COURSE TITLE: Math 071 – Basic Skills Math: Pre-College 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. This course is offered as Pass/NC only. Lecture and individual and small group tutoring in Mathematics Laboratory 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. MyLabsPlus Access Code (required) Access can be purchased in the bookstore or online. The ISBN is 0558926800.
   Note: The Pearson Tech Support number is: 1-800-677-6337
   Log in with user name: your NetID; password: mmddyy (your birthday) – you can change this.
   To access the course from outside the lab, go to montclair.mylabsplus.com

2. Calculator (recommended) scientific or graphing (TI-86 or lower). Cellphones are prohibited in the center and may not be used as a calculator.

3. Headphones (required) for use in the Red Hawk Mathematics Learning Center.

4. Notebook (required) devoted to the course and pencil/pen. Paper is only provided during a quiz, test, or final.

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 – 15% of your grade (150 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 - 5% of your grade (50 points for attendance in the Center and Lecture attendance). Attendance grade is based on attendance during your scheduled weekly class times. Attendance for lab times is taken by completing an attendance "quiz" in MyLabsPlus at the start and end of each class.

C. 3 Unit Tests (100, 150 and 100 points) and 3 Mid Unit Tests (50 points each) – 50% of your final grade (500 points total) These Tests and Mid-Unit Tests are timed and proctored in the Mathematics Learning Center. You will be allowed three (3) attempts for each test until you score above 70%. If you need to take a third attempt at a test, you will be required to meet with a tutor (by appointment or in drop in hours) prior to being permitted to take this attempt. If caught cheating, you will receive a 0 for that assessment with NO opportunity to retake it!

D. Final Exam – 30% of your grade (300 points) The final exam is administered and proctored in the Mathematics Learning Center during the University's final exam period (or during last class in summer). Date and time will be provided during the semester and will be on the university website. It is a 2 hour exam and one (1) attempt is allowed.

E. Study Plan (for practice, not required) The study plan is another source of practice problems. Ask your instructor for ways to utilize this tool.

• 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 550/800 or higher on items C & D above
• NC – No Credit is earned if the final point total is less than 700 (70%) or you scored lower than 550/800 on items C & D above
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 and drinks are not allowed. See website for full list of policies.

MATHEMATICS LEARNING CENTER POLICIES

A. Testing and Quizzing
- You must provide a picture ID to be permitted to take a quiz or a test.
- Cell phones, additional resources, notes or papers of any kind are not permitted in the testing area. Paper for use while testing and quizzing will be given to you by the proctor. All test paper must be turned into the proctor before leaving the testing area, but keep your quiz papers for review. Calculator use is at the discretion of your instructor.
- You are not permitted to leave the room without speaking to an instructor. If you leave without permission, you will earn a 0 for tests and quizzes.
- Cheating will result in a 0 on all attempts of the quiz or test.

B. Use of the Computers
- Your time at the RHMLC is devoted to your math course work. If caught playing games, sending or reading email, attending to social media sites, or working on other subjects, you will be asked to leave and will not receive attendance credit for your time that day.
- Note: MyLabsPlus is both PC and Mac compatible and works best with Chrome or Firefox. The computer labs around campus are available for your use outside of lab time.

GETTING HELP - Help is always available, just ask! As you work in the Red Hawk Math Learning Center, several math graduate assistants and tutors will be circulating to give assistance when you need it most. In addition, there will always be an instructor in the lab. Simply place the purple cup on your computer monitor to get the attention of a tutor.

ADDITIONAL TUTORING SERVICES:
1. Drop-in hours for the RHMLC are posted on the Center’s website.
2. In addition to drop-in hours, help is available whenever the Center is open. There may be additional computers available for use, on a first come first serve basis.
3. Small group tutoring times are scheduled Monday through Friday at the RHMLC and are posted on the Center’s website/front desk.

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. If caught cheating, you will earn a 0 for the assignment and the behavior will be reported to the student conduct office. See the school’s academic code for further information on penalties for such misconduct. Two violations of the Code of Conduct will result in a failure of the course.

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 assistance, contact the Disability Resource Center in Webster Hall (973-655-5431).

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) – In addition to the above services, Montclair State is committed to the emotional well-being of the student body. For those suffering from emotional and psychological stresses (depression/testing anxiety/other) please visit http://www.montclair.edu/counseling-and-psychological-services/ for walk in times and services or call 973-655-5211.