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| <http://www.dmacc.edu>  Campus Name: Urban Campus  Course Title: Finite Math  Course Number: MAT141  Section Number: UCM  CRN: 20713 | | | | |
| **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 | | | <http://www.dmacc.edu/myonlinelearning/login.aspx> | |
| **Course Information** | | | | |
| Semester & Year | | Spring, 2015 | | |
| Date Syllabus Created and/or Revised | | | | 1/6/15 |
| Days & Time & Location | | T/Th, 10:10 am – 12:00 pm; Room 116, UC01 | | |
| Course Description & Credits | | <http://www.dmacc.edu/courses/crsrod.asp> | | |
| Prerequisites | | Minimum ALEKS scores of 30% or MAT063 or MAT073 with a 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, you must attend class, ask questions, review your notes from class, and do your homework regularly. 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 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 | | Finite Mathematics by Lial, Greenwell and Ritchey. 10th edition, 2012 ISBN:9780321748997 | | |
| Required Materials | | Pencils, a red pen,  and a scientific calculator: keystrokes -  \* Students may NOT share calculators. Graphing calculators may not be allowed on certain sections. A cell phone or PDA may not be used as a calculator. | | |
| Optional or Recommended Books/Materials | | MyMathLab | | |
| **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.  \*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 especially important if you are going to miss a test. | | |
| Grading Criteria | | Homework: 10 x 10 = 100 points  Quizzes: 5 x 20 = 100 points  Tests: 4 x 100 = 400 points  Final: 1 x 150 = 150 points  Total: 750 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> | | |
| 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** 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 while taking an exam. | | |
| Homework | | Homework assignments will be given weekly in class. These problems will be due at the start of the next class. We will check selected problems from the assignment at the beginning of each class. If you are late, your assignment will not be graded. Students may check additional answers with the instructor’s answer key after class. Since assignments are graded, it is important for students to stay current on them. **\*You must show all of your work to get credit.**  Periodically, quizzes will be given instead of checking homework. The quiz problems will either be taken directly from these assigned problems or be very similar to the homework problems and will be over the material covered in the last class. Quizzes may or may not be announced in advance.  There will be up to **21** homework/quiz grades. Each homework will be worth **10 points** and each quiz worth **20**. Only **10** of the homework grades will be counted and the lowest ones thrown out. Only **5** of the quiz grades will be counted, with the lowest ones thrown out. I will not accept late homework and the quizzes may **not** be made up. Homework may be turned into my mailbox early.  Additional practice problems will be given through MyMathLab. If you complete these, you may receive extra credit based on the percentage correct. These assignments must be submitted electronically by midnight the day before each exam. They may not be turned in late.  Each chapter of homework will be worth **5 points** extra credit. If you get 90-100% correct, you will receive 5 points, 80-89% is 4 points, 70-79% is 3 points, 60-69% is 2 points, 40-59% is 1 point. You may choose to do as many or as few of the chapters on MyMathLab as you wish. These points will be added into your homework scores. With them included, you may not exceed 100%.  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: MAT141, SP15**  **Course ID: huisinga92787**  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 | | <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.” | | |
| **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> | | |
| Student Handbook | | <https://go.dmacc.edu/handbook> | | |
| Technology Use | | <https://go.dmacc.edu/handbook/polprocedures/Pages/technologyusage.aspx> | | |
| Student Responsibilities & Rights | | <https://go.dmacc.edu/handbook/polprocedures/Pages/rightsandrespon.aspx> | | |
| Sexual Harassment Policy | | <https://go.dmacc.edu/handbook/polprocedures/Pages/nondiscrimpolicy.aspx> | | |
| **Support Services** | | | | |
| Services for Students with Disabilities  Academic & Educational Advising | | <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> | | |
| **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. | | | | |
| **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 13 | R.4, R.5, 1.1 |
| Jan 15 | 1.1, 1.2 |
| Jan 20 | 1.2, 1.3 |
| Jan 22 | 1.3, 2.1 |
| Jan 27 | 2.2 |
| Jan 29 | 2.2, 2.3 |
| Feb 3 | 2.4, 2.5 |
| Feb 5 | Review |
| **Feb 10** | **Exam 1 (Ch. 1-2)** |
| Feb 12 | 3.1, 3.2 |
| Feb 17 | 3.3 |
| Feb 19 | 4.1, 4.2 |
| Feb 24 | 4.3 |
| Feb 26 | 4.4, Review |
| **Mar 3** | **Exam 2 (Ch. 3-4)** |
| Mar 5 | 7.1, 7.2 |
| Mar 10 | 7.2, 7.3 |
| Mar 12 | 7.3, 7.4 |
| **Mar 16-21** | No Class - Spring Break |
| Mar 24 | 7.5 |
| Mar 26 | 7.6, 8.1 |
| Mar 31 | 8.2, 8.3 |
| Apr 2 | Review |
| **Apr 7** | Exam 3 (Ch. 7-8) |
| Apr 9 | 8.4, 8.5 |
| Apr 14 | 9.1 |
| Apr 16 | 9.2, 9.3 |
| Apr 21 | 9.4 |
| Apr 23 | Review |
| Apr 28 | Exam 4 (Ch. 8-9) |
| Apr 30 | Review for Final |
| May 5 | Final Comprehensive Exam, Ch.1-4, 7-9; 9:40 am – 11:40 am |
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