COURSE TITLE: Math 061 – Basic Skills Math Lab: Algebra (Elementary Algebra)

COURSE DESCRIPTION: This course provides students with review of elementary algebra, including fundamental algebraic processes, linear and quadratic equations, graphing, word problems and applications. Credit is not usable toward graduation. This course is offered as Pass/No Credit only and meets the Basic Skills Math Requirement.

COURSE MATERIALS:
1. MyMathLab Access Code (required). Access can be purchased in the bookstore or online (www.mymathlab.com).
2. Students may only register with the Instructor or a Teaching Assistant.
3. Calculator

GRADING STANDARD: In this course you will be evaluated based on your attendance, performance on homework, tests, hand-in assignments and a comprehensive final exam.

A. Homework – 10% of your grade (100 points)
   Homework is completed online during class time and at home. Homework assignments are untimed and you have unlimited attempts at each problem. For each problem there are many learning aides. You WILL need to spend additional time outside of scheduled class time to meet unit objectives (approximately 3-6 hours per week).

B. Attendance - 10% of your grade (100 points for attendance in the Center)
   Your attendance grade is based on attendance during your scheduled twice weekly class times. Each absence counts as minus 10 points. Three tardies count as one absence.

C. Hand-in Assignments – 10% of your grade (100 points)
   You will have eight (8) assignments that will be handed in at the end of each break-out session and graded. Each assignment is worth up to 12.5 points. You can receive up to 100 points for these assignments.

D. Unit Test Reviews – Test reviews are completed online at the end of each unit and should be taken at least three times (prior to the due date) or until a grade of 80% or higher is achieved without using notes or receiving help.

E. Unit Tests – 40% of your grade (400 points)
   There are five (5) Tests in this course which are timed and proctored in the Mathematics Learning Center. The lowest test grade will be dropped. Students may retake a test (except Test V) with a score below 70% and it MUST be taken within 2 weeks of the scheduled test date (but not on the same day as the failed test). The higher of the two scores will be counted. A score of “0” will be given to students that miss a test and do not have a documented absence. In this situation students will be given only one chance to make-up the test.

F. Final Exam – 30% of your grade (300 points)
   The final exam is administered in the Mathematics Learning Center during the University’s final exam period. Date and time can be found on your Course Outline and on the website. It is a 2 hour exam and only one attempt is allowed. Students that complete and pass all of their work early (90% or higher on each homework assignment and a passing grade on ALL tests) may take their final exam early – but no later than April 27th.

- The total points for this course are 1000 (100%).
- A grade of P (Pass) is earned if you obtain a final point total of 700 (70%) or greater and score of 195/300 (65%) or higher on the final.
- NC – No Credit is earned if your final point total is less than 700 (70%) or you scored lower than 195/300 (65%) on the final.

REMINDER: The Red Hawk Mathematics Learning Center is a classroom. As a courtesy to all students, cell phones must be turned off or silenced and put away. No visiting with other students, food or drinks (other than water) are allowed. See website for full list of policies.
MATHEMATICS LEARNING CENTER POLICIES

A. Testing
- All testing is performed in the Red Hawk Mathematics Learning Center (RHMLC) under the supervision of a center proctor. Tests are scheduled at the end of each unit. See your instructor or one of the Teaching Assistants to make arrangements for testing.
- You must provide a picture ID to be permitted to take a test.
- Cellular phones, additional resources, notes or papers of any kind are not permitted in the testing area. Worksheets for use while testing will be given to you by the test proctor. All problems should be numbered and all work shown. All papers must be turned into the proctor before leaving the testing area. Calculators may be used for all tests. There is a calculator available in the MyMathLab program for your use. **You may NOT use a cell phone, IPAD, tablet or other electronic device as a calculator!**

B. Use of the Computers in the Center
- The computers in the Red Hawk Mathematics Learning Center are exclusively for math coursework. You may not work on assignments or papers for ANY other classes.
- Your time at the RHMLC is devoted to your math course work. If caught playing games, sending or reading email, or attending to social media sites, you will be asked to leave and will not receive attendance credit for your time that day.
- You are required to attend the RHMLC during your scheduled time; attendance is part of your grade. There may be additional computers available for drop-in use on a first come first serve basis. If you would like to spend additional time or get additional help at the RHMLC see a Center Assistant to use a drop-in computer. Scheduled drop-in hours are posted on the RHMLC’s website.
- **Note:** MyMathLab is both PC and Mac compatible and works with any browser and home computer. The Computer Labs around campus are also available for your use outside of class time.
- **If you need help accessing the course from home the Pearson Tech Support number is:** 1-800-677-6337.

GETTING HELP
Help is available! Just ask! As you work in the Red Hawk Mathematics Learning Center, several tutors will be circulating to give assistance when you need it most. In addition, there will always be a full-time instructor in the lab as well as graduate assistants. Simply place the red cup on your computer monitor when you need help.

ADDITIONAL TUTORING SERVICES:
1. **Drop-in hours for RHMLC are posted on the Center’s website. Help is available when the Center is open.**
2. Center for Academic Development and Assessment – Morehead Hall – Room 140. See CADA website for tutoring hours: [http://www.montclair.edu/cada/tutorial/index.html](http://www.montclair.edu/cada/tutorial/index.html)
3. **On-line tutoring through the RHMLC (see website schedule) OR through Pearson (24 hour support)**
   - [www.pearsontutorservices.com](http://www.pearsontutorservices.com)
   - [tutor@pearson.com](mailto:tutor@pearson.com).
4. Phone tutoring (1-800-877-3016) is available through the Pearson Tutor Center. **They are open Sunday through Thursday from 5:00p – midnight.**

ACADEMIC INTEGRITY
You are responsible for your own work. Any attempt to cheat will be a violation of the Code of Conduct and subject to academic penalties. See the school’s academic code for further information on penalties for such misconduct. ([http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html#academicdishonesty](http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html#academicdishonesty))

DISABILITIES RESOURCES
Montclair State University is committed to the full inclusion of students with disabilities in all curricular and co-curricular activities as mandated by Section 504 of the Rehabilitation Act of 1973. The Disability Resource Center (DRC) will assist students in receiving the accommodations and services necessary to equalize access. The DRC provides assistance to students with physical, sensory, learning, psychological, neurological, and chronic medical disabilities. The mission of the DRC is to unite the Montclair State University community in an effort to provide students with disabilities the excellence and equity in education to which they are legally entitled. For further information and/or assistance visit the Disability Resource Center in **Morehead Hall – Room 305** or contact them by phone on 973-655-5431.