

Math 030 Information:

INSTRUCTOR INFORMATION:

Instructor: Jennifer Farney
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COMMUNICATION:

Email:

The best way to email me is to put in the subject "Math 030" and nothing else. My mailbox will immediately filter it into a separate folder specifically for this course. The most important thing in formatting your emails is make sure you include your full name at the end of the email.

MINIMAL TECHNICAL REQUIREMENTS:

To take this course you must have internet access, the latest version of Adobe Reader, Java, Quicktime, and MathXL (which you can download from the online textbook website). You must have some basic computer skills including keyboarding, Internet, email and work processing. The class materials will be available only through the internet.

COURSE MATERIALS:

Required: MyMathLab Student Access Kit ISBN# 9780321587930

The MyMathLab Student Access Kit is required for this course. MyMathLab contains the entire textbook online, video lectures, and tutorials. MyMathLab is where you will take exams and complete your homework.

If you already have an unexpired MyMathLab access code from a previous course with the same textbook:

Changing the course ID code is free! You do not need to purchase another MML access code! Go to <http://www.coursecompass.com>, login to your account, on the "My CourseCompass" page click "Enroll in another course", enter the new course ID and follow the on-screen directions.

If you already have a MyMathLab access code from a previous course with a different textbook: Unfortunately you will need to purchase a new access code for the new textbook.

Required:

Microsoft Word 2007

Optional:

Prealgebra 4th edition by Blair, Tobey & Slater ISBN# 9780321567932. It is optional to purchase the hard copy of the textbook. This is your choice. The entire textbook is on the MyMathLab site (the pages can also be printed).

ATTENDANCE:

First Week Requirements:

You must complete the online class orientation by 11:59 pm (PT) on the first day of the quarter.

You may be withdrawn from the course without notice under "Clark's first week 'no-show' attendance policy" for failing to complete any assignment during the first week by the posted deadline.

Weekly Online Attendance Requirements:

After the first week, you must logon to Blackboard a minimum of three days each week. Attending class means reading the discussion posts and announcements. It is your responsibility to keep up with the course. **Make sure you are checking Blackboard for announcements and not MyMathLab.**

GRADING POLICY:

All assignments will be due at a specific day and time each week. See the Course Calendar for specifics. A 50% deduction will be applied to late assignments. No late assignments are accepted after any work from the next assignment is due. Your grade in this course will depend on the following weekly assignments:

Discussion Board, Homework, Projects, Exams and the Final Exam.

DISCUSSION BOARD:

Your regular participation within the discussion board area is a significant portion of each weekly assignment grade. Good communication skills are vital in our present work world, and this course will include discussions that encourage independent and critical thinking, contain college-level grammar and spelling skills, as well as contribute to our learning community.

HOMEWORK:

Weekly homework assignments are completed and submitted through MyMathLab.

PROJECTS:

Each week you will be given a project to complete. Projects should be completed using Microsoft Word 2007.

EXAMS:

The exams are similar to the homework questions. The exams are also completed and submitted using MyMathLab. The exams are open book and open notes but are expected to be done on your own. Once the exam is open you have **3 hours** to complete it. Also, you may not **close** the exam and restart it later. There are four scheduled exams. Do not post answers or hints on the discussion board until after the due date! You may take each exam twice. Your highest score will be kept. The MyMathLab learning aids such as "Show Me An Example" and "Help Me Solve This" are not available during the exams.

FINAL EXAM:

There is one comprehensive final exam given through MyMathLab. You will have 4 hours to complete it and you may only take the final exam once. The MyMathLab learning aids such as "Show Me An Example" and "Help Me Solve This" are not available during the final exam.

GRADING POLICY:

You can view your course grade at any time by clicking on the gradebook located in BlackBoard.

Assignments will be weighted according to the following breakdown:

Assignment	Number of Assignments	Percentage of Grade
Discussion Board	10	20%
Homework	10	20%
Projects	10	20%
Exams	4	20%
Final Exam	1	20%