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| <http://www.dmacc.edu>  Campus Name: Urban Campus  Course Title: Elementary Algebra  Course Number: MAT063  Section Number: UAM  CRN: 20714 | | | | |
| **Instructor Information** | | | | |
| Name | Maureen Huisinga | | | |
| E-mail Address | [mkhuisinga@dmacc.edu](mailto:mkhuisinga@dmacc.edu) | | | |
| Phone Number | (515) 228-3590 (H)  (515) 965-7033 ext. 9206 | | | |
| Office Location | None | | | |
| Office Hours | Before or after class. | | | |
| Instructor Introduction | | | Adjunct instructor at DMACC since 2004. | |
| Instructor Web Page Address | | | <http://mrshuisingashomepage.yolasite.com/> | |
| Blackboard | | | <https://secure.dmacc.edu/myonlinelearning/login.aspx> | |
| **Course Information** | | | | |
| Semester & Year | | Spring, 2013 | | |
| Date Syllabus Created and/or Revised | | | | 1/3/13 |
| Days & Time & Location | | T/Th, 10:10 am – 12:00 pm; Room 206, UC02 | | |
| Course Description & Credits | | <http://www.dmacc.edu/courses/crsrod.asp> | | |
| Prerequisites | | None | | |
| Course Competencies | | <https://go.dmacc.edu/competencies> | | |
| Study Tips | | To do well in this class, you must attend class, ask questions, review your notes from class, and do your homework regularly (whether on MyMathLab or from the book). You are expected to keep up with the pace of the class and current on your homework. Your willingness to do so will determine your success in this course. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks for concepts introduced later in the course. Students should seek extra help (tutoring, see me before or after class, etc.) as soon as possible if they feel that they are getting behind on the course material. Many times the instructor can answer students’ questions via email or phone calls. | | |
| Extra Help/Tutoring | | Academic Achievement Center (Room 208, UC01) – Free tutoring: MTWR 9 AM – 7 PM; F 8:30 AM- 2:30 PM; S 9 AM-12 Noon.  Check out other tutoring services by searching **tutoring** on DMACC’S home page. (Most are free.)  If you are using MyMathLab, help is available through that. [www.pearsonmylab.com](http://www.pearsonmylab.com) – Look for the **?** or other Help Resources - Free tutoring. | | |
| **Textbooks & Materials** | | | | |
| Required Textbooks & ISBN | | Introductory Algebra, 11th edition, Bittinger  ISBN: 9780321624406 (with MyMathLab)  9780321599216 (book only) | | |
| Required Materials | | Pencils & scientific calculator.  \* Students may NOT share calculators. A cell phone or PDA may not be used as a calculator. | | |
| Optional or Recommended Books/Materials | | MyMathLab  Graph paper | | |
| **Course** **Policies** | | | | |
| Attendance | | Attendance points are not part of your regular grade. However, attendance is expected and will be taken at each class meeting. Students are responsible for all materials covered in class. The instructor may make changes to any part of the syllabus by giving verbal notice in class. Extra credit will be given for perfect and near-perfect attendance. (See Extra Credit.) Also, regular quizzes are given that cannot be made up. | | |
| Grading Criteria | | In-Class: 5 x 5 = 25 points  Quizzes: 10 x 20 = 200 points  Homework: 4 x 25 = (100) optional points  Tests: 4 x 100 = 400 points  Final: 1 x 150 = 150 points  Total: 775 (or 875) points  A 93–100% A- 90-92%  B+ 87–89% B 83-86% B- 80-82%  C+ 77-79% C 73-76% C- 70-72%  D+ 67-69% D 63-66% D- 60-62%  F 59% & Below | | |
| Classroom Conduct | | <https://go.dmacc.edu/handbook>  Show consideration for your classmates and instructor through these courtesies:  (1) arrive on time and stay throughout the entire class  (2) be prepared for class  (3) listen with respect to the class lecture/discussion  (4) turn off and put away cell phones and other electronic  devices when you enter the classroom.  Also, work to be handed in (including tests, quizzes, and extra credit) is to be done in pencil! If done in pen or any other medium, a 10% deduction will be taken.  For further rules on conduct, refer to the DMACC Student Handbook: <http://www.dmacc.edu/handbook/welcome.asp> | | |
| In-Class Points | | At the start of each class, students will complete problems from the board. After some work time, I will randomly select students to show their work in front of the class. Each student needs to complete 5 of these problems before the end of the semester to earn their 25 in-class points. This process will be explained further in class. | | |
| Exams/Missed Exams | | Each exam will be worth **100** points each. The final exam will be worth **150** points.  A test may be made up for full credit **only if** the student contacts the instructor with a valid excuse prior to the regularly scheduled date of the test. This student will be allowed **no more than** 1 class period from the date of the regularly scheduled exam to do so. This may be done in the testing center (room 207). You must arrive at the testing center two hours before closing time to take a test.  If the student does not contact the instructor before class or does not have a valid excuse, the instructor may still allow the student to take the test. However, the make-up exam may be more difficult than the original and will not include bonus questions. The student will lose 10% of the test grade for each day it takes to make up the exam.  \*A student may **NOT** leave class while taking an exam. | | |
| Quizzes | | Quiz problems will be very similar to the suggested homework problems and will be over the material covered since the previous quiz. There will be **12** quizzes. Each one will be worth **20** points. These quizzes may **not** be made up. Only **10** of the quizzes will be graded and the lowest ones will be thrown out. Quizzes may or may not be announced in advance.  One of your quiz grades can be replaced with points earned from participating in Blackboard discussion boards. This will be explained further in class. | | |
| Homework | | Homework problems will be assigned out of the text and through MyMathLab. To receive credit for homework, you must complete problems through MyMathLab. These assignments must be submitted electronically the day before each exam. Those who choose not to participate in MyMathLab are strongly encouraged to complete assigned homework problems from the text. These suggested problems can be found on my website or on Blackboard. A paper copy can be requested from the instructor.  Each unit of homework will be worth 25 points. If you choose to complete the homework for credit, you will have 100 more possible points in this course.  \* **You will need to choose before the first exam.**  To register with MyMathLab, you will need:  Access code: Available with new text purchase. You can also buy the access code separately on-line and from DMACC Bookstore.  Course Name: Elementary Algebra  Course ID: huisinga36863  E-mail address: DMACC (recommended) or personal | | |
| Extra Credit | | Extra credit will be given for perfect and near-perfect attendance.  A student will receive 15 extra credit points for perfect attendance (attending all classes, on time and not leaving early). A student will receive 10 extra credit points for missing 1 or 2 classes.  Other extra credit assignments may be given throughout the course. | | |
| Weather Policy | | “Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC’s goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they are must postpone or cancel a specific class due to weather or illness.”  <http://www.dmacc.edu/handbook/commoncampus/closings.asp> | | |
| Class Cancellation Procedure | | In the event that I must cancel class, I will notify you via your DMACC e-mail. A notice will also be posted on the classroom door. | | |
| Academic Dishonesty/Plagiarism | | This course follows the ES 4670 Academic Misconduct policy specified in the student handbook. Students are encouraged to review DMACC’s Academic Misconduct Policy on-line at <https://go.dmacc.edu/handbook/polprocedures/pages/academicmisconduct.aspx> or in the DMACC Student Handbook. | | |
| **DMACC Information** | | | | |
| Instructor Home Pages | | <http://www.dmacc.edu/instructors> | | |
| Add/Drop Dates | | <https://go.dmacc.edu/registration/pages/add_drop.aspx> | | |
| Refund Policy | | <https://go.dmacc.edu/registration/Pages/refund.aspx> | | |
| **Support Services** | | | | |
| Services for Students with Disabilities | | <https://go.dmacc.edu/student_services/disabilities>  Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850V or** [**hlcoon@dmacc.edu**](mailto:hlcoon@dmacc.edu)or the counseling & advising office on any campus to apply for services. | | |
| **Course Syllabus** | | | | |
| **Disclaimer:** “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”  **Nondiscrimination Policy:** Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedures. Complaint forms may be obtained from the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost's Offices, and Academic Deans’ Offices.  Students who wish additional information or assistance may contact the **Executive Dean, Student Services, Laurie Wolf,** Bldg. 1 on the Ankeny Campus, 515-964-6437 or the **Judicial Officer, Debbie McKittrick,** Bldg. 1 on the Ankeny Campus, 515-964-6574 or they may refer to Student Services procedure ES 4645 located at <https://go.dmacc.edu/student_services/int>. Click Policies & Procedures.  Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1 on Ankeny Campus, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp>  Program Development/Academic Support Services Director, Sharon Bittner, is the official Student Accommodation Office/Section 504/ADA Coordinator for DMACC. The ADA Coordinator’s office is located in Bldg. 6-10e on the Ankeny Campus and may be contacted by voice (515-964-6857) or [sgbittner@dmacc.edu](mailto:sgbittner@dmacc.edu). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator’s office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem. | | | | |
| **Syllabus Addendum** | | | | |
| To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc), go to <https://go.dmacc.edu/handbook> and click “Syllabus Addendum” in the left navigation.  If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor. | | | | |

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| **Course Schedule** | |
| **Date** | **Course Material** |
| Jan 8 | 1.1,1.2,1.3,1.4 |
| Jan 10 | 1.5,1.6,1.7 |
| Jan 15 | 1.8,2.1,2.2,2.3 |
| Jan 17 | 2.3,2.4,2.5 |
| Jan 22 | 2.6,2.7 |
| Jan 24 | 2.8, Review |
| **Jan 29** | EXAM 1 |
| Jan 31 | 3.1,3.2,3.3 |
| Feb 5 | 3.3,3.4,3.5 |
| Feb 7 | 3.6,3.7,4.1 |
| Feb 12 | 4.2,4.3,4.4 |
| Feb 14 | 4.5,4.6,4.7 |
| Feb 19 | 4.8, Review |
| **Feb 21** | **EXAM 2** |
| Feb 26 | 5.1,5.2,5.4 |
| Feb 28 | 5.5,5.6 |
| Mar 5 | 5.7,5.8 |
| Mar 7 | 5.8,6.1 |
| Mar 12 | 6.2,6.3,6.4 |
| Mar 14 | 6.4,6.5,6.6 |
| **Mar 18-22** | **No Class - Spring Break** |
| Mar 26 | 6.7, Review |
| **Mar 28** | Exam 3 |
| Apr 2 | 7.1,7.2,7.3 |
| Apr 4 | 7.4,7.5,8.1 |
| Apr 9 | 8.2,8.3,8.4 |
| Apr 11 | 8.5,8.6 |
| Apr 16 | 9.1, 9.3,9.2 |
| Apr 18 | 9.5, 9.7 |
| **Apr 23** | Exam 4 |
| Apr 25 | Review for Final |
| Apr 30 | Final Comprehensive Exam (Ch. 1-9); 10:10 am – 12:10 pm |