Instructor: Amy Edwards  E-mail: amy.edwards@skagit.edu
Office Phone: 360-416-7991  Office: Ford Hall 217, Mount Vernon Campus
Office Hours: Monday, Wednesday: 10:30 – 11:30 AM
Tuesday, Thursday, Friday: 11:30 AM – 12:30 PM or by pre-arranged appointment

Course Description
Math 097 is a beginning course in algebra. Topics include: algebraic expressions, solving linear equations and inequalities, ratios and proportions, graphing and determining linear equations, exponents and polynomials. A graphing calculator may be required. Prerequisite: Math 96 with a grade of C or higher, or equivalent math placement score and previous computer experience with internet and email usage, at minimum.

Course Objectives and General Education Learning Values and Outcomes may be viewed on the course outline on the Skagit Valley College website at:
http://www.skagit.edu/cat_search3.asp?crs=570&cat=20082&highlight=

Required Materials:
  This text will be used for Math 97, 98, and 99.
• MyMathlab Access code for this edition of text
  Your MML access code for this text edition is good for one year from the date that you register it.
• MyMathLab Orientation CD-Skagit Valley College
  Some assignments will require videos on this CD.
• Scientific Calculator: Any scientific calculator. A graphing calculator is not required.
• Computer and Internet access: A computer capable of running MyMathLab and a reliable Internet connection. High speed internet is strongly recommended in order to take advantage of multi-media features. See http://www.mymathlab.com/system.html for system requirements.

NOTE: If your computer does not meet the system requirements, or your internet connection is unreliable, your only other option for taking this DE course is to utilize the computer labs on the SVC campus.

Textbook/Access Code Purchase options:
• Purchase a new textbook package, which includes the MyMathLab access code and MyMathLab orientation CD, from the SVC bookstore.

• Purchase a used textbook and purchase the access code separately from the SVC bookstore, or from http://www.coursecompass.com. The access code is cheaper online and it allows you to enroll in MML immediately. You will still need to access the MyMathLab orientation CD, which is on Reserve in the SVC libraries (Mount Vernon and Whidbey Island Campuses). If you cannot access the college library, notify your instructor immediately.

• Purchase no textbook and purchase the access code separately, and acquire the MyMathLab orientation CD, as above. The enhanced electronic version of the textbook is on-line and available via your MyMathLab access code.
**Course Calendar**
All assignments, homework and exams have firm due dates. Late work will not be accepted.
You are strongly advised to work ahead. A timeline and due dates are listed below. You may also view homework and exam due dates by clicking on DO HOMEWORK and TAKE TEST, or by clicking on the Course Calendar on MyMathlab. Assignment deadlines can ONLY be viewed in MyMathLab by clicking on Assignments.

<table>
<thead>
<tr>
<th>Week</th>
<th>Beginning on:</th>
<th>Homework:</th>
<th>Firm Due Dates:</th>
</tr>
</thead>
</table>
| 01:  | March 30      | Chapter 1: Review of Real Numbers | April 6: Assignment 1  
|      |               |           | April 9: Assignment 2 |
| 02:  | April 5       | Chapter 1: Review of Real Numbers | April 16: Chapter 1 Homework  
|      |               |           | April 16: Exam 1: Chapter 1 |
| 03:  | April 12      | Chapter 2: Equations, Inequalities, and Problem Solving | April 16: Chapter 1 Homework  
|      |               |           | April 16: Exam 1: Chapter 1 |
| 04:  | April 19      | Chapter 2: Equations, Inequalities, and Problem Solving | April 20: Assignment 3 |
| 05:  | April 26      | Chapter 2, and Chapter 3: Graphing | May 5: Chapter 2 Homework  
| 06:  | May 3         | Chapter 3: Graphing | May 5: Exam 2: Chapter 2 |
| 07:  | May 10        | Chapter 3: Graphing | May 21: Chapter 3 homework  
| 08:  | May 17        | Chapter 4: Systems of Linear Equations | May 21: Exam 3: Chapter 3 |
| 09:  | May 24        | Chapter 4: Systems of Linear Equations | |
| 10:  | May 31        | Chapter 5: Sections 5.1, 5.5  
Review Chapters 1 – 4, 5.1, 5.5 | June 4: Chapter 4 Homework  
June 4: Exam 4: Chapter 4  
June 6: Chapter 5 Homework |
| 11:  | June 7        | Take Final Exam: **Chapters 1 – 4, 5.1, 5.5** | June 7 |
|      |               |           | Take Final Exam: **Chapters 1 – 4, 5.1, 5.5** |

**Important Dates:**
- Tuesday, May 11: Last Day to withdraw from a class and receive a "w" on your transcript
- Monday, May 31: Memorial Day– College is closed
COURSE REQUIREMENTS AND GRADING:

Assignments: 3% of final grade
You will have a few introductory assignments which may focus on class participation, thoughts about how you learn, how to use the MyMathLab site, or a quiz on the syllabus! The instructions for these assignments can be reached through the ASSIGNMENT button in MyMathLab (MML). I will alert you when a new assignment is posted. It is to your advantage to complete these assignments shortly after I post them, as the due dates are firm.

PLEASE NOTE: Assignment due dates do not display on the mymathlab (MML) course calendar. You MUST click on the ASSIGNMENT button to view the due dates. Click on this button as soon as you are enrolled in the MML site, as there are assignments due in the first weeks of the quarter.

Homework: 14% of final grade
• For each chapter section covered, read over the section in your textbook, and work through the examples until you understand them. Take notes to retain information and to study later.
• Watch the video lesson for the section by clicking on Chapter Contents in MML (See “Quick Tour of MyMathLab”, under COURSE DOCUMENTS in MML.)
• Work some of the exercises in the text until you are comfortable with them. Remember to work some at the end of the exercise sets, as they tend to be more difficult.
• Then work on the online homework assignment for that section. These can be reached by clicking on the DO HOMEWORK button on MML.
• If you get stuck on a homework exercise, there are several ways to access help on the homework screen (See “Quick Tour of MyMathLab”, under COURSE DOCUMENTS in MML.)

The good news is that you can return to the same homework section, up until the due date. Every time that you correct a mistake by working a similar problem, you can improve your homework grade, and you need not redo those problems that you have answered correctly! You must SAVE the homework (SAVE button) for it to be graded or to have the grade updated.

If you need more practice after the homework is due, you can access more problems by clicking on Study Plan. However, work completed there will not change your grade.

Exams 1 to 4: 14% of final grade each
After you have completed all of the homework leading up to an exam, it is time to study for the exam.
• You should review your notes and practice all of the skills presented in the chapter(s).
• Review the Chapter Highlights at the end of each chapter.
• It is always beneficial to create a practice test of your own, and time yourself taking it. There are also practice tests for each chapter available online. The practice tests do not affect your grade.
• When you are ready, before the due date, take the online exam. Click on TAKE A TEST to do so.
• You will be allowed up to three attempts on each exam; however you must complete the exam on or before the due date. Computer glitches can happen, so make sure your computer, browser and internet connection are reliable and set properly before attempting an exam. You are encouraged to work ahead, to avoid any disappointments on the due date.
• The recorded score for each exam (test) will be the average score for all attempts. Therefore, be sure that you are thoroughly prepared before attempting each exam.

• Disconnected tests count toward your three attempts, so before taking any test, read “Technical Issues -Taking Tests in Blackboard and MyMathLab”, by clicking on Course Documents in MyMathLab. Also, make sure you are using a reliable internet connection. If you are in doubt, take it in an SVC computer lab.

• If you do get disconnected while taking an exam, you will not be allowed to complete that exam. You will be able to begin a new version without requesting assistance from me, by clicking on Take Test.

• You will have two hours to complete each of Exams 1 through 4. You must take each exam in one sitting. Be aware that the test is designed to assess your knowledge under time constraints. Therefore, study for each test ahead of time as if it were an in-class paper-and-pencil test. While you are allowed to use notes and a calculator, you should memorize and understand formulas and procedures rather than relying on notes during a test. Otherwise you will run out of time. You may NOT use any online aids, nor request any help from other people.

• If you have a concern about how a specific problem was graded, email me with the question number and your concerns, right after you complete the exam. I can view your answer and determine if there was an error in the grading.

Mandatory Final Exam: 27% of final grade
(You must earn at least a 50% on the final exam to receive a passing grade for the course.)
There will be a comprehensive proctored final exam that will take place at the Mount Vernon Campus of Skagit Valley College on Monday, June 7, 2010. I will post the available times in an announcement in MyMathLab when they become available. You will need to bring a valid photo ID. This paper-and-pencil test will be given in a classroom setting. You will have 2 hours to complete the final exam. You will be allowed one 3”x 5” index card of notes. There may be a no-calculator portion of the exam. Therefore, you should prepare for ALL exams by learning the concepts and without relying on notes or calculator. All work must be written in a clear, legible manner with a logical progression of support work, to receive any credit.

If you cannot take the final exam on the Mount Vernon campus at the scheduled time, you need to set up an appropriate proctor, at a local college or testing center. You must provide me with all the contact information for the proctor (proctor’s name, institution, address, phone number, email address, etc.) no later than May 12, 2009 so that we can get everything set up. If I do not receive the appropriate information by then, you must take the final exam on the Mount Vernon campus at the scheduled time.

Grading Scale: Final Grades will be awarded on the following scale, except as noted above.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>90% - 92%</td>
<td>A-</td>
</tr>
<tr>
<td>87% - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>83% - 86%</td>
<td>B</td>
</tr>
<tr>
<td>80% - 82%</td>
<td>B-</td>
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<tr>
<td>77% - 79%</td>
<td>C+</td>
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<tr>
<td>73% - 76%</td>
<td>C</td>
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<td>70% - 72%</td>
<td>C-</td>
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<td>67% - 69%</td>
<td>D+</td>
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<td>63% - 66%</td>
<td>D</td>
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<td>60% - 62%</td>
<td>D-</td>
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<tr>
<td>Below 60%</td>
<td>E</td>
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Incomplete grades will not be given generally. However, life events may interfere with our well-made plans; if you feel that you have documented justification for an incomplete grade, please contact me by the end of the 10th week of the quarter. Please understand that incomplete grades are given at the discretion of the instructor. In order to consider an incomplete grade request, I expect that you will have worked steadily (a minimum of 4 days per week all quarter) on your online assignments, homework and exams, maintained an overall passing grade, completed Exam 3 and achieved at least 73% on exams.

Online Communication: Announcements, email and Discussion Board
As this is an online course, most of my communications will be via Announcements and email. Checking your e-mail and the announcements on the MyMathLab site daily is critical. You are responsible for all of the information that I send to you via e-mail and all posted information in the announcements and other documents. In the event of an extended emergency college closure, MML will be my primary means of communicating with you.

It is your responsibility to keep your email address up to date in Blackboard and in MyMathLab or you will not receive any of the messages I send out. Undeliverable messages due to an incorrect address, full mailbox, etc. are not excusable.

I will endeavor to respond to emails within 24 hours, Monday to Friday, generally between 11 AM and 4 PM. I may occasionally check for email over the weekend; however, if you send me an email after 4PM on Friday, you may not receive a response until Monday. If there is an exception to this policy, I will post an announcement or send an email via MML.

Requests for help via email:
- Please include your full name and Course number, for example, Math 97 DE, in the subject area of every e-mail message you send to me. Otherwise I will not know who you are! It also reminds me what our previous discussions have been about.

- Your question should be as specific as possible. For example:
  
  **Specific Question:**
  
  “On page 65 there is an example about….. how did they get from the 2nd step to the third step?”
  
  Or…
  
  “I have tried working this problem by doing __________. What should I do differently?”

- Not specific enough:

  “I don’t know how to do this”
  
  Or …
  
  “I read chapter 2 of the text and I am having trouble understanding it – can you help?”

- You can send an email right from your MML homework screen as you are working a problem, and I will get a copy of that screen automatically!
Proper email, discussion board, and online communication etiquette:
It can be frustrating when you do not understand a mathematical concept. In requesting help, please remember that it is very easy to be misunderstood via email, and for feelings to be hurt because of this. Sarcasm, joking, anger, frustration, etc., are rarely received in the manner intended. Therefore, I ask that you keep this in mind as you compose your email to me or to your fellow classmates. I will endeavor to respond in a respectful manner at all times, and I ask that you do the same.

In addition, there are certain expectations that college communications will be carried out with attention to proper use of grammar and punctuation. While this is not an English course, it is expected that all communications will be in the form of complete sentences, proper punctuation, and correct spelling. In other words, text-message abbreviations are not appropriate.

Other Places to get help:
This is a distance education course so our primary means of communication is on-line but if you happen to be on campus and need help, feel free to stop in. Also feel free to call me.

If you need a more immediate answer to your question, there are other resources that you can try. MyMathLab provides a Tutor Center, Sunday through Thursday 2PM – 9PM Pacific Standard time. See Course Contents on MyMathLab for telephone and email instructions.

There are also Drop-in Tutorial Hours on Whidbey Island and Mt. Vernon campuses of SVC. See the announcements on MyMathLab for Hours. This is usually available by the second week of classes.

Disabilities: If you are a student with a disability and need academic accommodations, please contact Disability Support Services at 360- 416 -7654 ( Mount Vernon Campus) or 360 - 679 - 5393 (Whidbey Island Campus).

Tips for Success:
1. Plan to spend just as much time (or more) on your online class as you would if you were in the classroom. Schedule it into your day. Just as mastering a musical instrument, becoming fluent in a foreign language or excelling in a sport take determination and lots of practice, so does the study of mathematics.

   Start by making a weekly schedule of all of your courses, work time and other obligations. Set aside 2 to 3 hours daily to work on math and write it down on your schedule. Make sure that you choose times when you can concentrate the best.

2. Prepare for your assignments by reading pertinent sections in the text ahead of time. Work out the examples. Watch the videos. Work some problems in the text, study plan or homework until you understand it.

3. Attempt all homework. If you get stuck, make note of the problem and ask about it. You can also email with a question right from an online homework assignment, and I can view the question you worked on.

4. Read the instructions to online homework and tests carefully! They often tell you in what form they expect the answers.

5. Please ask questions! Curiosity and honest inquiry are essential to learning. If you have access to campus, use the Math tutoring center! Tutors are friendly and helpful.

6. If you live near the college, find other students, whose study habits are compatible with yours, to work with regularly.
Ok, are you ready to begin? I am looking forward to working with you and hope that this class will be an interesting, challenging, useful, and productive experience. If you have any questions please send electronic mail to:

Amy Edwards, aedwards@skagit.edu

**Academic Honor Code** All students of Skagit Valley College are responsible for knowing and adhering to the Academic Honor Code of this institution found at [http://www.skagit.edu/honorcode](http://www.skagit.edu/honorcode). Violations of this code include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Academic Honor Code are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including expulsion from the College. For definitions of some of these terms, and the college policies for dealing with them, see the **Code of Student Conduct** at [http://www.skagit.edu/conduct](http://www.skagit.edu/conduct).