

Welcome to Sections LN02 and ES35 of MATH-1150 (College Algebra) at Southeast Community College in the Fall term of 2015.

### Contact information

Instructor: Toby Bartels.

Web page (for course policies and assignments): <http://TobyBartels.name/MATH-1150/2015FA/>.

Email: [TBartels@Southeast.edu](mailto:TBartels@Southeast.edu).

Voice mail: 1-402-323-3452.

Text messages: 1-402-805-3021.

Office hours: Tuesdays and Thursdays from 2:00 PM to 4:30 PM and by appointment, in ESQ 112.

### Assignments

This will be a mostly flipped classroom; that is, I'll assign you readings to do outside of class, and you'll spend most of the time in class working on problems together. So for each section of the textbook, I'll assign a reading for that section (from the textbook if nothing else, but also often some notes of my own, videos of examples, etc). I'll also assign some problems from that section (and occasionally some problems of my own), but you don't need to do those at home (although you may want to look at them). The next day, I'll randomly split you into groups, and you'll work on the assigned problems together, with my help when you need it. Finally, you can take the problems home one more day if you need to finish up.

As you work on the problems in class, you can use your textbook and any notes that you took during your reading. I encourage you to talk to the other people in your group; you're supposed to be working on them together! You can also talk to other people outside of your group, and in fact you should help other groups if you finish before them. You can also use calculators (unless explicitly forbidden). Finally, you can ask me for help if necessary, and I'll be coming around the room to see who needs my help.

There will also be weekly quizzes, taken from the problem sets that were written up during the previous week. When taking the quizzes, you may use calculators (but not communication devices such as cell phones) and any notes that you wrote yourself (including the problem sets that you did in class), but *not* your textbook or anything else not written by you.

There will be a comprehensive final exam on December 16 or 17. To speed up grading at the end of the term, the exam will be multiple choice and filling in blanks, with no partial credit (except possibly on extra credit problems). For the exam, you may use one sheet of notes that you wrote yourself. However, you may not use your book or anything else not written by you. There will be a mock exam some time during the second half of the term, at least one week before the actual exam.

### Grading

You can see your current grade by logging in to the Moodle site.

Here are the assignments that contribute to your grade, with their frequencies and percentage of the final grade:

- Problem sets (one for each section covered in the textbook), graded for completeness: 40% total, which is about 1.5% each;
- Quizzes (almost every Monday or Tuesday), graded for correctness: 40% total, which is 5% each;
- A comprehensive final exam (December 16 or 17): 20%.

Nothing else directly affects your grade. However, there will be extra-credit problems from time to time.

Strictly speaking, there is no curve, so you are not competing against your fellow students. In fact, you'll be working on a lot of your assignments together! However, if grades don't turn out as I expect, then I'll consider whether an assignment was more difficult than I intended and adjust the grades accordingly (usually by making a hard problem extra credit).

Sometimes you will be required to show some of your work; make sure that you read and follow the instructions! To get as much credit as possible, it's good to explain your answers as clearly as you can, even when the instructions don't specifically ask you to. If you can convince me that you know what you're

doing, then you'll get some credit. But if it looks as if you pulled an answer out of thin air (or the back of the book), then you won't get credit.

I also suggest that you cross out (and *not* erase) any significant amount of work that you decide is incorrect, in case you later want to look at it after all; this also makes it easier for me to read. Along the same lines, I'd appreciate it if your papers are cleanly detached (not torn out of a spiral notebook). Finally, don't worry about fastening papers together; it's more important that you have your name on each sheet.

## Attendance

I need to take attendance every day for purposes of financial aid; if you fail the class, then I must report your last date of attendance. If this is too early, then this can affect your financial aid. If you don't show up at all during the first week, then you'll be automatically dropped from the class at the worst possible time (when you'll still have to pay for it but almost certainly won't get financial aid for it). On the other hand, if you decide to drop the class after you show up, then you'll need to fill out a withdrawal form to do that. But check with the financial aid office before you drop; in fact, sometimes it's best not to drop at all if you're going to take the class again and pass it.

I will normally use your turned-in work to take attendance, so make sure that you sign the attendance sheet if you don't turn anything in. (On the first two days of class, I'll pass around the attendance sheet.) If you expect to be absent, then tell me ahead of time! That way, we can arrange for you to ask any questions that you need and to make up work. If you can't contact me ahead of time, then contact me as soon as possible. Once I grade a quiz, you won't be able to make it up, but I can delay grading it or arrange an exception if you're in touch with me. You can turn in problem sets at any time, but you may not get them back in time for a quiz if they're late, and of course it will be easiest if you're in class to do them.

I'm not concerned with the reasons for your absence or tardiness; what's important is that you communicate with me about it. On the other hand, if you want a late drop or an incomplete, then you will need a good reason with unusual circumstances, such as a serious administrative error by the college or a major disruption out of your control.

## Schedule

The first day of class (October 5 or 6), I'll discuss the administrative aspects of the course and give a brief introduction to the basic ideas of College Algebra. If you miss this day, then you shouldn't suffer too much for it, but you'll want to get the administrative information. The next day (October 7 or 8), the class will begin in earnest.

The official textbook is the 10th Edition of *Algebra and Trigonometry* written by Sullivan and published by Prentice-Hall (Pearson). In addition to a quick review of Chapter 1, we cover Section 12.1 and all of Chapters 2–6, *except* for Sections 2.4&5, 4.2, 4.5, and 6.9. Here is the complete list of covered sections: 2.1–3, 3.1–6, 4.1, 4.3&4, 5.1–6, 6.1–8, 12.1. Here they are again, in the order in which I intend to cover them: 2.1–3, 12.1, 3.1–3, 3.6, 4.1, 3.4, 6.1&2, 3.5, 4.3&4, 6.3–8, 5.1, 5.5&6, 5.2–4. I'll announce it ahead of time if I change this order.

For the continually updated schedule of specific dates for each section, check the problem sets online. Quizzes are every Monday or Tuesday, except the first, last, and Thanksgiving week. The final exam is December 16 or 17.

The last day to drop the course with a full refund is October 13 Tuesday; the last day to drop at all is November 3 Friday. By November 10 Tuesday, your midterm grade estimates should be available on WebAdvisor; your final grades should be available there on December 21 Monday. Follow your grades on Moodle if you want to know them faster.