STUDENT ORIENTATION FOR MTH 020
ELEMENTARY ALGEBRA

Instructor: _____   **Section:** _____

This handout details the policies and grading standards governing this course.

PLACEMENT: You should take MTH 020 if you are not CUNY Math Proficient. Students whose major require ANY 100 level mathematics course as the only Math requirement can opt for MTH 104 instead of MTH 020. See your adviser for permission and details. MTH 020 is a pre-requisite for MTH 030, 102 and 113.

ATTENDANCE

- **All students should purchase access codes to My Math Lab with the e-book to be able to take MTH 020 in the Fall 2022.**
- CSI policy on attendance states that **"students are expected to attend all sessions."** A student with **more than eight hours** of unexcused absences (in a course meeting of four hours per week) will be given a grade of **WU** (Withdrew Unofficially), subject to the discretion of the instructor.
- An absence may be excused if it is due to a **documented** illness, accident, or other severe personal problem. An **unexcused lateness counts as one-half an absence**.

BEHAVIOR

- **No cell phones or beepers are permitted to be on in the classroom** unless a student has an emergency and speaks to the instructor at the beginning of class.

- **Inappropriate behavior in the classroom will not be tolerated.** Any ongoing rude or disruptive behavior in the classroom will be reported to the administration of the department or the College and appropriate disciplinary action will be taken.

- **Tutoring: Free tutoring** help will be available in tutoring centers in 1S-214 (Math Department Tutoring Center; call 718-982-3600 for information), and 1L-117 (Office of Academic Support; call 718-982-3963 for information). For online homework help, call the MyMathLab Tutor Center at 1-888-777-0463.

CLASS EXAMS

- There will be **three in-class exams** each 100 minutes and a **departmental common final exam**; scientific calculators are permitted on exams.

- A make-up exam may be given at the discretion of your instructor in case of illness or a personal emergency. Documentation may be required in such cases. **No make-up exams will be permitted after the graded exam has been returned to the class.**

COURSE MATERIALS

1) My Math Lab instructions (To enroll in online MML needed for all homework)
2) Student course outline
3) Student Orientation
4) Four Practice Sheets (To be brought to every class).
5) Four Problem Sets
6) Three review sheets (To be used for the three in-class exams)
7) Sample Final Exams C, D and E for the final exam CEAFE
8) End of semester memo to be distributed at the end of the semester

You can access and print the required materials from the **CSI Remedial Math webpage**:

https://www.math.csi.cuny.edu/Courses/Remediation/Mth020/

You will be required to bring them to class and/or hand them in.

Supplemental materials can also be found at:

http://www2.cuny.edu/academics/testing/cuny-assessment-tests/test-preparation-resources/

COURSE MATERIALS:

- **MyMathLab Student Access Kit: includes the online homework and online textbook.**
- ✓ You must buy the MyMathLab Student Access Kit (for the online homework); it may be purchased online with a credit card as you register for MyMathLab at www.mymathlab.com. (Your instructor will give you a handout of registration instructions.)
- ✓ The CSI bookstore sells a purchase code for the Student Access Kit (which includes eBook) as well as the optional hard copy of the textbook.
- ✓ *WARNING*: The Pearson Educational Corp. (publisher of MyMathLab) does not guarantee any MyMathLab Student Access Kit that is not purchased from their website or the college bookstore. If you purchase an Access Kit through another website and it turns out to be invalid or already used by another person in a previous semester, you have to seek a refund or replacement from the seller, not from Pearson Corp. or CSI.

✓ ***IMPORTANT***: If you decide to buy a used book from friend or online source, please be aware that **used books do not include the MyMathLab Student Access Kit** because the access code number cannot be reused by another person. **Note that a CD with the title "Pass the Test" is bound into the front of the textbook; this CD is NOT the MyMathLab Student Access Kit!**

✓ Hard copies of the textbook are on Reserve in the library, but you must buy your own MyMathLab Student Access Kit.

- **Elementary Algebra: Concepts and Applications, by Marvin L. Bittinger and David J. Ellenbogen, 9th edition, with MyMathLab Student Access Kit. (Pearson/Addison Wesley)**

HOMEWORK: Statistical analysis conducted by the Math dept. has shown a student's chances for successfully passing MTH 020 are significantly improved by completing at least 70% of all homework

The software program **MyMathLab** is required for online homework assignments, which are part of the course requirement. Your progress will be monitored by your instructor. Your instructor may assign you **5 extra points** on each of your three in-class exams if you complete 70% of your homework pertaining to that exam before you take that exam.

- The homework assignment for each class lecture (see your Course Outline) must be completed as soon as assigned by your instructor. They will be graded online. Your homework will be part of your course grade. (See the following section on "Course Grade" for more details.)

- Homework material from exams on MyMathLab will be "closed" after that exam.

- Homework may be completed on your personal computer, or on campus computers or labs (1L-202, 1L-212,1C-213, 3N-217).

COURSE GRADE:

Before assigning the course grade, instructors will calculate the average overall course grade (in percent) as follows:

➢ There are four scores a student will receive for the in-class work:

1) Exam 1: score range: 0 –100 points
2) Exam 2: score range: 0 –100 points
3) Exam 3: score range: 0 –100 points
4) MyMathLab Homework grade: Score range: 0 –100 points

➢ The lowest score among the above 4 scores will be dropped.

- **Step 1: The in-class average (percent) will be calculated as follows:**

  $$\frac{\textbf{Sum of the above 3 remaining scores (after the lowest one is dropped)}}{\textbf{3}}$$

- **Step 2: The overall course average (percent) will be calculated as follows:**

  0.65 × (the percent in-class average, as calculated in Step 1)

  + 0.35 × (the percent score on the common departmental final exam)

The overall course average (in percent) as calculated in Step 2, as well as the score on the CUNY common departmental final, will be used to assign the letter grade.

LETTER GRADE:

S = 85% or better overall course average.
If a student receives this grade then he/she may skip MTH 030 and take the new MTH 035 (0 credit, 2 hour course) AND MTH 123 in the same semester, thus accelerating the student's progression through the math requirements by one semester (If they need MTH 123 for their curriculum)

P = 70% or better overall course average

INC = Incomplete grades are only granted to those students with <u>an in-class average of 70% or higher</u> who miss the final exam due to an emergency that can be verified. The make-up final must be given be given immediately before the next academic semester begins. **It is the student and his/her instructor duty to do so.**

Students must receive a recalculated overall course average of at least 70**%** for an **INC** grade to be changed to a **P** grade.

<u>If the student does not take this opportunity, their INC grade will change to an F and they will have to retake the whole class</u>. If they were preregistered for the next math course, they will be deregistered from that course and they must retake MTH 020.

A grade of INC may also be granted in the event of an emergency that prevents the student from completing all the course requirements, if the student is passing the course when the emergency occurs.
Documentation must be provided and is subject to verification by the department.

F = Overall course average below 70%

WU = Excessively absent (More than four class sessions/ eight hours)

CUNY MATH PROFICIENCY: NEW CUNY POLICY

- **Achieving CUNY mathematics proficiency is required by CUNY Central, and all students must meet this requirement within one year upon entry to any CUNY college.**

    o Any student who is not CUNY proficient in Reading, Writing, and/or Mathematics within one year after entering CSI **may be academically dismissed from CSI.**

    o A student can become CUNY math proficient at CSI if he/ she passes MTH 20 with a passing grade. Students may check the catalog or speak to an advisor in their major department or a general advisor regarding the appropriate next math course.