

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**

City University of New York

**Department of Mathematics**

**Elementary Algebra**

**MAT 51**

**Credits: 0**

**Class hours: 4**

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See the math department general MAT 51 syllabus for detailed course description, pre/co-requisites, department-level student learning outcomes, and more details on the textbook.

### **Purchasing WebAssign access code**

The cheapest method is to buy the access card directly on the publisher's website. They will mail you a paper card, and it will take some time (perhaps a week) to get to you. In order to get the card before the free access runs out, you should order the card **during the first week of class.**

1. Go to <http://services.cengagebrain.com/course/site.html?id=3463997> and purchase *WebAssign access code* (with eBook) (\$55.00)

This is also available at the BMCC bookstore for a higher price. If you want to buy a paper copy of the book with the access code, you can also purchase that at the publisher's website above (for a higher price) or at the BMCC bookstore, for an even higher price. All items at the BMCC bookstore will be more expensive than at the publisher's website (listed above).

Alternatively, you can purchase access online when you login to the WebAssign course ([www.webassign.net](http://www.webassign.net), class key: bmcc.cuny 5962 3460), but this will cost you more (last I checked it was \$75). However, it will give you immediate access if you didn't purchase the access card in time.

### **Evaluation & Requirements of Students**

Grading/assignments:

**You need an average of 70% to pass this class.**

Your grade will be based on several kinds of assignments:

- *Projects* (35% of your final grade)  
In this class the primary assignments that we will work on are a series of projects that we will work on in class. If you don't finish them during class time, you will need to complete them at home. **These projects are essential for passing the class-- if you do not complete them, you will not pass.** On the other hand, if you come to class on time and complete all the projects, you are likely to do well on them and to pass the class.
- *Midterm* (15% of your final grade)  
To be taken in class in mid-October. **To do well on this, you will need to have completed all the projects up to that point.**
- *Paper final exam* (15% of your final grade)  
To be taken in class in mid-December. **To do well on this, you will need to have completed all of the projects.**
- *CUNY computer final exam* (35% of your final grade)  
To be taken in class in mid-December in a special computer room and administered by proctors (not me). To do well on this, I recommend completing the practice tests in webassign.

Attendance Policy:

**Attendance at this class is mandatory. Repeated lateness will also be counted as an absence.**

BMCC policy states that a professor may give a student an F or a WU grade once the student has missed more than [1+(the number of hours the course meets each week)] hours of a course for the semester. Because this is a 4 hour course, this means that once you miss **more than 5 hours of class** (every class meeting counts as 2 hours), I could assign you a grade of F or WU. **So once you miss three classes, I could assign you an F or WU grade.**

However, if you:

1. have a good reason for missing class AND
2. you contact me (preferably ahead of time) to let me know what is going on AND
3. you turn in all work,

then I will not assign you an F or a WU grade. If, however, you fail to get in touch with me and/or fail to turn in or make up missing work, you may receive an F or a WU for excessive absences.

#### Policy on Late Work:

*What you should do if you believe you have an excused reason for missing work or turn it in late:* **Contact me as soon as possible!** The best way to contact me is via email or in person before or after class. Illness or death in the family are the most common valid reasons why you may get permission to make up a test or turn work in late; just be prepared, especially if you have missed a test, to give me some kind of documentation. Other unexpected events of a magnitude similar to these may also be considered; just be sure to contact me as soon as possible. The longer you wait to contact me about a situation, the less likely it is that you will be able to make up the missed work.

#### Penalty for late work turned in:

- *Before the last day of classes:* You will receive 70% of the credit for the assignment. This means that the highest grade you can get at this point on the assignment is a 70, unless you have a valid excuse (i.e. sickness, death in the family, etc.) with some kind of documentation, and you have let me know about the problem ASAP.
- *After the last day of classes:* You will receive **NO credit** on this work unless you have a valid excuse (i.e. sickness, death in the family, etc.) with some kind of documentation, and you have let me know about the problem ASAP.

#### **Academic Adjustments/Students with Disabilities:**

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Accessibility (Room N360; 220-8180). BMCC is committed to providing equal access to all programs and curricula to all students.

#### **BMCC Policy Statement on Plagiarism:**

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure of how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's web site, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu).

#### **What to do if you Need Math Help:**

1. **Ask me for help:** Come see me after class or come to my office hours. You can also email me any questions you may have. Be sure to be specific - give me a particular problem or example that you are having trouble with and explain where you are getting lost - the more specific you are about what you don't understand, the more I can help you. "I just don't get this chapter," or "I just don't understand how to do truth tables," for example, are requests for help that don't really give me any information about what you are struggling with, and so it makes it hard for me to give you any meaningful help.
2. **Go to the Math Lab:** You can go to the Math Lab in **room S535** any time they are open to get help. You can get tutoring here, but you will have to be patient, as the tutors are usually helping several students at a time in several different subjects. You will need a **valid BMCC student ID** to get into the math lab. You can also check out the Math Lab webpage at [www.bmcc.cuny.edu/mathlab/](http://www.bmcc.cuny.edu/mathlab/) for current hours.
3. **Contact the Learning Resource Center:** The Learning Resource Center offers several kinds of tutoring. You can take a look at their webpage at [www.bmcc.cuny.edu/lrc/index.html](http://www.bmcc.cuny.edu/lrc/index.html). Some specific kinds of tutoring they offer are:
  - a. **One-on-one tutoring:** To sign up for this, drop by the LRC at the main BMCC campus in **room S510**, call the Tutor Hotline at **212-220-1383**, or email the LRC at [lrc@bmcc.cuny.edu](mailto:lrc@bmcc.cuny.edu). You should have your student ID and your schedule available. If you are interested in one-on-one tutoring at the LRC, it is a good idea to check out the information about what you can expect at tutoring: [www.bmcc.cuny.edu/lrc/tutoring/expect.html](http://www.bmcc.cuny.edu/lrc/tutoring/expect.html) or the LRC's frequently asked questions about tutoring: [www.bmcc.cuny.edu/lrc/tutoring/faq\\_tutoring.html](http://www.bmcc.cuny.edu/lrc/tutoring/faq_tutoring.html).
  - b. **Online tutoring:** The LRC also offers online e-tutoring, where you can submit any questions via email and get a response within 24 hours (or if it is a weekend or vacation, by the next day that classes are in session). To submit a question to the e-tutors, just visit the webpage: [www.bmcc.cuny.edu/etutoring/](http://www.bmcc.cuny.edu/etutoring/). You can also contact the e-tutoring office by phone at **212-220-1380** or by email at [e-tutoring@bmcc.cuny.edu](mailto:e-tutoring@bmcc.cuny.edu) if you have any questions about the program.