

Math 102: Elementary Algebra
Fall Semester Aug 21 – Dec 13, 2007

Instructor: Nancy Shaffer
nancys37@comcast.net

Section: 2357
Bldg: Vacaville Center; Rm 104
T/Th 6:30 – 9:20 PM

Text: Charles P. McKeague: Elementary Algebra; 7th edition
Student manual helpful, but not required

Welcome to Ms Shaffer's Math 102 class. If you make a commitment to hard work and practice, we will all be happy – and you will pass.

Equipment required for class is textbook, paper and pencil. Handy equipment is highlighters, a few sheets of graph paper (4 – 5 squares per inch), ruler, scientific calculator. Calculators will be used only on a few lessons. Most of the time your calculator will be asleep in its case.

Homework is assigned according to a schedule that you will download from <http://www.mumaugh.com/math102/>. It is important that you keep up with this schedule. Homework is done on white, lined paper, in pencil, labeled with the assignment number and problems. Homework and practice must be done daily for at least an hour each day. (The traditional ratio is 2 hours of outside practice for each 1 hour spent in class. For this class that would mean about 12 hours a week!) Please schedule an hour each day. Just finishing a homework assignment is not sufficient to achieve a good grade. Choose problems other than those assigned, including the example problems presented in each section, review problems beginning in problem set 2.1, chapter review, chapter test, and cumulative reviews. Also, be sure to read the chapter summary at the end of each chapter. Homework is stapled and handed in when you enter the classroom and will be returned later in that same class for discussion. **No late homework will be accepted.**

Quizzes are the final activity in each class. There will be no quiz on exam days. **There are no make-up quizzes.** Homework and quizzes together, count 20% of the semester grade.

Exams on chapters will be given four times during the semester. Each exam counts 100 points. These exams will concentrate on specific chapters, but can be cumulative in material tested. Exams will begin at 6:45 PM and take approximately 1 hour. The best 3 out of 4 exams will count toward the semester grade. **There are no make-up exams.** Exams count 55% of the semester grade.

Final semester exam is a 2-hour cumulative exam given on the last meeting of the course (Dec 13, 2007). If you do not take the final exam, you will not pass the course. The semester final exam counts 25% of the semester grade.

Hints for success

1. Save all of your papers in an organized binder.
2. Read the words in the text; write the example problems to see if you can work them correctly.
3. Show all steps to the solution of each problem, in an organized vertical column of steps – original equation at the top; solution (answer) at the bottom. **I will not read disorderly work.**
4. Attend all classes and arrive on time.
5. Form a study group to work together regularly.
6. Take good, organized, complete notes. Copy the example problems from the board exactly as they are written. **I expect that your work will follow these examples.**