Portland Community College / Rock Creek Campus
17705 NW Springville Rd,
Portland Oregon 97229

Term/Course: WInter 2012 Math 95 Intermediate Algebra: 4.0 credits CRN#: 11617
Class meets: Tuesdays/Thursdays noon–2:20pm in Bldg 2, RM 248
Instructor/Office: Jeff Pettit, Rock Creek Campus, Building 2, Room 244
Office Hours: Monday/Wednesday 11am-12:30pm, or by appointment
Contact phone: 503-867-2455 (cell) Please leave a message or text. I return calls as soon as I can. Note: I can answer general math questions but can't respond to questions relating to private information (such as grades or attendance) except through PCC email.
E-mail: jeffrey.pettit@pcc.edu
Course Compass: MyMathLabCourse ID: pettit06297 (updated January 12, 2012)
Text: Intermediate Algebra with Applications and Visualization, 3rd ed, or Intermediate Algebra with Applications, A Custom Edition for Portland Community College, Rockswold and Krieger

Important Dates:

Last day to drop the class with full refund:	Fri., Jan 13 (or on-line Jan 14, 10pm)
Exam 1	Thursday, Jan 26
Last day to drop & not receive a grade or change to P/NP:	Friday, March 2
Exam 3	Thursday, March 8
Cumulative Final Exam	**Thursday, March 22 noon-2pm**
Final grades posted no later than:	Tuesday, March 27

Course Content: Functions are investigated graphically and symbolically with an emphasis on function notation. Quadratic functions are examined in detail. Rational and radical expressions and equations are emphasized. Absolute value equations and inequalities are solved. Technology is integrated as appropriate. Students communicate results in oral and written form. See the following for detailed course content: http://www.pcc.edu/ccog/default.cfm?fa=ccog&subject=MTH&course=95

Calculator: A **graphing calculator** is required. For demonstrations I will be using the TI Voyage 200 graphing calculator. The TI-89, TI-92 and Voyage 200 are recommended. A Casio Classpad is also acceptable. Consult instructor for other options. PCC offers a 1-credit Pass/Fail calculator class (Math 93) for further support of calculator use. The course begins later in the term.

Suggested Materials: Pencil, eraser, ruler, graph paper, scientific calculator (one with a fraction key)

Prerequisite: Successful completion of MTH 63, 65 or 70 & placement into WR 115

Course Assessment: Grades will be based on the following:

Part 1 (Lowest score is dropped)	Part 2 (Service Learning can count for 50% of Final Exam)
Homework/In-Class Assignments (25% of final grade)	Final Exam (25% of final grade)
Exam 1 (25% of final grade)	Service Learning (SL) which is optional SL would count for up to +10% on final exam. See SL section for more details. Consult instructor before beginning SL.
Exam 2 Take Home Group Exam (25% of final grade)	
Exam 3 (25% of final grade)	

PCC's evaluation guidelines are available at the following:
http://www.pcc.edu/resources/academic/standards-practices/AcademicStandardsandPractices-GradingGuidelines.html

Final Course Grade: Grading is based on the three highest scores from Part 1 above and your score from Part 2. Grades will be posted on MyPCC no later than the Monday following the Final Exam. PCC does not use "+" or "-" for final grades.

90%-100%	= A
80%-89%	= B
70%-79%	= C
60%-69%	= D
below 60%	= F

Two alternative grading options (instead of a letter grade A – F):

1. You may opt for a grade of **Pass/No Pass (P/NP)** for this course. Requests for Pass/No Pass must be made in a typed, signed and dated letter, submitted by the end of the **eighth week** of the term. You must receive a final percentage of 70% or better (C grade) to receive a Pass. Percentages under 70% will result in a No Pass.
2. An **Audit (AU)** is allowed if you attend at least two-thirds of the class meetings. Requests for an Audit must be submitted in a signed and dated letter by the third week of the term. Requests will be granted at the instructor's discretion based on class enrollment.

Note: If you are considering either of these grading options consult your academic advisor to determine if either the Pass/No Pass or Audit option is recommended for your degree/certification/transfer/etc. Also, if you are receiving financial aid check with the financial aid department to see if the Pass/No Pass or Audit option is advisable.

An **Incomplete (I)** may be given when the quality of work is satisfactory (C or better), but for some minor, yet essential requirement, the course has not been completed. An Incomplete is reserved for emergency situations only. Requests for an Incomplete shall be made in a signed and dated letter stating the reasons why an Incomplete would be appropriate. The letter should also contain the conditions needed for completion of the work. In addition, an "Incomplete Grade Completion Procedures" form needs to be filled out by both the student and instructor. This form will then be filed in the Mathematics, Manufacturing and Transportation Division office. Requests will be granted at the instructor's discretion.

Withdrawal from a Course: It is the student's responsibility to drop the course if they are no longer planning on attending. In order to drop you must use TRAIL (phone), MyPCC, or file an Add/Drop form with the registration office. You may receive a full refund if you drop the course by the second Friday of the term. If you do not properly withdraw from a course, you may receive an F for the course. If you withdraw by the fourth week, a "W" grade will not appear on your transcript. After the eighth week of the term you cannot withdraw from the course. The following link has additional information:
http://www.pcc.edu/registration/dropping.html#drop

Homework and Attendance: Textbook problems are assigned after completion of each text section and discussed at the beginning of the following class. Unlike many math classes at PCC, neither attendance nor homework is required, though it is a recommended option as one of your four criteria for evaluation and will likely affect your understanding of the material and performance on tests. If for any reason you discover that you will miss a significant number of classes, please see the instructor as soon as you find this out to discuss options that will insure your understanding of the material. Since much of this

material is covered in most high school curricula, this is a review class for many. If you finish homework assignments with complete correctness, you will be well prepared for exams. Do more or less of the assignments as you see fit, but do as much as needed in order to become an expert with the material. Come prepared with homework questions for the next class. Most students need to attend all classes and do all homework assignments. Some students do very well in this class with partial completion of homework and partial attendance. Some believe they will do well with little effort, but discover too late that they will not. If you believe you need the added encouragement of required attendance and/or required homework, please take the responsible step of transferring to another section.

The first part of class time will be used to answer homework questions. I encourage everyone to ask questions, so please come prepared. If you do not get all of your questions answered, then please see me after class, during break, during my office hours, get help in the Learning Center, or ask other students.

Following are suggested guidelines for doing homework assignments, exams and exam corrections:

- Do work in pencil.
- Do problems in correct sequence top-to-bottom and label them clearly.
- Write neatly.
- Do all graphs on graph paper unless a graph on the test is provided.
- Do not convert fractions to decimals. If a problem is presented in decimals, give your answer in decimal form. If a problem is presented in fractional or integer form, the answer should be presented in reduced fractional form in order to receive full credit. (i.e.: $^2/_3 \neq 0.67$)

Class Participation: All students are expected to participate in classroom discussions, group activities and practice problems. Learning from peers is often the best way to learn new material and solidify concepts that are understood. Studies find that one of the best ways to learn is by participating in a discussion with others. When practice problems are given, share solution(s) with classmates and discuss your individual methods for solving the problem. There are a variety of benefits to be gained from this activity. By communicating orally, you can quickly determine if you are on the right track and get immediate assistance if you are not; in addition, you will have the opportunity to observe and discuss alternative methods of approaching math problems. In addition, teaching or being taught by a "peer" has benefits to both people; for the learner, you will have one-on-one assistance from someone who is also new with the concept and may be able to fill in the small details/gaps that are causing confusion. The student teacher has the benefit of teaching how to do something; you learn a concept to a much deeper level when you try to teach it to others. All of these benefits occur in (and demonstrate the advantages of) being involved in study groups outside of class.

Exams: See tentative schedule. For Exam 1 and Exam 3 you may bring one page of notes. The Take Home Exam is open book and open notes. PCC requires Final Exams be given with no notes. Parts of Exams 1, 3 and the Final Exam may be calculator free. Show your work on exams for full credit. Exams will be returned with each problem marked with a check mark (correct, full credit), a "1/2" mark (at least one step was correct, at least one step was incorrect, half credit), an "X" (no steps were correct, no credit) or occasionally an "OK" (full credit given, but a minor aspect merits attention).

Exam Corrections: For problems on an exam that were given partial or no credit, you have the option to submit corrections for any or all of the incorrect problems. The reason for this option is that you will learn more fully and more deeply if you correct an incorrect problem than if you were to get the problem correct on your first attempt. For this reason, corrections should be made soon after the test is returned, though I will accept corrections up until the class before the final exam.
Guidelines for submitting test corrections:

- Do not erase your original answer or work
- On a separate piece of paper or (preferably) on the same page in a different color, do the problem correctly, showing your steps.
- Write sentence(s) describing what you did incorrectly and what you did to correct the problem.
- You may use any available resources to do corrections (course text, tutor, peer help, etc.) other than direct copying of other student's work, or direct copying of an explanation (from the teacher or otherwise) i.e. your work should be your own.
- Submit corrections to the instructor with your original work and original answer.
- You will receive 50% of the points missed for correct answers that show clear and correct steps.

Extra help: The Student Learning Center offers free tutoring. The Center is located in Bldg. 2, Rm. 212 with evening hours as well as day hours. Additional office hours are available by request. Also, free on-line tutoring is available. Please see http://www.pcc.edu/resources/tutoring for login information. Also, feel free to contact me via email, text or telephone for additional help.

Service Learning: Service Learning is a method of education requiring volunteer work in the community with extensive written reflection on the part of the volunteer. Service Learning for this class consists of arranging 1-hour per week tutoring sessions with a local grade school or middle school for the duration of the term, keeping a weekly journal and informal time sheet and submitting a 1-page typed summary. At the end of the term, students submit their journal and summary (focusing on how the experienced impacted you) along with a time sheet signed by the teacher/supervisor. If you wish to participate in Service Learning, please see the instructor during the first week of class for details and appropriate forms. Do not begin Service Learning without meeting with the instructor first. Tutoring location needs to be arranged no later than the second week of class, barring any special circumstances. Successful completion of the Service Learning component will count for 50% of the final exam. For example, if you successfully complete the Service Learning option (i.e. you earn a 100%, which is almost always a student's Service Learning score) and you earn a 70% on the final exam, your score on the final exam would be raised to 85% ((70%+100%)/2 = 85%)

Student Rights/Code of Conduct: For your convenience, feel free to use the following links for a description of you student rights: http://www.pcc.edu/about/policy/student-rights/student-rights.pdf

Cell Phones: If you need to keep your cell phone on during class for emergency contact reasons, please let the instructor know before class begins.

Key Steps to Success in Math 95:
I would like to see everyone pass this course. Of course it is the student's efforts that will achieve this goal. The following list may seem obvious but I hope a written reminder will improve study habits.

1. **Taking a class involves more than signing up for a course.** Be clear and honest with your goals. You should be in class because you want to be there, not because you believe you have to.

2. **Don't burden yourself by taking too many courses/credits.** At the beginning of the term the workload is not nearly as much compared to later on in the term, when your courses will become more difficult and demand more of your time, assignments are due, you have to study for exams, and you are reviewing for the final. Please make sure that you put the required time into this course in order to do well. A general rule of thumb is figuring on approximately 2-3 hours of studying outside of class for every hour spent in class. If you are working full time, then I recommend you do not take too many courses. Know your limits, both on campus and off campus (family, work, etc.), and plan accordingly.

3**. Arrive to class on time.** You want to establish a routine. People who arrive early can prepare themselves physically and mentally. Arriving on time allows you to hear the review of homework; even if you did the homework correctly, hearing problems repeated again increases your understanding and prepares you for the next concepts.

4. **Pay attention.** Ask questions. Take good notes.

5. **Participation is part of learning.** Listening to someone talk about a subject does not mean you are learning anything, even if you agree with the speaker. You should talk to other people about what you are thinking, and allow others to challenge your point of view.

6. **Do your homework assignment before the next day's class.**

7. **Ask questions.** Asking questions can be difficult. A common cause of this difficulty is not knowing what to ask. When you are studying at home, have a piece of paper next to you. When you encounter some difficulty, attempt to express what the difficulty is in writing. Bring in your written questions to class, and get your questions answered. You will find that, with practice, asking questions in class will become easier. A second benefit is that by writing down the questions on a piece of paper, you will occasionally answer your own question.

8. **Do mathematics everyday,** even if it is just for 15 minutes. It does not mean you have to do paper-pencil calculations; just bring it into memory. Think about it. But doing problems everyday is ideal.

9. **Do not cram at the last minute.** Study in small amounts throughout the week. "Cramming" often results in forgotten information. It is also useful to go back regularly and redo some problems you have completed from previous sections.

10. **If you are having trouble understanding the material, get help.** If you are lost and absolutely do not know what is going on, get some help. Come see me or schedule time to go to the Learning Center in building 2. The Learning Center offers **free** tutoring, and has videotapes on certain course topics. You may also find that using other books as references can help. The campus library has books on these topics as well as videotapes. Also, check your local library. Libraries carry CD-ROMs, DVDs, videos, and many help books on algebra. Ask a classmate or another knowledgeable friend for assistance. A great source of help is joining or forming a study group.

11. **Take care of yourself.** Eat healthy, exercise, get plenty of rest, and enjoy life!

*** Instructional ADA statement: PCC is committed to supporting all students. If you have an accommodation form from the Office for Students with Disabilities (OSD), please make arrangements to meet with me privately to discuss your needs. Accommodations are not retroactive, but begin when the instructor receives the OSD Approved Academic Accommodations form from the student. To request academic accommodations due to a disability, please contact OSD at 971-722-7550. Use the following link for more information:* http://www.pcc.edu/resources/disability