

Instructor: Amanda Lien
Office: S75b
Office Hours: Mon/Tues 11:30AM-12:20PM and Wed/Thurs 7:30-8:20AM
Contact: lienamanda@fhda.edu

MATH 212: Beginning Algebra • Sec 06D • Fall 2017

Room MCC-13 • MTWThF 9:30-10:20AM

COURSE DESCRIPTION

Application of linear functions, quadratic functions and linear systems to problems. Emphasis on the development of models of real world applications and interpretation of their characteristics. (5 units)

PREREQUISITE

Qualifying score on the Math Placement Test within last calendar year; or MATH 210 or equivalent with a grade of C or better. Advisory: EWRT 211 and READ 211 (or LART 211), or ESL 272 and 273.

MATH 212.06D: LEARNING COMMUNITY: Requires concurrent enrollment in LART 211.01D (CRN 02630) and COUN D080Y.01D (CRN 24416). To learn more, please visit www.deanza.edu/linc or contact Kristin Skager at skagerkristin@fhda.edu

REQUIRED MATERIALS

- MyMathLab license key (see HOMEWORK for more information)
- One three-ring binder for notes, exams, quizzes, and other handouts
- Scientific calculator (or any calculator that is not your phone), paper, ruler or straight-edge
- Lecture notes printed for each class meeting

TEXTBOOK

- *Intermediate Algebra for College Students* by Robert Blitzer, 7th edition ISBN: 978-0134178943

COMMUNICATION

I will be using My Courses / Course Studio to communicate with you outside of classroom time. It is accessible to all students enrolled in the course via MyPortal. You need check your email on a regular basis as I will send out homework, exam dates, and study reminders. All class handouts, skeleton lecture notes, quiz/midterm solutions, etc. will be uploaded onto My Courses. If you miss class, you will need to print out the lecture notes and ask a classmate to share his/her completed lecture notes with you. If you need to contact me, please email me directly. Do not contact me via MyMathLab, as I may not see it.

MAKE-UPS POLICY

You MUST take the exams on the dates listed. There are absolutely no make-up quizzes, homework, or exams. The final exam date and time have been determined and mandated by the college. No early/late final exam may be scheduled. If you know that you are unable to take the final at the date and time above, you must drop the class now.

IMPORTANT DATES*

Friday, September 29	Quiz #1
Friday, October 6	Quiz #2
Saturday, October 7	Last day to add quarter-length classes
Sunday, October 8	Last day to drop with no record of grade
Friday, October 13	Midterm #1 (Ch 1-2)
Friday, October 20	Quiz #3 Last day to request pass/no pass grade
Friday, October 27	Quiz #4
Friday, November 3	Midterm #2 (Ch 2-3)
Thursday, November 9	Quiz #5
Friday, November 10	No class (observance of Veteran's Day)
Friday, November 17	Quiz #6 Last day to drop with a "W"
Thursday, November 23	No class (Thanksgiving break)
Friday, November 24	No class (Thanksgiving break)
Friday, December 1	Midterm #3 (Ch 4-5)
Thursday, December 7	Quiz #7
Friday, December 8	Binder Checks
Tuesday, December 12	Final Exam 9:15-11:15AM (Cumulative)

**Midterm dates and coverage are subject to change.*

Final exam date/time is fixed. The instructor will communicate any changes in class and via email.

HOMEWORK (MyMathLab)

- <http://www.mymathlab.com>
- You must have an access license and do the assignments on MyMathLab to be successful in this course. Therefore it is mandatory that you be an active user of MyMathLab. **Students who are registered in Math 212 but do not activate a license within the first week will be dropped.** If you need some time to get financial aid or save up money, you can get a temporary license on the Pearson website that is valid for 14 days.
- Enter in our class key: **lien45006**
- You will be able to access the assignments after each section has been presented in class. They are due 5 days after the assigned date at 11PM (evening). For example, if I assign some sections on a Tuesday 11AM, you are expected to have it completed by that Sunday 11PM. Please do not procrastinate!

Collaboration on the homework is encouraged, but each student must write his/her own solutions and not copy them from anyone else. If you have questions about problems from MyMathLab, you may email me or see me in office hours. **No late assignments accepted!**

QUIZZES

An in-class quiz will be given once per week on Thursday or Friday, except for the weeks where a midterm/final exam is scheduled. The quiz will include topics that were covered during that particular week and/or the previous week. You are permitted to use any and all of your lecture notes to help you with the quiz. There will be a total of 7 quizzes this quarter.

GRADING

- Attendance is mandatory as part of your participation grade. You must also be present to completely fill in your binder for the binder check at the end of the quarter.
- Please see the FAQ at the end of the syllabus for information about the binder check.
- There will be three in-class midterms and a final. Please bring in a valid photo ID on exam days.
- If your final exam score is higher than any of your midterm scores, the final exam score (excluding any extra credit points) will be used to replace the lowest midterm score. If the lowest midterm score is a result of cheating, it will not be considered for the replacement.
- Your three (3) lowest MyMathLab homework score will be dropped. However, I still encourage you to do all assignments in order to get the most out of this course. Remember that practice is key!
- Your lowest quiz score will be dropped.
- The grades for the exams will be changed only if there is a clear error on my part, such as adding up marks incorrectly. Problems must be brought to my attention immediately after exams are returned.
- Changing your work (adding to and/or erasing any of your work) after the exam has been graded is considered to be academic dishonesty and you may earn a 0 on the exam.
- An incomplete grade (I) is rarely assigned. It will only be assigned in extreme situations (i.e. unforeseeable emergency and justifiable reason at the end of the term that prevent you from completing the course). You must be in good standing with near-perfect attendance and an overall grade of a 70% (C) or greater in order to request for an incomplete grade.

Breakdown of grades:	
Homework	20%
Binder Check/Participation	5%
Quizzes	10%
Midterm #1	15%
Midterm #2	15%
Midterm #3	15%
Final Exam	20%

Quarter grade:	
$\geq 100\%$	A+
93-99.9%	A
90-92.9%	A-
88-89.9%	B+
83-87.9%	B
80-82.9%	B-
78-79.9%	C+
70-77.9%	C
68-69.9%	D+
63-67.9%	D
60-62.9%	D-
0-59.9%	F

Final grades are non-negotiable. You should monitor your scores in the gradebook regularly throughout the quarter. If there are any discrepancies, they should be brought to my attention as soon as possible.

ATTENDANCE

It is essential that you participate and regularly ask questions in order to succeed in this course and your future math courses. Therefore, attendance is required and students are expected to attend all sessions of each class. Attendance may be taken at any point during the class (beginning, middle, or end). If you use your phone/tablet/laptop or any unrelated material, I may ask you to leave and that day will count as an absence.

Instructors may drop students from class if they fail to attend the first class meeting, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the quarter.

I will drop students who do not attend the first class meeting.

You should NOT rely on your instructor to drop you from your course. If you decide to stop attending class, it is your responsibility to drop. Failure to do so will result in a grade of F.

CLASSROOM ETTIQUETTE

- Keep your cell phones on silent and hidden.
- To promote a safe and positive learning environment, you are to be respectful to me and to your classmates. Please do not talk during lecture. If you have a question, raise your hand.
- Your full attention and participation is expected.
- You are required to come to class prepared WITH lecture notes printed out.

STUDENT LEARNING OUTCOMES

- Students successfully completing this course will be able to:
- Evaluate real-world situations and distinguish between and apply linear and quadratic function models appropriately.
- Analyze, interpret, and communicate results of linear and quadratic models in a logical manner from four points of view - visual, formula, numerical, and written.
- Demonstrate an appreciation and awareness of applications in their daily lives.

TUTORING

Tutoring is available for all students in the Tutorial Center, S-43. Tutoring is provided at no charge by qualified, trained tutors. Tutors can give students feedback on their course work, help them understand assignments and provide students strategies for improving their learning skills.

For more information, visit <http://www.deanza.edu/studentsuccess/mstrc/>

ACADEMIC DISHONESTY

By enrolling in this class you agree to uphold the standards of academic integrity as outlined in the current De Anza college catalogue. Dishonesty includes but is not limited to signing in someone other than yourself on the attendance sheet, in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. **If you are observed cheating, you may receive an F on the assignment/exam and be dismissed from the course. Furthermore, the incident will be reported to the Dean of Student Development for review and a note will be made in your school records. Please do not give me any reason to suspect cheating.**

CODE OF STUDENT CONDUCT

The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The students who are in violation of the Code of Student Conduct are subject to disciplinary sanctions which apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college.

ACCESSIBILITY ACCOMODATIONS

If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency evacuation, please inform me as soon as possible.

EMERGENCY INFORMATION

Review the website <https://www.deanza.edu/emergency/> for information on what to do in an emergency. Be familiar with these procedures. Information on this page is updated as required.

LAST NOTE

Please remember that you are responsible for your education. This means that if you are having trouble understanding a concept presented in class, I encourage you to ask questions during class or in office hours. Do not wait until the end of the quarter to realize that you need help. Math and Statistics are hierarchical subjects – they continue to build up on knowledge from previous material. If you miss a lecture, ask a friend to share his/her lecture notes with you.

Frequently Asked Questions

Before emailing me, please refer to this sheet.

QUESTION: What is expected of me in each lecture?

ANSWER: You are expected to come prepared with your calculator and pencils/pens to take notes along with your 3-ring binder for this class. You **MUST** print out and bring “skeleton” lecture notes in which you will fill in. If there are problems for you to try on your own, you are expected to do the work.

At the beginning of lecture, if you have questions about the homework from the night before, you may ask those questions. Doing so will not only help you, but other people in class.

Make sure to sign in on the attendance sheet for each lecture. Do **NOT** sign in for anyone else.

QUESTION: I am sick and cannot make it to lecture today. What should I do?

ANSWER: You need to email me with your situation so that you are excused. Lecture notes are posted on My Courses. You will need to download the notes, print them out, and ask a fellow classmate to share their filled-in notes with you. I will not scan my written notes onto My Courses. If a quiz was given, I will drop your lowest quiz score.

QUESTION: I am having trouble with a homework problem. How should I ask you for help?

ANSWER: You can come into my office hours to ask for help. If you are unable to visit me at that time, then you can send me a *specific* email about the question. Your email asking me for help **must**:

1. Tell me the exact question number and what section it is from.
2. Copy and paste the problem into the email.
3. Show me your attempt at the problem. In other words, do not simply email me the phrase, “I don’t get it.”

Example:

Subject: Math 212 Homework Help
Hi Ms. Lien:

I am stuck on problem ___ on MyMathLab section ___. The problem is... (copy and paste the homework question here). This is what I tried to do... (show me your attempt – you can type out what you tried or you can take a picture of your work and attach it in the email).

Thanks,
(your first AND last name)

Note: If I am not able to identify who you are based on your email address or name at the end of the email, I will not respond. Furthermore, if you do not follow this format of the three parts required when asking for help on homework, I will not respond.

QUESTION: I was not able to do the MyMathLab homework because _____. Will you grant me an extension?

ANSWER: No. In this course, there are no make-up assignments. However, I understand that unforeseen events may come up during the quarter that may prevent you from completing an assignment on time. This is why I will drop your three (3) lowest MyMathLab homework assignment at the end of the quarter.

QUESTION: I missed a midterm. Can I make it up?

ANSWER: Unless you had a prior arrangement with me, you may not make up a midterm. If you know that you cannot take a midterm on the assigned date, you must bring this to my attention at the beginning of the quarter for an alternative.

QUESTION: What is the binder check?

ANSWER: On the last lecture of the quarter (Friday, December 8), I will check your binder for lecture notes, quizzes, midterms, and any other handouts given in class. All lecture notes must be filled in, which is why it is important that you attend all lecture meetings. However, if you must miss class, you can always print out the notes (from My Courses) and ask a classmate to share their completed notes with you. All pages **MUST** be hole-punched and properly placed *in order* in a 3-ring binder.

What should be in your binder by the last lecture:

1. All lecture notes, completed and filled in with YOUR handwriting
 2. Midterm #1, Midterm #2, and Midterm #3
 3. Quizzes
 4. Any other handouts provided
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QUESTION: I am not in high school anymore. Why are you making us do a binder check? ☹

ANSWER: Aside from mathematics, I hope to help you with your organizational skills for college. You should be maintaining all of your work as if they were valuable documents. That way, if there is a mistake on my part in inputting grade points, you can easily find and show me the error. Also, being organized with your notes will make studying for the exams an easier process.

QUESTION: How do I earn credit for participation?

ANSWER: To earn the full 5% for participation, you must be present in class and provide me with your full attention. This means you are following along with the lecture and filling in your notes, asking me any questions if something is unclear.

QUESTION: What is my current grade in the class?

ANSWER: I use <https://thinkwave.com>* to keep track of the scores you earn in each assignment or exam. You should monitor it regularly to see your current standing in the course.

* Please note that I may opt to use Canvas instead of thinkwave to record your scores.

Got a question that isn't listed? Please email me at lienamanda@fhda.edu.