Math 112 Section 037
College Algebra Concepts and Applications
Course Policy – Fall 2013

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Office Hours: M 9:00-10:00, T 2:00-3:00, F 1:00-2:00

MyMathLab Course ID: shahar28898

Required Materials:

MyMathLab access code for *College Algebra, 2nd edition* by Kirk Trigsted.
Class Notes for Math 112 – Available in bookstore
Graphing calculator (see below for specific details).

Main websites: http://d2l.arizona.edu
http://www.mymathlab.com
http://math.arizona.edu/~algebra/math112/.

Course Objectives*

- To help students improve basic algebra skills by way of an integrated review of these skills as they are needed in the course.
- To promote problem-solving and critical thinking skills through the application of algebraic concepts to common situations.
- To enhance learning and understanding of algebraic concepts through the integrated use of graphing calculators.
- To promote and utilize the "Rule of Four": All concepts are explored algebraically, numerically, graphically and in context with applications.
- To incorporate writing into the curriculum.
- To provide a sufficient algebra background for Math 113, Math 116, and Math 163/263.
- To help strengthen students' general academic skills.

* More specific objectives are listed in the Class Notes

Attendance/Administrative Drops

Daily attendance is expected from every student. Students who miss the first class meeting will be administratively dropped unless they have made other arrangements. In addition, students with more than 3 unexcused absences may be administratively dropped from the course. (See Administrative Drop Policy at http://catalog.arizona.edu/2013-14/policies/classatten.htm) If you need to miss class for unavoidable circumstances, see your instructor as soon as possible. Other actions that may result in an administrative drop from this course include failing to sign up for MyMathLab by August 28 or missing more than 5 assignments.

Academic Integrity

Students are responsible to inform themselves of University policies regarding the Code of Academic Integrity. Students found to be in violation of the Code are subject to penalties ranging from a loss of credit for work involved to a grade of E in the course, and risk possible suspension or probation. The Code of Academic Integrity will be enforced in all areas of the course, including, but not limited to, homework, quizzes, and tests. For more information about the Code of Academic Integrity policies and procedures, including information about your rights and responsibilities as a student, see the following website: http://deanofstudents.arizona.edu/codeofacademicintegrity.

Classroom Conduct

Students at The University of Arizona are expected to conform to the standards of conduct established in the Student Code of Conduct. Prohibited conduct includes:

1. All forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Interfering with University or University-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
3. Endangering, threatening, or causing physical harm to any member of the University community or to oneself or causing reasonable apprehension of such harm.
4. Engaging in harassment or unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapping condition, national origin, race, religion, sexual orientation, or veteran status, or violating University rules governing harassment or discrimination.

Students found to be in violation of the Student Code of Conduct are subject to disciplinary action. For more information about the Student Code of Conduct, including a complete list of prohibited conduct, see the following website:
http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct

Students should turn off all electronic devices during class unless the device is deemed necessary for the class by the instructor. This includes, but is not limited to cell phones, mp3 players, PDAs, and computers. If you have a disability-related accommodation that involves the use of a computer during class, please discuss this with your instructor in advance.

Students should be ready to start when class begins and stay until the end of class. Please let me know if you have a legitimate reason for being unable to arrive on time or stay until the end of class. If there is an emergency for which you need to use your cell phone or leave class early, please exit the room without disturbing the rest of the class and deal with the situation outside of the classroom.

Students should dress appropriately for class.

Calculators
A graphing calculator (TI-83, 84, or 86) is required for this course. Calculators that perform symbolic manipulations (such as the TI-89 or TI-92 or certain TI-Nspire CAS) cannot be used. For in-class exams, quizzes, and the final exam, the only program allowed in your calculator is the QUADRATIC FORMULA program found in the Class Notes.

Homework
There are 3 components to homework: Reading Assessments, MyMathLab Homework, and Written Work. Late homework is generally not accepted.

1. Reading Assessment Assignments (20 course points)
   There will be 23 reading assessment assignments this semester, posted in MyMathLab. These assignments are scheduled to be completed **BEFORE** the instructor covers the material and are due by 11:59 PM on the due dates. Students are required to read the material in the textbook and answer a few questions about the reading. The lowest 3 Reading Assessment assignments will be dropped, and the remaining assignments will be averaged and scaled to 20 points in the course.

2. MyMathLab Assignments (40 course points)
   In addition to the 23 reading assessments, there will be 23 online homework assignments this semester, posted in MyMathLab. These assignments are scheduled to be completed **AFTER** the instructor covers the material and are due by 11:59 PM on the due dates. The lowest 3 MyMathLab assignments will be dropped, and the remaining assignments will be averaged and scaled to 40 points in the course.

3. Written Work Assignments (40 course points)
   There will also be at least 23 written work assignments, posted in D2L. Written work assignments will consist of two questions from each section. Students must submit the homework on the pre-formatted homework sheet to be found on D2L. Students are encouraged to create a draft of their solutions separately before they submit their final draft to the instructor. Since there are only two questions assigned per section, each student should submit work that is of high quality. You may work with other students on homework, but the work you turn in must be your own. You should both understand the solutions you turn in and write the final solutions by yourself.

   Students are expected to complete the following procedures to receive full points on their written work assignments.
   - Show and clearly explain an algebraic method used to solve the problem. Clearly indicate the final answer.
   - Check the solution by using an alternative method to solve the problem or by rigorously examining the solution for validity.
   - Proper mathematical notation should be used.
   - The student's work should be neat and well-organized in the final draft that is submitted.
   - On the upper right hand corner of the first page, write your name, the course, and the assignment number.
   - Staple all pages of the assignment together.

   Written homework is due within the first four minutes of class on the due date. Late homework will not be graded. I may, however, provide comments on late assignments depending on how late they are turned in. Notify me via email—two weeks in advance, if possible—of any excused absences that occur on the day homework is due. We will then arrange for you to turn in the homework early or shortly after the scheduled due date.

   To account for the occasional unexcused absence, the lowest 3 written assignments will be dropped, and the remaining assignments will be averaged and scaled to 40 points in the course. These drops are *meant* to cover possible unexcused absences such as car troubles or minor sicknesses. Do not waste them! If you have extenuating circumstances for having more than 3 unexcused absences, communicate them to me and we will work out a solution on a case-by-case basis.

The written assignments will be graded and returned the class after they are due (or possibly the class after that).

MyMathLab Tests
There are four online tests, posted in MyMathLab, that cover certain topics in the course. Prior to completing each online test, students will have an opportunity to work through an **optional** practice tests. The online tests will be open for a period of about 4 days and have a 2-hour time limit. Students will have one attempt on each MML test and each test must be completed in one session. Each test will be worth 25 course points, for a total of 100 points for all four MyMathLab tests.

Exams
There are two common midterms worth 150 points each and one in-class midterm worth 100 points. Midterm 1 will be given on Friday, October 4, 2013, from 4:30 pm – 6:00 pm. Midterm 2 will be given on Friday, November 15, 2013, from 4:30 pm – 6:00 pm. Midterm 3 will be given on the last class meeting during the week of December 2, 2013 (either on Thursday, December 5, or Friday, December 6, depending on class meeting days). The comprehensive Final Exam will be given on Monday, December 16, 2013 from 8:00 am – 10:00 am. Please put all of these dates in your calendar immediately.

Study aids for the midterms and final will be posted in D2L under Quizzes. These D2L quizzes contain random questions from a larger pool of problems. Multiple attempts should be made to ensure you receive adequate practice. Additional practice problems for the exams will be provided in a printable paper format.

Missed Exams
Students who are unable to attend common midterm 1 or common midterm 2 will be asked to complete an online request form by a specific date. Students should also notify their instructor. Failure to submit the request for a make-up midterm may result in the request being denied.

Students who are unable to attend their third test or the final should notify their instructor. Arrangements for a make-up test will be considered on a case by case basis.

If a verifiable emergency arises which prevents you from taking an exam at the regularly scheduled time, you must notify your instructor as soon as possible. Make-up exams will be administered only at the discretion of the Mathematics Department and/or the instructor. If a student is allowed to make up a missed exam, (s)he must take it at a mutually arranged time. No further opportunities will be extended. Failure to contact the Mathematics Department and/or instructor as stated above or inability to produce sufficient evidence of a real emergency will result in a grade of zero on the exam.

Students with Disabilities
If you anticipate issues related to the format or requirements of this course, please meet with your instructor to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; drc.arizona.edu) and notify your instructor of your eligibility for reasonable accommodations by Friday, September 6. You will then be able to work with your instructor to plan how best to coordinate your accommodations.

Grades

Common Midterm 1	150 points
Common Midterm 2	150 points
Midterm 3	100 points
MML Tests	100 points
Homework (Reading Assessments)	20 points
Homework (MyMathLab)	40 points
Homework (Written Work)	40 points
Final exam	200 points
Total possible points	800 points

You are Guaranteed a Grade of:
A if you earn at least 720 points (90%)
B if you earn at least 640 points (80%)
C if you earn at least 560 points (70%)
D if you earn at least 480 points (60%)

Please note that neither exam scores nor final grades will be curved. No extra credit or bonus points are offered in this course.

A grade of Incomplete will be given only at the instructor's discretion, according to University Policy as described at http://www.registrar.arizona.edu/gradepolicy/incomplete.htm

Withdrawal
A student may withdraw from the course with a deletion from record through September 22, 2013, using UAccess. A student may withdraw with a grade of "W" through October 18, 2013, using a change of schedule form with your instructor's signature.

Using Math 112 as a Prerequisite for Other Courses

The Undergraduate Committee of the Department of Mathematics has adopted a policy that a grade of C or better in Math 112 is a necessary prerequisite for Math 122A/B (Calculus I). This policy took effect in the Fall 2010 semester. Students who receive a D in Math 112 will receive credit for the course towards graduation requirements, and will be able to use the course for their general education math requirement or as a prerequisite for Math 113, 116, 163, 263, or 302A, but will not be automatically qualified to register for Math 122A/B. Students may always exercise the option of taking the math placement tests to achieve placement into Math 122A/B.