MA100 Math I

Syllabus

Instructor: Adele M. Miller

Course Description
This course is designed for students with little background in algebra. Its main goal is to develop the basic skills necessary for taking subsequent mathematical courses. This course does not fulfill the Core Curriculum requirement. We will explore such topics as real numbers and algebraic expressions, solving equations and inequalities, operations on polynomials, factoring, and rational expressions.

Required Text:

Course Objectives:

Class Attendance
I expect students to attend all classes and to be on time for classes. I will take attendance at the beginning of each class meeting. In case of illness, work schedule conflicts, family commitments or other emergencies that will require missing class, please contact me as soon as possible. I expect students to notify me in advance of any anticipated absence whenever possible. If a student is absent more than three times, I will set a meeting with the student to discuss the advisability of remaining in the course.

Teaching Strategy:
Part of most class meetings will be lecture, but all students are encouraged to interact with me by asking questions and contributing ideas. Examples and hands-on activities will be given in class to illustrate concepts. Questions are always welcome before, during and after class time. Opportunities will be given for individual and collaborative work throughout the semester.

Course Requirements
Course assignments will consist of exercises in the text and on the handouts. In addition to exercises, students will be expected to establish their own learning goals for the course and monitor their progress towards achieving their work on quizzes and tests. Monitoring will consist of accessing answers on homework exercises, graphing quiz and test scores, and calculating quiz and test averages. It is essential that all assigned exercises be attempted promptly. I recommend that the section of the text covering the assignment be read before trying the exercises. Questions about the assigned exercises should be brought to class meetings. The study of mathematics requires regular work, plenty of practice, neatness and precision. Postponed homework exercises or sloppy work usually result in poor comprehension and performance. The time spent on studying math outside of class should average a minimum of six hours per week.

Assessment
A short quiz will be given each Friday (or Wednesday in the event of no Friday class meeting). The average of the ten best quiz grades will be used for the final grade, and there will be no make-up quizzes. Two tests will be given during the semester. All quizzes and tests must be written neatly. Any student handing in a quiz or test that is illegible will be required to rewrite the paper at my convenience before it is graded. Arrangements may be made with me to make up
any missed test. Documentation of the reason for missing the test and the promptness in
arranging the make-up is advised. A final exam is also given.

**Grading Policy**
The final grade for the course will be based upon homework, use of learning strategies, class
attendance and participation, quizzes, tests, quiz and test reviews, and the final examination in
the following way:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Establishment and monitoring of learning strategies</td>
<td>10%</td>
</tr>
<tr>
<td>Class attendance and participation</td>
<td>10%</td>
</tr>
<tr>
<td>Average of ten best quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Average of two in-semester tests</td>
<td>25%</td>
</tr>
<tr>
<td>Final examination</td>
<td>20%</td>
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</tbody>
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**Help**
There are multiple sources of help that can be used separately or in conjunction with each other
to be successful in this class. Classmates are a great source of help since they are working on
the material at the same time you are. I am also a source. Don't hesitate to contact me before or
after class, during my office hours, by e-mail or by phone. There are many other possibilities for
assistance such as other Rivier students, friends, neighbors and relatives. What is important is to
seek help at the first sign of any confusion. do not postpone asking questions or getting help.

N.B. You are responsible for understanding and complying with the contents of this syllabus. If
you have any questions about this syllabus please raise them at the beginning of the session.