Welcome to Math 0906! This course covers linear topics in algebra. It is a prerequisite for Math 0907, which in turn is a prerequisite for several other math courses. It is assumed that you have good arithmetic skills and received an adequate score on the Math Placement Test. If you are not sure that this is the right course for you, please see me as soon as possible.

Expected learning Outcomes:
Upon completion of the course, the student will be able to:
1. Demonstrate a working knowledge of arithmetic,
2. Use the properties of signed numbers and perform operations with them.
3. Communicate using the language of algebra.
4. Use the skills needed in solving equations and inequalities.
5. Demonstrate a working knowledge of the Cartesian coordinate system.
6. Demonstrate the skills needed to graph linear equations.
7. Demonstrate the skills needed to write the equations of a line.
8. Demonstrate the skills needed to solve and graph systems of equations in two variables.
9. Demonstrate the skills needed to be successful in a math course.

Texts:
- Textbook: Algebra, a Combined Approach 3rd edition by Elayn Martin-Gay
- Math Study Skills by Alan Bass

Course Materials:
- Binder with loose-leaf paper and tabs
- Straightedge
- Scientific calculator such as a TI-30X IIS
- Pencils
- Graph paper
- Spiral notebook(s)

Course Structure:
- **Textbook:** You will be assigned material to read and problems to complete from your textbooks. You should take notes from your textbook as assignments are made. Read each section of your book, taking notes and learning the vocabulary as you go. Pay close attention to the author’s examples and complete the practice problems. Be sure to check your answers. Assignments should be done on or before the day assigned.

- **Math Study Skills:** This is the study skills component of this course. You should read the chapters as they are assigned and do the assignments as indicated. MSS assignments can be accessed through My Math Lab.

- **Homework Assignments:** All work should be done neatly in pencil.
  1. These should be done on notebook paper and kept in your 3-ring binder and given to the instructor by the date indicated.
  2. Homework papers should include your name, chapter and section, and page number. Number each problem and show your work neatly.
  3. Follow the homework template provided by the Math Learning Center.
  4. All assignments that are to be handed in are due at the beginning of class on the day they are due.
  5. All linear graphs must be done on graph paper in order to receive credit.
  6. You are expected to keep your class and textbook notes in a section of your 3-ring binder.

Quizzes: There will be announced and unannounced quizzes. Quizzes may cover any current or review topic.
1. If you must be absent on an announced quiz day and if you contact me before class, you will be allowed to make up the quiz. Otherwise, you will not be able to make up the quiz.
2. You will be allowed only ONE make-up quiz.
3. Some of the quizzes will be unannounced homework quizzes where you will be asked questions from the assigned reading, the homework, or class discussions.
4. Unannounced homework quizzes CANNOT be made up.

**Tests:**
1. There will be 5 chapter tests worth 100 points.
2. There will be a final exam worth 100 points.
3. You are expected to take the test on the day scheduled. If you must be absent, call me before the scheduled test time to arrange a makeup.
4. If you do not notify me, there will be a 10-point penalty for taking the test.
5. Tests must be made up on the next class period after the original test day.
6. I must have advance notice, on or before the class BEFORE the original test day, if you intend to make up a test!
7. You will be allowed only ONE make-up test.

**Attendance:**
1. Attendance is required. You are expected to attend every session.
2. Class starts at 6:00 pm. Attendance points will be awarded based on the percent of classes attended.
3. Unavoidable absences require an explanation. Before 5:00 PM on the day of class, call 815-910-7652 and leave a message, or e-mail me prior to class at rletterl@ivcc.edu.
4. Helpful hint - do not schedule any other activities during class time.
5. If you miss a class, it is your responsibility to complete the work assigned on the assignment sheet and contact me for help if needed.
6. Being absent does NOT excuse you from turning in work on the day it is due.
7. If you are absent, see me on the day you return, before class to receive any handouts from the previous class.
8. If you miss four classes without adequate explanation, you will be subject to being dropped from the class which may affect your eligibility for financial aid, athletic participation, and full-time student status.

**My Math Lab:**
1. As part of this class, you will be using an online tutorial called My Math Lab.
2. Lab time will be given for work on My Math Lab as indicated on the assignment sheet; however you will need to spend time outside of class working on My Math Lab. This can be done in the Learning Commons (D201) or at home if you have Internet access.

**Class Format:**
At the beginning of each class, students will be given time for questions and review. Quizzes will consist of problems taken from the daily assignments and similar problems. Homework Quizzes will be taken directly from your homework (Open notebook only) so if you are up to date on your homework assignments, these will be very quick and painless. Students are expected to do assigned problems in their notebooks and bring them to class. Unless noted, individual assignments will not be graded. Students may get help on assignments but it is crucial that you understand how to work the problems on your own. Math is all about practice-practice-practice. Please feel free to ask for assistance whenever you need it. I truly want you to succeed in this class - I have nothing to gain if you do not succeed.

### Grades:
- **Tests**: 5 @ 100 pts. Each 500
- **Final Exam**: 1 @ 100 pts. Each 100
- **MSS Assessments**: 2 @ 50 pts Each 100
- **MSS Checklist**: 7 @ 5 pts Each 35
- **My Math Lab**: 10 @ 10 pts Each 100
- **Quizzes**: 5 @ 20 pts Each 100
- **Equation solving quiz**: 50
- **Attendance**: 30 bonus pts
TOTAL 1000

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<tr>
<th>Percentage</th>
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<tr>
<td>91 - 100%</td>
<td>A</td>
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<td>82 - 90.9%</td>
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<td>64.9 - 0%</td>
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You must pass this class with a "C" average or better (75%), in order to meet the prerequisite for transfer level math courses. Failure to do so will result in you having to re-enroll in this course. The instructor reserves the right to add or delete assignments as needed throughout the semester.

Withdrawal:
1. At midterm, March 9th, any student who has less than 75% must conference with me before they will be allowed to continue.
2. April 14th is the last day to withdraw.
3. If you simply quit coming to class and do not contact me, I will not drop you, you will receive an F.
4. Withdrawal from a class may affect your financial aid. You may want to check with the financial aid office before withdrawing from this class.

Academic Honesty: You are responsible for your own work. If you are caught cheating, you will receive a grade of 0 for that test or quiz.

Extra Help:
1. You may arrange for a peer tutor by seeing Mrs. Nelson in the Learning Commons (D201 - 224-0479). Peer tutoring is FREE
2. You may come to the Math Learning Center (B-201) for help during normal MLC hours.
3. You may be eligible for academic accommodations if you have a documented physical, psychiatric, or cognitive disability such as a learning disability or ADD/ADHD. If you have a disability and need more information regarding possible accommodations, please contact Tina Hardy at 224-0284 or Judy Mika at 224-0350 or stop by office B-204.

Learning Environment:
1. Please respect your classmates by being on-time for class and by turning off your cell phones. No iPods or non-class related computer use during class.
2. I have tried to anticipate the whole semester, but I may need to make changes as we progress. I reserve the right to change the course outline and the information on this handout if the need arise. I will inform you promptly of any changes.

Office hours: 30 minutes before class; one hour after class; or by appointment. Also please see the Extra Help section (above).