

**Offline Syllabus
Math 240 PreAlgebra
Fall 2009**

Instructor: Mrs. Ruby Payne
Office: **S5C** phone (661) 763-7930 or email: rpayne@taft.org

Text: PreAlgebra Fourth Edition (ebook online version available with purchase of MML)
Lial/Hestwood (Available at the Taft College Bookstore)

Grading:

Tests (80%): The course will cover chapters 1-10. A chapter test will be given at the end of each chapter and a **final exam** at the end of the session on **a date to be determined**. Any missed tests will receive a score of 0 and no make-up tests will be given. You may, however, take a test early if arranged with me. You will be allowed to use notes and a calculator on each exam as long as you turn your notes in with your test. You will need your own paper for each exam. No cell phone calculators.

Option 1: Grades will be calculated by averaging all test scores including the final exam. Students will be allowed to drop their lowest test score and five lowest homework scores before grades are calculated.

Option 2: (Math Lab/SI hours) Grades will be calculated by averaging all tests scores including the final exam. Student's lowest two test scores (**except Chapter 9/10**) will be dropped with one of the dropped tests scores being replaced with a 80% before grades are calculated if the students have logged 30 or more hours on the correct form (available outside my office). **All hours must be completed in the Math Lab or SI Clubhouse and you must be working on homework and/or logged into CourseCompass, not socializing or hanging out.** Hours should be turned in weekly to me. Deadline for completing hours is **Thursday, Dec 3, 2009**. This will not be an option for many who are unable to come to the main campus.

Homework(20%): Late homework will not be accepted and homework is mandatory! Homework must be turned in by the test deadline. Homework may be turned into the LRC or mailed in the same envelope as the test or mailed separately. The main objective is to make every effort to master the concepts before taking each test. Students will be allowed to drop their lowest homework score before grades are calculated.

Grade Scale:

100%-90% - A	89%-80% - B	79%-70% - C
	69%-60% - D	59%-00% - F

You can review your grade on the World Wide Web follow these steps.

- ❖ Step1: Go to www.eClassInfo.com/home.asp?id=rpayne
- ❖ Step 2: Select your class under WebGrade Reports. M240_F09_OFF
- ❖ Step 3: Enter your Student ID and Password

Student ID: first initial then last name with no space in between (i.e. rpayne)

Password: Nine character "A" number from Cougar Tracks (Ex. A01234567)

Step 4: Your name will appear. View your grade report by clicking on Student Summary

The deadline for dropping the course with a "W" is October 27, 2009.

Extra help:

If you need additional help outside of class, you can see me during my scheduled office hours (M-F 10-11am) or my Math Lab hours (Mon 2-5pm) or by appointment. Math tutors are also available in the Math Lab and the SI Clubhouse. Students with disabilities who believe they may need accommodations in this class are encouraged to contact Student Support Services (661.763.7927), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Available Student Contact Hours: Tues-Thurs 2-3:45pm. Instructor is available by phone, private message center, or email and will respond within 36 hours. Please contact instructor if alternate times are needed.

Suggested Pacing Calendar for Homework Assignments and Tests (may work ahead BUT not behind)

Testing Deadlines

Test	Sections	Schedule	Last Day to Take Test
Ch 1	1-8	Aug 24th-Sept 8th	Sept 9th, 2009
Ch 2	1-5	Sept 10th-Sept 21th	Sept 22nd, 2009
Ch 3	1-4	Sept 23rd -Sept 29th	Sept 30th, 2009
Ch 4	1-7	Oct 1st -Oct 11th	Oct 12th, 2009
Ch 5	1-9	Oct 13th -Oct 22nd	Oct 23rd, 2009
Ch 6	1-4	Oct 24th -Nov 1st	Nov 2nd, 2009
Ch 7	1-5	Nov 3rd -Nov 11th	Nov 12th, 2009
Ch 8	1-5	Nov 13th -Nov 22nd	Nov 23rd, 2009
*Ch 9	4&5	Nov 24th -Dec 7th	Combined w/Ch 10
*Ch 10	1-4	Nov 24th -Dec 7th	Dec 8th, 2009
Final Exam	All	Dec 9th	Dec 10th, 2009

For each homework section you will do only the odd problems and for each Chapter Test you will do ALL the problems. Because the answers are in the back of the book you must show ALL your work to receive full credit. Chapter reviews should not be sent to me but are beneficial for extra practice. ***Ch 9&10 tests will be combined and the last day is Dec 8th.