Instructor: Kim Litz  
Email: vlitz@tacomacc.edu (I do my best to check this M-Th evenings)  
Webpage: http://www.tacomacc.edu/home/vlitz/index.htm (this is where you find my handouts)  
WAMAP: www.wamap.org (this is for grades – sign up ASAP)  
Course ID: 12366  
Enrollment Key: 90Su2016  
MyMathLab: http://www.pearsonmylabandmastering.com/northamerica/ (this is for the ebook – it’s optional)  
Course Name: Summer Math 90  
Course ID: litz55094  
Office Hours: by appointment before or after class in our classroom  
Text: Elementary Algebra, Graphs and Authentic Applications Custom Edition for TCC by Lehmann ISBN: 978-1-323-04313-4 [There are significant differences between this and the 2nd edition, so you may NOT use the 2nd edition, instead.] An ebook comes with the MyMathLab code, so students do not have to buy the printed version of the book if they buy MyMathLab. You do not need both MyMathLab and the printed version of the book. Either one is fine.  
Calculator: A scientific calculator is required. TI-30XIIS recommended.  
Course Description: Topics include linear equations, polynomials, factoring, rational expressions, and graphing.  
Learning Objectives: The course objectives listed below make reference to the following Math Department Program Learning Outcomes:  
1. Create, interpret, and analyze graphs and charts that communicate quantitative or relational information.  
2. Determine, create, and use appropriate and reasonable mathematical constructs to model, understand, and explain phenomena encountered in the world.  
3. Determine and carry out an appropriate algorithm to solve problems that are amenable to mathematical solutions.  
4. Communicate mathematical information formally, using appropriate math notation and terminology, and informally by using everyday language to express ideas.  
5. Use technology to analyze and solve mathematical problems and to effectively communicate solutions to problems, particularly those that cannot be solved efficiently by other means.  
Course Objectives: Upon successful completion of this course, the student should be able to:  
1. Represent and interpret information numerically, algebraically, and graphically. (1,2,3,4)  
2. Graph lines from equations and determine equations from graphs or points. (1,3,2,4)  
3. Interpret slopes of lines as they relate to rates of change. (1,2,4)  
4. Find slopes given graphs, equations, or data points. (1,3,4)  
5. Add, subtract, multiply and divide polynomials. (3,4)  
6. Interpret the meaning of integer exponents (1,4)  
7. Perform operations with expressions containing integer exponents including scientific notation (3,4,5)  
8. Factor quadratic and other basic polynomials. (3,4)  
9. Solve quadratic equations by factoring. (3,4)  
10. Simplify rational expressions. Perform operations with rational expressions and solve rational equations. (3,4)  
11. Create algebraic models and use them to solve application problems (1,2,3,4)  
12. Write clear and complete solutions to mathematical problems, including correct notation and written explanations when appropriate (4)  
13. Use a scientific calculator as appropriate. (5)  
Prerequisite: You must have either tested into Math 90 via a TCC math assessment test, OR have passed Math 85 (Introduction to Elementary Algebra) or its equivalent with a C grade or better. Students must also have passed Reading 85 with a C or better, or have assessed above the Reading 85 level. If it should come to the instructor’s attention that you do not meet the prerequisite requirements, you will be administratively withdrawn from the class. There will be no exceptions.
Required Materials: You should come to class every day prepared with 1) your textbook, 2) pencils and good erasers, 3) 8½ x 11 notebook paper, 4) graph paper (grid no smaller than 5 squares per inch), 5) small ruler or straight edge, 6) 3 x 5 cards (optional), and 7) a SCIENTIFIC calculator. The TCC math department recommends a Texas Instruments, model TI-30XIIS. Scientific calculators are available in the bookstore for about $14. If you are not sure if your current calculator is a scientific calculator, ask your instructor. Graphing calculators will NOT be allowed on any tests or in-class assignments.

Course Requirements: Grades will be based upon a number of factors, including homework, projects/writing assignments, test/quizzes, and attendance/participation. These areas are detailed as below:

1. Homework
   PLAN TO SPEND AT LEAST 2 HOURS PER DAY, FIVE DAYS A WEEK ON HOMEWORK!
   Each homework assignment will be worth 5 points. Answers to all odd problems are in the back of your book, and you are expected to check your answers before turning homework in. I will scan your work to check that all problems are done; that you are showing all the work done to obtain an answer; and that you are working in a neat and organized manner. I am not as interested in your answer as in your process. You are responsible for attempting every problem, re-working a problem until you get the correct answer, and taking advantage of various resources (see “Helpful Links” on the web) to help on problems of which you are unsure. Assignments are due at the beginning of class (usually the day after they are assigned). If you are absent for any reason, reduced credit will be given for your late work. If you are not absent, no late assignments will be accepted for any reason. If you are absent and want full credit, you must get me a copy of your assignment before it is due. You can have a friend drop it off for you or get me an electronic copy (a scan or picture sent to my email). If you send me an electronic copy, I must receive the hard copy before I will enter your score in the grade book. Refer to the Homework Guidelines for homework format expectations. Homework not following the guidelines will not receive full credit. To account for any emergencies or illness, one homework assignment will be dropped.

2. Project/Writing Assignment
   One project will be assigned during the quarter. With any assignment calling for writing, the clarity and accuracy of your writing is important: use of proper grammar, punctuation, and spelling is expected. More detail will be provided.

3. Tests and Quizzes
   We will have quizzes, a midterm, and a comprehensive final exam. No tests or quizzes may be made up. Quizzes will be announced: there will be no “pop quizzes.”

4. TOLOPs/Attendance
   TOLOP stands for "Talking Out Loud On Paper." Each week you will be asked to do some writing on a topic, answer specific questions, or give me feedback about the class. TOLOPs are also a way for you to record points for attendance. You are expected to attend class every day, arriving on time and remaining until the end of the period. You will lose attendance points if you are absent, late, or leave early. To account for any emergencies or illness, one attendance grade will be dropped.

5. Study Groups
   Study groups are one of the most valuable resources in a math class. I strongly encourage your participation. A study group can be two to five members. You will be expected to participate in class discussions and group activities, and are encouraged to work with your classmates on homework.

Grading:
The grading of each individual assignment or test will be based on your ability to demonstrate your understanding of a given concept or skill. This can’t be done by just writing down the answer: all work and/or steps must be shown. Problems just showing the “right answer” with no or incorrect back-up work will not receive full credit.

Your final grade will be based on the percentage of possible points obtained. The breakdown of your grade by percentage is shown below.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>(lowest score dropped)</td>
</tr>
</tbody>
</table>
Project/Group Work 15%
In-class Activities/TOLOPs 15% (lowest score dropped)

Total 100%

The percent-to-letter-grade scale is as follows:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.0-100</td>
<td>A</td>
</tr>
<tr>
<td>89.5-91.9</td>
<td>A-</td>
</tr>
<tr>
<td>88.0-89.4</td>
<td>B+</td>
</tr>
<tr>
<td>82.0-87.9</td>
<td>B</td>
</tr>
<tr>
<td>79.5-81.9</td>
<td>B-</td>
</tr>
<tr>
<td>78.0-79.4</td>
<td>C+</td>
</tr>
<tr>
<td>72.0-77.9</td>
<td>C</td>
</tr>
<tr>
<td>69.5-71.9</td>
<td>C-</td>
</tr>
<tr>
<td>68.0-69.4</td>
<td>D+</td>
</tr>
<tr>
<td>62.0-67.9</td>
<td>D</td>
</tr>
<tr>
<td>Below 62.0</td>
<td>E</td>
</tr>
</tbody>
</table>

This scale may be altered at the instructor’s discretion, but will only be altered to the students’ advantage.

WITHDRAWLS/INCOMPLETES/S, U, V GRADES

TCC policy states that anyone can withdraw from a class by the 10th day of the quarter. IF the student fills out the necessary forms and turns them in to registration. After that, you need the instructor’s permission. THAT MEANS: you need to tell me your reasons for wanting to withdraw (warning: “I’m getting a bad grade,” is not reason enough to get a withdrawal). After the 55th calendar day, the instructor may withdraw you under special circumstances. In general, if you are receiving a C grade or better at the time of your request, a WI grade will be given if you have completed 60% of the coursework for the quarter. If your grade is lower than a C, an E grade will be given (exceptions may be made, depending on the circumstances). Students who simply stop coming to class will receive an E.

Incompletes will be given only in VERY RARE instances, which must be discussed with the instructor before the final. An “I” grade is reserved for students who have generally done well throughout the quarter but miss a small amount of work (say, the final) due to exceptional circumstances.

S/U grade requests must be processed through the registration office and meet their deadlines.

Classroom Structure/Etiquette:

1) The first 10-20 minutes of every class will involve group work on the previous homework assignment. You may ask your classmates for assistance on problems that you were not able to solve on your own. The instructor will be available during this time to answer questions your classmates are not able to answer.

2) Turn off cell phones, etc. If you are expecting an urgent call, please talk with the instructor prior to class.

3) Beverages are allowed in class, but please save food for after class. No tobacco products will be allowed in class.

4) Class will last the full time allotted. Do not start packing away your books until class is dismissed.

Make-up Work: As stated earlier, no tests or quizzes may be made up. You must talk with me at the earliest possible time you know there is going to be a problem, not after the fact.

Cheating: You may collaborate with others on homework, or on projects as specified, but you must give credit for any help received (this includes help from the tutoring center, math lab, etc.). You may NOT collaborate on exams and quizzes. Cheating on an exam, quiz, or project will result in zero points for the work. A second infraction will result in an E grade for the course. Refer to the TCC Academic Dishonesty Policy for more information about cheating.

Accommodations: All students are responsible for all requirements of the class, but the way they meet these requirements may vary. If you need specific auxiliary aids or services due to a disability, please contact the Access Services office in Building 7 (253-566-5328). They will require you to present formal, written documentation of your disability from an appropriate professional. When this step has been completed, arrangements will be made for you to receive reasonable auxiliary aids or services. The disability accommodation documentation prepared by Access Services must be given to me before the accommodation is needed so that appropriate arrangements can be made.
Help: A number of resources are available if you need additional help. Please make use of my office hours, listed at the beginning of this syllabus, and take advantage of the MARC in building 19. The Writing and Tutoring center in Bldg 7 has tutors available to meet with you for up to 2 hours a week. If you know you are starting to get behind or feel lost, GET HELP! Once you truly are behind or lost, any help will generally be too late.

Study Groups: Study groups are one of the most valuable resources in a college class. I strongly encourage your participation. An effective study group has two to five members.

Course Concerns: If you have questions or concerns about this class, or me, please come talk with me about your concerns. If we are unable to resolve your concerns, you may talk next with the Chair of the Math Department, Carol Avery. She can assist with information about additional steps, if needed.

The information in this syllabus is subject to change. Any changes may be made via class announcements.

Acknowledgement: Thanks to Valerie Morgan-Krick for sharing her syllabus and ideas on class organization.

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**HOMEWORK GUIDELINES**

Please make certain that your homework is done in a professional manner. You will find that neat, concise work performed in homework assignments will lead to a better understanding of physical concepts and greater success in your math courses. These guidelines will be used in evaluating homework assignments for this course.

1. Place your **NAME**, the **SECTION NUMBER**, **ASSIGNMENT NUMBER**, and **MY NAME** in the top, right-hand corner of each page.

2. Use only 8.5 x 11 inch, ruled paper. Loose-leaf paper allows you the option of removing and inserting papers into a 3-ring notebook. Papers with jagged edges ripped from a spiral notebook will not be accepted (too messy!).

3. Show all work except where a short answer is necessary. Include sketches where necessary and label answers as appropriate. Homework will, from time to time, include writing, calculator, and/or computer work. When writing is required, it is expected that the work will include complete, meaningful sentences. Correct grammar and spelling will be considered; the correct spelling of mathematical terms is especially required. Problems that require a graph should be done on graph paper and then labeled “see attached” unless you choose to cut the graph out and paste it within your work.