

## Algebra 110

### Prealgebra

Christian Brothers University  
Course Syllabus – Fall 2020

#### Teacher Information:

William F. Slavney, M.A.  
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#### Office Hours

Mon.	12:00 pm – 4:30pm
Tues.	12:30 pm – 2:00 pm
Wed.	12:00 pm – 2:00 pm
Thurs.	12:30 pm – 4:30 pm
Fri.	12:30 pm – 4:30pm

*other times by appointment*

**Required Materials:** The following texts will be used during the semester and are required for this course. Any edition of a text is acceptable unless specified otherwise below.

- Lockwood, Joanne, et al. *Prealgebra*, 5<sup>th</sup> Ed. United States, Cengage Learning, 2007.

**Calculator Policy:** Calculators are strictly prohibited and are not permitted for use at any point in this course.

**Course Description:** This pre-algebra course serves as a bridge between elementary mathematics and Algebra. This course will focus on problem-solving using basic operations of real numbers. Arithmetic order of operations and operations with ratios, proportions, and percents, and geometry are reviewed as applied to problem-solving. Additionally students will encounter an introduction to algebraic expressions. In this course you will develop and strengthen the basic arithmetic skills needed to succeed in the next math course, Elementary Algebra.

**Classroom Professionalism:** It is good to form a habit of behaving in a professional manner. Behavior that is prohibited includes: the use of inappropriate; language playing with cell phones, tablets, laptops, and calculators in class; falling asleep; being disrespectful to the professor or fellow classmates; not addressing a teacher (or any faculty) by his/her appropriate title; putting legs/feet on tables or desks. If a student engages in any of this behavior, he/she may be removed from the class.

**Attendance Policy:** Students are expected to attend class on time every day, to complete all textbook reading before class, and to participate in class discussions regularly. Attendance will be taken at each class meeting. Students accumulating more than three absences will have their final grade reduced by a letter grade for each additional absence. It is the policy of Christian Brothers University that no student can pass a course in which he/she has been absent for 20% of the class meetings. Consequently, students who miss more than six classes will automatically fail the course. On a student's seventh absence, a grade of "F" will be given for the semester. Consistent lateness will be subject to a five point deduction off the final grade for each additional tardy occurrence after the first tardy.

**Grades:** The work that you do and the learning that you accomplish in this class are more important than your grade. I am aware that grades are important to you. However, if you come speak to me about your performance in this course, expect that our conversation will be about how to improve your work or your understanding of the material, not about how to improve your grade.

**Grading Policy:** Letter grade assignments for this course will conform to the Christian Brothers University standard scale.

100 – 90 = A / 89 – 80 = B / 79 – 70 = C / 69 – 60 = D / 59 & below = F

Grading in this course will be based on the total points earned over the total possible points. I do not and will not round your final grade. If you have an 97.99% you will have a 97.0 (A) average for the course.

**Exams:** There will be four in-class exams and a comprehensive final exam, each is worth 100 points. Study guides for exams will be posted on my website typically four (4) to five (5) days prior to the date of the test. I will not curve your test grades. If you miss a test for any reason, you need to notify me no later than the day after the test to set up a time for a make-up exam. Should you miss that make up date, you will receive a zero on that test and move forward. If you did not see me about a missed test within 24-48 hours...take a nice fat zero. (That can really hurt your grade!) *In accordance with Christian Brothers University policy, there are no make-up opportunities for a missed final exam. I will be forced to give you a zero. No Exceptions.*

**Quizzes:** There will generally be one quiz per week, but there also may be pop quizzes. They will generally be very short and held at the very beginning of class. Quizzes are each worth 10 points and 10 of them will be counted. Since I plan to give many of these quizzes, (at least 15) I will drop the extra ones. Quizzes will tend to cover information from the homework and class lectures. Quizzes cannot be made up. If you are absent and or late and miss a quiz, you will receive a zero on that quiz. I will let you know at the beginning of the quiz exactly how much time you will have.

**Homework:** Homework and routine study are a daily component of this course. A variety of homework/in class assignments, both online and written, will be given throughout the duration of this course, each worth 5 points. Sometimes it may be as simple as a reading assignment to something as complicated as a reading analysis/synopsis essay. Any homework must be turned in using the proper format and on time. Under no circumstances will a late or incorrectly formatted homework assignment be accepted; an automatic zero will be awarded. There may be some extra credit opportunities during the semester, but there is no guarantee.

**Late Work:** Late work is not accepted under any circumstance. Be sure to keep an eye on due dates and ensure that you are getting the work done.

**Written Assignment Formatting:** All work should be turned in as I specify in the guidelines. These guidelines can be found on my website. Work that is submitted that does not meet the formatting guidelines will not receive any credit and a zero will be given.

**E-mail Policy:** When writing e-mails to your professors, you should include both a salutation (e.g. “Dear Mr. Slavney,”) and a complimentary close/signature (e.g. “Thanks for your time! –Max”). You should also specifically state which class you’re in (e.g. “I’m in your 9:30am MATH 105 course.”) I do not accept any assignments via e-mail unless I explicitly request them that way. I also do not proofread or edit assignment drafts. Draft your assignments early and bring them into my office hours well before the deadline if you would like to receive feedback or guidance on an assignment.

**Office Hours:** Don’t be scared of coming to office hours! I genuinely enjoy talking to my students outside of class. If you’re struggling or confused by some aspect of the class, don’t wait until you’re failing—come see me! However, don’t feel like you need to have a major crisis. You’re perfectly welcome to stop by for a casual chat or general guidance/questions. If you’re not taking advantage of your professors’ office hours, you’re not fully

taking advantage of the college experience. Individual access to experts in a variety of fields is a big part of what you're paying for.

**Academic Honesty:** Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. All policies for academic honesty will be strictly enforced in all that you do for this course.

Grades are given as an evaluation of your work. Any attempt to pass somebody else's work as your own or being found in violation of academic honesty will earn you a grade of a F for the course as well as a possible academic dismissal from the institution.

**Plagiarism:** (including self-plagiarism - using and submitting a paper from a previous course) Plagiarism is defined as intentionally or unintentionally copying someone else's work and claiming it as your own. In addition, academic dishonesty includes allowing someone else, such as a friend or family member, to edit or rewrite assignments. Plagiarism may occur intentionally or unintentionally, but intent is not a factor in determining whether plagiarism has occurred or what consequences apply. An analogy is the licensed driver who is responsible for knowing and abiding by the rules of the road. Ignorance does not excuse the driver if a law is broken. Likewise, a writer is responsible for knowing and using the rules for being accurate and honest in his or her writing. Pleading ignorance of the rules does not prevent the consequences from being applied. Any case of plagiarism in this course will result in an F in the course and possible expulsion from the university depending on the discretion of the professor.

**Confidentiality of Academic Work:** The Family Educational Rights and Privacy Act of 1974 recognizes specific rights held by you as a student. These include your right to consent or denial of disclosure of your academic records, including any and all grades pertaining to this course. In accord with FERPA, apart from the following stated exceptions, I will not discuss your personal academic work in this course with anyone without your written consent, as filed with the Registrar. The exceptions are: 1) reporting your grades at the end of the semester to the Registrar, 2) cases where performance in the course is low to the point of potential failure in the final grade, in which case I may consult with the Academic Dean, 3) cases where, in my estimation, you may present a danger to yourself or to others.

Students, of course, are free to discuss the specifics of their personal academic performance with whomever they wish. However, the instructor will not be held responsible for any disclosures made by the student on the student's own volition, or for any consequences of such self-disclosures.

**Students with Disabilities:** Any student who may need class or test accommodations based on the impact of a disability is encouraged to speak with CBU's Dean of Students privately to discuss your specific needs. Students with disabilities should also contact Student Disability Services in the Thomas Center at (901) 321-3536. Student Disability Services coordinates reasonable accommodations for students with documented disabilities. If you have a disability or difference that requires assistance from the Office of Disability Services, please bring me documentation so that we can ensure that the proper arrangements will be made for you.

**Algebra 115:** In order to proceed to Algebra 115 (Elementary Algebra), you must earn a grade of at least a C- (70%) in this course.

**Lastly, An Important Note to My Students: I CARE ABOUT YOU AND I TAKE YOU VERY SERIOUSLY!**

YOU, the student, as a whole person, are my top priority as a teacher. Given the rigor of the course, and the fact that students are often participating in other school and community activities or obligations, at times significant stress can result. While stress is normal (and can actually be a positive thing in the right circumstances), it should never be suffocating. Students should first and foremost know that the language of my classroom is one of love and laughter. Your well-being matters more to me than any test score or grade could ever mean. You should also know that my door is always open to you, and I am here to listen and provide as much support as I can. If the workload of the course becomes overwhelming, please come talk to me individually, so that we can strategize how to make things work while also accomplishing the objectives of the course. College courses are not for everyone, and there is no shame in struggling. Honors courses and grades do not define who you are as a person or as a student. Sometimes, through absolutely no fault of our own, the weight of the stresses and emotions in our lives become overwhelming. Students should know that I, and other staff members at the university, including our professionally trained guidance counselors, are always willing to listen free of judgement. However, if you do not feel comfortable talking with me or someone else here, a few important free numbers that you can utilize 24/7/365 are:

- **Crisis Text Line: Text “HOME” to 741741**  
Every person who texts is connected with a Crisis Counselor, an actual person trained to bring you from a difficult moment to a cool calm through active listening and collaborative problem solving, and provide further resources as necessary.
- **TrevorText for LGBTQ College Students: Text TREVOR to 1-202-304-1200**  
TrevorText is a confidential and secure resource that provides live help for LGBTQ college students with a trained specialist.
- **The National Suicide Prevention Lifeline: 1-800-273-8255**  
A national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress.

***Note:** I reserve the right to make any changes to this syllabus and its accompanying directives as circumstances internal or external to our learning experience may unfold in unanticipated ways throughout the semester.*