[http://www.dmacc.edu](http://www.dmacc.edu/)

# COURSE SYLLABUS

**Campus Name:** Urban

**Course Title:** Elementary Algebra

**Course Number:** MAT063

**Section Number & CRN:** UAM 20813

## Instructor Information

**Name:** Maureen Huisinga

**Email Address:** mkhuisinga@dmacc.edu

**Phone Number:** (515) 228-3590 (H) or (515) 965-7033 ext. 9206

**Office Location:** None

**Office Hours/Appointments:** Before or after class.

**Instructor Introduction:** Adjunct instructor at DMACC since 2004.

<http://mrshuisingashomepage.yolasite.com/>

**Blackboard:** [https://dmacc.blackboard.com/](https://dmacc.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_1_1)

## Course Information

**Semester/Year:** Spring, 2019

**Date Syllabus Created and/or Revised:** 12/26/18

**Days & Time & Location:** T R 10:10 am – 12:00 pm; Bldg 1, 213A, Urban

**Course Description & Credits:** <https://www.dmacc.edu/Schedule/Pages/coursedescriptions.aspx>
A beginning algebra course covering most elementary topics of algebra. This includes the real number system, solving equations and inequalities, polynomials, fractional equations and radical expressions. This is an adaptor course designed for students with no algebra background or for students who need review. It is designed to prepare students for MAT 141(Finite Math) or MAT 773(Applied Math II).

**Prerequisites:** Minimum ALEKS score of 14% or MAT 053 with grade of C- or higher.

**Course Competencies:** [https://www.dmacc.edu/competencies](https://www.dmacc.edu/curriculum/competencies)

**Study Expectations/Tips:** To do well in this class, you must attend class, ask questions, review your notes from class, and do your homework regularly on MyLab Math. 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 you master early concepts, as they will become building blocks for concepts introduced later in the course. You should seek extra help (tutoring, see me before or after class, etc.) as soon as possible if you feel that you are getting behind on the course material. Many times the instructor can answer students’ questions via email or phone calls.

### Textbooks & Materials

 **Required Textbooks & ISBN:** Introductory Algebra, 13th edition, Bittinger, Beecher, Johnson

ISBN: 978-0134697383 (with MyLab Math)

**Required Materials:** Textbook (either paper or ebook), MyLab Math Access Code, Pencil & eraser, Scientific Calculator (preferably non-graphing)

**\***Students may NOT share calculators. A cell phone or PDA may not be used as a calculator.

**Software Applications:**
Software notice: “All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College.”

You are required to have a computer capable of running the software for this course and have internet access. This is all available in the DMACC Computer Labs. Please let me know if access to the internet and computer are going to be an issue for you. If you have technical problems or disruption in service, you need to have a backup computer and internet connection available. Another option is to use computers at a public library.

**Technical support:**

1. Contact helpdesk: 515-965-7300 or <https://www.dmacc.edu/helpdesk/pages/welcome.aspx>
2. MyLab Math tech support: <https://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/index.html>
3. Contact the distance learning office at 1-800-362-2127, ext. 6422

### Course Policies

**Attendance/Participation:** Attendance points are not part of your regular grade. However, attendance is expected and will be taken at each class meeting. This includes being on time to class and staying throughout the entire class.

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.

If you miss class, it is your responsibility to find out what you missed (from another student or by e-mailing the instructor) and be caught up by the next 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. You must be in class the entire time for a quiz grade to count.

\*Communication is important.  Although it is not required, I appreciate it if you let me know when you are going to be gone.  You can send me an e-mail or leave me a message.  ***This is required if you are going to miss a test.***

**Grading Criteria:** Quizzes: 10 x 10 = 100 points

 Homework: 4 x 50 = 200 points

 Tests: 4 x 100 = 400 points

 Final: 1 x 150 = 150 points

 Total: 850 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 All grades will be posted in Blackboard.

**Classroom Conduct:** <https://www.dmacc.edu/handbook>
**Course Ground Rules:**

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) show respect when listening to and participating in the class lecture/discussion

(4) turn off and put away cell phones and other electronic devices when you enter the classroom. (If you must take a phone call, please leave the classroom quietly to do so.)

Also, work to be handed in (including homework, quizzes, and tests) 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.

**Netiquette:**

**Email**

1. Always include a subject line.

2. Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.

3. Use standard fonts.

4. Do not send large attachments without permission.

5. Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

6. Respect the privacy of other class members.

**Threaded Discussions**

1. Review the discussion threads thoroughly before entering the discussion.

2. Try to maintain threads by using the "Reply" button rather than starting a new topic.

3. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.

4. Be patient and read the comments of other group members thoroughly before entering your remarks.

5. Be positive and constructive in group discussions.

6. Respond in a thoughtful and timely manner.

**Missed Exams:** Exams 1-4 will each be worth **100** points. 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** 2 class periods from the date of the regularly scheduled exam to do so. This may be done in the testing center (Bldg 1, 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 only make up **1** exam. The only exception is if the student has a reasonable documented excuse for **every** missed test including the one that has been made up and the student has kept me informed in a timely manner about these special circumstances. The final exam cannot be made up. It must be taken with the class.

\*A student may **NOT** leave class without permission while taking an exam.

**Quizzes:** Quiz problems will be very similar to the homework problems and will be over the material covered since the previous quiz. There will be approximately 12 quizzes. Each one will be worth **10** 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.

**Late Assignments:** Homework problems will be assigned through MyLab Math. To receive credit for homework, you must complete problems through MyLab Math. These assignments must be submitted electronically by the day of the chapter exam, due at the beginning of that class (10:10 am). You have 3 chances to answer each question.

**Each unit of homework will be worth 50 points.**

You will access MyLab Math directly through Blackboard. (Follow handout instructions.)

To register with MyLab Math, you will need:

Access code: Available with new text purchase. You can also buy the access code separately on-line or from DMACC Bookstore.

**Course Name: MAT063, SP19**

**Course ID: huisinga07027**

E-mail address: DMACC (recommended) or personal

\*Whatever e-mail you sign up with will be the one that I answer questions through when you click on ‘ask my instructor’.

**\*Late homework is not accepted.**

**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. Two tardies will count as an absence.

- Extra credit problems are given at the end of quizzes and tests.

- Other extra credit assignments may be given throughout the course.

**Class Cancellation Procedure:** 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 must postpone or cancel a specific class. 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:** It is important for you to be familiar with and follow DMACC’s Academic Misconduct policy. Students are encouraged to review DMACC’s Academic Misconduct Policy on-line at <http://catalog.dmacc.edu/content.php?catoid=10&navoid=734>.

## Support Services/Accommodations

**Services for Students with Disabilities:** [https://www.dmacc.edu/student\_services/disabilities](https://www.dmacc.edu/disabilities)
Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services. The student should then communicate with the instructor as necessary and pass along relevant information.

**Extra Help/Tutoring:**

Academic Achievement Center – (Check hours on campus.) <https://www.dmacc.edu/students/Pages/academic_achievement_center.aspx>

(Free tutoring)

Check out other tutoring services by searching **tutoring** on DMACC’S home page or visiting this website: <https://www.dmacc.edu/student_services/Pages/tutoring.aspx>

(Most are free.)

Tutoring is also available through MyLab Math (Free tutoring) [www.pearsonmylab.com](http://www.pearsonmylab.com) – Look for the **?** or other Help Resources

## 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. **All students are strongly encouraged to visit MyDMACC portal to review policies and procedures.** 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 Statement:**Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, hiring practices or the provision of services, and harassment or discrimination based on race, color, national origin, creed, religion, sex (including pregnancy), sexual orientation, gender identity, age (in employment), disability, genetic information (in employment) and actual or potential parental, family or marital status of a person. 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 Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg. 6, Ankeny, IA 50023, phone 515/964-6857, sgbittner@dmacc.edu.  Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg. 1, Ankeny, IA 50023, phone 515/964-6216, title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone 312/730-1560, tax 312/730-1576.

Legal references: Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S. C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S. C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S. C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at <http://catalog.dmacc.edu/index.php?catoid=10>. Click Policies & Procedures in the student portal.

The Academic Support Services Director is the official Student Accommodation Officer/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). 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.

## Additional Information

DMACC wants to support student success through our Early Alert System.  Early Alert connects students to available resources such as advising, counseling, tutoring and more.  Faculty members may refer students to these supports in cases in which a student is showing difficulty in attendance, course work, and/or reported situations in which more support could aide in college success.  Students are encouraged to respond to all DMACC phone calls or emails and take full advantage of available resources to support a positive college experience. More information can be found at [https://earlyalert.dmacc.edu](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fearlyalert.dmacc.edu&data=02%7C01%7C%7Cbd667064bf58465b0dcc08d5d5fc3bdf%7Ce91e8e9401b54e3699301436f67ce779%7C0%7C0%7C636650201656152248&sdata=ZRYaOJqLkTvCMBTecCniKLas0YOwLF286H2OaWIHaig%3D&reserved=0).

To access additional information related to DMACC policies and procedures that impact the classroom (e.g. use of technology, weather-related cancellations, classroom conduct, etc.) please reference the DMACC student portal.

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); 9:40 am – 11:40 am** |