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| SYLLABUS FOR “[FALL/SPRING]” SEMESTER, 20xx |
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|-------------------|-----------------------|-------------|---------------------|
| Course Title: | Elementary Algebra I | Instructor: | “[Instructor Name]” |
| Credit Hours: | 4 | Office: | “[Office Location]” |
| Course Number: | MATH 0910-00x | Hours: | “[Office Hours]” |
| Location and Time | “[Location and Time]” | email: | “[e-mail address]” |

TEXTBOOK: *Prealgebra* 4th Ed, Lial/Hestwood

CATALOG DESCRIPTION

This course covers a review of operations with whole numbers, fractions, decimals, ratios and percents. Also covered are integer operations, variables, algebraic expressions, graphs and solving linear equations. Problem solving techniques are emphasized.

COURSE ORGANIZATION

It is expected that the student will be willing to spend 8-10 hours a week studying for this course. This course is taught using a basic lecture-discussion format. This means that concepts will be presented in class with examples, students are expected to take part in a discussion of the concepts, and a question-answer period will be included within the class period. It is your responsibility to read the material to be covered before class. Come prepared to ask and answer questions.

EVALUATION

The evaluation for this course will be based upon test and final exam scores. In order to pass this course the average of your test and final exam scores must be 80% or higher. The grades, which can be earned for this course, are A, B, C, or NC (No Credit). The grade earned in this course does not affect your cumulative grade point average.

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|-----------------------|------------|-------|
| GRADING SCALE: | Percentage | Grade |
| | 93 - 100 | A |
| | 86 - 92.9 | B |
| | 80 - 85.9 | C |
| | 0 - 79.9 | NC |

RESOURCE MATERIAL

Besides your textbook, there are other resources available to help you. **First**, your instructor sets aside time specifically for meeting with students. You can see your instructor during those times. Take advantage of them. Go see your instructor at the **first** sign of confusion. **DON'T WAIT!!** If his/her office hours conflict with your schedule, be sure to talk with him/her before or after class about an alternate time.

Students should be made aware of the tutoring help the University provides. Mathematics tutoring is provided by the Mathematics Learning and Resource Center and is located in the basement of Carlson Library - phone ext. 2176. It operates on a walk-in basis. Please notify your students of tutoring available at the LEC (or email them the link). **LEC Tutoring Hours: Monday/Thursday 9 AM - 8 PM, Tuesday/Wednesday 9 AM - 9 PM, Friday 9 AM - 2 PM.** Be sure to bring your book, notes from class, and specific problems you want help with. Tutors are not teachers. They are there only to help with *specific problems*.

Find a study buddy or form a study group with students in this section or other sections. Teach each other.

ATTENDANCE

Attendance is defined as your presence in the classroom from the designated start time until the instructor dismisses class. The attendance policy for this class is: _____

IMPORTANT DATES

*The instructor reserves the right to change the content of the course material if he perceives a need due to postponement of class caused by inclement weather, instructor illness, etc., or due to the pace of the course.

MIDTERM EXAM:

FINAL EXAM:

The last day to drop this course is: _____

The last day to withdraw with a grade of "W" from this course is: _____

The final exam for this course will be given: _____

MISSED CLASS POLICY

If circumstances occur in accordance with "The University of Toledo Missed Class Policy" (found at http://www.utoledo.edu/facsenate/misled_class_policy.html) result in a student missing a quiz, test, exam or other graded item, the student must contact the instructor in advance by phone, e-mail or in person, provide official documentation to back up his or her absence, and arrange to make up the missed item as soon as possible.

ACADEMIC DISHONESTY

Any act of academic dishonesty as defined by the University of Toledo policy on academic dishonesty (found at <http://www.utoledo.edu/dl/students/dishonesty.html>) will result in an F in the course or an F on the item in question, subject to the determination of the instructor.

NON-DISCRIMINATION POLICY

The University of Toledo is committed to a policy of equal opportunity in education, affirms the values and goals of diversity.

STUDENTS WITH DISABILITIES

The University will make reasonable academic accommodations for students with documented disabilities. Students should contact the Office of Academic Success (Rocket Hall 1820; 419.530.4981; officeofacademicaccess@utoledo.edu) as soon as possible for more information and/or to initiate the process for accessing academic accommodations. For the full policy see: <http://www.utoledo.edu/success/academicaccess/sam/index.html>

STUDENT PRIVACY

Federal law and university policy prohibits instructors from discussing a student's grades or class performance with anyone outside of university faculty/staff without the student's written and signed consent. This includes parents and spouses. For details, see the "Confidentiality of student records (FERPA)" section of the University Policy Page at <http://www.utoledo.edu/policies/academic/undergraduate/index.html>

SUGGESTED SCHEDULE

Note to Instructors: While the schedule below provides a template for completing the material for the course, major deviations from this template need to be discussed with the course coordinator. Note for twice a week sections – you will need to cover two days of material in one class time.

You should allow students the ability to earn 10% points from 1) attendance **and** 2) either homework or quizzes. Thus, a student would need to average 70% on the exams in order to pass the course. Please feel free to contact Gerard Thompson with any questions about format, content, etc.

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|--------|--------------------------------|---------|--|
| Week 1 | | Week 9 | |
| | 1 1.3 | | 1 6.1, 6.2 |
| | 2 1.4 | | 2 6.3 |
| | 3 1.5 | | 3 6.4 |
| | 4 1.6 | | 4 6.5 |
| Week 2 | | Week 10 | |
| | 1 1.7 | | 1 6.6 |
| | 2 1.8 | | 2 Review of Ch 6 |
| | 3 Review of Ch 1 | | 3 Test of Ch 6 |
| | 4 Test of Ch 1 | | 4 7.1, 7.2 |
| Week 3 | | Week 11 | |
| | 1 2.1 | | 1 7.3 |
| | 2 2.2 | | 2 7.4 |
| | 3 2.3 | | 3 7.5 |
| | 4 2.4 | | 4 Review of Ch 7 |
| Week 4 | | Week 12 | |
| | 1 2.5 | | 1 Test of Ch 7 |
| | 2 3.1, 3.2 | | 2 9.1 (omit Ch 8) |
| | 3 3.3 | | 3 9.2 |
| | 4 3.4 | | 4 9.3 |
| Week 5 | | Week 13 | |
| | 1 Review of Ch 2 and 3 | | 1 9.4 |
| | 2 Test of Ch 2 and 3 | | 2 9.5 |
| | 3 4.1, 4.2 | | 3 Review of Ch 9 |
| | 4 4.3 | | 4 Test of Ch 9 |
| Week 6 | | Week 14 | |
| | 1 4.4 | | 1 10.1 |
| | 2 4.5, 4.6 | | 2 10.2 |
| | 3 4.7, 4.8 | | 3 10.3 |
| | 4 Review of Ch 4 | | 4 10.4 |
| Week 7 | | Week 15 | |
| | 1 Test of Ch 4 | | 1 10.5 |
| | 2 5.1, 5.2 | | 2 Review for Final |
| | 3 5.3, 5.4 | | 3 Review for Final |
| | 4 5.5 | | 4 Review for Final |
| Week 8 | | Week 16 | |
| | 1 5.6 | | All finals are to be given during the assigned time as listed in the finals schedule. |
| | 2 5.9 (omit 5.7, 5.8 and 5.10) | | |
| | 3 Review of Ch 5 | | |
| | 4 Test of Ch 5 | | |