

**Foothill College Fall 2014**  
**Math My Way – Math 230/235**  
**MTWThF 10:00-11:50**

[www.psme.foothill.edu](http://www.psme.foothill.edu) (click on Math My Way tab)

This is a team taught directed study course.

**Math My Way Instructors:**

**Instructor:** Sarah Munoz  
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**Phone:** (650) 949-7613  
**Email:** MunozSarah@foothill.edu  
**Office Hours:** MW 9:00-9:50, TTh 1:00-2:00

**Instructor:** Anna Margolis  
**Email:** MargolisAnna@foothill.edu  
**Office Hours:** M 12:00-1:00 (5605)

**Instructor:** Sumithira Sukumar  
**Email:** SukumarSumithira@foothill.edu  
**Office Hours:** W 1:00-2:00 (5605)

**Instructor:** Phuong Lam  
**Office:** 4133  
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**Office Hours:** TTh 1:45-2:45, WF 9:00-9:50

**Instructor:** Maria Tomutiu  
**Email:** TomutiuMaria@foothill.edu  
**Office Hours:** T 9:00-10:00 (5605)

**Instructor:** Wilbur Wong  
**Email:** WongWilbur@foothill.edu  
**Office Hours:** MF 9:30-10:00 (5605)

During the quarter you may receive instruction from any of the 6 faculty members listed above. Students may be reassigned to a different instructor every 2 – 3 weeks during the quarter.

**Office Hours:** We encourage you to take advantage of our office hours listed above. Office hours are times we've set outside of class to meet with you to answer any questions or discuss any concerns that you may have. If you cannot get your questions answered during class time, please drop by our office hours or email for an appointment.

**Course Information for Math 230/235**

**Textbook:** Preparing for Algebra, by Barratto, published by McGraw-Hill, Fall 2014.

ISBN: 9781259445965. This is packaged with a personal code for software, ALEKS, that you will need for the course.

**Materials:** A 1.5 in. binder, 10 dividers, pencils, eraser, loose leaf paper, and a scientific calculator.

**Attendance:** Although this class is designed so that you can learn at your own pace, you must come to class to learn and progress through the material. Therefore, *you will only be allowed 5 absences during the quarter*. These absences are to be used when:

- You are ill.
- You have to care for a sick child.
- You have a Dr.'s appointment.
- You have an appointment on campus.
- Your car breaks down or you have other transportation problems.
- You are absent for any other reason on one day or two days in a row.

Additionally, we expect that you will come to class and stay for the entire class period. Therefore, each late arrival before 10:30 or early departure after 11:20 will count as a tardy. 3 tardies will count as 1 absence. In addition, if you arrive more than 30 minutes late, or leave

more than 30 minutes early you will be considered absent for the day. ***We may drop any student who has more than 5 absences.***

**Documented Extended Absences:** If you need to be absent for an extended period (3 or more consecutive days) for medical reasons, job training or similar reasons that cannot be rescheduled, you can bring in documentation and the absences will be excused.

**Dropping:** We may drop any student with more than 5 absences in the first 9 weeks of the quarter. However, it is the student's responsibility to drop or withdraw from a class, so do not assume that you will be dropped if you stop attending. We also reserve the right to drop any student who is disruptive to the class.

**Modules:** Math 230 and Math 235 are divided into 10 modules: A, B<sub>1</sub>, B<sub>2</sub>, C, D, E, F, G, H, I. To complete each module you must do:

- 1) all the assigned homework problems from the textbook
- 2) complete the worksheets AND
- 3) complete your computer assignments on ALEKS.

After completing all the assignments for a particular module, you will need to take an in-class exam. For modules A through D, you will need to earn at least 87% on the exam before you will be moved to the next module. For modules E through I you will need to earn at least 84% on the exam before you will be moved to the next module.

**Class Website:** The class website [www.psme.foothill.edu](http://www.psme.foothill.edu) contains Homework Lists, Homework Expectations on how work is to be shown for a particular section, Worksheets, Worksheet Answer Keys, and math-related videos.

**Homework from Textbook:** For each module, the class website contains a Homework List with a list of assigned problems. Each homework assignment will consist of 10-15 problems from a section in the book.

***Before starting homework in any section, you should refer to the Homework Expectations sheet pertaining to your current module. The homework expectations sheet provides guidelines and examples of how your written work should be shown.***

When you have completed the homework, bring it to class and put it in the "IN" folder. Each homework assignment will be thoroughly graded to ensure that you have completed the work in the proper format using proper mathematical notation.

If the assignment is completed thoroughly, then we will stamp it. If you have not completed the assignment, it will be returned, and you will be asked to complete it and resubmit it. If you do not adequately show your work, the assignment will be returned to you, and you will be asked to redo the assignment. If your answers are incorrect, the assignment will be returned to you and you will be asked to check your work, redo the missed problems, staple the new work to the old assignment, and resubmit it.

Please turn in assignments as you finish them. Do NOT wait until you have finished all the assignments for a module to turn them in. This way you can get immediate feedback and fewer corrections will be needed.

Every student will have a folder. All graded assignments will be put in your folder and you will be able to pick them up during class. When the assignment has been returned to you, please put it in your binder. You will need to present all the stamped module assignments to show that you have completed the module and are ready to take the exam.

Please do NOT store your assignments in the folders.

**Worksheets:** We have created worksheets to provide you with additional practice. Most modules have 5 worksheets. The worksheets will also be listed on the module assignment sheet. When you have completed the necessary homework assignments, you can download the worksheets from the class website. If you choose not to print out a worksheet but rather copy the problems from the worksheet onto your own paper, then on your paper you will need to clearly label the module, worksheet number, and each problem number in addition to showing your work as usual.

After completing the problems on the worksheet, check your answers with the keys provided. When the worksheet is complete and the problems are correct, turn in the worksheet so that it may be stamped by the instructor. Please keep stamped worksheets in your binder. You will need to present all the module assignments to show that you have completed the module and are ready to take the exam.

***You should do the homework and worksheets in the order in which they are listed on the Homework Lists. Turn in worksheets individually as you complete them!***

**Software:** **ALEKS** will be used in conjunction with the book. You will frequently work with the software in class. ALEKS has two modes: Learning Mode and Assessment Mode. When you are in learning mode you can get help from instructors, TA's, tutors, or others. You **CANNOT** get help from anyone when you are in assessment mode. You may be required to take assessments in class.

If you would like to use ALEKS outside of class, you will need two things: internet access and the plug-in. (Some computer systems will automatically download the plug-in while others may require you to initiate the download. You will be shown what to do to download the plug-in during the introduction to ALEKS during the first week of the quarter.) On campus, you can use ALEKS in the PSME Center during the posted open lab hours.

**Exams:** After you have completed the homework, worksheets, and computer assignment on ALEKS, you will sign up for an exam in class the day before the exam. If ALEKS is not completed by the end of class on exam sign-up the day, you will not be allowed to take the exam. All homework and worksheets must be submitted two days before the exam (typically Wednesday) so that we have time to grade the assignments. Exams will take place during the first hour of class on Friday. Students who are signed up for two exams will take the second exam at 11:00 AM on Friday. You will be required to show the instructor an I.D. in order to take an exam.

A grade of 87% or higher is needed to pass modules A through D. A grade of 84% or higher is needed to pass modules E through I. Exams will NOT be returned; however, you can review the exam with an instructor, and a feedback sheet will be provided so that you know what types of problems need further study. If you do not pass an exam, you may sign up to retake it the following week. However, you will be required to complete review problems before retaking an exam. There will be extra testing days at the end of the quarter to help students finish up their current module.

**During an Exam:** The cell phone may not be taken out at any time during an exam. Using the calculator on your phone is NOT permitted and is considered cheating. If a student takes out his/her phone during an exam, then he/she will get a score of 0 on that exam and will need to re-take it. Only scientific and graphing calculators are allowed for Modules G, H and certain parts of Module I and the Final Exam.

Please be sure to use the restrooms before starting the exam. Restroom breaks are not permitted during an exam (unless you have medical documentation). When you leave the classroom, you must submit the exam for grading and may not return to continue that exam.

**Final Exam:** The final exam will be held on **Wednesday, December 10 from 11:00 a.m. – 1:00 p.m.** Students who have passed all 10 modules will need to take the final exam. A score of 80% or higher is needed to pass the final exam and qualify for enrollment in Math 220 (Algebra I) or Math 217(Statway).

**Extra Credit:** There will be NO extra credit assignments.

**Grades:** Students enrolled in Math 235 who have not passed all 10 modules and the final exam, but have passed at least modules A, B<sub>1</sub>, B<sub>2</sub>, C, and D will receive a “P” (pass) for Math 235. These students will need to continue with Math 230 the following quarter to complete the rest of the modules and pass final exam.

Students enrolled in Math 230 who’ve passed all 10 modules and pass the final exam will receive a “P” for Math 230. A pass in this course signifies that a student has completed all of the modules and is ready to enroll in Math 220 (Beginning Algebra) or Math 217 (Statway).

Otherwise, a student will receive a “NP” (no pass) in his/her course and may re-enroll for the same course the following quarter.

**Returning Students:** Returning students will continue on the module they were working on last quarter. Returning students who have not been enrolled in Math 230/235 for the past 2 or more quarters, will need to take an assessment on ALEKS and start at the module in which ALEKS places them, regardless of where they had left-off last time.

**Academic** Any forms of academic dishonesty shall **NOT** be tolerated.

**Honesty:** Studies show that working in groups can improve performance in math classes. So, you will be encouraged to form study groups for working in and out of class. However, you must do your own work. Copying another student’s homework or worksheet, or having another person do your homework, worksheet or computer assignment for you is not allowed.

Any of the following will be considered cheating on an exam: looking at or copying from another student’s paper, having a book open, having notes written on a sheet of paper or elsewhere, using a calculator when not allowed, or using a cell phone or other personal electronic device.

Cheating of any form will result in a zero on the particular assignment. Furthermore, each cheating incident will be reported to the Dean of Student Affairs and documented on your student record.

For specific information that applies to all students at Foothill College, see “The Foothill College Academic Honor Code” available at <http://www.foothill.edu/services/handbook/index.php>

**Classroom Rules:** Cell phones, pagers or PDAs use will not be allowed in class. Food will not be allowed in the classrooms. The computers are only to be used for ALEKS, the class website and related links, and the McGraw-Hill textbook site. If you are not using any of these websites, the monitor should be turned off. If it is not, you will be asked to leave and will be given an absence for the day. Please be respectful of all students and other activities going on in class. We will ask disruptive or rude students to leave. If you are asked to leave, the Dean of Student Affairs will be contacted, and a hold will be put on your academic record. You will need to make an appointment with the Dean to have the hold removed. Students who are not working on math or participating in class activities will also be asked to leave and will be given an absence for the day.

**Cell Phone Policy:** To reduce distractions, all student phones must be silenced at the beginning of a class session. There should be no texting, internet use, or calculator use on the phone either. An instructor may record an absence for the day for a student who violates this phone policy.

<b>Important Dates:</b>	Last Day to Add	Oct. 3
	Last Day to Drop and Receive a Refund	Oct. 3
	Last Day to Drop without a Grade	Oct. 3
	Last Day to Drop with a W	Nov. 14

**Sources of Help:**

**Office Hours** –We encourage you to attend our office hours. See the first page for more info.

**The PSME Center** (room 4213) is a great place to get free reliable help. Just drop by during their hours of operation. They are open 8:30 am-7 pm Mondays through Thursdays and 8:30 am-4 pm on Fridays.

**Pass the Torch** (Room 5912, out in the portable trailers in parking lot 5) is a free peer-tutoring program. You get paired with a team leader with whom you meet twice a week (50 minutes each time) throughout the quarter to get help with your math. Space is limited, and if interested, you should sign up as soon as possible during the first few days of the quarter.

**Student Special Services:** To obtain disability-related accommodations, students must contact the Disability Resource Center (DRC) as early as possible in the quarter. To contact the DRC, you may:

- Visit the DRC in Room 5400 (portable buildings in parking lot 5)
- Email the DRC at [adaptivelearningdrc@foothill.edu](mailto:adaptivelearningdrc@foothill.edu)
- Call the DRC at (650) 949 – 7017 to make an appointment.

If you already have an accommodation notification from the DRC, please contact one of the instructors privately to discuss your needs.

**Natural Disasters:** If the campus closes on an exam day, the exams will be held the next class day. If the campus closes the day of the final exam, the final will be rescheduled. Please call Sarah at (650) 949-7613 to find out the time and location for the final exam.

**Math 230 SLOs:** SLOs stands for Student Learning Outcomes. This course is designed so that at the completion each student will be able to do the following with **mastery**:

- Solve a linear equation (in one variable) containing rational coefficients and grouping symbols.
- Write a linear equation to represent a real world application, and interpret the solution in context.
- Apply knowledge of proportional reasoning and percent to real applications.
- Apply geometric formulas to solve applications involving perimeter, area, and volume.

**Math 235 SLOs:** This course is designed so that at the completion each student will be able to do the following with **mastery**:

- Without a calculator, perform the order of operations to find the value of an expression involving whole numbers, fractions, decimals, and/or signed numbers.
- Convert between whole numbers, fractions, mixed numbers, and decimals.
- Apply operations with whole numbers, fractions, decimals, and mixed numbers to real world problems and interpret the answer in context.

**Closing Thoughts:** Studying math takes a lot of hard work and self-discipline. This course has been designed to give you the time you need to learn the foundational math concepts needed to be successful in this math class and future math classes. However, this flexibility means that you need to have more self-discipline and motivation to complete the modules in a timely fashion. A lot of the problems and concepts encountered in this class will be hard. Therefore, be patient with yourself if you do not immediately see how to solve a problem. Also, keep in mind that mastery of the material requires that you struggle with the concepts (which can be frustrating at times, yet very satisfying when you break through and understand.) Do not take this course this quarter if your schedule does not permit you to make this commitment.