Grading Procedure: The final grade in this course will be determined by points obtained on unit exams, problem sets, quizzes, and the final. There is NO extra credit. The grading scale is (on the total number of points) 90-100% for an A; 80-89% for a B; 70-79% for a C; 55-69% for a D; and 54% and below is a Fail. The points will be distributed as follows:

- **Unit exams** – 100 points possible for each exam (about 60% of final grade)
  
  All exams will be closed book. There is no makeup given on a missed exam; however, an exam may be taken earlier if student anticipates being absent on a scheduled exam date. If an exam (only one exam is allowed) should be missed, the percentage score from the final exam will be used in place of the missing score; any other exam missed after that will receive a score of zero.

- **Quizzes** – 4 to 8 points possible on each and will be given at instructor’s discretion. No makeup.

- **Homework** – 4 to 9 points possible for each problem set. The problem set will consist of all assignments for a chapter and will generally be turned in either on the day of the exam or a previously announced date. Not turning in homework could result in a student’s final grade being lowered by one grade. (Quizzes & homework will be approximately 10% of final grade)

- **Final exam** – about 30% of final grade


Calculator: Calculators will not be permitted on exams or quizzes.

Math Lab: All Math 31 students are required to spend at least two hours per week in the Math Lab (Math Complex 84) for a total of 12 hours. Attendance in the lab is verified by the logging in of the student ID number on the lab computer upon arriving/leaving the lab each time. An automatic D or F course grade will be assigned if this requirement is not met.

Attendance: It is absolutely imperative that students are in class everyday that the class meets. Three unexcused absences will put a student in jeopardy of being dropped from the class. It is the student’s responsibility to be aware of withdrawal dates and to take the appropriate necessary steps.

Honor Code: All students are expected to abide by the Code of Academic Conduct and Reporting Policy; that is, all students will turn in work (homework, exams, and quizzes) that is of their own doing. Any student caught cheating, in addition to receiving a grade of zero on his/her work, will be in danger of being dropped from the class as well as have a Dishonesty Report placed in his/her academic file.

Hints for success in this class

- Attend class regularly. Keep track of scores on homework, quizzes, & exams so that you will be aware of your approximate grade at all times.
- Be an active participant in the class. Take good notes and ask questions.
- Read the next section before coming to class.
- Do homework as it is assigned. Try to be neat, accurate, and well organized.
- Get to know others in the class. These friends make good study partners, someone to call when you are absent, or just someone who can provide moral support when you are experiencing difficulties.
- Take advantage of instructor’s office/lab hours as well as instructional assistants and tutors in the Math Lab.
- Don’t give up. It takes time for some concepts to make sense. The important thing is to hang in there, get help, and work on it until you get it right.
- Prepare for your exams in a timely manner – do homework as it is scheduled so that you will have time before the exam to work on chapter reviews.
**Prerequisite Skills:** To ensure that a student will have the most successful experience in this class, it will be assumed that the student can (prior to enrolling in Math 31) perform with reasonable accuracy all of the following:
- Add, subtract, multiply, divide, and exponentiate whole numbers, fractions & decimals; apply order of operations
- Demonstrate minimum proficiency in manipulating signed numbers
- Select and execute the correct operation for an application problem
- Use prime factoring, Least Common Multiple, and Greatest Common Factor on fractions
- Simplify numerical square roots
- Apply units of measurement in the solution of arithmetic applications as appropriate

**Exit Skills:** In order to pass this class and be prepared for the subsequent course (Math 20), students must be able to do all of the following:
- Solve linear, quadratic, literal equations, systems of equations and linear inequalities by choosing an appropriate method
- Graph linear equations and inequalities
- Simplify exponential expressions
- Factor general trinomials at an elementary level
- State and apply quadratic formula
- Add, subtract, multiply, and divide polynomials, square roots and exponential expressions
- Simplify complex fractions, square roots and exponential expressions
- Solve introductory level equations with rational expressions
- Translate and solve algebraic word problems in a single variable
- Given the description of a graph of a line, write the equation of that line
- Define and use properties of equality and inequality
- Recognize and use common mathematical language to describe mathematical processes in either written or verbal form
- Apply units of measurements in the solution of algebraic applications as appropriate