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| DMACClogo <http://www.dmacc.edu>  ***Des Moines*** ***Urban Campus*** | | ***Math 110 Syllabus*** Academic Standards Commission | | |
| Spring, 2012 | | | | |
| **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 | | Fax number | None |
| Office location | None | | Office hours | Before or after class. |
| My website | http://mrshuisingashomepage.yolasite.com/ | | | |
| Course Information | | | | |
| Course title | Math for Liberal Arts | | | |
| Course number | Math 110 | | Credits | 3 |
| Section number | UCM | | CRN number | 24293 |
| Days & Time | T/Th – 8:05 A.M. – 9:30 A.M. | | Location | Room 211, UC01 |
| Course description | <http://www.dmacc.edu/courses/crsrod.asp> | | | |
| Prerequisites | 1 year of high school algebra or MAT 063 | | | |
| Course competencies | <http://www.dmacc.edu/competencies/> | | | |
| Important Dates | | | | |
| Midterm | <http://www.dmacc.edu/academiccal.asp> | | | |
| Final | <http://www.dmacc.edu/academiccal.asp>  Thursday, May 3, 2012; 8:05 am – 10:05 am; Room 211, UC01 | | | |
| **Textbooks** & **Materials** | | | | |
| Required textbooks | Using & Understanding Mathematics, 5th edition, Bennett/Briggs | | | |
| Required materials | Pencils & calculator.  \* Students may NOT share calculators. A cell phone or PDA may not be used as a calculator. | | | |
| Recommended technology | Scientific calculator, MyMathLab | | | |
| **Course** **Policies** | | | | |
| 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.  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: Math for Liberal Arts  Course ID: huisinga65877  E-mail address: DMACC (recommended) or personal | | | |
| 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 a Blackboard discussion board. This will be explained further in class. | | | |
| Exams/  Missed Exams | Each exam will be worth **100** points each. The final exam will also be worth **100** 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. | | | |
| 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. | | | |
| Total Points | Quizzes: 10 x 20 = 200 points  Homework: 4 x 25 = (100) optional points  Tests: 4 x 100 = 400 points  Final: 1 x 100 = 100 points  Total: 700 (or 800) points | | | |
| Grading Policy | 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 Expectations | * Work to be handed in (including tests, quizzes, and homework) is to be done in pencil! If done in pen or any other medium, a 10% deduction will be taken. * Attendance is expected. You are responsible for all material presented in class. * You are expected to be on time to class and stay throughout the entire class. Problems with this will be dealt with on an individual basis. * 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.   For further rules on conduct, refer to the DMACC Student Handbook:  <http://www.dmacc.edu/handbook/welcome.asp> | | | |
| Academic dishonesty | Refer to the DMACC Student Handbook:  <http://www.dmacc.edu/handbook/welcome.asp> | | | |

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| **DMACC** **Information** **Web** **Sites** | | |
| DMACC home page | | <http://www.dmacc.edu/> |
| Instructor home pages | | <http://www.dmacc.edu/instructors/welcome.asp> |
| Admissions & registration | | <http://www.dmacc.edu/potienti.asp> |
| Cellular phone use statement | | <http://www.dmacc.edu/student_services/cellphone.asp>  \* **Cell phones may not be used as calculators**. Please turn off your cell phone or change it to silent mode before class. |
| 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>  \* In the event that I must cancel class, I will notify you via your DMACC e-mail. |
| WebCT | | <http://webct.dmacc.edu/webct/public/home.pl> |
| Student handbook | | <http://www.dmacc.edu/handbook/welcome.asp> |
| Add/drop dates | | <http://www.dmacc.edu/registration/add_drop.asp> |
| Refund policy | | <http://www.dmacc.edu/refund.asp> |
| **Support** **Services** | | |
| Accommodations | “It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact the special needs coordinator at 515-964-6850 voice or 515-964-6810 TTY.” | |
| Services for students with disabilities | <http://www.dmacc.edu/student_services/disabilities.asp>  Contact the special needs coordinator at 515-964-6850 voice or 515-964-6810 TTY or contact the counselor on the Urban campus at 515-697-7717 for an Application for Accommodation. | |
| Academic & educational advising | <http://www.dmacc.edu/advising/> | |
| Career counseling | <http://www.dmacc.edu/counseling/> | |
| Library | <http://www.dmacc.edu/urban/library.asp>  Room **122**   * Monday – Thursday 7:30 am to 9:00 pm * Friday 7:30 am to 5:00 pm * Saturday 7:30 am to 1:00 pm | |
| Academic Achievement Center | <http://www.dmacc.edu/urban/tutoring.asp>  Services include academic help, tutoring, GED, testing (Compass), pre-admission courses, high school diploma courses, and several credit classes.  515-248-7204 or 1-800-362-2127  Room **204/206/208**   * Monday – Thursday 8:30 am to 7:00 pm * Friday 8:30 am to 2:30 pm * Saturday 9:00 am to 1:00 pm (fall & spring semesters only) | |
| Computer labs | <http://www.dmacc.edu/helpdesk/pc_labs.htm>  Room **202**   * Monday – Thursday 8:00 am to 9:30 pm * Friday 8:00 am to 4:00 pm * Saturday 8:00 am to 1:00 pm   Rooms **215**  Monday – Thursday 8:00 a.m. to 9:30 p.m.  Friday 8:00 a.m. to 4:30 p.m.  Saturday 8:00 a.m. to noon | |
| Testing Center | Room **207**   * Monday – Thursday 8:00 A.M. to 9:00 P.M. * Friday 8:00 A.M. to 5:00 P.M. * Saturday 8:00 A.M. to 12:00 P.M.   \* Students must bring a photo ID to the testing center to take a test. Students must arrive at least 2 hours prior to closing time to take a test. | |
| 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,** Building 1, 515-964-6437 or the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1, 515-964-6301 or they may refer to Student Services procedure 4645 located on the DMACC Intranet at <http://my.dmacc.edu/procs.aspx>. Go to Policies & Procedures and choose Student Services Procedures. Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp> .  For requests for accommodations, the **Accommodation/Section 504/ADA Coordinator, Sharon Bittner**, can be contacted at 515-964-6857. Students with requests for accommodations should refer to the Student Services procedure 4610 located on the DMACC Intranet at <http://my.dmacc.edu/default.aspx> . Go to Policies & Procedures and choose Student Services Procedures. | | |

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| 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.” | |
| **Date** | Course Material |
| Jan 10 | 1A, 1B |
| Jan 12 | 1B, 1C |
| Jan 17 | 1C, 1D |
| Jan 19 | 2A, 2B |
| Jan 24 | 2C |
| Jan 26 | Review |
| **Jan 31** | Exam 1 |
| Feb 2 | 3A, 3B |
| Feb 7 | 3B, 4A |
| Feb 9 | 4B |
| Feb 14 | 4C |
| Feb 16 | 4D |
| Feb 21 | Review |
| **Feb 23** | Exam 2 |
| Feb 28 | 5A, 5B |
| Mar 1 | 5B, 5C |
| Mar 6 | 5D, 5E |
| Mar 8 | 6A, 6B |
| Mar 13 | 6B, 6C |
| Mar 15 | 7A, 7B |
| **Mar 20-22** | NO CLASS – Spring Break |
| Mar 27 | 7B, 7C |
| Mar 29 | Review |
| **Apr 3** | Exam 3 |
| Apr 5 | 8A, 8B |
| Apr 10 | 8C, 9A |
| Apr 12 | 9B |
| Apr 17 | 9C |
| Apr 19 | Review |
| **Apr 24** | Exam 4 |
| Apr 26 | Review for Final |
| May 3 | **Final Comprehensive Exam, 8:05 am – 10:05 am** |