**Marshall University Syllabus**

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| Course Title/Number | **Mathematics Skills I MTH 098 – 111 CRN: 3153** |
| Semester/Year | Fall 2014 |
| Days/Time | MTWR 10:00 – 10:50 am |
| Location | CH 436 |
| Instructor | Ms. Tracy Marsh |
| Office | SH 526A |
| Phone | 304 696-3016 |
| E-Mail | Marsh9@marshall.edu |
| Office/Hours | MTR 11 am – 12 pm W 11 am – 1 pm |
| University Policies | By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy be going to [www.marshall.edu/academic-affairs](http://www.marshall.edu/academic-affairs) and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to <http://www.marshall.edu/academic-affairs/?page_id=802>  Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment |

**Course Description: From Catalog**

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| This course prepares students with low placement scores for the second level of the mathematics skills sequence. PR: ACT Math <17. |

The table below shows How each student learning outcomes will be practiced and assessed in the course.

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| **Course Student Learning Outcomes** | **How students will practice each outcome in this Course** | **How student achievement of each outcome will be assessed in this Course** |
| Students will demonstrate the ability to manipulate real numbers, including whole numbers, integers, decimals, and fractions, utilizing proper order of operations and basic arithmetic | Group work, discussion, on-line homework | Homework, quiz, exam questions |
| Students will employ appropriate mathematical properties to develop an understanding of algebraic expressions, linear equations, and basic exponent properties | Group work, discussion, on-line homework | Homework, quiz, exam questions |
| Students will record relationships between quantitative data, utilizing basic mathematical language to read graphs and compute meaningful statistics for interpretation, while developing an understanding of units of measurement | Group work, discussion, on-line homework | Homework, exam questions |
| Students will begin to assimilate information, individually or in a group, from a variety of sources to formulate successful study skills and problem solving strategies | Group work, discussion, on-line homework | Homework, exam questions |

**Required Texts, Additional Reading, and Other Materials**

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| 1. **There is a $65 access fee for the online platform and course materials that can be found at CarnegieHub.org** 2. Students are required to have access to a computer and internet outside of class. 3. Scientific calculator with a [] or [^] , [] or [], and [LOG] and [LN] keys. I suggest TI 30X IIS (you can see the operations on the screen). Students may not utilize cell phones as calculators during tests. |

**Course Requirements / Due Dates**

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| 1. **OUTSIDE CLASSROOM REQUIREMENTS: Students will need to *work at least 2-4 hours outside of class for every 1 hour spent in class,* studying notes and the textbook, and completing the OCE and PNL for each lesson in CarnegieHub.org to meet the requirements of the course.** 2. **CLASSROOM ETIQUETTE: *During class, cell phones must be turned off and out of sight. Please make the instructor aware ahead of time if access to these devices is needed.*** **If I determine that cell phones are becoming a problem during class time, I will give the class a quiz over all recent topics daily until cell phone use is no longer an issue.** 3. **TUTORING FACILITIES:** Marshall University provides multiple options for free on-campus tutoring. The   Mathematics Department tutoring lab is located in Smith Music Hall 115. The current schedule can be found at [www.marshall.edu/math/tutoringlab.asp](http://www.marshall.edu/math/tutoringlab.asp). The University College has a tutoring lab on the first floor of Laidley Hall. **It is the student’s responsibility to take advantage of these facilities in addition to utilizing office hours.** |

**Grading Policy**

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| Since there are multiple ways in which students learn, knowledge and understanding will be assessed with multiple tools. A student’s grade is assessed by the number of points earned in each of the following categories:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Category** | **% of Grade** | **Points** |  |  |  | | 4 In-Class Exams | 40% | 400 pts. |  |  |  | | Comprehensive Final Exam | 25% | 250 pts. |  | **Credit:** | 75% or higher overall | | Online Homework Tool | 25% | 250pts. |  |  |  | | Classroom Activities | 5% | 50 pts. |  | **No Credit:** | Less than 75% overall | | Attendance/Participation | 5% | 50pts. |  |  |  | | **Total:** | **100%** | **1000 pts.** |  |  |  | |

**Attendance Policy**

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| 1. **Attendance:** It is expected that each student shows up on time and is prepared for class. Attendance is necessary for the successful completion of this course. Unexcused absences from **four** **classes** will result in a grade reduction of 10% for the semester; unexcused absences from **six or more classes** will result in an NC (attendance for this class is *that* important). **To obtain an excused absence**, please go to the Dean of Students’ Office in the MSC. 2. **Make-up exams:** Students must notify the instructor in person or by e-mail prior to an exam if they cannot take a scheduled exam. Students must present a university excused absence before scheduling a make-up exam. Makeup exams will be given to students **outside of class time** at the convenience of the instructor within one week after the regularly scheduled exam. *After one week absences are not excusable for make-up exams.* |

Note: This class is **not** a prerequisite for MTH 127. If your degree requires **any** math class *other* than MTH 121, please adjust your schedule now by registering for a regular MTH 098 class.