

SSP 103 Basic Math

Instructor: Angela Sharp

Office: 102 SCC, 726-8255 **Office Hours:** MThF 9-10, W 11-12 and also by appointment

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Meeting Times: Sec 3: 12-12:50pm MWF in SCC 21

Topics: The topics covered include whole numbers, integers, exponents, solving equations, problem solving, fractions and mixed numbers, decimals, ratios, proportions, percent, graphing and the rectangular coordinate system, and geometry and measurement. The material covered in this class provides a solid background for entrance in the next course, College Algebra.

Calculators are not needed for most portions of this course and are never allowed on quizzes and exams.

Materials: We will be using the *MyMathLab Prealgebra Student Access Kit and Guided Notebook* by Trigsted.

Course Grading: The following grading scale will be used throughout this course. Note that the course is graded as a pass/fail where the minimum for passing is 70%.

Attendance	Guided Notebook	Homework	Quizzes	Exams	Final
5%	5%	20%	15%	15% each	25%

Grades will be posted every Monday on the following website. www.d.umn.edu/egradebook

Attendance & Responsibilities: Students can earn up to 5 attendance points each class period. To earn attendance points, in addition to being present and participating, you **MUST** also be adhering to the student conduct code. **Attendance is required for the first three weeks of class as well as every Monday and all quiz and exam days.** Starting week 4, all students whose overall current percent is 85% or more as of Monday will automatically earn full attendance points for Wednesday and Friday for only the current week and do not have to come to class those days unless there is a quiz or exam. However, these students are still welcome to come to class. Students whose overall current percent is less than 85% as of Monday must attend all classes during the current week to earn attendance points.

For example, students with 79% on Monday of week 4 must attend class all of week 4 to earn attendance points. Students with 96% on Monday of week 4 will automatically earn the full attendance points for Wednesday and Friday of week 4 without attending class. All students will then check their percent on Monday of week 5 to determine whether or not they've automatically earned full attendance points for Friday of week 5, but everyone will attend Wednesday for the quiz.

You **MUST CHECK** your grade in egradebook **EVERY MONDAY**.

Guided Notebook: The Guided Notebook is an interactive workbook that guides students through the course by asking them to write down key definitions and work through important examples for each section of the eText. This resource is available in a three-hole-punched loose leaf form, so you will want to obtain a binder for it. On quiz and exam days, portions of your guided notebook will graded.

Homework: Homework will be assigned in MyMathLab. We will discuss how to sign up in class. Homework will be due on Mondays as indicated on the schedule. Late homework is not accepted.

Quizzes and Exams: Quizzes are typically given on Wednesdays during regular class time. There will be two exams and a cumulative final exam. The exams are tentatively scheduled for Wednesday, March 6 and Wednesday, April 24. The final exam date and time will be announced in class.

Missed quizzes or exams will be assigned a zero score unless you provide a valid written, signed (by a doctor, for example) excuse for your absence; unless it is not possible to do so, you must provide verbal notice ahead of time to your instructor for the absence. Arrangements for a makeup should be made as soon as you know you will miss. Do not wait for the next class. You can leave the instructor a message 24 hours a day by phone or by email. Oversleeping, poor preparation, slight colds, and cold weather are not valid excuses.

Student Conduct Code: The instructor will enforce and students are expected to follow the University's Student Conduct Code (<http://www.d.umn.edu/conduct>). Appropriate classroom conduct promotes an environment of academic achievement and integrity. Disruptive classroom behavior that substantially or repeatedly interrupts either the instructor's ability to teach, or student learning, is prohibited. Disruptive behavior includes inappropriate use of technology in the classroom. Examples include ringing cell phones, text-messaging, watching videos, playing computer games, emailing, or surfing the Internet on your computer instead of note-taking or other instructor-sanctioned activities.

Student Academic Integrity Policy: Academic dishonesty tarnishes UMD's reputation and discredits the accomplishments of students. UMD is committed to providing students every possible opportunity to grow in mind and spirit. This pledge can only be redeemed in an environment of trust, honesty, and fairness. As a result, academic dishonesty is regarded as a serious offense by all members of the academic community. In keeping with this ideal, this course will adhere to UMD's Student Academic Integrity Policy, which can be found at <http://www.d.umn.edu/conduct/integrity>. This policy sanctions students engaging in academic dishonesty with penalties up to and including expulsion from the university for repeat offenders.

Mental Health Issue: As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, homesickness, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Minnesota Duluth services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the UMD Health Service Counseling website at <http://www.d.umn.edu/hlthserv/counseling/>

Special Needs: It is the policy and practice of the University of Minnesota Duluth to create inclusive learning environments for all students, including students with disabilities. If there are aspects of this course that result in barriers to your inclusion or your ability to meet course requirements – such as time limited exams, inaccessible web content, or the use of non-captioned videos – please notify the instructor as soon as possible. You are also encouraged to contact the Office of Disability Resources to discuss and arrange reasonable accommodations. Please call 218-726-6130 or visit the DR website at www.d.umn.edu/access for more information.

Tutoring Center: In addition to office hours, help is usually available M-F at the Tutoring Center in SCC 40. The website is <http://www.d.umn.edu/tutoring>.