GOALS: The goal of this course is to teach students topics in elementary algebra which will prepare them for Intermediate Algebra. Students must earn a “C” or better in this course to advance to 1003 Intermediate Algebra.

ACADEMIC POLICIES: Students should refer to the current MSU Student Handbook and Activities Calendar and the MSU Undergraduate Bulletin for university policies on academic dishonesty, class attendance, student rights and activities.

ATTENDANCE POLICIES

Students are expected to attend all meetings of the classes in which they are enrolled. Attendance is an essential component of this course and will be checked in every class. Note that classes meet MTWR - except for the first week which meets MTRF because of the July 4th holiday.

EXCESSIVE ABSENCES: If you are absent from more than 3 classes on or before July 18 (last drop day), you will receive a grade of "F" for excessive absences (regardless of your grade average for the course). Drop appeals for extenuating circumstances may be made to the Developmental Math Committee. Contact your instructor for further information.

EXCUSED/UNEXCUSED ABSENCES: Absences are not categorized as excused or unexcused. All absences from class will be counted as official absences except authorized absences (as defined in the Student Handbook). If you miss class because you are hospitalized or have a death in your family, you should notify the Dean of Students immediately.

AUTHORIZED ABSENCES: Absences due to required participation in university-sponsored activities must be approved by the Division Director or Athletic Director and the Vice President for Academic Affairs. Students with written approval must present a signed letter or memo to the instructor at least two days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence.

LATE ARRIVALS: If you arrive after roll has been checked, you will have been counted absent for that class. It is your responsibility to contact the instructor immediately following class regarding your late arrival. If you choose not to do so, the absence will be officially recorded. Any late arrival may be counted as an absence at the instructor’s discretion.

CLASSROOM DISRUPTIONS: Students who need to leave class prior to the dismissal of class must have the permission of the instructor. If a student has not received the instructor's permission prior to leaving class early, the student will be counted absent for that class. It is disruptive to the classroom environment for students to leave class for personal reasons and then return to the classroom. Students may not leave the classroom unless sudden illness occurs. Students should turn off cellular telephones and pagers during class. It is the policy of the University that dependent children not be cared for in campus offices and classrooms. No food or drink(s) are allowed in classrooms in Bolin Science Hall.

DROP POLICIES

INSTRUCTOR DROPS: Instructors may drop a student from class for either disruptive conduct, consistently failing to complete classroom assignments, excessive tardiness or excessive absences. A student dropped for any of these reasons will be given a course grade of "F".

STUDENT DROPS: If you wish to drop this course, you must first contact your instructor. Students who have not met the readiness standards of the Success Initiative must continue to attend class and may not drop this course prior to Monday, July 16, 2012. The last day to drop in order to receive a “W” is Wednesday, July 18, 2012. Drops after this date will receive a grade of “F”. Students receiving financial aid should contact the financial aid office before initiating a student drop.
GRADES: Grades will be computed in the following manner:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points (Maximum)</th>
<th>Points Earned</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>100</td>
<td>585-650</td>
<td>A</td>
</tr>
<tr>
<td>4 Tests (100 Points each)</td>
<td>400</td>
<td>520-584</td>
<td>B</td>
</tr>
<tr>
<td>1 Final Exam (150 Points)</td>
<td>150</td>
<td>455-519</td>
<td>C</td>
</tr>
<tr>
<td>Total</td>
<td>650</td>
<td>390-454</td>
<td>D</td>
</tr>
<tr>
<td>Below 390 Points earned</td>
<td></td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

TESTS: Make-up tests will be given prior to the return of that test if possible; otherwise, a grade of “0” will be recorded. The final exam (scaled appropriately) can be used to replace the lowest test grade.

FINAL EXAM: The FINAL EXAM is scheduled for Thursday, August 2, 2012. It is mandatory for all students and failure to take it will result in a grade of “0” on the final exam.

GPA: A letter grade of A, B, C, D, or F will be listed on your official transcript as well as credit hours earned. As of Fall ’96 grade points are earned for this course and your grade in this course is used in determining your grade point average (GPA).

*** MyMathLab is a required portion of this course. ***

Online Homework/Quizzes: Purchase of MyMathLab (MML) and registration into this MML course is required within the first week of classes. This program is installed on the computers in Bolin 103 and 109, and in the Clark Student Center, Library, Dillard, and Bea Wood computer labs. You may also choose to use your personal computer; however, you will need to download necessary plug-ins. Approximately 24 online homework assignments have been created. Online homework problems may be printed, and the answers entered at a later time. Four MML homework grades will be dropped, and the remaining grades will be averaged to compute your homework grade. The assigned problems represent a minimum number of problems to be worked. You are strongly encouraged to work additional problems. If deemed necessary by the instructor, quizzes may be given, either in class or online, as part of the daily homework grade.

ADDITIONAL ASSISTANCE: Please contact your instructor for extra help during this course. A list of math tutors is available from the Mathematics secretary in Bolin Science Hall Room 118.

I have read and I understand all of the rules and policies for this mathematics course. I understand that they will be enforced without exception.

__________________________
Signature (In Ink Only)   Date
__________________________
Name (Print Clearly)      
__________________________
Home Phone                Work or Cell Phone
__________________________
Local mailing address
__________________________
City/State/Zip
__________________________
e-mail address
GRADES: Grades will be computed in the following manner:

<table>
<thead>
<tr>
<th>Component</th>
<th>Maximum</th>
<th>Earned</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>100 Points</td>
<td>585-650</td>
<td>A</td>
</tr>
<tr>
<td>4 Tests (100 Points each)</td>
<td>400 Points</td>
<td>520-584</td>
<td>B</td>
</tr>
<tr>
<td>1 Final Exam (150 Points)</td>
<td>150 Points</td>
<td>455-519</td>
<td>C</td>
</tr>
<tr>
<td>Total</td>
<td>650 Points</td>
<td>390-454</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Below 390</td>
<td>F</td>
</tr>
</tbody>
</table>

TESTS: Make-up tests will be given prior to the return of that test if possible; otherwise, a grade of “0” will be recorded. The final exam (scaled appropriately) can be used to replace the lowest test grade.

FINAL EXAM: The FINAL EXAM is scheduled for Thursday, August 2, 2012. It is mandatory for all students and failure to take it will result in a grade of “0” on the final exam.

GPA: A letter grade of A, B, C, D, or F will be listed on your official transcript as well as credit hours earned. As of Fall ’96 grade points are earned for this course and your grade in this course is used in determining your grade point average (GPA).

*** MyMathLab is a required portion of this course. ***

Online Homework/Quizzes: Purchase of MyMathLab (MML) and registration into this MML course is required within the first week of classes. This program is installed on the computers in Bolin 103 and 109, and in the Clark Student Center, Library, Dillard, and Bea Wood computer labs. You may also choose to use your personal computer; however, you will need to download necessary plug-ins. Approximately 24 online homework assignments have been created. Online homework problems may be printed, and the answers entered at a later time. Four MML homework grades will be dropped, and the remaining grades will be averaged to compute your homework grade. The assigned problems represent a minimum number of problems to be worked. You are strongly encouraged to work additional problems. If deemed necessary by the instructor, quizzes may be given, either in class or online, as part of the daily homework grade.

ADDITIONAL ASSISTANCE: Please contact your instructor for extra help during this course. A list of math tutors is available from the Mathematics secretary in Bolin Science Hall Room 118.

INSTRUCTOR:

Marina L. Jones  Office: BO 118C  Phone: 397-4276
marina.jones@mwsu.edu

*** If you were enrolled in Math 0003 in either Fall 2011 or Spring 2012 and if you purchased MML during that time, then you do not need to re-purchase MML for this course. Instead log in to your Pearson/MML account, then choose “enroll in another course” and input the new course id number: jones44994