



Math 840 Introductory Algebra Fall 2019 Syllabus

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Contact Information

Professor: Carrie Naughton

Office: Library L247

Office Hours: MWF 9:30 am – 10:30 am in L 247, Monday 8-10 pm (online) or by appt.

Phone: 651-450-3785

Email: cnaughton@inverhills.edu (preferred method of communication)

Website: <https://voices.inverhills.edu/cnaughton/> (similar material and gradebook available on D2L)

Prerequisite

Recommendation based on the results of the Inver Hills Assessment Inventory. This course is designed for college students who want an online course to learn or review introductory algebra topics in preparation for intermediate algebra.

Learning Outcomes

The student should be able to:

- 1) Translate words into algebraic expressions, equations, and inequalities; as well as simplify algebraic expressions.
- 2) Perform arithmetic of real numbers.
- 3) Perform arithmetic of polynomials (add, subtract, multiply) and factor polynomials.
- 4) Solve linear, literal, quadratic, and systems of linear equations (2×2); as well as linear inequalities.
- 5) Solve applied problems using the equations and inequalities in Outcome 4.
- 6) Use laws of exponents to simplify expressions with integer exponents.
- 7) Graph linear equations using slope and intercept, find equations of lines, and interpret linear models.
- 8) Evaluate functions using proper notation and find the domain and range of functions based on their graphs.

Critical thinking will be incorporated throughout the course.

Additional Weekly Learning Objectives that are more detailed will be provided throughout the course as well.

Text

You must have a MyMathLab access code (REQUIRED) for this course. The MML code will be associated with the following textbook: *Beginning and Intermediate Algebra*, 6th Edition by Elayn Martin-Gay, published by Pearson/Addison Wesley. **The access code will be available to you through Direct Digital Access on D2L three days prior to the start of the semester. You do NOT need to purchase the access code online or in the bookstore!** If you have recently used MyMathLab for this same textbook (i.e., you are repeating this class or following a sequence that uses the same book), then you do not have to pay for the Direct Digital MyMathLab access code again, but you still need to login via D2L (not the Pearson MyMathLab website) and also “opt out” of the RedShelf Direct Digital Access. **PLEASE GO TO THE MYMATHLAB REGISTRATION INFORMATION SHEET (found under the Course Information module in Content on D2L) FOR DIRECTIONS ON HOW TO ACCESS YOUR MYMATHLAB DIRECT DIGITAL ACCESS CODE!** The MyMathLab access code will provide access to an electronic version of the textbook, so it is not necessary to purchase a hard copy of the book as well. If you really want a hard copy of the book in addition to the e-Book, I would recommend purchasing a slightly older edition (4th or 5th edition) as it will not be much different than the 6th edition and will be much cheaper. **You will also need to access course materials from Desire2Learn (D2L).**



Calculators

A scientific calculator is highly recommended. I recommend a TI 30XI, if you don't already own one. A graphing calculator is fine if you already have one, but is not necessary for the course. Cell phone calculators are not allowed on exams.

Math Center

Help is available in the Math Learning Center (2nd floor of the Library). Math tutors are available M-Th: 9-6, and F: 9-4. You can also sign up for a free peer tutor in the 2nd floor of the Library for additional help.

Important Dates

August 26, Classes begin	October 17 & 18, No class (EdMinn)
September 2, Holiday	November 11, 28, 29 Holiday
October 2, Student Success Day	December 17, Final Exam 2-5 pm

Grading Policy

Your final grade is based on the percentage of earned points out of the total number of possible points. You will earn points on the criteria listed below. **No late submissions are allowed on any of these criteria.**

Grading Criteria

Activity Homework & Exam Reviews:	13 activities worth 15 points each (lowest score is dropped)
MyMathLab Chapter Quizzes:	6 quizzes each worth 30 points (retakes allowed)
Exams:	3 exams worth 100 points each (retakes NOT allowed)
Partner Exams:	3 partner exams worth 25 points each
Final Exam:	worth 200 points (retakes NOT allowed)

Total Points Possible

The table below shows the total number of points possible in this course. There may also be the opportunity to earn at most 20 points of extra credit during the semester. Further details about extra credit will be announced on D2L and in your e-mail.

Grading Criteria	Total Points Possible
Activity Homework & Exam Reviews	180 points
MyMathLab Chapter Quizzes	180 points
Exams	300 points
Partner Exams	75 points
Final Exam	200 points
TOTAL	935 points

Grading Criteria may be subject to change by the instructor. The instructor will announce any changes.

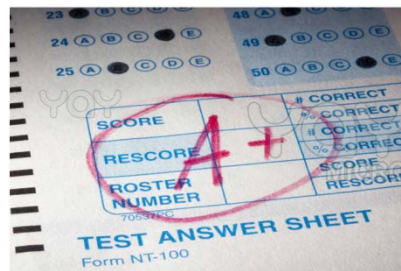
Grade Scale

The table below shows how your final grade will be computed. You will see the relationship between each letter grade, its percentage and the corresponding range of points that will achieve that grade. **Please note that you must earn a minimum grade of "C" (70%) in order to qualify for the next math course.** As this is a developmental math course, if you fail the course (below 60%), then you will earn a grade of NC (No Credit) instead of an F. If you would like the Pass/No Credit option instead of a letter grade, you must contact me within the first week of the semester so that the appropriate forms can be filled out. You may not choose a Pass/No Credit option later in the semester. An Incomplete Grade may only be given after consultation with the instructor and will only be considered in special circumstances.

Letter Grade	Percentage	Range of Points
A	90-100%	841 – 935 points
B	80-89%	748 – 840 points
C	70-79%	654 – 747 points
D	60-69%	561 – 653 points
NC (No Credit)	Below 60%	< 561 points
P (Pass)	Minimum of 70%	>653 points

Satisfactory Academic Progress

Students need to maintain both a cumulative GPA of 2.0 and cumulative completion rate of at least 67% of all attempted credits for each term of attendance. If a student fails to meet these requirements, they will be placed on academic and/or financial aid warning. Please refer to the [IHCC policy on Satisfactory Academic Progress](#).



Homework

There are three types of homework in this class:

1. Textbook Homework

The odd problems and chapter reviews in the textbook consist of practice problems that will help you practice and improve your grade on the MyMathLab Chapter Tests. **Note: This textbook homework is optional and not graded, but helpful.**

2. MyMathLab (MML) Homework

The homework sets found on MyMathLab contain problems that are identical in style and format as the MML Chapter Tests that are required. This homework is excellent practice for learning concepts and learning how to correctly type in your answers in the way that the Chapter Tests will require. The MML homework also provides immediate feedback and assistance on each problem (check out the “Help Me Solve This” button). **Note: This MML homework is optional and not graded, but highly recommended and very helpful.**

3. Activity Homework

These activities are found in the course pack and must be completed and submitted by the due date listed on the weekly schedule. These activities often contain more challenging problems than what you would find on MyMathLab. They also give you practice showing your work as you will be expected to do on your exams. **You must turn in 9 Activity Homework assignments worth 15 points each. I will drop the lowest score on these Activity Homework assignments.** These activities can be found on the Content page of D2L or in your course pack. You will need to show all of your work and turn it in to me by the due date. Please write all of your work on a separate piece of paper. Write your name at the top of the assignment. **Note: This Activity Homework is required and graded!**

Please refer to the Weekly Schedule to see due dates of all Activity Homework. I will be available on campus during my office hours to help with any questions on the activities or HW problems. You are also encouraged to ask questions about the activities on the discussion board. A rubric is given below to show how the Activity Homework will be graded.

Activity Homework Grading Rubric

A rubric is given below to show how the Activity Homework will be graded.

13-15 points	10-12 points	7-9 points	4-6 points	0-3 points
1) Activity is submitted on time.	1) Activity is submitted on time.	1) Activity is submitted on time.	1) Activity is submitted on time.	1) Activity is not submitted on time.
2) All work is shown on each problem to justify solutions.	2) Most of the work is shown on each problem to justify solutions.	2) Some work is shown on each problem to justify solutions.	2) Little or no work is shown on each problem to justify solutions.	2) No work is shown on each problem to justify solutions.
3) Correct strategy and reasoning is chosen to support conceptual understanding of the mathematics of each problem.	3) Partially correct strategy and reasoning is chosen that could solve most of the problem.	3) Partially correct strategy and reasoning is chosen that could solve part of the problem.	3) Little or no strategy and reasoning is evident or strategy and reasoning would not work to solve any part of the problem.	3) No strategy and reasoning is evident or strategy and reasoning would not work to solve any part of the problem.
4) Uses precise mathematical language and symbolic notation to communicate strategy and reasoning.	4) Uses mostly precise mathematical language and symbolic notation to communicate strategy and reasoning.	4) Uses some precise mathematical language and symbolic notation to communicate strategy and reasoning.	4) Uses little or no precise mathematical language and symbolic notation to communicate strategy and reasoning.	4) Uses no precise mathematical language and symbolic notation to communicate strategy and reasoning.
5) Appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning.	5) Mostly appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning.	5) Partially correct mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning.	5) Few appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning.	5) No appropriate mathematical representations (diagram, chart, graph, etc.) are constructed to communicate strategy and reasoning.
6) All necessary labels are evident and data is accurate.	6) Most necessary labels are evident and data is accurate.	6) Some necessary labels are evident and data is partially accurate.	6) A few necessary labels are evident and data is partially accurate.	6) No necessary labels are evident and data is not accurate.
7) At least 90% of the answers must be correct.	7) At least 70% of the answers must be correct.	7) At least 50% of the answers must be correct.	7) At least 30% of the answers must be correct.	7) Less than 30% of the answers must be correct.

Please note that on all activities and exams, I will be evaluating your **solutions**, not just your **answers**. A correct answer with no supporting work will earn little credit, but an incorrect answer with good reasoning and a small error will earn more credit. I expect that you will be showing work as completely as you can.

Quizzes

There will be 6 Chapter Quizzes given online in MyMathLab each worth 30 points. The quizzes on MyMathLab will assess how well you meet the learning objectives for that chapter. Your answers are graded online as either right or wrong, no partial credit is given. There is a **3-hour time limit to take the quiz**, which should be more than enough time to finish. You should aim to pass each quiz with 75% success or higher if you want to pass this class. If you don't reach 75%, you can retake the quiz as many times as you want to until the due date. **Each Chapter Quiz is due on a Sunday by 10 pm (aim for 75% or higher!).** Please be sure to give yourself enough time to reach 75% before the 10 pm deadline. **Refer to the Weekly Schedule to see due dates.** You may attempt to take the quiz again so that you can improve your score beyond 75% as long as the deadline has not passed. If so, I will record the highest score, not the latest attempt.

I strongly recommend that you get help on the material before retaking any quizzes. You can get help by doing more HW from the textbook or on MyMathLab, using additional MyMathLab and textbook support (like video lectures, chapter reviews, etc.), getting help during office hours, going to the math center, or getting a peer tutor. I encourage you to do the HW on MyMathLab as practice before the quiz. Tools are available through the HW sets on MyMathLab to get immediate help and guidance on each problem.

You are encouraged to take the quizzes well before the deadline. It often takes several attempts before you reach 75%, so take the quizzes early. MyMathLab is very particular about how you enter in your answers and it will take practice getting used to it. I would recommend taking the quiz at least once the week before it is due to see what topics you need to study up on, then retake as necessary. You should keep track of your work for each quiz. If you feel that MyMathLab has graded your quiz incorrectly, feel free to e-mail me the question number so that I can review it. I may ask to see your work for that quiz to verify that you had the correct solution.

Exams

There will be three exams worth 100 points each. These exams will be **closed book with no notes** allowed. The final exam will be comprehensive and worth 200 points. **YOU MUST CALL, E-MAIL OR NOTIFY ME ON THE DAY OF THE EXAM OR EARLIER IN ORDER TO BE ALLOWED TO SCHEDULE A MAKE-UP EXAM. All make-up exams need to be completed before I hand back the exams. IF NO CONTACT IS MADE, THEN NO MAKE-UP WILL BE ALLOWED.** There are no retakes allowed on exams so please be prepared to put your best effort forward on the day of the test.

There will be four exam review sheets, each worth 15 points. We will work on these in class and you will finish and study from them at home. They will be collected on the day of the exam. These review sheets will be very representative of the exams, so it is important to get any questions answered on the review sheets before the exam so you are well prepared.

Deadlines

Unless you have contacted me well in advance of a deadline and received permission for an extension, any items not completed by their deadlines will receive scores of zero. I will not grant extensions for activities, quizzes or exams unless there is an emergency and you have received instructor permission.

Student Accountability

- **Manage your time carefully.** Start work early enough in the week to get help from the instructor and tutors before the assignment is due.
- **Use the discussion board to ask questions and get help in a timely manner.** Waiting until the last hour to post a question will not get you the help you need in time and it does not help build a helpful online classroom community.
- **Even though this is a face-to-face class, you may not always get all your questions answered in class.** You may need to get some one-on-one help in office hours, in the math center or with a peer tutor, so make sure you have time during the week where you can come in for help. If you are working all day, it may be an issue for you to find time to meet with someone for help when the college is open, so you may need to find some help outside of the college.
- **Be in class for all of the lectures.** If you have to miss class, then you are expected to watch the video lectures on D2L to get caught up.
- **Your grades reflect the quality of your understanding of the material.** If your homework and tests are below average (below 75%), then your grade will also be below average.
- **You are graded on your performance in the class, not on your personal life decisions.** If you get a bad grade because of a personal situation that caused you to miss work or fail a test, your instructor can only judge the work that you accomplished in the course. You are graded on your actual performance in class, not on your potential. You must demonstrate your ability to your instructor.
- **This course is a prerequisite for other math courses, so your performance is very important.** You must demonstrate your ability in order to be ready for the next course and be successful.
- **If you are having problems or struggling with the material, it is your responsibility to get the help that you need.** There are lots of resources available to help you on campus and online. Start your work early enough so that you can recognize when you need help and still have time to get it before an assignment is due.

Discussion Board

You are required to make one Getting To Know You post to the D2L discussion board during the first week of class. I would encourage you to use the discussion board more often, and use it as an additional resource to get help from me and your classmates on any questions you have about the activities and quizzes. An example of a good post might be, "I keep getting #10 wrong. Here is what I did... Can anyone tell me where I went wrong?" I strongly encourage you to begin looking at the weekly activities and online quizzes as early as possible so you can ask questions as early as possible. I encourage you to post questions related to the activities, the course material in general or any other course information/details. Please be polite with your posts, using correct English and a respectful tone.



Netiquette Guidelines

Netiquette, or Internet etiquette, are guidelines for maintaining civilized and effective communication in online environments and e-mail exchanges. All of us, instructors and students alike, will demonstrate appropriate netiquette when interacting with each other. Here are some netiquette guidelines:

- Online messages can be quite informal, but try, nevertheless, to express yourself using proper spelling, capitalization, grammar, usage and punctuation. Do not use all capitals (it is considered shouting). Do not use abbreviations or slang, as some of your peers may not understand it.
- Always think before you write. In an online format, it is easy for your message to be misinterpreted, so always think twice before you hit submit.
- Use titles that accurately and concisely describe the contents of your e-mail or posting.
- When sending an e-mail, please include a salutation ("Hi Carrie,"), list what course you are in, and sign your name.
- Read existing follow-up postings and **don't repeat what has already been said.**
- Treat people the same as you would face-to-face. It is easy to hide behind the computer. In some cases it empowers people to treat others in ways they would not in person. Treat all with dignity and respect and you can expect that in return.

You may also refer to the [Acceptable Use of Computers and IT Resources](#).

Communication

Each student must have an e-mail account set up. Your preferred e-mail address should be listed next to your name on the Classlist of D2L (under Communication→Classlist). This is how I will be contacting you throughout the semester. If you do not know your e-mail address or it is not showing up on D2L, please visit the Inver Hills computer lab (1st floor of the Library) for help. I will be sending you e-mails at least twice a week, so I would recommend that you **check your e-mail** several times a week for updates. If I need to speak with you individually or discuss your grades, I will be sending you an e-mail through the Classlist on D2L. It is your responsibility to regularly check this e-mail. **If you miss information or opportunities because you did not read your e-mail, there will be no chance to make it up.** Please refer to the [IHCC Policy on the Use of E-mail for Official Communication](#).

If you need to contact me, I would encourage you to e-mail me or stop by during my office hours. You can leave me a voice mail, but e-mail will get you a quicker response and is my preferred method of communication. I am only on campus Mondays, Wednesdays and Fridays. I may also not be able to respond to an e-mail sent over the weekend until Monday. I will respond to all e-mails and discussion board posts within 24-48 hours (usually less) Monday-Friday. I will grade all activities and exams and post grades within 1-2 days of the due date (usually sooner).

Video Lectures

Online video lectures created by your instructor are available on D2L (under Content) and also on the instructor's webpage, YouTube channel and under HOMEWORK on MyMathLab. These are meant to provide you with additional resources for learning the content of the course if you missed class or need to listen to the content again. These videos correspond to the lectures given in class. The course expectation is that you are in class every day to hear the lectures and that you use the video lectures only as a resource if you have to be absent or if you need to hear the content again. The lectures covered in class or in the videos should be one of the major resources you use to learn the material. The content covered in the lectures may provide some examples and content that is not necessarily covered in the textbook, yet is required for the course and exams. To watch the videos on D2L, you will need to click on the video under Content. You can also download the videos under Content as well. If you can't get the videos to play through D2L, then the easiest option would be to access the Video Lectures by clicking on HOMEWORK on MyMathLab and clicking on the Instructor's Video Lectures for each chapter. You can also access these [videos from my faculty webpage](#). Or you can access my videos by going to [my YouTube channel](#). Click on Videos, then Playlists to access each video by course and chapter. **If you are having trouble getting the Video Lectures to play on your computer, please click on "HELP! I can't get the video lectures to work!" found on D2L under Content.**

Additional video lectures created by the textbook publishers (Pearson) can be found on MyMathLab. You can access them by going to HOMEWORK and clicking on the MML Videos, Textbook and MML Resources link for each chapter. You can also access them through the Multimedia Library or through the HW sets created for each chapter. These resources including videos, animations, power point presentations, chapter test prep videos, and the study plan are all available through MyMathLab. They are not required, but feel free to explore and use as needed.

Technology

1. To watch the Video Lectures and take your online quizzes, you will need daily access to a **high-speed internet connection** (DSL, cable modem, or equivalent).
2. You will need to have **minimal technical skills** downloading, uploading, printing, and scanning pdf and Word files. You also need minimal skills using e-mail, D2L and online software, including MyMathLab. You will also need to be able to download and watch windows media or flash format videos.
3. You will need to **download all plug-ins for MyMathLab**. Once you purchase the MyMathLab access code and register on MyMathLab, you can go through the Browser Check to download all necessary plug-ins. These are required to watch video lectures, work through guided practice problems and take Chapter Tests. You will only need to do this once on your home computer.
4. **The videos found in Content on D2L should play on either a PC or Mac computer. If you are watching the videos from my faculty webpage, then you will want to play the Windows Media Video (wmv) lectures if you have a PC. If you have a Mac, then you will need to play the Flash format videos.** If you are experiencing any trouble getting the videos to work through D2L, you can also access the video lectures from [my faculty webpage](#) (both formats are available). Or you can access my videos by going to [my YouTube channel](#). Click on Videos, then Playlists to access each video by course and chapter. Another option would be to access the Video Lectures by clicking on HOMEWORK on MyMathLab and clicking on the Instructor's Video Lectures for each chapter.
5. If you are watching the wmv videos from my faculty webpage, then you may need to [upgrade to the latest version of Windows Media Player](#) in order to view my Video Lectures.
6. You may want **access to a screen capture program like Jing** in order to more easily post HW questions on the D2L Discussion Board.
7. You need to **have a back-up plan** in case your main computer access is not available. Make sure that you know of a library, coffee house, friend, computer lab, or some other source where you can get online to access course materials and take tests. **Internet disruptions or computer malfunctions are NOT acceptable excuses for missing deadlines.**

Technical Assistance

- 1) For issues with D2L, e-mail, or login and password information, visit the Inver Hills Computer Lab (1st floor of the Library) and speak personally with a computer lab assistant. You can also fill out a [Student Help Desk ticket](#) or call the Computer Lab at 651-450-3653. The Technical Support Team strives to respond within 1 business day. For Computer Lab hours, please go to the [Inver Hills Computer Lab website](#).
- 2) For D2L help, you can visit the [D2L Customer Helpdesk](#). This site may get you a quicker response to D2L questions, especially at night or on weekends.
- 3) For issues with MyMathLab, go to [Pearson Technical Support](#) for 24 hour, 7 days a week technical support. You can send an e-mail or do an online chat with a service representative.



College Policies

Do not cheat. This implies that you are always doing **your own work** on all HW, online exams, midterms and finals. Any cheating will result in a zero on that test, exam, or homework. Other actions may be taken at the discretion of the instructor. For more information about this, please refer to the Academic Integrity Policy and Code of Student Conduct. Some important college policies include:

Academic Integrity Policy

Code of Conduct for Student Behavior

Student Data Practices

Student Rights and Responsibilities

Grade Appeal Policy

Student Complaints & Grievances

All college policies may be located at the [Inver Hills College Policy website](#).

Other Policies

1. As a courtesy to all, please be sure that your cell phone and pager are turned off during class.
2. Be on time. It is very disruptive to those around you if you come in late.
3. Be courteous.
4. Be in class to be successful.
5. You are responsible for what happens in class whether you are in attendance or not.
6. Smoking is prohibited in all college facilities except in designated parking lots.



Attendance

Regular attendance is recommended and crucial in a mathematics class since subsequent classes are based on ideas developed in previous classes. **If you do have to miss a class, you are still responsible for learning the material that was taught in that class and for any exams, quizzes, classwork or homework missed or due the next class. YOU WILL STILL BE EXPECTED TO TAKE AN EXAM OR QUIZ ON THE SCHEDULED DAY EVEN IF YOU WERE ABSENT THE DAY BEFORE.** All make-up work needs to be completed in a timely manner at the discretion of the instructor. If an absence is unexcused, then make-up work may not be accepted. Please refer to the [IHCC Student Class Attendance Policy](#).

Access/Accommodations

The current IHCC college policy on serving students with disabilities can be found at [Access for Individuals with Disabilities](#). It is the policy and practice of Inver Hills Community College to create inclusive learning environments, and provide students with disabilities reasonable accommodations so they have equal access to participate in educational programs, activities, and services. If there are aspects of the instruction or design of this course that result in barriers to your inclusion, please notify your instructor as soon as possible.

If there are any other requests that you would like to make in order to ensure your accessibility to any part of this course, please see the instructor, or contact the Counseling and Advising Department at 651-450-3508 or use your preferred relay method.

- 1) Counseling and Advising Department: 651-450-3508
- 2) E-mail: dss@inverhills.edu
- 3) [Disability Resources webpage](#)

I would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. My course will include the following:

- 1) Alternate tags that contain appropriate information about the link and/or activity.
- 2) Appropriate color combinations that minimize color blindness effects.
- 3) Appropriate font and font size combinations to improve readability.
- 4) Links to descriptions of accommodation features for our learning platform, e.g. [D2L Accessibility](#), and any additional third party tools, e.g., [MyMathLab Accessibility](#).
- 5) Minimal use of bullets and/or charts that may be confusing to participants who use electronic readers.

Academic and Student Support Services

Please visit the [Inver Hills Community College Student Resources page](#) for links to the following resources and others:

1. Assessment Center – The Assessment Center administers a variety of testing services to prospective and current students. Phone: 651-450-3687 Location: Library - 2nd floor
2. Bookstore – Information about textbook purchases and buybacks. Phone: 651-450-8533 Location: College Center – 1st floor
3. Career & Employment Services - The Career and Employment Services Department helps students and alumni with their vocational and career exploration and searches. Phone: 651-450-3874 Location: College Center 209
4. Counseling – Counselors help students with academic progress, educational planning and goals, and transfers. Phone: 651-450-3508 Location: College Center
5. Disability Services - Disability Services provides access, accommodations and services to students with disabilities. Phone: 651-450-3628 Location: Library 224
6. Enrollment Center - The Enrollment Center handles college application forms, course registration, tuition and payment, transcripts, transfer evaluation, and enrollment verification. Phone: 651-450-3503 Location: College Center
7. Financial Aid – The Financial Aid Office provides information about financial assistance. Phone: 651-450-3495 Location: College Center 257
8. Library – Provides links to all library services. Phone: 651-450-3625 Location: Library
9. Math Center - The Math Center is an open work area where students can work on math assignments with assistance available. Phone: 651-450-3895 Location: Library - 2nd floor
10. Peer Tutoring - Peer Tutoring is a free service that provides Inver Hills students with scheduled academic assistance. Phone: 651-450-3693 Location: Library, Room 244
11. Smarthinking Online Tutoring - Smarthinking is an online tutoring service available to all Inver Hills students to use from both on and off campus.
12. Veteran Services – Information for current and prospective veteran students on resources and benefits. Phone: 651-450-3862 Location: Library 213
13. Writing Center - The Writing Center offers students individual tutoring in every phase of the writing process, from generating ideas to drafting and editing a paper to documenting sources. Phone: 651-450-3598 Location: Library - 2nd Floor

Suggestions for successfully completing this course

1. Follow the Weekly Schedule; don't take weeks off from the course.
2. Start working on HW and activities as soon as possible. I have no problem with students working together to complete activities; in fact, I strongly encourage it! I expect to see many discussion board posts or questions asked in class or office hours, especially related to the activities.
3. Watch all of my Video Lectures posted on the Content page of D2L if you are not fully understanding the lecture given in class.
4. Make sure you use all of your resources to learn the course material. Read through the text; watch my Video Lectures as well as those on MyMathLab; work through guided problems on MyMathLab; work through suggested homework problems in the text and on MyMathLab; and use the Multimedia Library on MyMathLab to view sample problems, animations, video clips, etc.
5. Attend on-campus and online office hours.
6. Get help on HW and activities in the Math Center or with a free Peer Tutor. Work together with fellow students!
7. **SHOW YOUR WORK** on all Activities, Quizzes, Exams and the Final.
8. Take your quizzes as soon as you feel you understand the material that the quiz covers well; don't leave quizzes until the day or night before the deadline. If you are having trouble figuring out how to type in answers correctly, try doing the HW on MyMathLab first.
9. **DON'T FALL BEHIND!!!** (It bears repeating!)
10. Ask for help when you need it. Use the discussion board to ask your questions – chances are good that at least a few other students have the same questions, and you will be doing them a favor by asking.

