

# MiraCosta Community College

Course Syllabus  
Mathematics 30  
Elementary Algebra  
Fall 2019

Instructor: Keith Dunbar

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Office Hours: Room 3623, 10:15 - 10:45 Monday through Thursday or by appointment.

Text: *Introductory and Intermediate Algebra 4<sup>th</sup> ed.*, by Robert Blitzer.

Prerequisites: A grade of "C" or better in Math 20 or qualifying through the math placement process.

## Grading Policy

**Homework**                      Homework will be assigned daily, will be due on the day of the test when you arrive. The homework will be worth the same points as one test. If all home sets are turned in, you can earn 108 out of 100 points. See the *Homework Assignments* sheet for details and directions.

**Tests:**                      There will be six mini-tests administered on the dates on the homework sheet. The lowest grade will be dropped. Each test may be cumulative.

**Final:**                      The two-hour Final will be given on the last regular day of class as specified in Surf. This date is Monday, October 14<sup>th</sup>. It will be cumulative and is the equivalent of three tests and may **not** be dropped.

**Final Grade:**                      The final grade will be assigned according to the standard percentage scale (90% ~ A, 80% ~ B, 70% ~ C, etc.). Students seeking an 'I' must file a petition with the instructor **before** the final class citing "unforeseeable emergency and justifiable" reasons.

**Late Work:**                      **No** make-up tests or early tests will be given. If you cannot turn in your homework packet at the test, please speak to me for arrangements. (Packets may be delivered by a third party.)

**Accommodations:**                      A student with a verified disability may be entitled to appropriate academic accommodations and should contact the Disabled Students Program & Services Office ext. 6658.

### Student Learning Outcome

For a given set of problems the student will demonstrate quantitative reasoning by developing a problem-solving strategy, performing appropriate analysis and computation, and critically assessing the meaning of the conclusion or outcome.

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**Resources:** MiraCosta has many resources available to help you master the material in this course. Take advantage of my office hours or make an appointment. Utilize the Math Learning Center (OC ext. 6381 / SEC ext. 7781) located on both campuses. Take advantage of one-on-one or group tutoring available by appointment at the Tutoring Center (ext. 6682). Finally, form study groups with others in the class and help each other.

**Attendance:** Attendance and participation are not directly factored into the grade, but for success in this course, it is *strongly* recommended that you attend every class, keep up on every homework assignment, and submit it in its entirety.

While you may be dropped for the lack of attendance, do not assume that you will be dropped. It is your responsibility to make sure that you are dropped by delivering the appropriate drop form to Admissions and Records.

**Classroom Courtesy:** If you must arrive late or leave early, please take a seat near the door to minimize disruptions. Unless some emergency situation occurs, do not walk in and out of the class. Also, there should be NO talking between students during class (unless it is a part of a class discussion). Such talking is disruptive to the class and distracting for other students. If you have a question, please ask me or wait until class is over to speak with me or another student. Any student who is disruptive will be asked to leave. No personal music/audio devices may be used during class.

**Please turn all cell phones to silent mode while in the classroom. All such devices must be turned OFF during a test.**

**Testing Rules:** During a test, you may not share any material with another student (e.g. calculators, rulers, etc.) If you want to use any admissible testing aides, you must bring them to the test yourself. **Any calculator used must not be part of a multi-functional electronic device (e.g. you may not use a cell phone as a calculator during the test).**

In general, once the test has started you may not leave the testing area until you are finished with the exam. But during an exam, if you need to step out of the classroom, please see me first.