

Greensheet for Math 114 – Intermediate Algebra (EnableMath)

Spring 2008

Class	Math 114.04	Math 114.10	Instructor	Bert Lo
Lecture & Lab	MTWThF 8:30am – 9:20am Room E32 (MWF) and Room S42 (TTh)	MTWThF 11:30am – 12:20pm Room E33 (MWF) and Room S42 (TTh)		LoBert @ deanza.edu Room S54A (408) 864-8268
Office Hours	Room S43 (Math Tutorial Center)	MTWThF (time to be determined)		http://nebula2.deanza.edu/~bert

Grades Your grade will be determined by your points scored on weekly homework, lab and home quizzes, 3 midterms and a final exam.

Homework	33 points
Lab Quizzes	110 points
Home Quizzes	110 points
Midterms (3)	450 points (150 points each)
Final Exam	300 points

A+	at least 970 points	A	930 – 969 points	A–	900 – 929 points
B+	870 – 899 points	B	830 – 869 points	B–	800 – 829 points
C+	770 – 799 points	C	700 – 769 points		
D+	670 – 699 points	D	630 – 669 points	D–	600 – 629 points
F	0 – 599 points				

Calculator TI-83 / TI-84 (Plus and Silver Editions allowed)

- Bring your calculator to every lecture, quiz and exam. Always carry a complete set of extra working batteries.
- During lectures and office hours, I can only provide help using the listed calculators. I do not provide any calculator help during quizzes and exams.
- Calculators which do symbolic mathematics (eg. TI-89/92) are not allowed on quizzes or exams. You may use a TI-89 or TI-92 for lectures and homework, but you must have access to and know how to use one of the permitted calculators for quizzes and exams. If you only bring a TI-89 or TI-92 to a test, you may need to complete the test with no calculator.
- You may use a TI-82, TI-85 or TI-86 in place of the listed calculators. However, I do not provide help with those.
- You may not share calculators during quizzes or exams. You may not give another student your calculator if you finish a quiz or exam early.
- I do not lend out my own calculator.

Attendance Regular and punctual attendance is important to succeeding in any math class. However, since this is a software based learning system, self-motivated students can work ahead independently.

- Every class you attend, you are expected to arrive on time, and stay for the entire class. Sign in on the attendance clipboard when you enter.
- If you are absent on the first day, or late or absent 3 times during the first week, I will drop you from the class, unless you have contacted me beforehand.
- If you are late, or absent, or leave early, 5 times before the end of the eighth week, I will withdraw you from the class. The only other circumstance under which I will drop or withdraw students is disruptive classroom behavior (see below).
- **There is one significant exception to my attendance policy if you are late or absent, or leave early, 2 or fewer times during the first two weeks: if you complete each week's homework assignment by its Sunday night due date, and you maintain a cumulative weighted average of at least 80% on the quizzes and midterms, I will not withdraw you regardless of your attendance.** If your weighted average ever falls below 80% and you have been absent and/or late at least 5 times, I will withdraw you immediately.
- After the 8th week of class, I will not withdraw any students. If you do not want to stay beyond the 8th week, you must officially withdraw from the class at Admissions and Records before the end of the 8th week. If you stop attending and do not officially withdraw, you will receive an F for the course.
- If you are not present during any part of any lecture, you are responsible for getting all lecture notes, homework assignments, handouts and announcements missed. You should arrange to get these from your fellow classmates. (I will not repeat lectures, during office hours or at any other time.)

Readings

Reading the online textbook every day helps you understand what we discuss in class. It also helps clarify the material by giving examples which you can study at your own pace.

- You are expected to read the sections of the textbook every day, before the corresponding lecture, and before you attempt the homework. You may not understand everything the first time you read it, but it will help you be more comfortable with the language used in class, and make it easier for you to focus during lecture. It will also give you a chance to prepare your questions to ask in class.
- Some concepts are presented differently in the textbook than in lecture, in ways which you may find more in line with your learning style.
- I believe that reading the textbook daily accounts for about 20% of your learning in a math class. If you do not read the textbook each day, you should not expect to score higher than a C, and you may likely score worse.

Homework

Doing homework on a daily basis helps you to really understand the material, and makes lectures easier to follow. It allows you to discover and correct your confusions and misunderstandings, so you'll be less likely to make the same mistakes during quizzes and exams.

- Online homework will be assigned each day, and will be due by 8:59pm on the first Sunday night immediately after the day it was assigned.
- Homework will be assigned for each section. You should do as much of it as possible that day, ask questions about it the next day, and have it completed by the second day after the lecture.
- You should expect to spend at least 10 hours a week outside of class on homework, or an average of at least 2 hours per day. Each day, you should be finishing yesterday's homework, doing as much of today's homework as possible, and reading ahead for tomorrow's lecture.
- Don't let the homework pile up. Because we operate on the quarter system, we will cover the material fairly quickly. If you fall behind in homework by even just a few days, the lectures will get harder to understand, and the homework will take more and more time the further behind you get. So, a 2 hour homework set might take 6 hours to complete if you are behind by a week, and that still doesn't include all the other old homework you have to finish up.
- Give each question a solid effort before you start using help or hints. You will learn much more from trying to solve a problem yourself, than from watching someone or something solve it for you. (I can watch other people play basketball all day long, but I will only really improve when I pick up a ball and start shooting baskets myself.) Reread the notes or textbook, or search for similar examples for ideas on how to proceed, then try again.
- I believe that homework accounts for about 50% for your learning in a math class. You should not expect to pass the class if you do not keep up with the homework. If you don't think you can commit at least 10 hours a week to this class, take it another quarter when you can make that time commitment.

Quizzes

Quizzes are designed to motivate you to keep up to date on the homework.

- All quizzes will be online. Lab quizzes can only be taken during the lab sections on Tuesdays and Thursdays. Home quizzes can be taken wherever and whenever is convenient for you. However, each home quiz will have a deadline.
- All quizzes must be finished by the deadline stated, because the software will close your quiz automatically.

Midterms

There will be three midterms during the quarter.

- Midterm dates will be announced at least 3 days before the corresponding midterm is given.
- Midterms will begin promptly when class starts, and will last 50 minutes.
- There will be no makeup midterms. No midterm scores will be dropped. I will not reschedule midterms for individuals.
- If you take all three midterms, you may average the percentage scores on either one or two of your lower scoring midterms with the final exam percentage score, whichever helps to improve your score for the quarter the most. (In other words, your final exam could be worth 450 points, with your two lowest scoring midterms worth only 75 points each.) This offer is not available if you miss any midterm (except in case of personal emergency or serious illness – with supporting proof), or if you are involved in an incident of academic dishonesty.
- There will be demerits if your phone, pager, PDA or other noisemaking device makes a distracting noise (subject to my definition) during a midterm or final exam. The demerit will consist of 10% of all points available on the test.

Final Exam

There will be a comprehensive final exam during the 12th week of the quarter.

- The final exam will last 2 hours.
- No arrangements will be made to reschedule the final exam. If you do not take the final exam, you will automatically receive an F for the quarter, regardless of your other scores. Do not plan on traveling out of the area before the final exam. (If a serious personal emergency prevents you from taking the final, you may request an incomplete beforehand.)

Enrolment

You are responsible for handling all issues related to your enrolment.

- If you wish to drop/withdraw from the class, do so at Admissions and Records before the end of the 3rd/8th week.
- If you do not pay for your classes on time, you will be dropped from the class. If you then wish to re-enroll, you will be moved to the end of the waiting list.

Classroom Behavior

Respectful participation in the classroom learning process is strongly encouraged.

- Feel free to ask questions to the instructor, and answer questions asked by the instructor. Discussions are to be focused on the class material, concepts, homework and policies. Private conversations can wait until after class. (If you feel you might need a friend to translate during lectures, please talk to me about your situation this week.)
- In order to encourage participation, you may earn up to 20 bonus points based on your level of participation, which will be added directly to your score for the quarter. If you are uncomfortable with speaking up in class, you can also earn the bonus points by asking questions during office hours.
- Disruptive, distracting or disrespectful behavior in the classroom is unacceptable. You will be asked to leave. If I have to ask you to leave twice (for the same or separate incidents), I will withdraw you from the class.
- If you arrive late, quietly take a seat near the door and do not disturb the rest of the class.
- Turn off all noisemaking devices before you enter the classroom. This includes phones, PDAs, pagers, and other such items. You may set them to vibrate mode only if you are expecting an urgent call.

Academic Honesty

Cheating is the act of trying to get credit for work that is not yours. I have a **zero tolerance** policy towards cheating.

- Cheating includes (but is not limited to): copying or submitting work from someone else or from any source (eg. book, website); altering or interfering with grading or attendance taking; using any electronic equipment during quizzes and exams that has not been authorized (eg. cell phones, PDAs, pagers, symbolic calculators); helping another student cheat. For a list of other examples of cheating, please ask me.
- My zero tolerance policy towards cheating is: if you are caught cheating, I will give you an F for the course (no second chances). **(NOTE: The F grade I give you will override any attempt you make to drop or withdraw the class.)** You will also be reported to the division dean and Student Development, who may impose much stricter consequences (eg. probation, suspension, expulsion).

Help

DeAnza College wants you to succeed, and we will help you as much as possible.

- Get help as soon as possible. Don't wait until you are 2 or 3 weeks behind class before asking for assistance.
- I will do all I can to help you, if you ask for help first. You must take responsibility for seeking assistance – it will not come looking for you.
- Some students begin using the help services during the 1st week. To start, learn where the services are located, when they are available, and if you have to follow any special procedures to use them.

There are three primary sources of help if you are having difficulty with the material in this class.

- Software: The software has built-in help features.
- Office hours: I have office hours every weekday (except holidays), no appointments necessary. If my office hours are not convenient, I can occasionally schedule other times to meet. Just ask.
- Math Tutorial Center: Free tutoring is available on either a drop-in basis, or a regular weekly basis (with a designated tutor). Ask in S43 about schedules and applications. If enough people ask for it, I will work with the tutorial center to try to get a special group tutoring set up for this class.
- Additionally, if you have or think you might have a disability, the Disability Support Services (DSS) and Educational Diagnostic Center (EDC) offer additional services. In addition to helping students with dyslexia, attention deficit disorder and other commonly recognized learning disabilities, these services are also designed to help students whose abilities and efforts significantly exceed their actual achievement. If you feel this describes your situation, please talk to me, so I can put you in touch with the appropriate people.

General Notes

Things which really annoy me to no end, and which I will address in no uncertain terms:

- students who cheat – they have no regard for their fellow students' efforts, nor for the time I waste dealing with the disciplinary process (FAIR WARNING: in order to save time dealing with these issues, I collect evidence throughout the quarter, but only confront students at the end).
- students who don't study, fail the quizzes and midterms, and then ask for extra credit – there is already a lot of credit on the quizzes and midterms; work on earning that credit FIRST.
- students who don't read the textbook, do their homework and attend class regularly, yet walk into class late, make a spectacle of themselves, and generally act as if the instructor, the material and the rest of the class is beneath them.

Math 114 Greensheet Scavenger Hunt

Working in groups, find the answers to the following questions. You will be asked to read the answer aloud.

When and where are the lectures and labs for this section ?

Where are my office hours held ?

How much are lab quizzes worth altogether ?

What are the three primary sources of help if you are having difficulty with the material ?

Working in groups, locate the sections of the greensheet where each of the following fragments is found. You will be asked to identify the section and to read the entire sentence aloud (up to the period).

I do not provide any calculator help ...

Sign in ...

There is one significant exception to my attendance policy ...

You are expected to read the sections of the textbook ...

Each day, you should be finishing ...

I believe that homework accounts for ...

Lab quizzes can only be taken ...

If you take all three midterms, ...

In order to encourage participation, ...

Things which really annoy me to no end, and which I will address in no uncertain terms:

students who cheat ...

students who don't read the textbook, ...

When you are finished with the scavenger hunt, you may begin working together on the Greensheet Take Home Quiz below. You make work together to find the answers, but each person must submit their own copy of the quiz with the answers in their own handwriting.

Greensheet Take Home Quiz

Last name: _____

First name (as registered): _____

Name you wish to be called in class: _____

Write down the exact text of the remainder of each sentence (up to the period).

Bring your calculator

If you are late, or absent, or leave early,

If you stop attending and do not officially withdraw,

Online homework will be assigned each day,

Things which really annoy me to no end, and which I will address in no uncertain terms:

students who don't study,