

Syllabus

MATHEMATICS 020 / Arithmetic Fundamentals (CRN #20272)

FALL SEMESTER 2009 (16 weeks)

Instructor: Mr. Rob Everest - Office Location: MA 214

Class Location & Time : PS 106, MW 11:30 AM - 12:55 PM

Textbook: Essential Mathematics, 7th edition (Barker & Aufmann)

Office Hours : MTuWTh 9:30am-10:00am and

MW 3:45pm-4:15pm and TuTh 11:15am-12:30pm

Telephone: (626) 852-8054

E-mail: reverest@citruscollege.edu

Websites: <http://www.matheverest.com> &

<http://www.citruscollege.edu/academics/courses/everest/Pages/default.aspx>

This semester you will be solidifying your understanding of basic mathematical operations and concepts. We will study operations on and applications of whole numbers, fractions, decimals, and percents as well as learning the basics and applications of ratios and proportions.

Accommodation:

If any student is in need of an accommodation due to a documented disability, the student must notify the instructor within the first two weeks of class in order for the proper arrangements to be made.

Attendance/Participation:

- Three tardies equals one absence. You are considered tardy if you are not present in class for between five minutes of and up to half of the minutes of any class, regardless of whether that means you missed the beginning of a class period, part of the middle of a class period, or you left early from any class period. Each tardy deducts 2 participation points.
- Three absences are allowed through the end of the eighth week. You will be dropped from the class if you miss four or more classes by the end of the eighth week, or if you miss two or more classes in the first two weeks, you will be dropped from the class. You are considered absent from any class, if you do not attend for at least half of that one session. Avoid absence, as it will definitely put you behind. Each absence deducts 5 participation points. During the second half of the semester, three (3) more absences are allowed before receiving an automatic fail.
- Deliberate distractions from class, like sleeping in class; cell phones going off, **text messaging**; not having your textbook, notebook and writing utensils; doing your homework in class; etc., will not be tolerated. Each deliberate distraction from class deducts 2 participation points. A second deliberate distraction in the same class period will be met with dismissal from that class, which means a 5 point participation grade deduction.

Grading:

Individual tests 30%

Quizzes 10%

Homework 25%

Participation 10%

Final Exam 25%

Exams:

- Quizzes can be announced or not. If a student is not present either the day that a take-home quiz is passed out, or the day that it is due, the student will not receive credit for that quiz, unless previous arrangements have been made with the instructor. All take-home quizzes are to be done independently (on your own) ; that is without help from anyone, including other classmates and tutors.
- Three (3) individual exams will be given, one at a time, approximately every 5 weeks.
- If you do not take a midterm during its regularly scheduled time and you have not contacted the instructor first to make an accommodation, then you will receive a 0% on that exam. If the unexcused, missed exam is the first exam, you will be dropped from the class.
- **FINAL EXAM DATE: *Monday, December 14, 2009, 10:30 am - 12:30 pm***

Homework is graded in a variety of ways that is to encourage you to complete assignments, including:

- Turning in previous day's class assignment
- By packet on the day of a quiz or exam

If a student has earned less than a 50% overall grade for their homework grade, after the first exam grade report, then they will be dropped from the class.

Calculators are not allowed, except for on the few homework problems that have calculator icons by them in the textbook.

Behavior: All work is to be completed individually (except group work and group tests), unless otherwise directed by the instructor. Cheating consequences range from a zero on the assignment to an "F" in the class. All matters concerning student behaviors and disciplinary issues are subject to the outlined principles in the student handbook.

General Announcements: All work (quizzes, tests, homework) **should be done in pencil**, and should be turned in at the beginning of the class in which it is due. All applicable steps (work) need to be shown. **No late work will be accepted.** There will be "no record" shown, if you drop this class by the Monday of the 4th week, (September 21, 2009). If this class is dropped after the Monday of the 9th week, (October 26, 2009), you will receive a "W" (withdrawal) on your transcript. After the "W" deadline, the student will receive the applicable letter grade. **No food or drink are allowed in class, except water in a closable container.**