

**SAMPLE SYLLABUS**  
**BASIC MATHEMATICS II**  
2010:052  
Department of Developmental Programs

**I. Materials**

- A. Textbook – Purchase of chosen text is required and used by all sections
- B. Large three-ring notebook, with 5 notebook section dividers
- C. Loose-leaf notebook paper, and pencils

**II. Notebooks** – Notebook details will be explained in class.

**III. Attendance in class**

A. Required – There is no such thing as an “excused” absence. Although there may be times when it is physically impossible to be present in class, this is a “reason”, not an “excuse”. A student is never “excused” from the requirements of course work. You are still responsible for the material covered. There are penalties for missing quizzes and assignments. Good students wisely make alternative plans for childcare, transportation difficulties, etc. ahead of time, and do not schedule appointments during class times. It is departmental policy to consider SIX emergency absences possible grounds for a failing grade in a four-day a week class (or FOUR emergency absences in a two-day a week class). If for any reason you must miss a class, contact your instructor immediately.

B. To provide all students with the most effective learning environment, you will be expected to be in class before instruction begins and to stay until the class is dismissed. If your schedule does not permit this to happen, you may need to change your schedule.

C. Use of phones or pagers in class is prohibited.

D. Individual instructors may have their own specific set of classroom rules.

**IV. Grades**

A. Portions:

Tests – 5 or 6 as announced 1/3 of grade

Quizzes and Assignments 1/3 of grade

Final Exam – comprehensive 1/3 of grade

B. Homework is assigned daily and checked randomly. Do all assignments **in pencil** on loose-leaf notebook paper. **Copy the problems and show all work. Do not turn in a list of answers only.** Skip a line between problems. Check answers with those available in the textbook. Note that it is reasonable to expect to spend twice as much time on math outside of class as the time actually spent in class.

C. Make-ups - **No make-ups** on quizzes or collected assignments. If you are not present for a quiz or fail to turn in an assignment on time, a zero is recorded. Tests may be made up only with permission of your instructor.

## V. Help Available

- A. Student Solutions Manual (optional) providing worked-out solutions to the odd-numbered exercises in the text is available at the bookstore.
- B. MathZone – the web-based product that comes with your textbook – offers practice exercises, an online tutor, step-by-step instructions from e-Professor, and lecture videos keyed to the textbook.
- C. A video series featuring an instructor teaching each topic in every chapter of the textbook is available in the Audio-Visual Services department in Bierce Library.
- D. Free tutorial help is available in the Math Lab. Walk-ins are accepted as staffing permits. Call to verify hours at each location.

CARROLL HALL MATH LAB  
Carroll Hall, 208 (330-972-5214)  
Hours:

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POLSKY MATH LAB  
Polsky's, 333 (330-972-6550)  
Hours:

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### TENTATIVE BASIC MATH II SCHEDULE

(This schedule may be modified at any time with announcements in class, or by e-mail.)

- WEEK 1 - Introduction to course and textbook  
Diagnostic Test  
Brief review of chapter 0 (including prime factorization, LCD's, fractions, decimals, percents, exponents, order of operations, positive and negative numbers)
- WEEK 2 - From arithmetic to algebra  
Properties of real numbers  
Adding and subtracting real numbers
- WEEK 3 - Multiplying and dividing real numbers  
Evaluating algebraic expressions  
Adding and subtracting terms  
Multiplying and dividing terms
- WEEK 4 - Review of chapters 0 and 1  
Test over chapters 0 and 1  
Solving equations by the addition property  
Solving equations by the multiplication property
- WEEK 5 - Combining the rules to solve equations  
Formulas and problem solving  
Applications of linear equations  
Review of chapter 2

- WEEK 6 - Math Zone – completion of chapter 2 assignment  
Test over chapter 2  
Exponents and polynomials  
Negative exponents and scientific notation  
Adding and subtracting polynomials
- WEEK 7 - Multiplying polynomials  
Special products  
Dividing polynomials  
Review of chapter 3
- WEEK 8 - Math Zone – completion of chapter 3 assignment  
Test over chapter 3  
An introduction to factoring  
Factoring trinomials of the form  $x^2 + bx + c$   
Factoring trinomials of the form  $ax^2 + bx + c$
- WEEK 9 - Difference of squares and perfect square trinomials  
Factoring by grouping  
Using the ac method to factor  
Strategies in factoring
- WEEK 10 - Solving quadratic equations by factoring  
Review of chapter 4  
Math Zone – completion of chapter 4 assignment  
Test over chapter 4  
Simplifying rational expressions
- WEEK 11 - Multiplying and dividing rational expressions  
Adding and subtracting like rational expressions  
Adding and subtracting unlike rational expressions  
Equations involving rational expressions  
Applications of rational expressions
- WEEK 12 - Review of chapter 5  
Test over chapter 5  
Solutions of equations in two variables  
The rectangular coordinate system
- WEEK 13 - Graphing linear equations  
The slope of a line  
The slope-intercept form
- WEEK 14 - An introduction to functions  
Roots and radicals  
Simplifying radical expressions  
The quadratic formula

WEEK 15 - Review of last unit  
Test over last unit of material  
Review for final exam

WEEK 16 - Final exam week – comprehensive departmental final exam scheduled on  
a specified date and time

## Developmental Programs Fall 2007 Fact Sheet

### Required Materials

Students must have all textbooks and required materials by **Friday, September 7, 2007**.

### Registration Policy

Those students who have not registered and paid by **September 10, 2007** (the last day to add a class) may not attend classes or receive credit for the course. Please talk to your instructor before you stop attending.

The last day to complete processing of withdrawals is **Friday, November 16, 2007**. If you stop attending this course without going through the formal withdrawal procedures, you will receive a grade of F for this course.

| <b>Drop:</b>   |                           |
|--|---------------------------|
| <b>Last day to drop without "WD" appearing on student's academic record.</b> | September 10              |
| <b>Withdraw:</b>   |                           |
| <b>Adviser's signature required</b>  | September 11 - October 19 |
| <b>Adviser's and instructor's signatures required</b>                        | October 22 - November 16  |

### Attendance Policy

Attendance is required. You are expected to be on time for class. For classes meeting four days a week, it is department policy to consider six absences grounds for dismissal or a failing grade. For classes meeting two days a week, it is department policy to consider four absences grounds for dismissal or a failing grade. **There are no "excused" absences.**

**For 24-hour emergency information on University closings call: 330-972-SNOW (330-972-7669).**

### Policy on Class Disruptions

All students are expected to respect the teaching/learning process. To that end, all disruptive behavior is prohibited. Therefore, make sure that your cell phone is silenced and out of sight before class begins. If your instructor considers your cell phone, any other electronic devices, or any other behavior disruptive, you may be dismissed from class.

### Grading Scale (%)

|               |           |
|---------------|-----------|
| <b>100-93</b> | <b>A</b>  |
| <b>92-90</b>  | <b>A-</b> |
| <b>89-87</b>  | <b>B+</b> |
| <b>86-83</b>  | <b>B</b>  |
| <b>82-80</b>  | <b>B-</b> |
| <b>79-77</b>  | <b>C+</b> |
| <b>76-73</b>  | <b>C</b>  |

**You must pass this course  
with a "C" or better.**

|              |           |
|--------------|-----------|
| <b>72-67</b> | <b>D+</b> |
| <b>66-63</b> | <b>D</b>  |
| <b>62-60</b> | <b>D-</b> |
| <b>59-0</b>  | <b>F</b>  |

### **Special Accommodations**

Any student who feels she/he may need an accommodation based on the impact of a disability should contact the Office of Accessibility at 330/972-7928. The office is located in Simmons Hall, 105.