

Course Syllabus for CSKLS 372: Pre-Algebra

Section 2395, Instructor: Lynn Erikson Rhode

Lec: TTH, 9:00 - 10:30 AM, PC-124, Jacobs Hall

Lab: TTh, 10:30 – 11:30 AM, PC-252, Kathleen Doyle Hall

Instructor Information

e-mail: leriksonrhode@santarosa.edu

Phone: (707) 778-4121 **(The best way to reach me is via e-mail!)**

Office hours: M and Wed – 11:00 – 11:30 AM, T and Th, 8:30 – 9:00 AM, in the Petaluma Tutorial Center (PC-247, Kathleen Doyle Hall)

- If you'd like to arrange a private appointment with me, the best way to do so is via e-mail.

Required Course Materials

- Pre-Algebra for College Students (2nd Edition) by Matt Greaney
 - o 7 copies of this textbook are on Reserve in the Library: 4 of them will have a 2 hour library-use-only loan period and 3 of them will circulate overnight. I.e. 1-day loans.
 - o Call number: **QA39.2 .G74 2008**. Students should have this call number and their student IDs when they go to the Reserves.
- CSKLS 372 Course Reader (in bookstore) & three ring binder
- Scientific Calculator (after Unit 2 Test)

PLEASE NOTE: IN THIS COURSE <u>ALL WORK</u> MUST BE DONE IN PENCIL!
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Course Description

- Basic operations of addition, subtraction, multiplication and division as applied to real numbers.
- Introduction to powers and roots of real numbers, exponents and scientific notation.
- Arithmetic and algebraic methods of solving perimeter, area, and volume of common geometric figures. Simplifying algebraic expressions and solving simple algebraic equations.
- Regularly scheduled computer assisted lab assignments to reinforce and supplement lecture topics

Student Learning Outcomes

Upon successful completion of CSKLS 372, students will be able to:

1. Simplify and evaluate arithmetic and algebraic expressions by using mathematical algorithms.
 2. Translate words and phrases into mathematical expressions and equations.
 3. Apply critical thinking strategies and math concepts to set up and solve pre-algebra and geometry problems.
 4. Demonstrate fluency with appropriate mathematical terminology and symbols.
 5. Solve linear equations with one variable.
 6. Use academic literacy skills to improve studying and learning.
- For additional details regarding course objectives and topics, please see the official Course Outline on the SRJC Website.

Grading

Final course grades are based on the following components: Unit Tests, Final Exam, Lab Quizzes, Homework, and Participation

Final course grades use the following scale:

A: 91 – 100% **B:** 81 – 90% **C:** 71 – 80% **D:** 61 – 70% **F:** Below 61%

Unit Tests (25% of course grade):

- Five (5) Unit tests, with the first one split into two parts [i.e., Unit test 1a worth 40% & Unit test 1b worth 60%], will be given during the semester at the conclusion of each unit (or, in the case of Unit 1, each part of a unit) of study. There is a practice test for each unit, located in your CSKLS 372 Course Reader, to help prepare you for each unit test.
- THERE ARE NO MAKE-UPS IF YOU FAIL TO TAKE A UNIT TEST WHEN IT IS ADMINISTERED! However, your lowest Unit test score will be replaced with your score on the final exam if that is higher.

Unit test dates are listed on the attached *Tentative Course Schedule*.

Final Exam (25% of course grade):

A comprehensive final exam is tentatively scheduled for **Tuesday, December 18, 2018 from 7:00 – 9:45 AM**, and must be taken at this time.

Lab Quizzes (20% of course grade):

Quizzes are taken in the CSKLS Math lab during scheduled lab hours, and can only be taken after completing the required lab worksheets. Your best score of two (2) attempts is recorded for each quiz. Exceptions to taking quizzes during scheduled lab hours must be approved by me in writing. In addition, lab worksheets/assignments (see below) are turned in at the conclusion of each unit of study and will count as part of your overall quizzes grade.

Lab worksheets/assignments: Lab worksheets and associated blank quiz sheets are located in your CSKLS 372 course reader. Both must be completed within assigned timelines, as listed on the attached *Tentative Course Schedule*. Most lab worksheet assignments are computer generated and provide additional exercises to reinforce text and lecture topics.

Additional guidelines, RE: Quizzes and Tests, are included in the attached *Policies, RE: Quizzes, Tests, and Electronic Devices – esp. Cell Phones*

Homework (20% of course grade):

Daily homework from the textbook and lectures will be assigned. Each assignment will be graded and returned in a timely manner. Please refer to the attached *CSKLS 372 Homework Policy(s) & Procedure(s)* for details.

Participation (10% of course grade):

I highly value students arriving on time and actively participating in lecture and scheduled lab activities. Ten (10) participation points are assigned each class day, five (5) for lecture and five (5) for scheduled lab, and are based on such things as: Attendance (which includes being on time), taking notes, accepting help, actively working on in-class and scheduled lab assignments, etc.

Attendance Policy

- It is your responsibility to come prepared to class each day, ready to participate and answer/ask questions on the current material.
- Please refer to the attached *Santa Rosa Junior College (SRJC) Policies & My Corresponding Implementations* for detailed information.

Suggestions on How to Succeed in CSKLS 372

1. **Attend class every day.** If you have to miss a class, borrow the lecture notes from another student. Remember that if you miss a class, you are responsible for teaching yourself the material you missed.
2. **While in class, actively listen** and **take notes**, apply new concepts to practice problems, **and ask questions** of both the instructor and fellow students. Class time is your chance to get the help and explanations you need so you don't have to struggle to learn the material on your own.
3. **Read the book!** If possible, try to do the assigned reading before I lecture on the material.
4. **Do the homework (including the assigned reading!)**, and start it early, while the material is fresh. That way, if you have questions on the assignment, you can ask me about it at the next class meeting or in my office hours. Feel free to get help – I encourage you to work with fellow students or get extra help from me, other instructors, or tutors.

Dropping

- If you need to drop this course, remember that it is your responsibility to do so.
Last day to drop without a "W": Sunday, September 9, 2018
Last day to drop with a "W": Sunday, November 18, 2018
- You may apply for Pass/No Pass (P/NP) in this course by Sunday, September 30, 2018. Your final course percentage total must be 71% or higher to Pass.

Additional Learning Resources

- *FREE Tutoring* → Tutorial Centers
Petaluma Campus: Kathleen Doyle Hall, 2nd Floor, Rm 247
Santa Rosa Campus: Frank P. Doyle Library, First Floor, Rm 4251
AND The Math Lab: Shuhaw Hall, Rm 1733
- *Study Groups* → Not only can you help one another by working together, but it can be a lot of fun to discuss mathematics. Since I do not grade on a curve, there is no reason to compete with one another. Let me know if you need assistance setting up a study group - I would be happy to help.
- *Private Tutors* → The Math Department has a list of private tutors. This list can be found on the Math Department web site at <http://www.santarosa.edu/mathematics>. You can also check with the Petaluma Tutorial Center – some of their tutors may be willing to provide private math tutoring.

Classroom Etiquette and Expectations

- I expect you to come to class with the tools you need: text, course reader, pencil(s), eraser(s), calculator (after Unit 2 test), and paper.
- Students are to act respectfully and pay attention while in class. The best way to learn is through participation, listening actively, and by being polite even when we disagree with another's viewpoint.
- Cell phones, iPods, etc. are to be turned off. Please note that a cell phone/iPhone is NOT a calculator - you will not be able to use them at any time in class.
- Students are expected to arrive on time, stay the entire class period, and not put course materials away before I have concluded the lecture.
- Sharpen your pencils and use the restroom before class starts. Do not eat or drink distracting foods (such as crunchy chips) or put your head down on the desk and sleep during class.
- Since other students may find side conversations distracting, direct your questions to me – not to your neighbor.
- If you use a laptop for note taking, please sit in the front row with the sound off.

Student Conduct and Academic Dishonesty Please refer to the attached *Santa Rosa Junior College (SRJC) Policies & My Corresponding Implementations* for detailed information.

Accommodations for Students with Disabilities

If you need disability-related accommodations for this class, such as a note taker, test-taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to me as soon as possible. You may also speak with me privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly.

Emergency Evacuation Plan

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately and calmly. If you are a student with a disability who may need assistance in an evacuation, please see me as soon as possible so we can work out a plan.

All of the above rules and expectations apply to me as well. In addition, you can expect me to be professional, reliable, organized, and approachable.

This syllabus is intended to give you guidance in what may be covered during the semester and will be followed as closely as possible. However, I reserve the right to modify, supplement, and make changes as course needs arise. **This syllabus is an agreement between instructor and student. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus and all referenced documents.**