Math 103 Basic Math Fall 2015

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Wed 11:00-11:50

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Wed 11:00-12:00 and 2:00-2:50  
Fri 11:00-12:00

Meeting Times:  
Sec 1 & 2: 10-10:50am MWF in Library 215

Topics: The topics covered include whole numbers, integers, exponents, solving equations, problem solving, fractions and mixed numbers, decimals, ratios, proportions, percent, graphing and the rectangular coordinate system, and geometry and measurement. The material covered in this class provides a solid background for entrance in the next course, College Algebra.

Calculators are not needed for most portions of this course and are never allowed on quizzes and exams.

Materials: We will be using the *MyMathLab Prealgebra Student Access Kit and Guided Notebook* by Trigsted. ISBN-10: 0-321-87134-0

Course Grading: The following grading scale will be used throughout this course. Note that the course is graded as a pass/fail where the minimum for passing is 70%.

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<td>10%</td>
<td>10%</td>
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<td>30%</td>
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This means that your grade will be calculated in the following way:

\[
\text{Your total \%} = \left[ 0.10 \left( \frac{\text{your A&P pts}}{\text{total A&P pts}} \right) + 0.10 \left( \frac{\text{your GN pts}}{\text{total GN pts}} \right) + 0.15 \left( \frac{\text{your HW pts}}{\text{total HW pts}} \right) + 0.05 \left( \frac{\text{your Practice Quiz pts}}{\text{total Practice Quiz pts}} \right) + 0.30 \left( \frac{\text{your Exam pts}}{\text{total Exam pts}} \right) + 0.20 \left( \frac{\text{your Final Exam pts}}{\text{total Final Exam pts}} \right) \right] \times 100\%
\]

Course grades will be posted in UMD's egradebook: [www.d.umn.edu/egradebook](http://www.d.umn.edu/egradebook)

Attendance & Participation: Students can EARN up to 10 attendance points each class period. To earn attendance points, in addition to being present and participating, students MUST also be adhering to the student conduct code. **This means there is no using of cell phones, no browsing other websites, etc.** Cell phones should remain silent or off and should be kept out of sight in a backpack.

If a student is not following the conduct code, is using a cell phone, browsing other websites, being disruptive, etc, he or she will be asked to leave class and will NOT earn any points for that day. Students are also expected to use the restroom and get any needed refreshments outside of class time. **If you are not in class and working, you are not earning points. Attendance is required**, however 3 days will be dropped at the end of the semester.
**Guided Notebook:** The Guided Notebook is an interactive workbook that guides students through the course by asking them to write down key definitions and work through important examples for each section of the eText. This resource is available in a three-hole-punched loose leaf form, so students will want to obtain a binder for it. On quiz and exam days, portions of the guided notebook will be graded.

**Homework:** Students should complete the Guided Notebook first before attempting the corresponding homework. Homework will be assigned in MyMathLab at www.mymathlab.com. We will discuss how to sign up in class. A notebook to work through homework problems is strongly recommended.

All students should be able to earn 100% or very close to 100% on the homework assignments because most problems can be tried an unlimited number of times using the “Similar Exercise” button until a student is able to correctly answer the problem.

After a homework problem is completed, the answer is saved which means that prior to the due date, students can log out and log in and continuing completing problems for that assignment. After the due date, students can review their assignment but cannot make any changes to it. For the homework problems, the score on a student’s last attempt is recorded in his or her grade on the due date.

It is strongly recommended that students use the similar exercise button and try problems until they are able to successfully complete each problem without any help. Homework will be due on Tuesdays by 5:00pm as indicated on the schedule. Late homework is not accepted.

We would like to see all students be successful in this course! We are available to help answer questions and concerns, but it is the student’s responsibility to **ASK** when he or she has questions.

**Practice Quizzes:** Once 90% has been earned on a homework assignment, the corresponding practice quiz will become available. Practice quizzes are completed in MyMathLab and are due by 9:59 am on Wednesdays. It is recommended that students review and study their Guided Notebook and homework before taking the practice quiz. Students can take the practice quiz an unlimited number of times up to the due date.

**It is strongly recommended that students continue taking the practice quiz as many times as necessary until they are able to complete the practice quiz on their own with only a pencil and paper and without any assistance from their notes, homework, another person, or a calculator. This is key to being successful on quizzes.**

**Quizzes:** Quizzes are typically given during regular class time on Wednesdays as indicated on the schedule. The quizzes will be completed in MyMathLab. Students will have up to 2 attempts for each quiz. Students are NOT allowed to study, look at course materials, or talk to others in-between attempts. Both attempts must be completed during the class period.

Completing all the questions on a quiz and submitting it counts as 1 attempt. The instructor will hand out blank paper to use during the quiz. It is recommended that students label and organize their work neatly on paper as they are taking the quiz. This will aid the student as he or she moves from the first attempt to the second attempt. After each attempt, students can see their score for each question but cannot see the details of the question. Students will be able to see the details of the questions the day after the quiz.

Only the **best score** out of all the completed quiz attempts will be used when calculating course grades, so students are strongly encouraged to use both attempts so that they earn the best score possible. If a student earns 100% on a quiz, he or she will automatically earn the attendance points for class on the Friday of that week only. Students who earn 100% on a quiz are welcome to attend class that Friday.
In weeks where there is an exam, earning 100% on the practice quiz will allow a student to automatically earn the attendance points for the Friday of that week.

At the end of the semester the lowest quiz score will be dropped.

Exams: There will be 3 exams and a cumulative final exam. The exams will be completed on paper during regular class time. The 3 exams are tentatively scheduled for Wednesday September 30th, Wednesday November 4th, and Wednesday December 2nd. The final for sections 1 & 2 is Wednesday December 16th from 12:00-1:55 pm.

If a quiz or exam will be missed, it is the student’s responsibility to contact the instructor as soon as possible by email, phone, or in office hours. The only way to make up an exam is with a documented (signed note from a doctor, lawyer, etc on the day of the quiz or exam) excused absence. Examples include subpoenas, jury duty, military duty, religious observances, illness, bereavement for immediate family, and NCAA varsity intercollegiate athletics. For more information, please see http://www.d.umn.edu/vcaa/ExcusedAbsence.html. Students who miss a quiz or exam and do not have an excused absence will earn a score of zero on that quiz or exam.

Student Conduct Code: Appropriate classroom conduct promotes an environment of academic achievement and integrity. Disruptive classroom behavior that substantially or repeatedly interrupts either the instructor’s ability to teach, or student learning, is prohibited. This includes the use of cell phones, playing games on electronic devices, etc. Students are expected adhere to Board of Regents Policy: Student Conduct Code. For more information, please see http://www.d.umn.edu/conduct

Student Academic Integrity Policy: Academic dishonesty tarnishes UMD’s reputation and discredits the accomplishments of students. Academic dishonesty is regarded as a serious offense by all members of the academic community. UMD’s Student Academic Integrity Policy can be found at http://www.d.umn.edu/conduct/integrity/

Any cheating is taken seriously and will be dealt with appropriately!

Mental Health Issue: As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, homesickness, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Minnesota Duluth services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the UMD Health Service Counseling website at http://www.d.umn.edu/hlthserv/counseling/

Special Needs: It is the policy and practice of the University of Minnesota Duluth to create inclusive learning environments for all students, including students with disabilities. If there are aspects of this course that result in barriers to your inclusion or your ability to meet course requirements – such as time limited exams, inaccessible web content, or the use of non-captioned videos – please notify the instructor as soon as possible. You are also encouraged to contact the Office of Disability Resources to discuss and arrange reasonable accommodations. Please call 218-726-6130 or visit the DR website at www.d.umn.edu/access for more information.

Tutoring Center: In addition to office hours, help is usually available M-F at the Tutoring Center on the second floor of the library. More information can be found at http://www.d.umn.edu/tutoring.