Instructor Information
- NAME
- Office:
- Phone:
- Email:
- Office Hours

COURSE MATERIALS: Purchase one of the following.
  (Section 11.4 is not included in the printed textbook; however, it can be found in the MLP eText)
- Standalone MyLabsPlus Access Code (includes ebook, but no printed textbook) ISBN: 97813231999497
- Standalone MyLabsPlus Access Code (purchased online via MyLabs Plus)

PREREQUISITES: By Placement Test or Minimum Grade in Math 00100 of C- or better or equivalent.

COURSE DESCRIPTION: This is a refresher course in algebra intended for liberal arts and business majors. The course includes solving equations and inequalities, operations with polynomials, factoring, operations with rational expressions, solving rational equations, functions and their graphs, solving systems of equations and inequalities, radical expressions and functions, solving quadratic equations, quadratic functions, exponential and logarithmic functions, solving exponential and logarithmic equations and logic.

FUTURE MATH COURSES: To register for Math M118, M119, 13000/13600 or Stat 30100 you must receive a grade of C- or better in Math 11000 or Math 11100. Because Math M119 requires a greater understanding of algebra, it is recommended that a student take M119 immediately after Math 11000 and, if taking both, prior to Math M118. To register for Math 15300 you must take Math 11100.

UNIVERSITY COURSE POLICIES: There are a number of campus-wide policies governing the conduct of courses at IUPUI. These can be found at http://registrar.iupui.edu/course_policies.html

CALCULATORS and OTHER ELECTRONIC DEVICES: Students are permitted to use only the TI-30Xa Scientific Calculator (manufactured by Texas Instruments) on in-class exams or quizzes, including the final exam; the use of any other calculator is prohibited. Students must also put away any other electronic devices; this includes, but is not limited to: graphing calculators, cellphones and related devices, computers, portable audio/video players, pdas, and portable game systems during exams and quizzes.

ATTENDANCE AND ADMINISTRATIVE WITHDRAWAL: If you miss more than half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact the instructor. For further information, refer to http://www.registrar.iupui.edu/withdrawal-policy.html

WITHDRAWING FROM CLASS: Friday, April 15 is the last day to withdraw for Spring Semester 2016. If you find it necessary to withdraw from the course, please talk to your instructor or advisor first for assistance in deciding what alternative options best fit your needs. Advisor and instructor (or math department member) signatures are required after the first week of class. Withdraws after the date above requires the signature of the Associate Chair. Note that if you stop attending class without officially withdrawing by the last withdraw date, your grade will be an F for the course.

DISHONESTY AND STUDENT MISCONDUCT: Cheating will result in a minimum penalty of receiving a grade of F in the course. The IUPUI Department of Mathematical Sciences expects all students to adhere to the regulations put forth in the “IUPUI Code of Student Rights, Responsibilities, and Conduct” concerning academic misconduct or personal misconduct. Procedures for imposing academic and disciplinary sanctions are outlined in the Code. The Code can be found at: http://conduct.iupui.edu
SPECIAL SERVICES: Students needing accommodations because of a disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 274-3241. Visit http://aes.iupui.edu/ for more information.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS). All IUPUI students are eligible for individual counseling services at minimal fees. Group counseling services are free of charge. CAPS is located in Taylor Hall, room UC 100 and can be contacted by phone (317-274-2548). For more information, see the CAPS website at http://caps.iupui.edu

COURSE WORK
- **Practice Exercises**: There will be daily assignments and it is important that you do them as the material is presented. It is expected that you work every problem at the end of each section covered in your textbook. To succeed in this course, it is very important that you spend a considerable amount of time working on problems in the textbook.
- **Math Assistance Center**: If your score on any exam is less than a C (73 percent), it is recommended that you attend mentoring sessions sponsored by the Math Assistance Center (MAC). Times and dates of these sessions can be found at http://mac.iupui.edu/
- **MyLab Plus Homework** – In every section of the text there is a graded computer homework assignment. To receive full credit for an assignment, you must complete an assignment by the 6:00 am the morning of the exam or earlier. Any work submitted after this deadline will graded as 0's.
- **In-class Quizzes/Other**: Policy set by your instructor.
- **Exams**: There will be four in-class exams. Students are expected to take all exams on the scheduled exam days/times. If a student misses any scheduled exam due to a circumstance beyond their control (such as a death in the family, medical emergency, illness, religious holiday, etc.), a make-up exam will be permitted with proper documentation. Students with such a documented reason should contact their instructor within one week to schedule a make-up exam. A student should not expect to makeup more than one exam.
- **Final Exam**: The final exam will be on Thursday, May 5 from 1:00pm-3:00pm in the Lecture Hall. The final exam is a departmental comprehensive exam. It will be worth approximately 30 percent of your total class grade. Be sure that you do not have any conflicts (work, class, or otherwise) with the time and date of the final exam.

GRADES: Your letter grade for the course will be determined from your total scores which will be computed as follows.

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<thead>
<tr>
<th>POINTS</th>
<th>GRADES</th>
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<tbody>
<tr>
<td>In-Class Exams (4) 400</td>
<td>97%, 93%, and 90% for grades of A+, A, and A-</td>
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<tr>
<td>Quizzes/Other 50</td>
<td>87%, 83%, and 80% for grades of B+, B and B-</td>
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<tr>
<td>MyLab Plus 100</td>
<td>77%, 73%, and 70% for grades of C+, C, and C-</td>
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<tr>
<td>Final exam 250</td>
<td>67%, 63%, and 60% for grades of D+, D, and D-</td>
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<td>Total 800</td>
<td>Below 60% is an F</td>
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**INCOMPLETES**: Grades of Incomplete will only be given in accordance with the university policy available at http://www.registrar.iupui.edu/incomp.html. Specifically, students must be passing at the 3/4 mark of the semester to qualify for assigning an incomplete. The instructor must agree that an incomplete is appropriate and it must be approved by the Associate Chair of the Department of Mathematical Sciences.

COURSE COORDINATOR: All inquiries about this course and student/instructor rapport problems should be directed to the course coordinator, Clay Hicks, UC B002B, 278-4134, chicks @ math.iupui.edu.