

Math 251
Beginning Algebra--Fall 2009
MWF 9:00 am - 10:30 am

Instructor: S. Sworder

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Office Hours: Monday, Wednesday, Friday 7:30 to 9 am and also Monday
1:30 to 2:00 pm

Website: www.saddleback.edu/faculty/ssworder

Textbook: Sworder, The Adventure Begins: The textbook is a set of $8\frac{1}{2}$ inch pages that are three hole punched and shrink-wrapped with a blue colored cover.

Calculator: You will need a scientific calculator that has the ability to compute powers (look for a y^x or a^{\wedge} key) for the homework and examinations in this course. Many fairly inexpensive calculators have this option and your instructor's personal recommendation is the standard model TI36 or TI36X by Texas Instruments. The standard model TI36 is preferred over the menu driven models such as the TI36-II. You may not use a graphing calculator, cell phone, computer, or any other communication device during the examinations in this course.

Food and Drink: Please do not bring food or drinks into the classroom. Please do not eat or drink anything while in the classroom

Cell Phones: Please turn off your cell phone, laptop, and other communication devices while you are in the classroom

Attendance: It is expected that you will attend class daily, arrive before the class starts, and not leave until class is dismissed. Unless you are receiving accommodations through the Special Services department, you must take the examinations when given to the class as a whole. You may be withdrawn from this class if you miss a chapter exam or miss 6 hours of class instruction. Please do not schedule appointments for or engage in other activities during the time this class meets. Please do not schedule personal or family vacations that will cause you to miss any of our class meetings.

Homework: Homework exercises are included in the text and labeled according to their level of difficulty. You should complete each of the Basic and Mastery Level exercises and ask questions about those you are not able to do to your satisfaction. Those labeled "Professional Level" are optional and problems of this difficulty will not appear on an examination nor will they be discussed in class. The review exercises at the end of each chapter provide a good indication of the types of questions you will see on the examination for that chapter.

Examination Format: Two formats are used for the examinations. One format is "Multiple Choice" and the other format is "Free Form." A Scantron answer sheet is used for the multiple-choice version of the examination and the score on the exam is based only on the number of answers marked correct by the Scantron grading machine. No partial credit is awarded for the work shown on the multiple-choice version. For the free form version you must neatly show the mathematical reasoning that leads to your answers. The score assigned to a particular exam problem on the free form exam is based on the final answer and the mathematical reasoning leading to that answer.

You will receive the free form version of the examination unless you have requested the multiple-choice version. If you wish to take the multiple-choice versions (or switch back to the free form versions) of the exams in this course you must complete the Examination Format Change Request form and present this form to the instructor one week before the first exam for which the request is to apply.

Examinations: Five examinations will be given this term. The first four exams are given during our regular class time, but the final exam is given at the special time assigned to us during final examinations week. The first four exams each cover one chapter and the last exam is a comprehensive final examination. The comprehensive final exam is optional, but the chapter exams are not optional. Each exam has a maximum score of 100 points.

Except as described below, the comprehensive final examination is optional. If you take the comprehensive final examination, that score will be used to replace the lowest score earned on the chapter exams you have completed. This replacement will take place even if the score on the comprehensive final is lower than the lowest chapter examination score. The grade on the comprehensive final examination does not replace the grade of 0 from a missed chapter exam, except as noted below.

A Missed Chapter Examination:

If you make the decision not to take a chapter exam, you should immediately withdraw from the class. If you miss a chapter exam due to an unforeseen emergency, you must contact the instructor as soon as possible and before the next class meeting. You may send an email or leave a phone message that describes the nature of the emergency and your desire to use your score on the comprehensive final exam to replace the score of zero from the missed chapter exam. You must make an appointment to meet with the instructor as soon as possible after you can return to class. At this meeting you will present to the instructor the completed homework and class notes for the chapter covered by the missed exam. The homework solutions must neatly show all of the reasoning leading to the answers. Simply listing the answers is unacceptable. The class notes must neatly show all of the examples presented in class. The instructor will evaluate these materials to determine if you had adequately prepared for the missed exam. If, in the instructor's judgment, you were prepared for the missed exam, your score on the comprehensive examination will be used in place of the score of zero on the missed exam when your course grade is calculated. If you do not follow the steps above or if, in the instructor's judgment, you were not prepared for the missed exam, your grade of zero on the missed exam will be used to determine your course grade. Please note, it is practically impossible to earn a grade of C or higher in this course, if one of the exam grades used to determine your final course grade is a zero.

Course Grade Determination: Your course grade is based on the points earned on the examinations. Each exam is worth 100 points and 4 exams count toward your grade and so there are 400 points possible in this class. Your course grade will be assigned as follows: A for 360 pts or above; B for 320 pts to 359.99 pts; C for 280 pts to 319.99 pts; D for 240 pts to 279.99 pts; F for fewer than 239 pts.