Course Information
Math 1314 College Algebra

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MATH DEPARTMENT WEBSITE: nhcmath.nhmccd.edu
To access supplemental worksheets for College Algebra go to the department website and follow these links:
- Course Handouts
- Math 1314 College Algebra
- Supplemental Worksheets

Office Hours:
MW: 9:30 am to 10:30 am and 2:30 pm to 3:30 pm
TT: 10:30 am to 11:30 am and 3:00 pm to 4:00 pm
Friday: 9:30 am to 10:30 am

Keys to being a successful college math student:
1. As Woody Allen once said “The most important thing in life is showing up”. On any given day you may have many temptations to do other things besides being in class. Why come to class? First, you will learn more and I will not go back over material for you in class because you missed the last class day. Second, good attendance might count when you need the benefit of a doubt when it comes to assigning grades. Keep this benefit!
2. Prepare for class. Read the material BEFORE you come to class. This way, in-class lecture material will be more of a review.
3. Don’t confuse note-taking with stenography. You cannot possibly write down everything that is said in class and concentrate at the same time. Develop your own personal short-hand. Fill in details later. Tape the class if you wish.
4. Participate in class. No matter what your career, the ability to speak comfortably in a group is a huge benefit. Besides, your instructor will quickly learn that you are interested in the class.
5. Spend time studying almost every night (or day). Study in a place with no distractions. Focus on learning the material, not on cramming facts to be regurgitated on the next exam. Learning implies understanding, retaining, integrating and applying the knowledge you acquire. Focus on learning the material, rather than on achieving a grade on an exam. Doing this will reduce stress late in the semester. If you have truly learned the material, grades tend to take care of themselves.
6. Final exams are a losing proposition. Do not put yourself in the situation where you have to do well on the final exam in order to pass.
7. Take advantage of the opportunity to learn the art of written and oral communication. In mathematics, communication is as important as knowledge. Possessing knowledge is only one-half of the equation, the other half is having the ability to convey your knowledge to others in precise and concise terms, both verbally and in writing.
8. Study with other people. Surround yourself with people who want to do well in the course. Quickly abandon study groups whose main purpose is something other than success in class.

Calculation of your Final Grade:
Your final average will be determined using three components: daily grades, regular exams and the final exam.
The following percentages will be used to calculate your final average:
Average of all daily grades: 20%
Average of all Regular Exams: 60%
Final Exam: 20%
Note: The final exam will also take the place of the lowest test grade if it is higher.

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\text{final average} = 0.20(\text{daily average}) + 0.60(\text{average of all 3 exams}) + 0.20(\text{final exam})
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An explanation of each type of grade follows:
Daily Grades and Your Notebook
During the semester you will have short quizzes, assignments and activities to be done in class. Some of these will be done individually and some will be done in groups. When work to be turned in for a grade is completed in groups each member of the group will get the same grade. Only one set will be turned in from each group. Sometimes I give quizzes based on what is in your notebook like homework, syllabi, old tests, notes etc. I call these quizzes notebook quizzes. The lowest daily grade will be dropped and the rest will be averaged. It will be helpful to you to organize a three ring binder that is organized into the following sections:
1. Course information, syllabus etc.
2. Notes from class - please date all notes
3. Homework - date homework and state the date and section number of each assignment
4. Exams
5. All daily grades that are not done in groups
Notebook quizzes will typically be announced a day ahead of time.

Regular Exams and the Final Exam
You will have 3 exams during the semester. You must show all work on exams. At the end of the semester you will have a comprehensive final exam. A week before the exam you will be given a review sheet with answers. Do not worry about this exam until you get this review sheet. Hard work during the semester is the best preparation possible for the final exam!

Missing an Exam
In general make-ups are not allowed for work that is missed. However, if you have a good reason to miss an exam you must call me as soon as possible. A make-up exam will not be given after graded exams have been returned. The final exam grade will be substituted in place of the missed grade.

Withdrawing From Class
I reserve the right to drop any student with 3 or more unexcused absences. Please be in class and do not get in the habit of missing or being late. These habits will be detrimental to your success in this course.

Calculators
I will use graphing calculators throughout the semester as an aid to understanding certain concepts. The department owns classroom sets of TI-83+ graphing calculators. I will bring these to class fairly often. On exams you must use my calculators. You may not use your own personal calculator on an exam. There will be no exceptions to this policy.

Cell Phones, Beepers etc.
It is very rude to leave a beeper or phone in the “ring” mode and have it go off during class. Please leave all such devices in vibrate mode or do not bring them into class at all. If you have a cell phone with you it is to remain in a purse or backpack at all times. Having a cell phone out during an exam will be considered a violation of the Academic Honesty Policy below.

Academic Honesty and Class Honor Code
Unless you are notified beforehand, collaboration with others on any graded work is prohibited. Violations of this policy will result in a 0 for that work. Commit yourself to acting honorably in class: do not distract others, think for a second before asking questions in class, be on time, fairly and honestly assess your own performance in class, do not pay attention to how others are doing in class, take ownership of your successes and your failures, get help immediately if you are lost or fall behind, take responsibility for getting caught up if you miss class, only miss class when you cannot avoid it, in each class you take learn your instructor’s name, use the proper title when addressing your instructor, only use their first names if they specifically tell you to do so, show respect for your instructor and classmates, and be truthful any time you deal with your instructor or classmates. Honor is a two-way street. As your instructor I commit to acting honorably as I work with you in class.