

**MATH 060 (71582), FALL 2009**  
**ELEMENTARY ALGEBRA**  
**M W 5:00 - 7:25 PM, TWSH 106**

Instructor: Kathy Kubo  
Office: Seco Hall 312-D

Office Hours: Monday 1:00-2:00pm (TLC Lab Bonelli 209)  
Tuesday 2:00-3:00pm (MESA Center Aliso Lab 114)  
Wednesday 1:00-2:00pm (TLC Lab Bonelli 209)  
Available also by appointment (in person or online using CCC Confer)

Phone: (661) 362-3038

E-mail: [kathy.kubo@canyons.edu](mailto:kathy.kubo@canyons.edu)

**For e-mail, please include the phrase "Math 060" in the subject line.**

I use this key phrase to filter e-mail into a separate folder so that I can respond to your e-mail more quickly.

Website: <http://www.canyons.edu/users/kubok>

Valencia Campus map: <http://www.canyons.edu/offices/PIO/keyinfo/CampusMap.asp>

**Please read this entire syllabus and keep it for reference. The syllabus is subject to change.**

**COURSE DESCRIPTION:** Math 060 is a first course in elementary algebra, designed to develop the manipulative skills of algebra. The course will include the fundamental concepts of operating within the real number system, working with first degree equations in one unknown, identifying and evaluating functions, factoring of and multiplication of polynomials, and working with algebraic fractions. We will also cover linear equations and graphs, systems of linear equalities, exponents and radicals, quadratic equations, and applications.

***Applied emphasis:*** This section will emphasize the use of applications related to other disciplines, such as the career technical fields and natural and social sciences.

**TEXT:** Introductory Algebra for College Students, Robert Blitzer (Custom Edition)  
Since I will ask you to refer to homework exercises and complete practice problems during class, please bring your textbook to every class session.

**PREREQUISITE:** All students enrolled in Math 060 should have completed Math 058 or 059 with a minimum grade of C, or appropriate placement as determined by the COC assessment process.

**STUDENT LEARNING OUTCOMES:**

1. Recognize and interpret equations of lines
2. Solve systems of linear equations
3. Factor polynomials

**ATTENDANCE:** Regular attendance is expected. Please arrive on time and remain in class for the duration of the lecture. If you arrive late, it is your responsibility to inform me that you were not absent and sign the daily attendance sheet. If you leave early or do not return from the break, you will be considered absent for that half of the class session. Note that you may be dropped from the course if you miss more than two class sessions. This rule also applies to excessive absences due to illness or medical treatment. You will be held responsible for all announcements and material presented and discussed, regardless of whether or not you were present.

**CANCELLATION OF CLASS:** During the semester, class may be cancelled due to local fires, college blackouts, or other unforeseen circumstances. You are responsible for reading and completing homework and journal assignments for the assigned sections whether or not we discuss them in class. Additional instructions will be posted online and on the classroom door or my office door.

**CLASSROOM DECORUM:** You are expected to comply with the Regulations and Policies listed in the [College of the Canyons Catalog](#) (2008-10, pp. 235-250). In general, there is a zero tolerance policy for disrespectful or disruptive behavior. You will immediately leave the classroom and must meet with me or the Assistant Superintendent/Vice President of Student Services before attending any future classes.

No eating, drinking or smoking. Please do not read other materials or converse during lectures; it is impolite to me and to your classmates. Please turn off all pagers and mobile phones before class begins. Phones, laptops, and other electronic devices such as iPods may not be used during class unless approved in advance by the instructor. If your pager or phone disrupts class, you will immediately leave the classroom and receive a full absence for the day. If your phone or pager disrupts an exam, you will receive a 10% penalty on that exam.

**E-MAIL COMMUNICATION:** Please use formal business writing, including a proper salutation and closing, in all e-mail communication with me. I will not respond to informal communication, specifically those written in the style of text or instant messaging and those that do not address me by name or include the name of the student. For more information regarding business etiquette in e-mail, please read:

<http://www.netmanners.com/business-email-basics.html>

**GRADING:** Grades will be based on the following:

|                                       |     |
|---------------------------------------|-----|
| Exams                                 | 50% |
| Final exam (comprehensive)            | 20% |
| Class Assignments/Class Presentations | 10% |
| Group Project                         | 10% |
| Homework/Journals                     | 10% |

To calculate your grade, use the following weighted average formula:

$$\begin{aligned} \text{Grade} = & 0.50(\text{Exam average}) + 0.20(\text{Final exam score}) \\ & + 0.10(\text{Class Assignments/Class Presentation average}) + 0.10(\text{Group Project}) \\ & + 0.10(\text{Homework/Journals average}) \end{aligned}$$

For grade disputes, please resubmit your original graded assignment to the instructor for further review within one week after it was returned to you. Any grade dispute claims submitted after the one week time period will not be considered.

There will be NO extra credit. Grades will be determined as follows:

| Grade | Percent   |
|-------|-----------|
| A     | 90 – 100  |
| B     | 80 – 89.9 |
| C     | 70 – 79.9 |
| D     | 60 – 69.9 |
| F     | 0 – 59.9  |

I strongly recommend that you keep all your work and exams until you receive your course grade in case you have questions concerning your class performance.

**EXAMS:** No calculators, books or notes will be allowed during the exams. I do not drop any exam scores; however you may replace your lowest test score with your grade on the final exam only if it improves your overall grade. Thus, if you are absent on the day of an exam, I will use your grade on the final as your grade for the missed exam (one time only). Exams will NOT be given after the scheduled dates. THERE ARE NO MAKEUP EXAMS. NO EXCEPTIONS.

Students with extreme circumstances must 1) leave a voice message with the instructor prior to the scheduled exam and 2) provide official documentation by an outside authority (physician's letter, hospitalization or police report, etc.) for further consideration.

Please bring a student ID or other acceptable photo ID (e.g. driver's license, passport) to all exams. If you do not provide a valid ID, you will not be permitted to take the exam.

You are expected to comply with the Regulations and Policies listed in the [College of the Canyons Catalog](#) (2008-10, pp. 235-250). If you do not follow the exam guidelines, you will receive a zero for that exam which cannot be replaced with your grade on the final. If you cheat, the matter will also be referred to the Assistant Superintendent/Vice President of Student Services for further disciplinary action.

**QUIZZES:** Throughout the semester, I will give quizzes based on lecture and homework assignments. No books, notes, or calculators are allowed. These quizzes may be worth 10-15% of an exam grade. There are no makeup quizzes.

**CLASS ASSIGNMENTS:** I will assign graded class assignments of various forms throughout the semester, such as online work and exercises to be completed during lecture. I will collect these assignments during class. No late assignments will be accepted. There are no makeup class assignments.

**CLASS PRESENTATIONS:** Simply sitting in class and watching me write solution after solution is not enough to succeed in math. You must actively work on problems and be able to explain to someone else how you arrived at your answer. Every day, students will have the opportunity to practice techniques introduced during class. You will be asked to present your proposed solution for selected problems on the board, explaining each step, and then answering questions that other students or I may have. I require that every student present solutions at least ten times during the semester. To earn credit, please sign the daily class presentation sheet at the time of your presentation. Please remember to sign this sheet on the day of your presentation since no late signatures will be considered for credit.

At the end of the semester, you will submit your completed class participation record (available on my website by clicking on “Class Presentation Record”) that lists the specific dates of your participation. I will notify you if there are any discrepancies between our respective records. If you do not submit a class participation sheet, your grade will be based on the number of class presentations I have recorded.

**GROUP PROJECT:** During the semester, you will be assigned to a group containing three or four students to plan, research, and make a presentation about the required mathematical knowledge and/or applications in a field or career that interests you. The in-class presentation will be approximately 3-5 minutes. I will distribute a handout with more details around mid-September.

**HOMEWORK:** Homework is assigned daily (available on my website by clicking on “Homework Assignments”) to give you practice with the lecture material. Your homework assignment will relate to the sections discussed during the lecture and is due one week after the related material was presented in class. Please remember to bring your completed homework assignments to class since I will collect a random selection of exercises from the previous week’s assignments. Thus, you may want to consider writing your homework assignments on loose-leaf paper rather than in a wire bound notebook. No late homework will be accepted.

Please see my website for a document regarding the format of written homework.

**JOURNALS:** One of the requirements of this course is that you will maintain a math journal. You are probably saying to yourself, “She expects us to write essays in a math class?” Mastering written communication is an integral part of your education. Most work environments require you to effectively communicate in writing. In addition, writing about mathematics will help you understand key concepts; reading your journal entries will help me determine if you are having difficulties.

Throughout the session, I will announce and post journal topics on my website (click on “Journal Assignments”). I recommend writing the assignments on 8.5” x 11” binder paper or if you prefer, you may type them. Please keep them in a class binder or folder until I collect them.

I will read and comment on your journal entry, assigning grades on a scale of zero to ten. Assignments will be considered late after I have collected the completed entries.

Penalties for late assignments:

| <b>Submitted</b>                       | <b>Penalty</b> |
|--|----------------|
| 1 <sup>st</sup> lecture after due date | 10%            |
| 2 <sup>nd</sup> lecture after due date | 20%            |
| 3 <sup>rd</sup> lecture after due date | 30%            |
| After 3 <sup>rd</sup> lecture          | Not accepted   |

Your assignments must satisfy the following requirements:

1. Use a separate sheet of paper. Do not write on a printout of the assignment.
2. Write the following in the upper right hand corner:  
Your name  
Math 060, Fall 2009  
Journal #  
Date

3. If you have multiple pages, they must be stapled together. (No folding or tearing of corners)
4. All entries must contain at least one full page of legible writing on 8.5" x 11" paper. If you type the assignment, please use 12 point font and double spacing.
5. You must use complete sentences with consideration of proper usage of the English language. Assignments containing calculations must be supplemented with explanations.

If any of the requirements are not met, I will not grade the journal entry.

Journal grades are based on the following:

|                    |   |
|--------------------|---|
| 5 points           | Addressing each part of the assignment  |
| 2 points           | Mathematical accuracy   |
| 2 points           | Presentation and writing style<br>(includes explanations using complete sentences and calculations where appropriate) |
| <u>1 point</u>     | Correct grammar and spelling  |
| 10 points<br>===== | Total   |

**FINAL EXAM:** The final exam will be held on

Wednesday, December 9 from 5:00-7:25pm in Towsley 106

NO EXCEPTIONS. If you cannot attend the final, then do not enroll in this section.

|                        |              |   |
|------------------------|--------------|---|
| <b>CAMPUS HOLIDAYS</b> | Labor Day    | Sunday, September 6 – Monday, September 7   |
|                        | Veterans Day | Sunday, November 8 – Monday, November 9     |
|                        | Thanksgiving | Thursday, November 26 – Sunday, November 29 |

|                            |   |                      |
|----------------------------|---|----------------------|
| <b>ADD/DROP DEADLINES:</b> | Last day to add                           | Friday, September 4  |
|                            | Last day to drop (no transcript notation) | Friday, September 18 |
|                            | Deadline to select CR/NC grading option   | Friday, September 25 |
|                            | Last day to drop (grade of "W")           | Friday, October 16   |

**NOTE:** It is **YOUR** responsibility to complete and file the appropriate form to officially drop this course.

**IF YOU NEED HELP**

**OFFICE HOURS:** Please attend scheduled office hours or make an appointment to meet with me either in person or online whenever you need assistance. It is best to see me as soon as you have difficulty with a particular topic since new material often requires you to have a solid understanding of previous material.

**E-MAIL:** Please feel free to e-mail me if you have any questions or concerns. I will do my best to respond within 48 hours; however, if you e-mail me on Friday or Saturday, please do not expect a response until Monday. I also will not check e-mail during campus holidays. If you e-mail assignments or request an appointment, I will send you a confirmation of my receipt of your e-mail. If you do not receive a confirmation from me, please resend your e-mail message.

**TLC LAB:** The Tutoring/Learning/Computing Lab in Bonelli 209 (Valencia Campus) and CCC-306 (Canyon Country Campus) offers free individual assistance for students enrolled in math classes. Please check with the [TLC Lab](#) for scheduled hours.

**SIGMA (Supplemental Instruction for Gaining Mastery of Algebra) @ Math Achievement Center**  
College of the Canyons is offering a variety of supplemental instruction workshops and guided learning activities for students. For a list of workshops and times available at the Math Achievement Center (MAC) located in Bonelli 207, please visit:

[http://www.canyons.edu/faculty/martinj/si\\_site/schedule.htm](http://www.canyons.edu/faculty/martinj/si_site/schedule.htm)

**STUDY GROUPS:** I encourage you to form study groups with your peers and meet on a regular basis. Use the space below to write the name and email address/phone number of at least two students here:

\_\_\_\_\_ Email/Phone: \_\_\_\_\_

\_\_\_\_\_ Email/Phone: \_\_\_\_\_

**DEALING WITH MATH ANXIETY:** During Fall 2009, the Counseling department will offer Counseling 075: Building Math Confidence, a 0.5 unit course. Taught by the COC Counseling staff, this four week course is designed to help students build math confidence and develop successful math study strategies while maintaining a positive attitude toward learning math. Please contact the instructor if you are interested in enrolling in this course.

**DISABLED STUDENTS PROGRAM & SERVICES (DSP&S):** College of the Canyons provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at COC. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of the college programs and activities through appropriate and reasonable accommodations. Please visit Seco 103 or call (661)362-3341 for more information.

*Updated 08/23/09*