Math 11000 Fundamentals of Algebra
Fall 2013 Course Policy

Section: _______ Time: _________ Room: ___________

INSTRUCTOR: _________________________ OFFICE PHONE: ________________

OFFICE: _______________ EMAIL: ________________
OFFICE HOURS: _______________


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

COURSE DESCRIPTION: This is a second course in the study of 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, solutions of systems of equations and inequalities, absolute value equations and inequalities, radical expressions, solving quadratic equations, quadratic functions, exponential functions, and logarithmic functions, solving exponential and logarithmic equations.

FUTURE MATH COURSES: To register for Math M118, M119, or 13000/13600 you must receive a grade of C- or better in Math 11000. 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half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course.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 Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund.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.

WITHDRAWING FROM CLASS: Tuesday, November 12 is the last day to withdraw for Fall Semester 2013. 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.

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.
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://www.iupui.edu/code/

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 www.math.iupui.edu/mac/

- **MyLab Plus Quiz Assessments:** For each section covered during the semester, you will be required to complete a short quiz covering the most important objectives of the section. Your first attempt will generate a “personalized” homework assignment for that section. The number of objectives mastered on the quiz will affect the number of questions you will have to complete on the corresponding homework assignment.

- **MyLab Plus Homework** – In every section of the text there is a graded computer homework assignment. Each of these assignments are “personalized” according to your performance on the corresponding quiz assessment. **Note:** You must attempt the quiz assessment at least once prior to starting the homework. Only the results from the first attempt will be used to generate the homework assignment. To receive full credit for an assignment, you must complete an assignment by the 6:00 am due date shown in MyLab Plus. Any work submitted after this deadline, but prior to 6:00 am on exam day will be penalized 20 percent. Assignments not submitted by 6:00 am on the scheduled exam day 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 **Friday, December 13 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.

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Exams (4)</td>
<td>97%, 93%, and 90% for grades of A+, A, and A-</td>
</tr>
<tr>
<td>Quizzes/Other</td>
<td>87%, 83%, and 80% for grades of B+, B, and B-</td>
</tr>
<tr>
<td>MyLab Plus</td>
<td>77%, 73%, and 70% for grades of C+, C, and C-</td>
</tr>
<tr>
<td>Final exam</td>
<td>67%, 63%, and 60% for grades of D+, D, and D-</td>
</tr>
<tr>
<td>Total</td>
<td>Below 60% is an F</td>
</tr>
</tbody>
</table>

**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 B02B, 278-4134, chicks @ math.iupui.edu.