

Pre-algebra MATH 111
Online Section 81
Syllabus Fall 2010

Stefanie O'Leary-Johnson, Instructor

Email: soleary@lc.edu

Office: CM 207, Math & Science Building

Phone: 618-468-4844

Website: www.stlmath.com

Office hours (CM 207): 8 – 10 am Wednesday & Friday

9:50 – 11:50 am Tuesday & Thursday

Online Office hours (Blackboard by appointment): 2 – 4 pm Wednesday

You are expected to read each assigned section of the book and complete assignments and any necessary tutorials through MyMathLab, the online learning resource that comes with your book. Resources such as calculator tutorials and a course calendar will be placed on Blackboard. My Website www.stlmath.com will serve as a backup location for resources.

Online resources (Blackboard <http://blackboard.lc.edu>, MyMathLab www.coursecompass.com, Website www.stlmath.com):

· There is a Blackboard area for the course. There you will find a discussion board, announcements, messages area, a calendar of course events and assignment dates, links to MyMathLab and www.stlmath.com, and various other resources. I will be building and adding to the resources throughout the semester. We will use the calendar function through your college Gmail account. You should familiarize yourself with the Blackboard area.

· There is help for Blackboard if you have issues. In addition to the math course you are enrolled in through Blackboard, you will see that you are also enrolled in a Blackboard Student Resource and Training Course. There you will find lots of information that may solve your problems. Also, from the Blackboard login page from the www.lc.edu Website (easiest found under Quicklinks), you will find a link for Blackboard Help - Online Chat. There you will be able to chat live with our campus' Blackboard administrators. If you are new to online courses, you are expected to attend one of the Blackboard orientation classes.

· My Website www.stlmath.com has many resources for you. I will be building and adding to the resources throughout the semester. For the most part, this Website will serve as a backup location for course materials. If Blackboard is down and you need a resource, look to www.stlmath.com.

· You are required to buy MyMathLab with your textbook. They should be bundled together at the bookstore. MyMathLab provides many resources including practice problems and tutorials. There will be graded assignments from it. You will need the course ID to log-in to MyMathLab. **Your course ID is o'leary-johnson66846.** The

spelling of my name, including punctuation, is important. You will also need the zip code of the school, 62035.

- You will do all of your homework assignments and quizzes through MyMathLab. They count for a good deal of your grade so it is crucial that you keep up with the assignments and quizzes. Do the homework promptly and thoroughly. Practice will help you immensely. The due dates for homework assignments are suggestions only. You can work on them and change your grade through Tuesday, December 14. (Quizzes and exams are different. They must be done during the allotted time.)

- Below you will find a sample homework assignment in MML. You can select any problem in the set to work on. This is particularly useful when you are returning to a set to correct mistakes. Notice a check mark or an X by each number indicates if you got it right or wrong. There is a palette that allows you to enter fractions, radicals, exponents, etc. exactly as you would write them. You are expected to use the palette to enter your answers in the correct form. On the right hand side, you will notice videos, completed examples, and other resources at your disposal. There is a help button ('?') in the lower right if you have trouble. Be sure to check your results after each quiz. Rounding errors are possible if you do too much rounding early in a problem so do not round your answer until the very end. Be careful to follow the instructions on how to enter your answers. Specifically they will denote how to round and what form your answer should be in. The instructions may vary from problem to problem. If your answer is marked wrong but you think it is correct, let me know and I will take a look at the problem. Usually you can get the credit but there is no guarantee. After you complete a problem, you must click "Check Answer". Make sure you Save your work before exiting.

Do Homework - Stefanie O'Leary-Johnson - Windows Internet Explorer
 http://www.mathxl.com/Student/PlayerHomework.aspx?centerwin=yes&homeworkid=-48065

Homework: Section 1.5 Homework

Question 1.5.9

Exercise Score: 0 of 1 pt Assignment Score: 10.7% (3 of 28 pts) 4 of 28 complete

Use the distributive property to rewrite each expression.

$7(4 + 5)$

$7(4 + 5) =$

(Type an expression. Do not perform the multiplication.)

Help Me Solve This
 View an Example
 Textbook
 Calculator
 Ask My Instructor
 Print

Click Check Answer after each answer and Save before you quit.

Enter any number or expression in the edit field, then click Check Answer.

All parts showing Clear All Check Answer Save

Textbook and Calculator:

- *Prealgebra*, Elayn Martin-Gay, 2011, sixth edition. (ISBN # 0321628861) We will cover most of chapters 1, 2, 4, 5, 6, 7, and 9.
- As mentioned, MyMathLab should be purchased with the textbook or can be purchased separately through the bookstore or their Website www.coursecompass.com. A credit card and email account are required.
- A student solution manual is available. This book has fully worked solutions to the odd numbered exercises.
- **You need a graphing calculator.** The calculators range in price but are very similar in function. The college officially suggests you get the TI-83 or TI-84 (TI stands for Texas Instruments). Most TI-83 instructions on my worksheets will also work for the TI-84. The TI-82, TI-85, and TI-86 are older models but will work fine. If you are not sure about your calculator, show it to me and we will see if it will work. Regardless of calculator type, I am willing to help you with it, but there are no guarantees. I am willing to help you with other non-TI brands as well. I am not as familiar with non-TI brands so I may need to see it in person to be of much help. **You need to get your calculator as soon as possible.** It is not acceptable to attempt this class without a graphing calculator.

· TI-89s, TI-92s, and several other non-TI branded calculators are not allowed on exams as they have extensive algebraic capabilities. Therefore, if you currently have such a calculator, please try to borrow another for the semester.

· You will find worksheets that show you how to use the calculators on the Website and Blackboard. It is your responsibility to learn to use your calculator. It should be a great resource for you to help you with the class material. Please find me if you have questions. The Math Resource Center (described later) is also a great place to go for help.

Evaluation/Point Breakdown:

MyMathLab Assignments	30% of total
MyMathLab Quizzes	10% of total
Average of Five Exam Grades	40% of total
Comprehensive Exit Exam	20% of total

· The grade scale is A – 90%, B – 80%, C – 70%, D – 60%. Your grade information will be available through MyMathLab.

· MyMathLab assignments will be assigned every week and must be completed. Failure to buy the MyMathLab packet will impact your grade badly. The homework due dates are listed as suggestions. You can work on and change your grade for any homework assignment through Tuesday, December 14. (Quizzes and exams are different. They must be done during the allotted time.) Due dates and dates of availability are given in the Course Calendar, available through Blackboard.

· Homework will take some time to complete, so make sure you give yourself plenty of time. Plan on doing homework every day. Keep in mind you do not need to do an assignment in one shot. You can start it one day and finish it another. In fact, you can go back and redo problems you missed to get full credit. Remember that you can always ask questions about homework problems you do not understand! Post questions on the Discussion Board or visit my online office hours at the Chat Room on Blackboard. MyMathLab also has lots of ways to get help on the problems.

· MyMathLab (MML) quizzes will also be assigned throughout the semester. You will have one week to complete each quiz once it is posted. You can redo any quiz before the due date to change your score. My advice is to do them until you get the highest score possible.

· There will be no extensions for the quizzes and exams. It will be your responsibility to make sure you have completed and submitted the work on time. If you wait until the last minute and then have problems with your computer, you will not be allowed to make up the work.

· There are some assigned problems in the book that are not duplicated in MyMathLab (MML). They are listed under Important Documents in Blackboard. Be sure to do those from your book. They will not likely be graded but may show up on exams.

· We will have five chapter exams. The exam component of your grade will be the average of these exams. Exams will be done in the Assessment Center, described later. To receive your graded exams, you must provide self-addressed stamped envelopes for each exam, or come by my office to pick up the exams. Be sure you have affixed sufficient postage to your envelopes.

· You will take paper-and-pencil exams in the **Assessment Center** which is located in **Haskell Hall HK B-25**. (It is located in the basement of Haskell Hall on the main campus in Godfrey.) Please contact me at least one week in advance of the exam start date if an alternative location must be used. The **Assessment Center's hours of operation** are noon – 7:45 pm Tuesday through Thursday, and 8:00 am – 4:30 pm Monday & Friday. Simply stop by with enough time (50 minutes) to finish your exam during their hours. Their phone number is 468-5230 or 468-5231 in case you want to call. If you would prefer to take your exam in Edwardsville, Jerseyville, or Carlinville, refer to the handout Exam Locations for Online Students under Important Documents in Blackboard. You must show a **photo ID** to take your exam. Make sure you take your calculator.

· The breakdown of book material on each exam is below. This may change slightly. Any changes will be announced in Blackboard well in advance of an exam.

Exam	Sections covered	Tentative schedule
1	1.1 – 1.8, 2.1 – 2.5, 9.1	Available Monday, Sep. 27 – Friday, Oct. 1
2	4.1 – 4.7	Available Monday, Oct. 18 – Friday, Oct. 22
3	5.1 – 5.5, 9.2, 9.3	Available Monday, Nov. 8 – Friday, Nov. 12
4	6.1 – 6.5	Available Monday, Nov. 29 – Friday, Dec. 3
5	7.1 – 7.5, 9.4 – 9.7	Available Monday, Dec. 13 – Wednesday , Dec. 15
Exit	entire semester	Available Monday, Dec. 13 – Wednesday , Dec. 15

· There will be a comprehensive exit exam, meaning it will cover material from the whole semester. **To pass the course, you must get a 70% or higher on the exam, regardless of your grade to that point.** If you have a grade of C or better before the exit exam, and you do not get at least a 70% on the exam, you will receive a D for the course. If this happens to you, there is a “second chance policy” in place. You will be asked to enroll in an online learning system (costs about \$20) for one month. Once you achieve a certain level of success, you will be allowed to retake the final. If you pass, you will receive a C for the class. If this applies to you, you will be notified through LC email after the finals have been graded. This policy is departmental. The exit exam will be taken the last week of class.

Miscellaneous details:

· The handouts and worksheets on the Website and Blackboard are in PDF format; you will need the Adobe Acrobat Reader to read these. The Reader is available online at www.adobe.com -- just follow the links to download the latest Acrobat Reader. It is free of charge. There may be optional worksheets listed at the bottom of the “Assorted Handouts and Tutorials” portion of the Website. Use them for extra practice. I will be creating resources throughout the semester.

· If you need to contact me, phone, email me, use Blackboard’s Discussion Board, Chat Room, or Messages, or stop by my office. Email is inherently insecure; meaning if someone wanted to, they could read our emails. For that reason, college policy does not allow us to discuss grades over email. I am happy to discuss anything with you.

· The **Math Resource Center** (MRC) is available for individual or group tutoring. It is located in CM 233. It is free of charge and first come, first serve. Their Website www.lc.edu/mrc has lots of resources ranging from worksheets to multimedia tutorials to links to educational Websites. The hours of operation for the Godfrey campus MRC will be distributed as soon as possible. There is an alternative N.O. Nelson campus location with limited hours in Edwardsville as well. The location here may change from semester to semester; see their Website for the current location.

· If you have a health condition or disability which may require accommodations (in order to effectively participate in this class), please meet with Barbara Cadle, Division Assistant, of the **Student Development and Counseling Services located at Caldwell Hall, Room 2320, at 618-468-4211**. Information about your disability will be treated confidentially.