visible from the windows or door. You will silence all cell phones and remain quiet through this time.

Earthquake: Should an earthquake occur (for the first time in any of our lifetimes), the procedure will be to shelter in the room seeking cover under tables or desks until the tremors stop. You will then exit the building and remain at least 100 feet from the building.

Important Dates: Monday, September 5th and Tuesday, September 6th – Labor Day holiday – no classes
Wednesday, September 7th – Last date to withdraw without a “W” on transcript
**Wednesday, November 16th – Last day to withdraw**
Wednesday, November 23rd – Friday, November 25th – Thanksgiving holiday – no classes

Note: If you plan to discontinue attending your class anytime during the semester, it is strongly recommended that you take responsibility for dropping the class. Grades of W will only be assigned to students who drop themselves. Any withdrawal after the Last Day to Withdraw may result in an F grade.

Content Schedule: A more detailed schedule can be found on my website or on Blackboard

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<td>1 – 4</td>
<td>Cycle 1</td>
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<td>4 – 8</td>
<td>Cycle 2</td>
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<td>8 – 11</td>
<td>Cycle 3</td>
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<td>12 – 15</td>
<td>Cycle 4</td>
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<td>16</td>
<td>Final Exam</td>
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