

# Math 017 Sample Syllabus

**Instructor:**

**Office:**

**Phone:**

**E-mail:**

**Website:**

**Office Hours:**

**The Course:** This basic Algebra course will introduce variables immediately. Variables are letters that represent number values. To this end, all types of number values will be incorporated into all the lessons so as to continue to reinforce operations with numbers. Evaluation of algebraic expressions will be emphasized and no calculators will be used in those evaluations. Correct mathematical format will be stressed and expected when working all problems, including class work/homework and exams. Topics will be studied in depth 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 the 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 017" 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. Go to MYCCP and select the MyCourses tab to 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 four 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 given by the department. It will be comprehensive (all topics covered) and will consist of algebra along with a section devoted to arithmetic questions (20% of the exam). When studying algebra you will have plenty of opportunities to review and get very proficient with arithmetic; KEEP PRACTICING. You can find a list of the arithmetic requirements as well as the requirements for the algebraic part of the exam, together with some examples, at <http://faculty.ccp.edu/dept/math/devmath.html>

**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 to 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.

**(NO CALCULATORS PERMITTED)**

<b>Week 1</b>	Variables and algebraic expressions, Evaluation of algebraic expressions
<b>Week 2</b>	Evaluation of algebraic expressions - order of operations.
<b>Week 3</b>	Equivalent algebraic expressions.
<b>Week 4</b>	Review for Test 1 <b>Test 1</b>
<b>Week 5</b>	Operations on power expressions with non-negative integer exponents.
<b>Week 6</b>	Multiplication of algebraic expressions, The Distributive Law, Factoring out a common factor and $-1$ Rational expression: simplification
<b>Week 7</b>	Addition and subtraction of algebraic expressions.
<b>Week 8</b>	More complicated evaluation of algebraic expressions Expressing a given variable in terms of the others, Substitution of not only numbers but also algebraic expression
<b>Week 9</b>	Review for Test 2 <b>Test 2</b>
<b>Week 10</b>	Generalities on equations: solution, The difference between algebraic expressions and equations, Solving linear equations.
<b>Week 11</b>	Solving linear equations – continuation, Literal expression, Review for Test 3
<b>Week 12</b>	<b>Test 3</b> Linear Inequalities, Graphing sets of the type $x < a$ , $x \leq a$ on a number line.
<b>Week 13</b>	Definition of a linear equation, Recognizing and matching patterns- writing expressions in a prescribed way, Factoring the difference of two squares,
<b>Week 14</b>	Review for Test 3 <b>Test 4</b> Review for the Departmental Exam
<b>Week 15</b>	<b>Departmental Exam</b>