

SYLLABUS FOR “[FALL/SPRING]” SEMESTER, 20xx

Course Title:	Elementary Algebra I	Instructor:	“[Instructor Name]”
Credit Hours:	4	Office:	“[Office Location]”
Course Number:	MATH 0910-00x	Hours:	“[Office Hours]”
Location and Time	“[Location and Time]”	email:	“[e-mail address]”

TEXTBOOK: *Prealgebra* 4th Ed, Lial/Hestwood

CATALOG DESCRIPTION

This course covers a review of operations with whole numbers, fractions, decimals, ratios and percents. Also covered are integer operations, variables, algebraic expressions, graphs and solving linear equations. Problem solving techniques are emphasized.

COURSE ORGANIZATION

It is expected that the student will be willing to spend 8-10 hours a week studying for this course. This course is taught using a basic lecture-discussion format. This means that concepts will be presented in class with examples, students are expected to take part in a discussion of the concepts, and a question-answer period will be included within the class period. It is your responsibility to read the material to be covered before class. Come prepared to ask and answer questions.

EVALUATION

The evaluation for this course will be based upon test and final exam scores. In order to pass this course the average of your test and final exam scores must be 80% or higher. The grades, which can be earned for this course, are A, B, C, or NC (No Credit). The grade earned in this course does not affect your cumulative grade point average.

GRADING SCALE:	Percentage	Grade
	93 - 100	A
	86 - 92.9	B
	80 - 85.9	C
	0 - 79.9	NC

RESOURCE MATERIAL

Besides your textbook, there are other resources available to help you. **First**, your instructor sets aside time specifically for meeting with students. You can see your instructor during those times. Take advantage of them. Go see your instructor at the **first** sign of confusion. **DON'T WAIT!!** If his/her office hours conflict with your schedule, be sure to talk with him/her before or after class about an alternate time.

Students should be made aware of the tutoring help the University provides. Mathematics tutoring is provided by the Mathematics Learning and Resource Center and is located in the basement of Carlson Library - phone ext. 2176. It operates on a walk-in basis. Please notify your students of tutoring available at the LEC (or email them the link). **LEC Tutoring Hours: Monday/Thursday 9 AM - 8 PM, Tuesday/Wednesday 9 AM - 9 PM, Friday 9 AM - 2 PM.** Be sure to bring your book, notes from class, and specific problems you want help with. Tutors are not teachers. They are there only to help with *specific problems*.

ATTENDANCE

Attendance is defined as your presence in the classroom from the designated start time until the instructor dismisses class. The attendance policy for this class is: _____

IMPORTANT DATES

*The instructor reserves the right to change the content of the course material if he perceives a need due to postponement of class caused by inclement weather, instructor illness, etc., or due to the pace of the course.

MIDTERM EXAM:**FINAL EXAM:**

The last day to drop this course is: _____

The last day to withdraw with a grade of "W" from this course is: _____

The final exam for this course will be given: _____

MISSED CLASS POLICY

If circumstances occur in accordance with "The University of Toledo Missed Class Policy" (found at http://www.utoledo.edu/facsenate/missed_rves tnWAoen)

SUGGESTED SCHEDULE