I. COURSE INFORMATION

Instructor: Fatma Abudiab
Office: CI 313
Office Hours: MW: 10:00 ~ 1 pm, F: 10:00 ~ 11:00
Email: fatma.abudiab@tamucc.edu
Class meetings: MATH 0399.004 – MW 03:30–04:45 PM BH-234
  MATH 0399.005 – MW 05:30–06:45 PM CI-126

Final Exam: Math 0399.004 12/14 (W) Time: (1:45) BH-234
  Math 0399.005 12/12 (W) Time: (4:45) CI-126
Please visit Final Exam Page, incase changes happened:
http://registrar.tamucc.edu/exams.html

II. COURSE DESCRIPTION
This course is an introduction to algebra number concepts,
computation, elementary algebra, geometry, and mathematical reasoning which is a
prerequisite to Intermediate Algebra MATH 0399. This course is three credit hours which
will not count toward a degree program. The intended purpose of this course is to increase
the student’s knowledge of basic mathematics. This course has been designed to bring all
students up to a leveled knowledge of mathematics to prepare them for further courses at
Texas A&M University Corpus Christi.

III. PREREQUISITES
Successful completion of MATH 0398 or qualifying placement testing score.

IV. TEXT AND OTHER SUPPLIES REQUIRED
The textbook for the class is Developmental Mathematics, first edition, by Elayn Martin-Gay,
plus the My Math Lab student access code. In addition, you will need a pencil with eraser,
notebook paper, a folder or binder and a four-function calculator, and a TI-83 or equivalent
calculator.

V. STUDENT LEARNING OUTCOMES
By the end of the semester, the student will be able to show mastery for the following by
passing with a 70% correct on tests and quizzes:
1. Interpret and simplify integral and rational exponents. 2
2. Use the properties of exponents to simplify algebraic expressions.
3. Use addition, subtraction, multiplication and division with order of operations to simplify monomials, binomials & polynomials.
4. Use properties to simplify radicals, including rationalizing the denominator.
5. Use property of fractions and factoring to simplify rational expressions.
6. Solve linear equations that include real numbers, parenthesis, and multiple terms of the variable and have conditional, infinite or no solutions.
7. Use factoring techniques with the zero principle or the quadratic formula to solve quadratic equations for real or complex solutions.
8. Solve linear inequalities and report answers as graphs, sets or intervals.
9. Solve equations with one variable that are classified as linear, rational, radical, or absolute value.
10. Find the linear, rational, or quadratic equations to model or solve application problems including age, consecutive number, area, mixture & uniform motion problems.
11. Represent graphically the solution(s) of two linear equations and inequalities in one and two variables.
12. Solve systems of linear equations in two variables using elimination and substitution methods.
13. Write equations in one or two variables to solve or model application problems including mixture and motion problems.
14. Understand the relationship between the slopes of two equations to determine if lines are parallel, perpendicular, an identity or just intersecting.
15. Write equations for lines that are parallel or perpendicular to a given equation and passing through a specific point using point-slope formula.
16. Convert from standard form to slope-intercept form and vice versa.
17. Write equations for lines in slope-intercept, point-slope and standard form given a graph, two points or a slope and point.
18. Given a graph or quadratic equations determine the x-intercepts (if any), Y-intercept, and vertex.

VI. INSTRUCTIONAL METHODS AND ACTIVITIES
Students will be shown models of solutions and will work independently and in groups to Instruction for this course includes lectures and discussions of mathematical concepts, demonstration or problem solving techniques using example problems, class discussion, and application of concepts involving class, group, and/or individual activities to demonstrate mastery. Students will use the My Math Lab software independently to remediate weak areas as designated by assessments. Students will show mastery by passing skill tests and/or the final exam with a 70% on better.

VII. PERFORMANCE EVALUATION AND GRADING.
The methods of evaluation and the criteria for grade assignments are:
Homework 10%
Quizzes 20%
Exams 40%
Final Exam 30%
Grading Scale - Grades will be no stricter than:
A = 90 – 100 B = 80 – 89.99 C = 70 – 70.99
D = 60 – 69.99 F = 59.99 or below
No special options, assignments, or alternative grading schemes will be considered for individual students. All graded materials returned to the student are the sole responsibility of the student and must be resubmitted to the professor to receive consideration in grading disputes. The sharing of calculators and other materials during quizzes and exams is not permitted.
**Homework:** Individual assignments are made online through MyLabsPlus. Students will solve and submit completed homework assignments online through MyLabsPlus. Homework will be assigned at the completion of each section and each homework assignment will have a due date. MyLabsPlus will not allow students to submit homework assignments after the due date has passed. MyMathLab can be temporarily unavailable or behave erratically from time to time – **no time extensions will be given for these problems.** Therefore, it is in your best interest to finish the assignment well before the due date. Time extensions for homework will not be given for any other circumstances, happenings, or individual student situations, period. It is also advisable to work extra problems out of the textbook’s exercise section for more practice, and it is the discretion of the professor to assign extra homework at any time. Homework is worth 10% of the course grade. Here is the website link: tamucc.mylabsplus.com.

**Quizzes:** Quizzes will be individual assessments usually focusing on material covered the previous week. Quizzes will be administered during the first ten minutes of class every Wednesday (if an exam falls on a Wednesday, the quiz will be on Monday). The quizzes will typically be 2-3 questions similar to those found on MyLabsPlus and in the exercise section of the textbook. Calculators will be allowed unless otherwise instructed. The best 12 quiz grades will be counted. Quizzes are 20% of the course grade.

**Exams:** There will be three equally weighted individual assessment exams given during the course of the semester. Calculators will be allowed unless otherwise instructed. Exam dates will be announced at least one week in advance, but a tentative exam scheduled is given below. The combined exams will be worth 45% of the course grade.

**Final Exam:** The final exam will be an individual assessment covering **ALL** material presented in the course. Graphing calculators are allowed and even encouraged for the final exam. This will be a departmental final and is worth 25% of the course grade. If your final exam grade is higher than your lowest exam grade, the final exam grade will replace your lowest exam grade. Information about the final exam can be found here: http://math.tamucc.edu/MATH/CurrentStudentInfo.

**VIII. TENTATIVE COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Week</th>
<th>Section Fall 2011</th>
<th>Chapter/Section</th>
</tr>
</thead>
</table>
| 1    | Introduction and setting up MyLabsPlus. | (8.1) Understanding what real numbers are  
(8.2) Rules of algebra (PEMDAS) |
| 2    | | (8.3, 8.4) Adding and subtracting real numbers  
(8.5) Dividing and multiplying real numbers  
(8.6) Properties of real numbers |
| 3    | | (8.7) Simplifying expressions  
(9.1,2) Addition and Multiplication Properties of Equality |
| 4    | | (9.3) More Linear Equations  
(9.4) What is Problem Solving?  
(9.5, 9.6) Formulas, Percents, and Mixtures |
| 5    | | (9.7) Solving Linear Inequalities  
(10.1) The Cartesian Coordinate System  
(10.2) Graphing Linear Equations |
| 6    | | (10.3,4) Finding Intercepts and Slope  
(10.5) Equation of a Line  
(10.6) Intro to Functions |
| 7    | | (10.7) Graphing Inequalities  
(10.8) Direct and Inverse Proportions |
| 8    | | Test #1 (Chapters 8, 9,10)  
(11.1) Solving Systems of Equations (Graphing)  
(11.2) Solving Systems (Substitution)  
(11.3) Solving Systems (Addition) |
IX. CLASS POLICIES AND EXPECTATIONS

Attendance: Attendance is mandatory. Attendance will be checked each class period and each absence after 3 times (4th, and 5th) will result in one letter grade lower. Please save absences for emergencies. An attendance sheet will be passed around most class days to record class attendance. It is your responsibility to “sign” in each and every class period. Any adjustments or corrections to the schedule or other policies will be announced in class and it is the responsibility of the student to stay informed of such changes. It is wise to develop acquaintances you can depend upon in case of an absence.

Make-ups: Since attendance is expected, there will be no make-up of online homework due to absence – excused or unexcused – no exceptions. There will be no “after the fact” make-ups given for missed quizzes or exams; except in very special circumstances and discretion is left to the professor. If the student has a legitimate conflict, e.g. athletic event, it will be possible to schedule to take a quiz/exam in advance of the quiz/exam date. This should be handled as soon as possible to allow the professor adequate time to prepare an alternate quiz/exam. Students absent from the final exam must either qualify for an incomplete [for the course] or receive a grade of zero for the exam; the final exam cannot be rescheduled or made-up.

Email: I will send information, updates, etc. through email assigned in your MML,campus registered) email account. It is your responsibility to check the account often for important and pertinent information. I will also reply to email as best I can. Remember I have multiple classes so a response may be slow at times.

Website: There will be information about tests and quizzes, documents, etc. posted on the website. You will want to check frequently for updates. Please do not email me about course information (quizzes, tests, etc.) until you have reviewed the website.
Late arrivals and early departures not only disturb your professor but your fellow students. Please refrain from moving about and talking during class. If you disrupt the class for any reason, I may require you to leave the classroom. Students will not be allowed to use cell phones or MP3 devices during class. If a student is caught using either during a quiz or exam, it will be considered as cheating and may warrant an “F” for the assignment. Ask questions in class. Feel free to interrupt the lecture or discussion at any time for relevant questions. They are very much encouraged and will benefit everyone in the class. Come into my office during office hours for as much help as you need. You can also schedule a time in advance with me outside office hours for extra help if needed. Please email me with any questions you might have, and I will do my best to respond quickly.
X. DROPPING A CLASS
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. April 1st is the last day to drop a class with an automatic grade of “W” this term.

XI. ACADEMIC INTEGRITY/PLAGIARISM
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will rest in an F on the assignment or test.

XII. CLASSROOM/PROFESSIONAL BEHAVIOR
Texas A&M University – Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outline in Article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. The prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc. You are responsible for assigned work, quiz, and test preparation.
1. You are responsible for obtaining required supplies and bringing them to class.
2. You are responsible for organizing your time so that you can study 1 hour each day outside of class.
3. You are responsible for any work missed if absent.
4. You are responsible for seeking help in the TLC Math Lab, with a private tutor or student group if you are having difficulty with a skill or concept.
5. You are responsible for all reviews and the STUDY PLAN using MML.
6. Cell phones, I-Pod are NOT allowed in class, and must be turned off at the designated table in all Quiz/Test/Exams days...No exception to this rule.
7. Please turn off (or place on vibrate) all cell phones, watches alarm or any device that make noise before coming into class; they are a serious distraction in college classes and will NOT be tolerated.
8. In case of an emergency please call campus police @ (361-825-4444). Security will look up the class in the system and then send someone to the class. Otherwise they can call you after class is over.
9. Courtesy Policy: Extreme consideration for the feelings of others is always expected. Do NOT tell others they are stupid or wrong. Do explain why you believe differently. If someone has the facts wrong direct them to the source of accurate information or politely offer your alternative “facts.” Use of profanity or direct insult that defame a person’s character, race, ethnicity, religion, and so forth are inappropriate and will NOT BE Tolerated.
10. You are responsible for your own learning, therefore, you should come prepared with questions you need answered. Keep up with what you need to do and set appropriate goals for yourself.

XIII. DISABILITY SERVICES
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or go to the office at Driftwood 101.

XIV. GRADE APPEALS PROCESS
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is
upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

XV. CHANGES and Help

The instructor may amend the syllabus at any time prior to the final exam by announcing the changes in class.

Tutoring and Learning Center has many quality tutors to help you while you need someone beside my office hours. Welcome to visit those tutors at the Glasscock building. Please find out their schedule first before you make a plan to go for this semester. I will be happy to work with you anytime during my office hours and also email me for your special needs. Have a wonderful and great semester.

About the Family Educational Rights and Privacy Act (FERPA) Under FERPA, a student has the right to:

1. **Inspect and review their education records** Students can inspect and review their education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **Request to amend their education records** Students can request to amend any of their education records that they believe are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **Some control over the disclosure of their education records** Students have the right to provide written consent before the University discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is
   - A person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff)
   - A person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent)
   - A person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. **File a complaint if they feel any of these rights have been violated** Students can file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901