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| <http://www.dmacc.edu>  Campus Name: Urban Campus  Course Title: Elementary Algebra II  Course Number: MAT073  Section Number: UAA  CRN: 20703 | | | | |
| **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://dmacc.blackboard.com> | |
| **Course Information** | | | | |
| Semester & Year | | Spring, 2016 | | |
| Date Syllabus Created and/or Revised | | | | 1/8/16 |
| Days & Time & Location | | T/Th, 12:50 pm – 2:50 pm; Room 121, Betts | | |
| Course Description & Credits | | <https://go.dmacc.edu/Schedule/Pages/coursedescriptions.aspx> | | |
| Prerequisites | | Placement score and/or prerequisite required. Minimum ALEKS scores of 30% or MAT 063 with grade of C- or higher. | | |
| Course Competencies | | <https://go.dmacc.edu/competencies> | | |
| Midterm & Final Dates | | <http://go.dmacc.edu/students/Pages/academiccalendar.aspx> | | |
| Study Tips | | To do well in this class, students must attend class, ask questions, review notes from class, and do the homework regularly on MyMathLab. Students are expected to keep up with the pace of the class and current on the homework. Students’ willingness to do so will determine their 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 instructor 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 – (Check hours on campus.) <https://go.dmacc.edu/currentstudents/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://go.dmacc.edu/handbook/servstudents/Pages/tutoring.aspx>  (Most are free.)  Tutoring is also available through MyMathLab (Free tutoring) [www.pearsonmylab.com](http://www.pearsonmylab.com) – Look for the **?** or other Help Resources | | |
| **Textbooks & Materials** | | | | |
| Required Textbooks & ISBN | | Intermediate Algebra, 12th edition, Bittinger/Beecher/Johnson ISBN-13: 978-0321924711  ISBN-10: 0321924711ORIntermediate Algebra Package for Des Moines Area Community College, 2/e Edition: 2nd | | |
| Required Materials | | MyMathLab  Pencils & scientific calculator.  \* Students may NOT share calculators. A cell phone or PDA may not be used as a calculator. | | |
| **Course** **Policies** | | | | |
| Attendance | | 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. If a student is absent, it is the student’s responsibility to find out what was missed and make every effort to get caught up, before the next 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. 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: 8 x 25 = 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 | | |
| Classroom Conduct | | 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. For more on cell phone use:   <https://www.dmacc.edu/handbook/polprocedures/Pages/cellphone.aspx>  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:  <https://go.dmacc.edu/handbook> | | |
| Exams/Missed Exams | | The regular exams 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** 2 class periods 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 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 **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. | | |
| Homework | | Homework problems will be assigned through MyMathLab. To receive credit for homework, you must complete problems through MyMathLab. These assignments must be submitted electronically one week after we cover the section, due at the beginning of that class (12:50 pm). You have 3 chances to answer each question. You can access MyMathLab directly through Blackboard.  **Each chapter of homework will be worth 25 points.**  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: MAT073, SP16**  **Course ID: huisinga48726**  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’. | | |
| 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. Arriving to class late or leaving early multiple times will count as an absence.  Other extra credit assignments may be given throughout the course. | | |
| **DMACC Information** | | | | |
| 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.”  <https://www.dmacc.edu/handbook/commoncampus/Pages/closings.aspx> | | |
| 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 | | <https://go.dmacc.edu/handbook/polprocedures/Pages/academicmisconduct.aspx>  “See DMACC Educational Services Procedures ES 4670. A. and B” for information on plagiarism, cheating,  information about appeals procedures or reference publication that addresses this information in detail.” | | |
| Instructor Home Pages | | <http://www.dmacc.edu/instructors> | | |
| Student Handbook:  Policies/Procedures | | Handbook: <https://go.dmacc.edu/handbook>  Introduction: <https://go.dmacc.edu/handbook/polprocedures>  Admission/registration: <https://go.dmacc.edu/registration>  Registration dates: <https://go.dmacc.edu/admissions/pages/applyonlinefull.aspx>  Financial Aid: <https://go.dmacc.edu/fin_aid>  Add Drop Dates: <https://go.dmacc.edu/registration/pages/add_drop.aspx>  Refund Policy: <https://go.dmacc.edu/registration/Pages/refund.aspx>  Grievance Procedures: <https://go.dmacc.edu/student_services/pages/policies_procedures.aspx>  Consumer Information: <https://go.dmacc.edu/consumerinfo> | | |
| Technology | | Technology use: <https://go.dmacc.edu/handbook/polprocedures/Pages/technologyusage.aspx>  Computer labs: <https://go.dmacc.edu/helpdesk/Pages/computerlabs.aspx>  Software notice: “All of the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is property of Des Moines Area Community College. | | |
| Student Responsibilities & Rights | | <https://go.dmacc.edu/handbook/polprocedures/Pages/rightsandrespon.aspx> | | |
| Sexual Harassment Policy | | <https://go.dmacc.edu/handbook/polprocedures/Pages/nondiscrimpolicy.aspx> | | |
| Safety Page | | <https://go.dmacc.edu/safety/Pages/welcome.aspx> | | |
| Clery Crime Report | | <https://go.dmacc.edu/handbook/polprocedures/Pages/cleryact.aspx> | | |
| **Support Services** | | | | |
| Services for Students with Disabilities  Academic & Educational Advising  Career Counseling  Library | | <https://go.dmacc.edu/student_services/disabilities>  Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services.  <https://go.dmacc.edu/advising>  <https://go.dmacc.edu/counseling/Pages/careercounseling.aspx>  <https://go.dmacc.edu/library> | | |
| **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, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. 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 (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean’s office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.  Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at <https://go.dmacc.edu/student_services/int>. Click Policies & Procedures.  **Accommodations**: The Program Development/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. | | | | |

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| **Course Schedule** | |
| **Date** | **Course Material** |
| Jan 12 | 1.1, 1.2, 1.3 |
| Jan 14 | 1.3, 1.4, 1.5 |
| Jan 19 | 1.5, 1.6, 2.1 |
| Jan 21 | 2.1, 2.2, 2.3 |
| Jan 26 | 2.4, 2.5, 2.6 |
| Jan 28 | 2.6, Review |
| **Feb 2** | **Exam 1** |
| Feb 4 | 3.1, 3.2, 3.3 |
| Feb 9 | 3.4, 3.5 |
| Feb 11 | 3.6, 3.7 |
| Feb 16 | 4.1, 4.2, 4.3 |
| Feb 18 | 4.4, 4.5, 4.6 |
| Feb 23 | 4.7, Review |
| **Feb 25** | Exam 2 |
| Mar 1 | 5.1, 5.2, 5.3 |
| Mar 3 | 5.4, 5.5, 5.6 |
| Mar 8 | 5.6, 5.7, 5.8 |
| Mar 10 | 6.1, 6.2, 6.3 |
| **Mar 14-20** | No Class – Spring Break |
| Mar 22 | 6.3, 6.4, 6.5 |
| **Mar 24** | 6.6, 6.7, 6.8 |
| Mar 29 | 6.8, Review |
| **Mar 31** | Exam 3 |
| Apr 5 | 7.1, 7.2, 7.3 |
| Apr 7 | 7.4, 7.5, 7.6 |
| Apr 12 | 8.1, 8.2 |
| Apr 14 | 8.3, 8.4, 8.5 |
| Apr 19 | 8.6, 8.7 |
| Apr 21 | Review |
| Apr 26 | Exam 4 |
| Apr 28 | Review for Final |
| May 3 | **Final Comprehensive Exam, 12:50 pm – 2:50 pm** |