

Spring 2008
9 – 9:50 am: M - F

Math 085
Preparation for Algebra

Item #6238
30-211

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Text: *Academic Systems* Personal Academic Notebook (PAN). The PAN may be obtained from the instructor. The cost is included in the \$87 fee for the course. Bring the book to class.

Prerequisite: None

About this course:

- i. *Overview:* This course utilizes interactive software called *Academic Systems*. Much of your class time and study time will be spent working at a computer. However, you will be doing mathematics using paper and pencil as well. You are expected to attend class at the scheduled time and spend an additional 5-6 hours per week on your own time on the computer if necessary. In addition to this, you should expect to spend 4-6 hours per week on homework away from the computer.
- ii. *Scheduling:* You will be given a daily calendar to help you keep on schedule. The calendar will tell you what sections you need to work on the computer each day and the homework that you are expected to do each evening. You may work ahead of the schedule when the material is easy for you to understand. But do NOT FALL BEHIND THE SCHEDULE.

Class Structure:

- i. *Bring to class:* For each class session, you need to bring pencils or pens, your syllabus and schedule, and the PAN containing the current lesson.
- ii. *During Class:* The class will begin each day with any announcements, and when needed, a mini-lecture. Next, you will work on the computer as the instructor circulates around to take attendance, answer questions and interact with students. On the computer, you will listen to the explanations; work examples, solve problems and take evaluate quizzes. Remember to take notes as you listen to the computer. It takes most students about six hours per week on the computer to finish the required work. This means that you will need to spend approximately three to four hours per week on the computer outside of class.
- iii. *After class:* Each day after class, you should read the explanations for the current lesson in your PAN and make sure you have worked the appropriate problems for class the next day.

Calculators: There is a calculator built into *Academic Systems*. However, many students find it beneficial to have a scientific calculator for their homework and to work along with the computer. (A scientific calculator may be recognized by the SIN, COS, and TAN keys). A scientific calculator costs less than \$20. A calculator will not be allowed during the exams.

Attendance: Attendance will be taken as a formal part of your grade. Attendance may be taken more than once in a class period to encourage prompt attendance and discourage early departure. Attendance quizzes may also be given in lieu of taking formal attendance.

Homework: There are two types of homework for each section – online and paper pencil. Each will be weighted equally toward your grade.

i. Online homework

a. Online homework must be completed for each section and is due the day after you are scheduled to complete the section and the day before you turn in your paper pencil work. It is graded for accuracy.

b. Missed or incomplete assignments may be given a grade of zero (depending upon the assignment). Your lowest assignment will be dropped from your grade.

ii. Paper pencil homework - The format and grading criteria for homework is as follows.

a. **Which Problems?:** The course calendar lists the homework that should be done each day after class. There are two subsections of homework in each section.

(a) *Homework* Do every sixth problem beginning with three: 3, 9, 15, ... the solutions are in the back of the PAN.

The problems are: _____

(b) *Evaluate* (Practice Test). Do every problem. All of the solutions are given.

b. **Format:** Write your name, the date, and the section in the upper-right corner. Multiple page assignments should be numbered. Each problem should be clearly labeled with the problem number. Your work should be done neatly in pencil and you should generously space each problem.

c. **Grading:** Your homework will be graded for completion. Missed assignments will be given a score of zero. Your assignment with the lowest score will be dropped from your grade. *Late assignments will not be accepted.*

Evaluates: The Academic Systems course has computer-based “Evaluates” at the end of each section. These are similar to section quizzes.

i. Each section begins with a “Pre-test.” The pre-test will give you a customized learning plan – making some topics optional and some required. If you score at least 95% on the pre-test, it can count as your evaluate score.

ii. Be aware that you cannot exit the program in the middle of an evaluate, so avoid starting one at the end of class.

iii. The Academic Systems program will allow you to take each evaluate a maximum of three times (the test changes slightly each time), with only the highest score counting towards your grade. Because I understand the desire to keep working on a single section until you “get it right,” I need to help you recognize when you must move on. For that reason, the evaluates must be completed by the time of each exam.

Tests: There will be four tests given during the quarter.

i. The tests will be cumulative, but will emphasize the material covered since the last test.

ii. If you miss a test, a score of 0% will be assigned. All tests must be taken during the scheduled class time. *No make-up tests.*

iii. Spoken and written communication as well as sharing of calculators (when calculators are allowed) during exams is prohibited.

Final Exam: A comprehensive final exam will be held in the regular class meeting room. The date and time for the final exam may be found in the quarterly schedule. The final exam is mandatory and a grade of 0.0 may be assigned at the instructor’s discretion to those who fail to take the final exam.

Grading: Attendance: 5%, Online Homework: 10%, PAN (Paper Pencil) Homework: 10%, Evaluates: 10%, Exams: 40%, Final Exam: 25%. GPA's will be given according to the following scale:

95-100%	4.0	%%%	GPA	%%%	GPA	%%%	GPA	%%%	GPA
93-4%	3.9	81%	3.1	73%	2.3	65%	1.5	57%	0.7
91-2%	3.8	80%	3.0	72%	2.2	64%	1.4	56%	0.6
89-90%	3.7	79%	2.9	71%	2.1	63%	1.3	55%	0.5
87-8%	3.6	78%	2.8	70%	2.0	62%	1.2	54%	0.4
85-6%	3.5	77%	2.7	69%	1.9	61%	1.1	53%	0.3
84%	3.4	76%	2.6	68%	1.8	60%	1.0	52%	0.2
83%	3.3	75%	2.5	67%	1.7	59%	0.9	51%	0.1
82%	3.2	74%	2.4	66%	1.6	58%	0.8	0-50%	0.0

Policies and Notes:

- i. **Attendance:** You are responsible for all material covered in class including all announced changes to the schedule and assigned course work. (If you miss class, *you* are still responsible for everything in class).
- ii. **Cell Phones:** The use of cell phones, pagers, and palm pilots in class is strictly prohibited. Failure to comply may result in your removal from the classroom. Following one warning, you may be asked to leave the class (and/or be marked absent) if you make or receive phone calls within the class period. Ringers should be turned off.
- iii. **Food and Drink** – Since you will be working at a computer station nearly every day, food and drinks are not allowed in the classroom, with one exception: if necessary, you may use a water bottle which has a pop-up spout or straw. There is a water fountain down the hall that you may use during class time.
- iv. **Internet Usage:** The computers are for math only purposes. Should you use the computers for any other purpose you may be asked to leave the class (and/or be marked absent). This includes computer usage in the time slot between classes. There will be one warning given.
- v. **Equipment:** The equipment in the classroom belongs to the college. As a student in this course, you are allowed to use the computer and headphones in this lab during class. You may use the open labs upstairs if you want to work at other times. Theft of the headsets will lead to higher course fees in the future.
- vi. **Music:** There will be no listening to music during class time. In my experience, there is a strong correlation between those listening to music (on MP3, CD, etc.) and failure in Academic Systems. Non-compliance may result in removal from the classroom (and/or you may be marked absent). There will be one warning given.
- vii. **Conduct:** This is an academic classroom. Your instructor, classmates, and classroom should be treated with respect. Disregard for this policy will result in your being asked to leave the classroom. You will also be marked absent.
- viii. **Corrections:** Changes and corrections to grading must take place during the week following the original distribution of the graded material. It is your responsibility to confirm accurate grading and bring it to my attention in a timely fashion.
- ix. **Tutor Center:** Cost-free individual and group mathematics tutoring is available at the *Tutoring Center*. The *Tutor Center* is located in building 26, room 319.
- x. **Math Resource Center:** Math materials, study space, and conceptual (vs problem specific) math help is available in 26-319. Some of my office hours will take place in the MRC.
- xi. **Academic Dishonesty:** Cheating, plagiarism, and other forms of academic dishonesty are unacceptable at Highline Community College and may result in lower grades and/or disciplinary action. It is both your right and responsibility to be familiar with the document entitled: Student Rights and Responsibilities code WAC 1321-1210 adopted by the Board of Trustees of Community College District 9 on July 9, 1992. This is available in the counseling center.

- xii. **Special Concerns:** If you have any special concerns about this class, please talk to me personally in my office. The more I know about you individually, the more I can help you be successful in this course. If you need course adaptations or accommodations because of dis-Ability; if you have emergency medical information to share with me; or if you need special arrangements in case the building must be evacuated, please provide me with the Letter of Accommodation you have received from the Office of Access Services. Access Services is located in Building 6 in the Student Development Center.
- xiii. **Important Dates:** The last day to drop without incurring a “W” and the last day to officially withdraw with a “W” are listed in the quarterly.

Logging into the IC Computers and Academic Systems: How do I start?

- IC Account Activation
 - Your account for logging in to computers in IC labs requires account activation. Accounts will be available for activation on the first day of each quarter. To activate:
 - Log in to any lab workstation with username myinfo, with password myinfo.
 - You will be taken to the MyInfo login page. Choose the Activation link at the bottom of the page.
 - Enter your Student ID, ZIP code (from your address on file with Registration), and date of birth, then click **Next**
 - Enter and confirm your email address, and enter and confirm your new password, and click **Activate**.
 - You will see a confirmation page with your IC username displayed.
 - Close the browser and log out of the workstation.
 - Log into the computer using your IC username and new password.
 - Open *Academic Systems* by clicking on the globe icon and log in using your username and password as outlined below. For example, Dusty Wilson with SID 880-12-3456 would log in as:

Account Login : Highline *the same for everyone*

PLATO Name : dustywilson

Password : Wils3456 *this shows ******

- Plato names
 - Your **Plato name** for will consist of the first seven (7) letters of your first name and the first seven (7) letters of your last name. For example:
 - Tom Jones would be **tomjones**
 - Mikhail Barishnikov would be **mikhailbarishn**
- Passwords
 - Your **initial password** will consist of the first four (4) letters of your last name and the last four (4) numbers of your Student ID. For example:
 - Tom Jones with ID# 880654321 would have the password **Jone4321**
 - Mikhail Barishnikov with ID# 880456789 would have the password **Bari6789**