

# Individualized Learning Program

## Math A · Elementary Algebra · Fall 2018 · Syllabus

<b>ILP Staff at V-217:</b>	<b>James Razavi</b> <a href="mailto:jrazavi@sierracollege.edu">jrazavi@sierracollege.edu</a> 916-660-7978	<b>Ann Mitchell</b> <a href="mailto:amitchell13@sierracollege.edu">amitchell13@sierracollege.edu</a> 916-660-7989
<b>Instructor:</b> _____	<b>Instructor's Email:</b> _____	<b>Office Hours &amp; Location:</b> _____
<b>ILP Website:</b>	<a href="http://math.sierracollege.edu/ILP">http://math.sierracollege.edu/ILP</a>	

### Required Materials and Technology

- **Online Homework.** All homework is done online through Pearson's MyMathLab. Students are required to purchase a MyMathLab Student Access Kit from the bookstore or online at <http://www.mymathlab.com>
- **Calculator:** TI-30XIIS Scientific Calculator by Texas Instruments. Other varieties of scientific calculators are permitted only with instructor approval but cannot be used in the ILP Testing Room. Cell phone calculators and graphing calculators are not allowed on quizzes or tests.
- **Binder for class notes and homework, including lined and graph paper.**

**T**HERE ARE 1,000 POINTS POSSIBLE FOR THIS COURSE. THIS IS HOW YOU EARN THEM...

### Attendance and Participation (5 x 10 points = 50 points)

- Attendance in class is mandatory. Any absences or tardiness will result in lost points.
- In the classroom, it is your responsibility to **LOG IN** prior to the start of class. **Forgetting to do so will be regarded as an absence.**
- Up to 10 points can be earned for attendance each unit based on both attendance hours and participation in the classroom. For each hour of missed attendance that is not made up in the ILP lab, 2 points will be deducted from your attendance grade for that unit. See your class assignment schedule for details and deadlines.
- You may make up missed attendance hours in the ILP Lab, but you must spend 1.5 hours in the lab to offset one hour missed in class. When you attend the ILP Lab, it is your responsibility to **LOG IN** and **LOG OUT** on the computer. If you fail to log in or log out you will not earn credit for time spent in the lab, this cannot be corrected by the staff.
- Records of attendance are published weekly each Monday morning. It is your responsibility to check it each week and if you have a question or a problem with the attendance as published, you must discuss it with your instructor or James **that same week**. Attendance numbers are reset after each unit.
- **Drop Policy Due to Attendance:** If you miss **more than 10 hours** of classroom instruction (no matter how many hours you spend in the ILP Lab) you could be dropped from the course.

### **Online Homework** (15 x 5 points = 75 points)

- There will be weekly homework checkpoints worth 5 points. If any of the required assignments for a checkpoint are not completed to a minimum of 85%, you will earn 0 points.
- The **Homework Ticket** can only be printed after all of the homework sections for a unit are completed to at least 85%. **You must turn in the Homework Ticket on the day you take the Unit Test.**
- Although your homework answers are entered into the computer, all work must be shown on lined or graph paper and kept **in a homework binder**, with each section clearly labeled and each problem numbered. You must bring this binder to the ILP lab any time you wish to work on homework there. Your instructor or any tutor may ask to see your homework binder at any time before helping you with homework questions.

### **Unit Review Sheets** (5 x 15 points = 75 points)

- All problems on the **Unit Review Sheet** must be completely worked out on lined or graph paper with answers boxed. This work must be turned in at the time of taking the test.
- The Unit Review Sheet is to be used as a cover sheet for all review work for each unit.

### **Quizzes and Activities** (50 points)

- Quizzes and activities will be determined by your instructor and may include online or in class quizzes, activities or other assignments. These will be discussed and assigned in class.
- Quizzes must be taken in the ILP lab at least 30 minutes before lab closes.

### **Tests** (5 x 100 points = 500 points)

- **Five Unit Tests** will be given. You must bring a completed **Review Sheet** and **Homework Ticket** with you to take the test. See your class assignment schedule for details and deadlines.
- **You must make an appointment** to take a test outside of class, or to retake a test, at least a day in advance. Five points will be taken off for missing your testing appointment, taking a test without an appointment or for rescheduling with less than 24 hours' notice (contact James or Ann).
- It is **your responsibility** to check with your instructor or James after each test to see the score you received and find out if you need to retest.
- You cannot take a test after the deadline. Deadlines are listed in your class assignment schedule.
- You must have a valid Sierra College Student ID to take a test outside of class.

## Retesting

- If you do not pass a Unit Test with a B or better, you may retake that Unit Test (Units 1 through 4 only) to improve your grade and understanding of the material.
- It is your responsibility to check the score you received after each test and talk to James about scheduling a retest as needed.
- **15 points are taken off for retesting**, but you earn up to 5 points for completing and turning in the assigned **Practice Sheet**. The maximum points you can earn on a retest is thus **90 points**.
- Deadlines to retake a test will be one week from the initial test deadline (subject to change).
- Here are the steps to retake a Unit Test:
  - 1) **Pick up a Practice Sheet** with problems assigned to help you better understand the material.
  - 2) **Schedule an appointment** to retake the test. See the section on tests above for details.
  - 3) When you are ready to retake your test, you must turn in the **completed Practice Sheet**. You cannot retest without completing the assigned Practice Sheet.

## Final Exam (250 points)

- The Final Exam is multiple choice with partial credit **only if you label answers and show your work**.
- **No retesting** is allowed on the Final Exam.
- The Final Exam will be taken in 2 Parts during the last week of the semester.
- The Final Exam may be taken early with prior approval and an **appointment**.

## Grading Summary

Category	Points per Assignment	Number of Assignments	Total Points
Attendance	10	5	<b>50</b>
Homework Checkpoints	5	15	<b>75</b>
Unit Review Sheets	15	5	<b>75</b>
Quizzes and Activities	10	5	<b>50</b>
Unit Tests	100	5	<b>500</b>
Final Exam	250	1	<b>250</b>
<b>Total Points for Class</b>			<b>1000</b>

## Incomplete Grade

You may complete the course in **120 days** (in 1.5 semesters) if you wish to go at a slower pace. The incomplete must be approved by your instructor and additional restrictions and requirements may apply. The minimum requirements are:

- 1) Pass Unit 1 through 4 with a score of 70% or better.
- 2) Take the Unit 4 Test by **the Unit 4 Deadline** as listed in the class deadline schedule.
- 3) Have a good attendance record (**ZERO** hours of net absences).

**Important:** Check with the Financial Aid Office and your counselor if you are receiving an academic or athletic scholarship, or any other type of financial assistance. An incomplete grade may affect your financial aid status.

## **Student Learning Outcomes**

Sierra College has defined common student learning outcomes for students who complete Math A. After successful completion of this class, you should be able to do the following (in the context of Elementary Algebra):

- 1) Simplify and solve linear, quadratic, rational, and radical expressions, and equations.
- 2) Interpret and construct linear graphs.
- 3) Translate, model, and solve applied problems using linear, quadratic, rational, and radical expressions and equations.
- 4) Logically present clear, complete, and sufficiently detailed solutions to demonstrate understanding and communicate reasoning and method of solving problems.

## **Academic Dishonesty**

“Success in college, as in other aspects of life, demands absolute honesty at all times. Sierra College expects that students, as well as faculty, will observe the principles of ethical conduct in their treatment of fellow members of the academic community and in their accomplishment of academic work. Students are responsible for familiarizing themselves with these principles as they pertain to each course in which they enroll. When completing assignments, students should be careful to follow the principles of ethical conduct. Students who are uncertain about the ethics involved in particular courses or assignments should make it a point to talk with instructors. Proven misconduct or violation of these principles, will be disciplined as set forth in this policy.”

Excerpt taken from [Student Rights and Responsibilities Handbook](#). For more information about Sierra College policies regarding Academic Dishonesty and disciplinary actions, please refer to the handbook, available on the Sierra College website.

### **Some examples of academic dishonesty which may result in an F grade:**

- Misrepresenting time spent in lab or class; asking another person to sign in or out for you.
- Allowing someone else to work on your MyMathLab Homework or Unit Reviews
- Using a programmable calculator, graphing calculator, phone or other forbidden devices while taking quizzes and exams.
- Using notes, texts or other written material not explicitly allowed on quizzes or exams.
- Lying, cheating or copying another person’s work.

## **Title IX:**

As an instructor, one of my responsibilities is to help create a safe learning environment for my students. Under Title IX, I have the responsibility to report any instances of sexual harassment, sexual or domestic violence, and any form of prohibited discrimination of which I become aware to the College Title IX coordinator. If you would like to share information of that nature to a confidential counseling employee who does not have this reporting responsibility, please let me know so that I can connect you with them.