

Instructor Information

- NAME
- Office:
- Phone:
- Email:
- Office Hours

COURSE MATERIALS: All students registered for Math 11000 will be billed through their bursar accounts for access to the etext and online homework in Pearson's MyLabsPlus. The eText is a custom, electronic version of *Concepts and Applications in Mathematics Second Custom Edition for Math 11000 at IUPUI*, Pearson Custom Publishing. Students are not required to purchase anything from the bookstore, as they will be automatically billed for the eText and access to MyLabs Plus. If students want a printed version of the text in addition to the required etext, they may purchase a copy from the bookstore: ISBN 9781323494073.

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, smartwatches 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: The **last day to withdraw** from the course with automatic grade of W for Fall Semester 2018 is **Sunday, October 21, 2018**. Requires advisor approval via the late drop/add classes link at one.iu.edu. **UCOL students or Engineering/Technology freshmen must see advisor by 5:00 p.m. on the prior Friday.** In person transactions must be processed by 5:00 p.m. on the prior Friday. Beginning October 22, drops will be approved only in serious, extenuating circumstances and requires the approval of the student's advisor, instructor, Chair or Associate Chair in Mathematics, and the School of Science Dean's Office.

If you stop attending class without officially withdrawing by the last withdraw date, your grade will be an F for the course. If you find it necessary to withdraw from the course, we encourage you to first talk to your instructor or to your advisor so that they can assist you in deciding what alternative options best fit your needs. Students should read carefully the withdraw information found on the Registrar's website (www.registrar.iupui.edu) under the Academic Calendar.

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

- **MyLab Plus Homework:** For nearly every section of the textbook, there is a graded MyLabs Plus homework assignment. **To receive full credit for an assignment, you must complete the assignment by 9:00 am the morning of the exam or earlier. Any work submitted after this deadline will be 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.** Make sure you do not have any other conflicts on exam days -- **no make-ups will be given.** Exams may be cumulative and include material from earlier chapters.
- **Missed Exams: THERE WILL BE NO MAKE-UP EXAMS!** In the event that you miss an in-class exam, your score on the missed exam will be replaced by your score on the final exam. If you take all four exams, your lowest score will be replaced by your score on the final if it improves your grade. Only one exam score may be replaced. If you miss two exams, you will receive a zero on the second exam.

Note: The purpose of the replacement policy is not to boost your grade, but rather to give you some flexibility in the event that a personal situation prevents you from being present on the day of an exam.

- **Final Exam:** The final exam will be on **Thursday, December 13 from 1:00pm-3:00pm in the Lecture Hall.** The final exam is a departmental comprehensive exam. It will be **worth 25 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.**
- **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/>

GRADES: You may view your course grade or average in the Canvas gradebook. Periodically, comments or concerns may be posted to the FLAG system. If you have any concerns about your grade, please contact your instructor as soon as possible.

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

POINTS		GRADES
In-Class Exams (4)	400	97%, 93%, and 90% for grades of A+, A, and A-
Quizzes/Other	100	87%, 83%, and 80% for grades of B+, B and B-
MyLab Plus	100	77%, 73%, and 70% for grades of C+, C, and C-
<u>Final exam</u>	<u>200</u>	67%, 63%, and 60% for grades of D+, D, and D-
Total	800	Below 60% is an F

- **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, clayhick@iupui.edu