

# COURSE POLICY — MATH 11100 – ALGEBRA — 2016 Spring

**\*\*Generic — See your instructor for section-specific course materials\*\* Sections #xxxxx & #xxxxx**

<b>Instructor:</b> xxxxx	<b>Telephone:</b> (xxx) xxx-xxxx
<b>Days/Time/Classroom:</b> <ul style="list-style-type: none"><li>• #xxxxx meets xxxxx</li><li>• #xxxxx meets xxxxx</li></ul>	<b>Office Location:</b> xxxxx
<b>E-mail:</b> Use the Messages tool in Oncourse for all correspondence.	<b>Office Hours:</b> <ul style="list-style-type: none"><li>• xxxxx xxxx-xxxx</li><li>• xxxxx xxxx-xxxx</li></ul>

Math 11100 is the first course in the study of algebra at IUPUI. This course is intended specifically for students who are pursuing careers in science, technology, engineering, and mathematics (i.e., in a STEM field), whose programs require them to prepare for and take either Math 15300 or Math 15900. In this course you will be introduced to many of the fundamental concepts of algebra and the methods needed for their application; you will also work to improve your abstract reasoning and problem solving skills. Many of the STEM courses that you will take in the coming years require you to apply the knowledge you obtain in this algebra course. Therefore, as you study, keep in mind that success in many of your future courses may depend heavily upon what you learn in Math 11100.

**PREREQUISITE AND COURSE DESCRIPTION:** The prerequisite for Math 11100 is Math 00100 (Introduction to Algebra) with a minimum grade of C or placement by computerized testing (ALEKS). Math 11100 is offered in the fall and spring terms, and in both summer sessions. Topics include: simplifying algebraic expressions; solving linear equations, inequalities, and systems of equations; functions; solving polynomial, exponential, and logarithmic equations. Math 11100 covers material from the second year of high school algebra. The minimal grades for advancement are: B for enrollment in 15900 and C for 15300. **WARNING:** Be aware that Math 11100 is not the recommended prerequisite for Math M118 or M119; you should take Math 11000 instead of 11100 to prepare for M118 or M119.

**MORE ON PREREQUISITES:** If you have completed Math 00100 with a grade of C or better within the past year, or if you recently placed into Math 11100 via a computerized test approved by the Department of Mathematical Sciences, then you should be adequately prepared for this course. If you do not meet at least one of these criteria then you should talk to me as soon as possible to decide whether or not Math 11100 is an appropriate course for you at this time. If your background knowledge is insufficient and/or if you lack recent experience (i.e., if too much time has elapsed since your last math course), then you will probably have great difficulty with Math 11100 (despite your extra effort). If you are not sure that this is the right course for you, talk to me immediately! You'll find that I can quickly help determine which math course you should take. **NOTE:** All course changes should be made during the first week of class (by Sunday, 1/17).

**TEXTBOOK:** The textbook for Math 11100 is *Intermediate Algebra*, 4th Custom Edition for IUPUI (soft cover with 3-ring holes), by Lial, Hornsby and McGinnis (ISBN 9781256664482). This textbook is also sold in hardback form as the 11<sup>th</sup> Edition of *Intermediate Algebra* (ISBN 9780321715418). Either book may be used, but you will also need a MyLabs Plus (MLP) access code for the web-based homework; this code normally comes only with the soft cover textbook when it is purchased from the IUPUI campus bookstore. If you do not obtain an MLP access code when you buy the textbook, or if you plan to use the online-only version of the text, then you must purchase an access code through MLP.

**CALCULATOR POLICY:** **The TI-30Xa (battery or solar version) is the only calculator allowed on quizzes and exams in Math 11100.** No other calculator may be used on quizzes or tests. Bring your TI-30Xa scientific calculator with you to every class period. The calculator policy for Math 11100 is part of the Math Department's general policy regarding calculator use. Effective as of the Fall 2012 semester, the department's policy stipulates that:

- In all developmental and introductory courses at IUPUI numbered below 16500, the only technology that can be used on in-class, closed-book assessments (quizzes, tests, final exam) is the Texas Instruments TI-30Xa calculator.
- In all calculus and calculus-related courses at IUPUI with numbers 16500 or above, no calculators or other form of technology can be used on in-class, closed-books assessments (quizzes, tests, final).
- For courses with numbers above 26600, it is up to the instructor's discretion as to what forms of technology may be used on in-class, closed-book assessments.

**IUPUI CAMPUS-WIDE COURSE POLICES:** Students are expected to carefully read the IUPUI policies concerning attendance, academics, and conduct. You can find these policies at [http://registrar.iupui.edu/course\\_policies.html](http://registrar.iupui.edu/course_policies.html). You should view them within one week of the first class since some of the policies have early deadlines. There you will find the broad (i.e., campus-wide) course policies for: attendance (Administrative Withdrawal, Disabilities, Emergency Withdrawal, Military Service, Religious Holidays), academics (Auditing a class, Final Exam Scheduling, Grade Replacement, Grade Forgiveness, and Pass/Fail Option), conduct (Academic Integrity, Academic Misconduct, and Code of Conduct), etc. These policies can also be accessed via the “Campus Course Policies” link in Oncourse.

**ATTENDANCE AND CONDUCT:** Regular attendance is required. A student who is absent from a class bears full responsibility for all of the material that was covered in that class. When you miss a class you are expected to meet with a classmate to obtain all notes and notices that were presented in that class. Poor attendance can lead to an administrative withdrawal. Furthermore, you may be considered “absent” for a class if you are absent for any portion of the class. If you do anticipate having to leave class early, let your instructor know before the beginning of class and then sit close to a door to minimize the disruption when you leave. During class you are expected to pay attention to the instructor and avoid disrupting your classmates. If the use of an electronic device disrupts anyone in the classroom you must not use it.

**ADMINISTRATIVE WITHDRAWAL:** A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. 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. Example: For a course that meets twice per week, a student may be administratively withdrawn if he/she misses more than four classes in the first four weeks. 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 me.

**LAST DAY TO WITHDRAW: Friday, April 15, 2016** is the last day to withdraw for the Spring 2016 term. Withdrawal after this deadline requires extraordinary circumstances and such requests are rarely granted. Poor performance in a course is not considered grounds for a late withdrawal. If you stop attending class without officially withdrawing by the last withdrawal date, your grade for the course will be an F. If you believe that you must withdraw from this course you should talk to me and/or your advisor before the last withdrawal date to ensure that it’s the right thing to do and to allow yourself enough time to get it done by the deadline.

**NORMAL DROP AND WITHDRAWAL DEADLINES:** If you decide to drop or withdraw from the course, be sure to process all of the associated paperwork and online forms by the official deadlines. **NOTE:** No record appears on your transcript if you drop during the first week of class; any withdrawal after that time will result in a letter grade of W.

Semester Period	Date Range	Required Signature(s)
First week	Monday, Jan. 11 — Sunday, Jan. 17	None (with no grade on your transcript!)
First half	Monday, Jan. 18 — Friday, Mar. 11 (by 5:00P)	Advisor (+ instructor for UCOL students?)
Around 3/4 mark	Monday, Mar. 14 — Friday, Apr. 15 (by 5:00P)	Advisor and instructor (or Math Department representative in LD 270)
After 3/4 mark	After Friday, April 15, 2016	Request rarely granted. See the note below.

To confirm these dates see the official academic calendar at: <http://registrar.iupui.edu/accal.html>

**NOTE:** After the 3/4 mark of the semester, the instructor normally cannot sign a withdrawal slip. The instructor will not even consider signing except in extraordinary situations that are beyond the student’s control and that can be documented as such. Even then the student must first obtain an advisors’ signature and the approval and the signature of the Associate Chair of the Math Department (or that of an equivalent representative of the School of Science Dean’s Office).

**WITHDRAWAL POLICY FOR UNIVERSITY COLLEGE STUDENTS:** University College students who have completed less than 26 credit hours (i.e., freshmen) may drop no more than one course per semester. This policy is enforced through advisor sign-off on drop requests. This policy does not include course adjustments made during the first week of class (100% refund), nor does it apply to classes in which a student has been administratively withdrawn.

**MAIN COURSE WEBSITES:** Oncourse is accessible at <https://oncourse.iu.edu>. Most of the course materials are posted in Oncourse. The Math Department's website for Math 11100 is <http://math.iupui.edu/courses/math-11100>. Here you can find the generic policies and syllabi, as well as a few items of special interest (e.g., practice finals).

**SPECIAL ACCOMMODATIONS:** Students who need special accommodations because of a disability should register with Adaptive Educational Services (AES) in a timely manner (e.g., during the first week of class). Students registered with AES may be given extra time for tests and they may receive other special services. The AES office is located in Taylor Hall, in UC-100. Call (317) 274-3241 or visit <http://aes.iupui.edu/> for more information.

**REQUEST FOR COURSE ACCOMMODATION DUE TO RELIGIOUS OBSERVANCE:** Students seeking accommodation for religious observances MUST make a request in writing by the end of the 2<sup>nd</sup> week of the semester to the course instructor and MUST use the IUPUI Registrar's "Request for Course Accommodation Due to Religious Observation Form" (see <http://www.registrar.iupui.edu/religiousholidayform.html>). Make-up exams must be taken prior to the regularly scheduled exam date and time. Failure to comply with the university policy for religious observance will result in no accommodations given later in the semester.

**DISHONESTY AND STUDENT MISCONDUCT:** Cheating can result in multiple penalties ranging from receiving a score of 0 for "the work," to a grade of F in the course, to expulsion from the university. 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. See details at: <http://www.iu.edu/~code/code/index.shtml>.

**INCOMPLETES:** Grades of Incomplete will only be given in accordance with the university policy available at <http://www.registrar.iupui.edu/incomp.html>. Minimally, students must be passing the course at the 3/4 mark of the semester to qualify for a grade of incomplete. Furthermore the instructor must agree that a grade of incomplete is appropriate, and it must then be approved by the Associate Chair of the Department of Mathematical Sciences.

**COUNSELING AND/OR PSYCHOLOGICAL HELP:** 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 also performs evaluations for learning disorders and ADHD; fees are charged for testing. CAPS is located in Walker Plaza, Room 220 (719 Indiana Avenue) and can be contacted by phone (317-274-2548). For more information, see the CAPS web-site at: <http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/>.

**MATH HELP OUTSIDE OF CLASS:** The amount of class time that can be used to answer questions from the homework assignments, quizzes, tests, etc. is limited. If you need more time to ask questions than is allowed at class time, several options are available. First, you can see your instructor for help during his or her posted office hours. Second, walk-in help is generally available in the Math Assistance Center (MAC) seven days a week; it's located in the basement of Taylor Hall (in UC-B001). Find out more about all of the MAC's services at <http://mac.iupui.edu>. Private tutors are sometimes available through the Bebko Learning Center at <http://blc.uc.iupui.edu/>, but they are usually not free of charge. If you need more information about the above services, visit the department's website at [www.math.iupui.edu](http://www.math.iupui.edu), call the Math Department's Information Line at (317) 278-2468, or drop by the department's main office at LD-270 and ask about free services for students.

**STUDYING, PRACTICING, AND ORGANIZING YOUR DOCUMENTS:** The expectations for this course differ greatly from those of a high school algebra course. For starters we cover more material in less class time. You therefore must do more work outside of the classroom in order to earn the grade you desire. You should expect to spend at least three hours per week studying on your own for each hour spent in class. The Department of Mathematical Sciences suggests that you study two hours each day, Sunday through Saturday, for this course. Read the sections to be covered in class before coming to class. Read the sections not like a novel, but like instructions for putting together a clock, that is, very slowly and carefully. Make sure every word makes sense. The most significant part of your learning of the material will occur during the time you spend working outside of the classroom before and after each class. To facilitate this type of studying it is suggested that you keep your study problems, quizzes, and exams for this class together in a folder or 3-ring binder. Periodically reviewing errors identified in old work is a valuable study technique.

**COURSE COORDINATOR:** If you have questions regarding the content of this course or course requirements, or if you have a student/instructor rapport problem, contact the course coordinator, Patrick Frey, at [pfrey@iupui.edu](mailto:pfrey@iupui.edu).

**GRADED WEB-BASED (ONLINE) HOMEWORK:** There is a MyLabsPlus (MLP) homework assignment for every section of the text that we cover. You are expected to complete all MLP homework assignments. If you find that you are unable to complete an assignment by the MLP close date (listed on the Course Syllabus), you will receive a score of zero for that assignment. The online homework is worth 100 points total. Your percentage score in MLP (under Gradebook) will give you a good idea of how many points you will earn for online/MLP homework. See the Getting Started with MyLabsPlus handout (in the Resources area of Oncourse) for more information about the web-based MLP homework. Always access MLP via the link to MLP in Oncourse to ensure that the work that you do there is actually credited to you.

**QUIZZES:** To receive credit for quiz and exam problems you generally must show the work that led to that answer. If you are absent the day of a quiz, you will receive a score of zero on that quiz. The ten best scores are retained and at least 12 quizzes are given. Since quizzes are valued at 10 points each the total possible points for quizzes is 100. **THERE ARE NO MAKE-UP QUIZZES, AND THERE ARE NO EXCEPTIONS—except as required by university policy, e.g., for jury duty, military duty, pre-approved religious observances, and for athletes participating in university-sanctioned athletic events—SO USE YOUR DROP QUIZZES WISELY!**

**REGULAR EXAMS:** There are four in-class exams. Each exam is valued at 100 points, so the total value for regular exams is 400 points. **All four exam scores are used in the course grade calculation (i.e., no scores are dropped).** You are expected to take each exam on the scheduled exam day at the scheduled time. If you must miss an exam due to an unexpected event or emergency (e.g., a death in the family, medical emergency, illness, religious holiday, etc.), I may, at my discretion, allow you to take a make-up exam. Whenever possible, I must be notified in advance of the exam that you wish to take a make-up exam. I may require documentation for the absence before I allow you to take a makeup exam. If you have a documented reason for missing an exam you should contact me within one week to schedule a make-up exam. You will be granted only one make-up exam per semester, so you should not request it unless you have a true emergency.

**FINAL EXAM:** The common departmental final exam for Math 11100 will be given on **Friday, May 6, 2016, from 1:00 - 3:00 PM.** The location will be announced in class and/or in Oncourse at least one week before the final. The final exam is a departmental, comprehensive, multiple-choice exam. It is valued at 200 points; this means it is weighted the same as two in-class exams. More information about the common departmental final exam (practice problems, exam location, study tips, etc.) can be found on the course web page at [math.iupui.edu/courses/math-11100](http://math.iupui.edu/courses/math-11100). **Be sure that you do not have any conflict (work, personal or class) with the date and time of the final exam.** If you do find that you have a conflict notify me immediately.

**GRADES:** Your letter grade for the course is determined from your total score, which is computed as follows.

ITEM(S)	Value =	Points	Relative Value	GRADES (point and % totals needed)
Four in-class exams (no drops)		400	50%	Below 480 (<60%) F, 480–559 (>=60%) D, 560–639 (>=70%) C, 640–719 (>=80%) B, 720 points or more (>=90%) A. <b>NOTICE:</b> At my discretion I may choose to attach a + or – to your letter grade.
Best 10 of 12 (or more) quizzes		100	12.5%	
Web-based (MLP) homework		100	12.5%	
Final Exam		200	25%	
	<b>Total =</b>	<b>800</b>	<b>100%</b>	

**ADDITIONAL FEEDBACK:** In addition to providing regular quantitative feedback in the form of an MLP score (that you can see at all times in MLP) and the quiz and exam scores that are posted in Oncourse after each assessment, I may use IU's FLAGS system to provide timely qualitative feedback about your performance. FLAGS stands for Fostering Learning, Achievement, and Graduation Success. Periodically throughout the semester data may be entered into the FLAGS system on factors such as your class attendance, participation, and coursework, among other things. If used, the FLAGS system can provide you with feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance. When I use the FLAGS system to provide feedback you will be notified by email. You can then access more information in the student center: One.IU > Student Services page > Student Center > My Academics and Grades > My Grades. If I provide ample feedback in the classroom and via the various tools in Oncourse, then the FLAGS system may be used to a lesser degree or not at all. If the FLAGS system or some other indicator causes you to become concerned about succeeding in Math 11100 then, regardless of the source of your concern, you should meet with me to discuss what may be done to ensure your success. I wish you good luck at working hard enough to pass Math 11100 on your first attempt!