

# Math 016 Sample Syllabus

**Instructor:**

**Office:**

**Phone:**

**E-mail:**

**Website:**

**Office Hours:**

**The Course:** This basic Arithmetic course will cover operations on natural numbers, integers, rational numbers (fractions) and decimals. Multi-step problems utilizing the correct order of arithmetic operations will be stressed. No calculators will be used in this course. Correct mathematical format will be stressed and expected when working all problems, both in class work/homework and exams. Topics will be studied with correct language and notation emphasized.

**No calculators will be used in this class:** The use of calculators on tests and quizzes will not be permitted. It is recommended that you do not use calculators outside of classroom when working on assignments. The purpose of assignments outside of class is to prepare you for the tests and quizzes, and this goal can be best achieved if you do not use a calculator.

**Materials/Textbook:**

**Contacting Instructor:** The telephone number listed has voice mail. Please call when absent or when making an appointment. If you contact the instructor by e-mail, please include "Math 016" in the subject line and sign your e-mail (with your first and last name) so the instructor will know who has written the e-mail.

**MyCCP/MyCourses:** As a student in this class, you have access to a website area devoted to this class. Going to MYCCP and selecting MyCourses from the Top Line menu can find it. Select this particular course and you will see links to, among other things, a list of members of this class and an easy way to e-mail them along with your instructor. You will also see a link where files can be stored for your use such as homework assignments, supplementary materials, etc. – anything your instructor chooses to download to this space.

**Help available:** You can find help in the Math Learning Lab in room B2-36 weekdays and in room B1-28 Monday- Thursday evenings and Saturdays. Free, peer tutoring is available beginning with the second week of classes for all current CCP students. The peer tutors are experienced CCP students who have taken many of the courses in which they tutor. Free, weekly workshops, which begin in the third week of classes are also available to all CCP students.

**Attendance:** Each student is required to attend every class meeting on time. Students are responsible for all work missed due to absence. Attendance will be taken at the beginning of each class. Students who arrive after taking roll or leave the class early are considered to be late. If you are late three times it will be counted as one absence. If a student misses class more than once during the first 3 weeks or more than twice during the first 7 weeks, the attendance will be reported to the college as unsatisfactory. Students who must miss class more than once during the first 3 weeks or more than twice during the first 7 weeks should discuss their situation with me. Any student who is absent for the equivalent of two weeks may be dropped.

**Inclement weather:** In the event of inclement weather there are several ways of determining whether CCP is open. You may listen for CCP's school closing number 238 (for day classes) and 2238 (for evening classes) on KYW radio at 1060 on the AM dial or check KYW's school closing web page at <http://www2.kyw1060.com/schools/> or for a price you may call KYW's school closing phone number at 1-900-737-1060.

**Homework/Quizzes:** Homework will be assigned at the end of almost every class meeting. Students are responsible for keeping track of the assignments. Please remember, that you will not get full credit if you do not display your solution in the correct way, or do not use the correct language or notation (for example, one common mistake students make is to use the '=' sign incorrectly or not to use it at all).

Homework will be collected in class and graded or given to you in a form of a quiz (you will be asked to solve in class problems similar to those in the assigned homework).

You are encouraged to cooperate with other students and ask questions about homework, but at the end you are expected to write your answer independently from the others.

Homework will be collected at the beginning of the class. It will not be accepted after its due date. The lowest three homework grades will not be counted towards your final grade.

**Tests:** There will be five in-class tests along with the final exam. No in-class test will be dropped.

**Missed tests:** Missed tests can be made up only if a student has a justifiable excuse (as listed in the Students' Handbook). If you know beforehand that you will have to miss an exam, please contact me, so you can take the exam in advance of the rest of the class. In case of emergencies impossible to foresee, to be 'eligible' for a make-up exam, please contact me as soon as possible (e-mail or voice-mail). Once it is determined that you indeed have a legitimate excuse, you will be given a make-up exam during the Final Exams Week.

**Final Exam** will be comprehensive (all topics covered) and given by the department. The requirements along with many examples will be provided prior to the exam.

**Grading system.** This course is a three credit course that does not apply towards graduation credits with three grades possible:

- P:** representing a pass grade allowing you to register for the next course in the sequence
- MP:** representing a making progress grade requiring you to repeat this class
- F:** a failure grade requiring you to repeat this class.

The grades will be assigned according to the following rules:

- P:** 65% or above overall average for the semester. Student must take a final in order receive a P. The average in the class will be determined based on the following factors:
  - Homework/Quizzes: 15%
  - Tests: each out of four tests will count for 15%; thus, overall 60%
  - Final Exam: 25%
- MP:** To receive an **MP** grade, students must **complete all requirements** for the course. Requirements include attendance (not missing more than equivalent of 2 weeks of study), punctuality (being late no more than 3 times), completing all assignments, doing homework, taking all tests, quizzes, and a final exam. Students should be truly making progress: showing improvement and demonstrating the ability to pass the course given more time to do so. A student can get an **MP** grade with a lower average than a student who gets an **F**.
- F:** A grade of F is given if a student does not complete all requirements for the course or shows little progress during the semester.

### **Appropriate Classroom Behavior:**

1. Please be on time for class. It is distracting to other students when people arrive late.
2. Please switch off pagers and cell phones before entering the classroom. Please do not send text messages and do not use headphones during class time.
3. Please be courteous and considerate to your other classmates and to me.
4. Please do not eat in the classroom.
5. Please do not talk (even about math issues) during the class, unless we are doing group work. If you have a question, please raise your hand and wait for me to recognize you.
6. Please do not walk in and out of the classroom. In case of an emergency, please leave quietly.
7. If you have any personal questions (for example: 'I was absent last time, can I get my test back?'), please come and discuss it with me during a break, after a class, or during my office hours, NOT during the instruction time.
8. Please pay as much attention to your instructor as you can.
9. Do not bring children to the classroom.

Note: If you break one of these rules, I will first remind you of it. But if you break the rule again, unfortunately, I will have to ask you to leave the classroom. If I ask you to leave, please leave. You may return the next class, and I will not penalize you further for the earlier infraction.

### Math 016 (NO CALCULATORS PERMITTED)

Week 1	Natural numbers: '=' sign, order of all operations (including exponentiation)
Week 2	<b>Test 1</b> Integers: comparison of integers, number line, addition, subtraction
Week 3	Integers: multiplication, division, exponentiation
Week 4	Integers: all operations together: first with only one operation at a time, then more than one
Week 5	<b>Test 2</b> Rational numbers: exercises to develop a sense of such numbers, number line, equivalent fractions
Week 6	Comparing fractions, multiplication
Week 7	Division, exponentiation, all three operations together
Week 8	<b>Test 3</b> Addition, subtraction of fractions; all operations together
Week 9	Mixed numbers
Week 10	<b>Test 4</b> Decimals: converting to fractions, comparing, adding, subtracting
Week 11	Decimals: Multiplication, division
Week 12	Percents;
Week 13	<b>Test 5</b> Review of the material
Week 14	Review of the material -continuation
Week 15	<b>Departmental Exam</b>