Instructor: Amanda Lien
Office: S-43 (Tutorial Center)
Office Hours: TTh 3:15-3:45PM
Contact: lienamanda@fhda.edu

MATH 212: Beginning Algebra • Sec 28 • Fall 2014 • MLC 270 • TTh 4:00-6:15PM

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.

REQUIRED MATERIALS

- *Intermediate Algebra for College Students* by Robert Blitzer, 5th edition ISBN: 978-0136007623 or *Intermediate Algebra* (custom edition for De Anza)
- MyMathLab license key (see HOMEWORK for more information)
- One three-ring binder for notes, exams, homework, and other handouts
- Scientific calculator, graph and lined paper, ruler or straight-edge
- Lecture notes printed for each class meeting

IMPORTANT DATES*

Saturday, October 4	Last day to add quarter-length classes
Sunday, October 5	Last day to drop with no record of grade
Thursday, October 16	**Midterm #1**
Tuesday, November 11	Veteran's Day
Thursday, November 13	**Midterm #2**
Friday, November 14	Last day to drop with a "W"
Thursday, November 27	Thanksgiving
Tuesday, December 9	**Final Exam 4:00-6:00PM**

**Please note that midterm dates are subject to change. Final exam date/time is fixed.*

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, WHW, 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.

MAKE-UPS

You MUST take the exams on the dates listed. There are no make-up quizzes, homework, or exams.

HOMEWORK

- MyMathLab (MML, due twice per week)
  - http://www.pearsonmylabandmastering.com/northamerica/mymathlab/
  - 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 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: **lien08635**
  - You will be able to access the assignments after each lecture. They are due 5 days after the assigned date at 11PM. For example, if I assign some sections on a Tuesday 6PM, you are expected to have it completed by that Sunday 11PM. Likewise, if I assign some sections on a Thursday 6PM, you must complete them by the following Tuesday 11PM. Please do not procrastinate!
- Written Homework (WHW, due once per week)
  - In addition to MyMathLab, I will assign problems each week that must be handwritten and turned in on the following week.
  - Write out all of your work so I can see your thought process as to how you arrived to the solution.
  - This is a way for me to give you feedback and for you to see my level of expectation when I grade your exams.
  - If you use more than one sheet of paper, be sure to write your name on each sheet and staple the assignment.

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 MML or WHW, you may email me or see me in office hours. **No late assignments accepted!**

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 will 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. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first two weeks of instruction.

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.

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.
- There will be two in-class midterms and a final. Please bring in a valid photo ID on exam days.
- 10% of the total MyMathLab scores 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!
- 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.

Breakdown of grades:	
Homework	20%
Binder Check/Participation	10%
Midterm #1	20%
Midterm #2	20%
Final Exam	30%

Quarter grade:	
90-100%	**A**
80-89.9%	**B**
70-79.9%	**C**
60-69.9%	**D**
0-59.9%	**F**

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

Math 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 and be dismissed from the course.

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

Check out the Emergency website for information on what to do in an emergency (earthquake, electrical outage, fire, extreme heat, severe storm, hazardous materials, terrorist attack) here: https://www.deanza.edu/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. Do not wait until the end of the quarter to realize that you need help. Math is a hierarchical subject – it continues to build on itself with 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 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 question. 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 written homework is due, ask a friend to turn it in for you.

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 have the three main parts:

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:

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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)
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QUESTION: I was not able to do the MyMathLab homework/written 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 10% of the homework points at the end of the quarter. So, if there is a total of 600 homework points, you will be graded out of 540, which means that you can miss up to 60 points and still earn a perfect score on homework. If you earn over 600 points, those extra points will be extra credit, thus you should try to

do all assignments.

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: Is there extra credit?
ANSWER: An extra credit assignment or project will be assigned towards the end of the quarter. You will receive more information when we get closer to the final exam.

QUESTION: What is the binder check?
ANSWER: On the last lecture of the quarter (Thursday, December 4), I will check your binder for lecture notes, written homework, 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. All written homework assignments with the cover sheets and your work
3. Midterm #1
4. Midterm #2
5. Any other handouts provided

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 10% 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, and also volunteering to show your work on the board when asked.

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