

SYLLABUS EXAMPLE #2

Math 200: Elementary Algebra

Section Number: 0001

Instructor Name, Office Location, Office Phone, Email, and Office Hours.

Class Time, Class Location, and Important Dates.

Objectives: Math 200 is designed to introduce the fundamentals of algebra. Math 200 covers algebraic notation, variables, algebraic operations, equalities, and inequalities, substitution, factoring, polynomials, exponents, and solving linear equations.

Methods of presentation: The textbook, handouts, and transparencies will be used to present course material. Students should ask questions if they do not understand a concept.

Class rules:

1. Attendance is mandatory. I will be taking roll at the beginning of class, before the break, after the break and at the end of class. You must be present for a whole session or it will count as an absence. Starting with your 4th absence you will lose 3% off of your total class grade for each absence. On your 12th absence you will be dropped from the class, unless the drop deadline has passed, in which case you will receive an F for the class. Attendance is critical for being successful in any class. Any appointment should be scheduled so that it will not conflict with class.
2. No late homework assignments are accepted. No make up quizzes will be given. If you miss a quiz, you will be given a zero for that assignment.
3. No cell phones/pagers in class. If they ring or disturb the class, you will be given a verbal warning. The second time it occurs, you will be excused from class.
4. Cheating is not tolerated. If you use someone else's work as your own, you will receive an F for that assignment and possibly for the class. I expect to see your work.
5. Do not come into the classroom late. If for some reason you have to arrive after the class has started come in as quietly as possible and sit in the nearest open desk. Do not walk past the class to come to the front to sit or turn in homework. If you cannot enter the classroom in a non- disruptive behavior you will be asked to leave.
6. I give a lot of partial credit so show all work on homework, quizzes and exams.
7. You may only use a calculator not an electronic device such as a Palm Pilot or cell phone even though it may have calculator functions. Also your calculator must be able to function free of making noise.
8. If you are not present when I return tests and assignments you must come to my office to pick your material. It is your responsibility to pick up the material. I will purge everything at the end of the semester.
9. Lecture is intended to be a supplement to the book. You are responsible for the contents of the text.
10. Talk to me because I want to help you. The earlier in the semester you do this, the better. ☺
11. The syllabus and schedule are subject to change with notice from the instructor. You are responsible for noting these changes.