

MAT 1100 – Elementary Algebra Fall 2008

INSTRUCTOR: Karen L. Murany
OFFICE: B 231
EMAIL: klmurany@oaklandcc.edu

SECTION: R1520 M 9:00 – 1:00
SECTION: R1525 W 9:00 – 1:00
PHONE: 248-246-2682

Prerequisite for MAT 1100: MAT 1040 or MAT 1050 or MAT 1070 (or equivalent college transfer course) with a “C” or better within the last three years or COMPASS math placement test results appropriate for this course within the last two years.

OFFICE HOURS: M 8:00 – 9:00
T 8:00 – 8:30; 12:30 – 1:00; 1:00 – 2:00 (**Math lab**)
W 8:00 – 9:00; 1:00 – 1:30
Th 8:00 – 8:30

GRADING SCALE: 90 - 100 A 70 – 79 C 0 – 59 F
80 – 89 B 60 – 69 D

Plus and minus grades are given at the discretion of the instructor.

EVALUATION: There will be 6 tests and a final exam. If you take all 6 exams, I will drop the lowest score. The final is cumulative and will count 20% of your total grade.

MISSING A TEST: There will be **NO** make-up exams! If you know in advance and have an important reason for missing a test, it may be possible to take the test before the assigned time (one time only).

W or I GRADE: Do **NOT** stop attending class without discussing it with me. If you do, you will receive an "F". A grade of "I" is reserved for very exceptional circumstances. Faculty can give only a "WP" (withdrawal passing) and a "WF"(withdrawal failing). To receive a WP or WF you must **sign** an agreement with me. To receive a "W", you must drop with the registrar by **Nov. 21**.

ASSIGNMENTS: Assignments will be given every class meeting. Generally, I assign the odd- numbered problems. The rule of thumb for success in Elementary Algebra is 2 hours of preparation for 1 hour of lecture. For additional help, feel free to meet with me during my office hours. Also, you can receive help in the Math Assistance Area, **B123** at Royal Oak, or in the **ASC** at Southfield.

CLASSROOM ETIQUETTE: It is very disruptive to leave the room during lecture. Please plan all activities for before and after class. **ALL CELL PHONES MUST BE TURNED OFF DURING CLASS TIME.**

ABSENTEISM: Please get the phone numbers or email addresses of **TWO** students in the class to contact when you have missed class. I am not available to return phone calls or answer emails regarding home work assignments, work sheets, or material on exams.

ACADEMIC DISHONESTY will not be tolerated. I expect you to be completely ethical when taking all exams. This means that each student must do his own work. If you give or receive an answer on an exam you will receive an “F” in the course. It is up to my discretion to determine if a student is cheating.

ADA Notification Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS office at 248-246-2480 at RO.