

Green Sheet for Math 103: Elementary Algebra

Days, Times, and Section Number: Both MTWTH in SM7 51770: 9:20-10:30AM; 51772: 10:55AM-12:05PM	
Instructor:	Brad Chin Phone: 408-741-2189
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Office:	SM 11
Office Hours:	TTH 12:20-1:30PM in SM 11 & 1:30-2:00PM in SM 5
Course Description, Content, and Credit: The basic operations (addition, subtraction, multiplication, and division) involving real numbers are covered. Other topics include products and factors, first degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, graphing, rational expressions, radical expressions, and applications. The course is designed for the student who has no previous instruction in algebra, or who has had difficulty with algebra. This course is AA/AS degree applicable.	
Prerequisite: None	
Required Text: Elementary Algebra: Concepts and Applications, Bittinger and Ellenbogen, 7th edition.	
Optional Materials	
1) <u>Student's Solutions Manual</u> : Available for purchase at the bookstore and on loan in the Library.	
2) <u>Calculator</u> : May be used after the first test.	
Other Sources of Assistance	
1) <u>Math Resource Center</u> (SM 5): Drop-in tutoring by instructors and students	
2) <u>Tutorial Services</u> (near the Library): Drop-in tutoring and one-hour appointments.	
3) <u>Library</u> : Video lectures, text, and solutions manual on reserve	
Disability Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. You should also contact Disability and Educational Support Program (DESP) at 408.741.2010 (408.741.2658 TTY) to coordinate reasonable accommodations for your verified disability.	
Emergency Evacuation: During an emergency evacuation, we will gather personal belongings and proceed as a group to the assigned area in the <u>parking lot</u> .	
Seating: Seating will be at my discretion. I may move students at any time during the semester.	
Syllabus Changes: I may make changes to the syllabus during the semester; in that event, an announcement will be made to the class. It is your responsibility to stay informed of these changes. Students may contact me during office hours and before/after class, time permitting. You may also wish to have a study partner whom they can contact if they miss class.	

Last day to ADD or to DROP <u>without</u> a "W" & with a <u>refund</u>	F Feb. 9
Last day to DROP <u>without</u> a "W" (no refund)	TH Feb. 15
Presidents' Day Holiday	F Feb. 16-M Feb. 19
Spring Break	M Mar. 26-F Mar. 30
Last day to DROP <u>with</u> a "W"	F Apr. 27

Final Exam:

9:20 class—M May 21, 9:40-11:40AM,
10:55 class—W May 23, 9:40-11:40AM

Attendance: Attendance is an important factor for success in this class. At the start of each class, mark YOURSELF on the attendance roster with an "X" for an on-time arrival or an "L" for a late arrival. I use an "O" for an absence or lateness of more than 15 minutes and "E" for an early exit. Only I can change an incorrect marking. While you are responsible for dropping the class, I reserve the right to DROP students for any of the following reasons:

- 1) Your late arrivals or absences (regardless of the reason) exceed 6.
- 2) Your early exits that I excuse exceed 6. My consent must be obtained before class starts
- 3) You exit early ONCE without my consent
- 4) You miss more than one chapter test (regardless of the reason).

Homework: Out of 12 points. Refer to the yellow sheet.

Exams	Points (each)	Score if missed
Quiz (9)	2	Quizzes 1-6: 20% of corresponding test Quizzes 7-9: 10% of final exam score
Test (2)	10	50% of final exam score
Final (1)	20	0

Make-up Exams: No make-up exams will be given.

Cheating Policy: Cheating will result in being dropped from the class. You may not copy, help, or talk during exams. Work must be shown to receive full credit. I will only reconsider scores for exams given back to me by the end of class ON the day it is returned to the class.

Grades: Out of 70 points. 90%+ A, 80%-90% B, 70%-80% C, 60%-70% D

If doing so improves your course grade, I will replace your homework total or lowest test score by HALF of your final exam score if BOTH of these circumstances apply.

- 1) Your absences total 6 or less and your total of late arrivals and early exits is 9 or less.
- 2) You take all of the tests given.