

Fall 2008 M007 Course Policy Acknowledgement**The IU Kokomo Mathematics faculty welcome you to M007 – Elementary Algebra.**

We are eager to help you have a successful semester and want you to be aware of the resources that are available to you. The most important resource is YOU! Our research has shown that students who come to the first class with the required course materials and the right math preparation are already on the path to a successful semester. Our research also shows that students who complete the homework successfully will have a very high probability of success in the course. To help you be part of this group we have prepared this document which describes the course requirements and policies. Details for each section are on pages 3 – 5. Please read the details carefully, sign the document, and initial the lines provided. Bring pages 1 and 2 to the first meeting of your class. Save pages 3 – 5 so you can refer to them later.

NAME: _____
(please print)

Date: _____

Signature: _____

PREREQUISITE REQUIREMENT:**Please initial the appropriate line:**

(details on page 3)

- _____ I took the Math Placement test during the past 12 months and my advisor has recommended that I take M007.
- _____ I completed Math 044 at IVY Tech Community College with a passing grade during the past 12 months (C or better is recommended).
- _____ It has been over 12 months since I completed Math 044 at the Community College or an equivalent course at a different college, or it has been over 12 months since I completed the placement test and I will participate in the IU Kokomo M007 Readiness Program to refresh my skills.
- _____ It has been over 12 months since I completed Mat 044 at the Community College or the placement test and I understand that I will be at risk of failing the course if I do not review the prerequisite skills.
- _____ I am enrolling in M007 without having satisfied the prerequisite requirements and understand that I am at risk of failing the course as a result.

TEXTBOOK REQUIREMENT:**Please initial the appropriate line:**

(details on page 3)

- _____ I have already purchased Elementary and Intermediate Algebra, Graphs and Models, Third Edition, with the MyMathLab starter kit and will bring it to class on the first day.
- _____ I do not yet have the correct textbook and MyMathLab access code but I will purchase them from the IU Kokomo bookstore during the day of my first class.
- _____ Due to a delay in financial aid I am have not been able to purchase the textbook, but I will contact the IU Kokomo Math Lab to get a temporary code so that I will be able to complete the assignments on time. (Refer to page 5 for details.)
- _____ I purchased a copy of the textbook from a source other than the IU Kokomo bookstore and must purchase the access code. I understand that I can do this online using a credit card or I can order it at the IU Kokomo bookstore and use the receipt to obtain a temporary code from the IU Kokomo Math Lab. I will complete this process before the second day of class to avoid getting behind on my assignments. (Refer to page 5 for details.)

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COMPUTER USAGE REQUIREMENT:

Please initial the appropriate line:

(details on page 3)

_____ I have a computer at home with high-speed access to the internet (cable or DSL).

_____ I have a computer at home with dial-up access to the internet.

_____ I do NOT have access to the internet at home and understand that I will need to find time to use the computers on the IU Kokomo campus to complete the required homework and quizzes.

CALCULATOR USAGE:

Please initial the appropriate line:

(details on page 3)

_____ I already have a Texas Instruments TI-83, TI-83 PLUS, TI-84 or TI-84 PLUS calculator or will purchase one **before the second class when it will be needed for class participation.**

_____ I already own a different type of graphing calculator and I understand that instruction will be given only on how to use the TI-83, TI-83 PLUS and TI-84 calculators.

COURSE REQUIREMENTS:

Please initial each line:

(details on page 4)

_____ I understand that I will be expected to spend **at least three hours** on math assignments after each class meeting.

_____ I am aware that I can get help with my math homework, at no cost, in the IU Kokomo Math lab.

_____ I am aware that class attendance will be beneficial to my success.

WITHDRAWAL POLICY:

Please initial the appropriate line:

(details on page 4)

_____ I have read the withdrawal policy on page 4 and understand it.

_____ I have read the withdrawal policy on page 4 and I have questions that I need to ask my instructor about the policy.

If you identify any problems or are unsure about whether this is the right class for you, contact your instructor immediately.

Thank you for taking the first step toward a successful semester! Please do not hesitate to seek assistance from your instructor and the IU Kokomo Mathematics Lab staff if you have any questions during the semester. We are eager to be your partner as you complete your mathematics course work.

You are encouraged to work on your assignments in the math lab even if you do not have questions! It is conveniently located in room KO 048, in the basement of the Main Building.

Fall 2008 M007 Course Policy Acknowledgement**PREREQUISITE REQUIREMENT:**

Students enrolled in M007 should have

- (a) been advised to register for M007 after completing the COMPASS Math Placement test
 - (b) completed Math 044 at the IVY Tech Community College with a passing grade (C or better is recommended)
- OR
- (c) completed a course equivalent to Math 044 at a different college with a passing grade (C or better is recommended).

Students who took the placement exam prior to August 2007, students who completed Math 044 at the Community College prior to August 2007, and students who earned credit for a course equivalent to Math 044 prior to August 2007 are STRONGLY encouraged to participate in the IU Kokomo M007 Readiness Program to refresh the skills that are needed for successful completion of M007. This should be done, if possible, prior to the first week of class. Contact Barbara Sehr at 765 455 9587 for additional information.

TEXTBOOK/COMPUTER USAGE REQUIREMENT:

The required textbook materials for this course are:

1. Elementary and Intermediate Algebra: Graphs and Models, 3rd Ed., by Bittinger, Ellenbogen and Johnson.
2. **MyMathLab Starter Kit and Access Code (should be bundled with your textbook).**

If you buy the textbook from anywhere other than the IU Kokomo bookstore, carefully check that it comes with a new MyMathLab Starter Kit and Access Code. If you have to purchase this item separately it will cost around \$70. Refer to page 5 of this document for additional information about the access code.

Use of the CourseCompass/MyMathLab (CC/MML) computer website is required for this course.

Please bring your M007 textbook (Elementary and Intermediate Algebra: Graphs and Models, THIRD EDITION) AND the MyMathLab starter kit that was bundled with your textbook to the first day of class. You will need the access code that is inside the starter kit in order to begin your first homework assignment. You will receive instructions for completing the online work during your first class.

You will be encouraged to use the computers in the IU Kokomo Math Lab to complete your online homework and quizzes, but you will be permitted to use any computer that has internet access.

CALCULATOR USAGE:

You are required to have a Texas Instruments TI-83, TI-83 Plus, or TI-84 calculator for this course.

Please bring your calculator to every class meeting, starting with the second class. Calculator techniques will be demonstrated in class, using a Texas Instruments calculator. There is a link to an online calculator tutorial on the use of the Texas Instruments calculators in the course website. Since it is impossible for the instructors to be familiar with all types of calculators, instructions can only be given for the three TI-calculators listed above.

Please note that you will not be permitted to use a calculator capable of symbolic algebraic manipulation (such as the Texas Instruments TI-89) on any of the tests.

Fall 2008 M007 Course Policy Acknowledgement**COURSE REQUIREMENTS:**

Your final grade (A, B, C, or F) in this course will be based on these components:

- Average from three in-class tests
- MyMathLab (online) quiz average
- In-class quiz/Graded Review average (INSTRUCTOR OPTION)
- Final exam (required)

The weights attached to each of these components and the grading scale will be included on the syllabus that your instructor has posted in Oncourse. **A course average of 70% or higher is required to earn a passing grade in the course.** Please note that the online homework is not part of the final grade. Nevertheless, completion of the online homework is required to be successful and to be able to complete the online quizzes

The syllabus will also provide the times that your instructor is available for help outside of class, his or her phone number, the dates of the exams and other important information.

To succeed in this class:

There will be a set of online homework exercises assigned after each class meeting. You will have the opportunity to ask your instructor to work through some of the exercises at the beginning of the next class meeting so it is important that you work through the entire assignment to identify the problems that require additional explanation. You should expect to spend a MINIMUM of three hours on homework after each class meeting. You will learn and remember the material better if you split this time into two or three shorter study sessions rather than one long, exhausting one!

The IU Kokomo Math Lab is equipped with over 30 computers and staffed with qualified tutors. It provides an excellent location for working on your homework, even if you are not having any difficulty. The tutors are available to assist you if you encounter a problem you do not understand. The lab will be open 9 am to 8 pm Monday through Wednesday, 9 am to 6 pm Thursday, and 10 am to 2 pm Friday. Appointments are not necessary unless you want a one-on-one 30-minute tutoring session. The lab is located in room KO 048 in the basement of the Main Building. You are strongly encouraged to arrange your class and work schedule so that you can take advantage of this free resource.

WITHDRAWAL POLICY:

Students who complete the online and textbook homework successfully will have a very high probability of success in the course. To reinforce the importance of completing your homework, the following policy will be followed:

After your first in-class exam, you will be administratively withdrawn from the class if your online homework average is below 70% AND your score on the in-class exam was below 50%. If your online homework average is below 70% AND you miss taking the first test you will be required to complete an online test over the content of the first test. This test must be taken in the IU Kokomo Math lab. The test must be completed within one week of the missed test. You will be administratively withdrawn from the class if your score on the online test is below 50% or if you fail to take the online test. NOTE: The score on the online test will only be used to determine if you should remain in the course. It will not be counted as a make-up test.

Between **Tuesday, September 23 and Tuesday, October 28 for Purdue University** College of Technology students and between **Friday, October 17 and Wednesday, November 26, for Indiana University** students, you must have your instructor sign a Schedule Adjustment form to withdraw from the course. Your instructor will assign a grade of W if your online homework average is at least 80% at that time. If your online homework average is below 80%, your instructor will compute your current course average and will assign a W if your current course average is 60% or higher. You will be assigned the grade of F if your homework average is below 80% AND your overall course average is below 60%. All of your MyMathLab quiz results will be included when your course average is computed. This will include scores of 0 for all quizzes you did not complete unless you have a documented reason for your failure to complete them.

No Schedule Adjustment forms will be signed after **Tuesday, October 28 for Purdue University** College of Technology Students, and after **Wednesday, November 26 for Indiana University** students.

Grades and refunds are in accordance with Indiana University policy. No refunds are given after the fourth week of classes, so you will not receive a tuition refund if you are administratively withdrawn from the class. If, as a result of withdrawing from this class your semester course load drops below 6 credit hours, you are advised to check the status of your financial aid and student loan.

Fall 2008 M007 Course Policy Acknowledgement**ACCESS CODE SPECIAL CIRCUMSTANCES:**

You do not need to read this section if this is your first math class at Indiana University Kokomo, and you have purchased the textbook bundle from the IU Kokomo bookstore (containing the text, Elementary and Intermediate Algebra: Graphs and Models, 3rd Ed., by Bittinger, Ellenbogen and Johnson, and the MyMathLab starter kit).

The information that follows is for those students who have already used MyMathLab in a class at IU Kokomo AND for those students who have NOT purchased the textbook at the IU Kokomo bookstore:

IF YOU DO NOT YET HAVE THE TEXTBOOK DUE TO FINANCIAL AID DELAYS:

If you have been unable to purchase the required textbook due to a delay in receipt of financial aid, you may request a temporary access code from the IU Kokomo Math lab (Room KO 048 in the Main Building) so that you will be able to complete your assigned work on time. You will be asked to show proof that aid is forthcoming (a printout from your Onestart financial aid screen or a signed statement from your financial aid counselor will be adequate).

IF YOU USED THIS EDITION (3rd) OF THE TEXTBOOK IN A PREVIOUS SEMESTER:

If you attempted M007 during the fall semester of 2007 or the spring or summer semesters of 2008, using the third edition textbook, you will use the same login ID and password that you used in that course. You do NOT need to purchase a new access code for this semester. You will need to remember your MyMathLab login name and password to complete these instructions. If you have forgotten your login name/password, the MyMathLab site can look them up for you using the email address you entered during the MyMathLab registration process.

IF YOU USED THE 2nd EDITION OF THE TEXTBOOK (green and purple cover) IN A PREVIOUS SEMESTER:

If you were enrolled in M007 prior to fall 2007 using the SECOND edition, you will need to purchase the third edition textbook/MyMathLab starter kit bundle for this course. The access code you used with the second edition cannot be transferred to the third edition.

IF YOU HAVE THE CORRECT TEXTBOOK BUT DO NOT HAVE THE MyMathLab Starter Kit and Access Code:

If you purchased a third edition textbook from a source other than the IU Kokomo bookstore and do not have the MyMathLab starter kit and access code, you will need to purchase the MyMathLab access code separately. This can be done online after the first day of class using a credit card. The approximate cost is \$70. If you do not have a credit card, the code can be ordered through the bookstore but you should take your bookstore receipt showing the code purchase to the IU Kokomo Math lab (room KO 048 in the basement of the main building) to get a temporary code while waiting for the bookstore order to come in.

IF YOU ARE NOT SURE THIS IS THE RIGHT CLASS FOR YOU:

The bookstore will not accept books for returns after they have been unwrapped. If you are not sure that this is the correct class for you, you are encouraged to contact the IU Kokomo Mathematics Lab (765 455 9587) to get information about the M007 Readiness Test to confirm this is the right class for you.