

# CLASS POLICY

SPRING 2010

January 11<sup>th</sup> – April 28<sup>th</sup>, 2010

MATH 096 – INTRODUCTORY ALGEBRA

Section 600: ARR. (Online Internet)

Students must enroll in the San Juan College course through the SJC Registrar's Office BEFORE attempting to register with Thinkwell.

**Finding the Course Online:** You must go to the following website:

[www.thinkwell.com](http://www.thinkwell.com)

**This is NOT an ANGEL course.**  
**You will not find it on ANGEL**

**\*PREREQUISITE\***

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**For This Course:** Successful completion in Math 095; Pre-Algebra with a grade of "C" or higher or ACCUPLACER placement into Math 096; Introductory Algebra or higher.

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**Students registering for this course both with SJC & Thinkwell are stating that they DO meet the SJC prerequisite. Those students found registered for the course & DO NOT meet the prerequisites will be dropped immediately.**

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## INSTRUCTOR INFORMATION

**INSTRUCTOR:** Vernon Willie

**Phone:** (505) 566-3306

**OFFICE:** Mathematics Dept. Room #1640

**Email:** williev@sanjuancollege.edu

**TEXT:** \*\*Purchase ALL material listed below at the [www.thinkwell.com](http://www.thinkwell.com) website.

**"Beginning Algebra – Online Subscription"**, by Burger.

**"Beginning Algebra – Workbook"**, by Burger.

## COURSE EVALUATION

### **Basis for Evaluation:**

- 1.) 6 in-class exams will be 65% of your grade.
- 2.) Homework will be 15% of your grade.
- 3.) A Comprehensive Final Exam will be 20% of your grade.

<b>Grade Scale:</b>	<b><u>% of Pt.:</u></b>	<b><u>At least a Grade of:</u></b>
	90-100%	A
	80-89%	B
	70-79%	C
	60-69%	D
	00-59%	F

## **OTHER POLICIES**

### **Academic Honesty Rules:**

San Juan College expects all students to adhere to the Academic Rules as posted on our website, <http://www.sanjuancollege.edu/AcademicHonesty>. These are official guidelines for all classes at San Juan College. (Note: Cheating or plagiarism will not be tolerated; such behavior will result in a failing grade for the course.)

### **Americans with Disabilities Act:**

Students who need academic accommodations (i.e., note-taker, interpreter, special seating, etc.) need to contact the Students with Disabilities on Campus Coordinator (SDOC) in the Counseling Center, to verify their disabilities and to develop accommodation strategies.

**Attendance:** Believe it or not, attendance is a big part of this internet course. In order to do the homework exercises and scheduled exams, the student must log onto the website. The student's time will be monitored throughout the semester. The instructor will be looking for consistency; the amount of time spent on the website, etc... If a student spends quality time viewing the online lectures, working the homework, completing the exams and keeps in communication with the instructor, then the success rate would be favorable. If a student attempts to get all that is required done in a short amount of time prior to a scheduled exam, the success rate would not be favorable and the student's attendance on the website will be evident.

**Homework:** Homework is assigned and done on-line. The homework can be found under the title, "Exercises" at each section. The homework is set up to allow the students to view the problems one at a time, work the problems and view the result. If the student's answer is not correct, the homework will allow the student to again, review the problem and let the student make the correction. Students will be allowed to print the homework problems as well. Once the homework is done, the student will submit the homework and it will show up on the instructor's roster. It is vitally important that the student be consistent and not put off doing the homework. If the student gets too far behind in the homework, the homework access will be denied and the student will receive a score of zero for each homework not completed or missed.

**Exams:** Exams will be taken on-line by the student. The student is allowed only one attempt for each exam. The exams will be "opened" on-line for a certain time period, referred to as a "window" of time. It is very important the student takes the exam during the

time period allowed. **There are no “make-up” exams once the window has closed under any condition.**

Notice, the Thinkwell server has set their time to Central Standard Time. Meaning, if the exam states it is open until 23:59 p.m. CST (that means 11:59 p.m.) ...it means that you must take and finish/complete the exam by 10:59 p.m. MST (Mountain Standard Time). **If you start a quiz and do not finish it before the deadline, it will go in as a score of zero.** The server will allow you to finish the exam but it will still give you a score of zero. **Again, it is the student’s responsibility to complete the exam BEFORE the Date/Time deadline or you will get a score of zero.**

The exams are divided up into specific chapter or chapters. When a student has logged onto an exam, the student must complete the exam in that sitting. The student will not be allowed to save and come back to the exam later. The student will receive the questions one at a time and once an answer has been selected and submitted, the student will not be allowed to return to the question(s). It is very important that the student has pencil and paper with them to work out the problem, and then submit an answer.

It is the student’s responsibility to be honest in taking the online exams. **No one is allowed to have any exam taken by or assisted by another student or individual. If there is any indication of such activity taking place, the student will be disenrolled from the course and given a failing grade.** Believe me, there are ways of determining if such activity is taking place. One of the most common indications is that most students/individuals who take the exam for the enrolled student end up confessing to the Instructor due to some mishap between the parties involved. Don’t risk it.

**FINAL EXAM:** The Final Exam **will** be taken online at the Thinkwell website:

**Final Exam “Window” Period: Thursday, April 29<sup>th</sup> – Monday, May 3<sup>rd</sup>, 2010**

The Final Exam will be comprehensive and pertain to material that was covered throughout the semester. Thus, it is very important that you prepare for the final exam. Students must take the exam during the scheduled “Window” Period; plenty of time will be given (6 days) for students to take the final exam. Thus, no one is allowed to take the exam early. If you miss the final exam during the “Window” period, **you will not be allowed to make it up.** This will result in a grade of an “F” for the semester. Thus, it is very important to schedule time aside for the final exam. I strongly recommend that you set in your schedule a Priority Time and an Alternative Time to take the exam; that way, you have a “backup” time to take the final exam. Once you have logged in to the final exam, you must complete the exam in one sitting. You will not be allowed to save or log off and return to it later . . . again, **COMPLETE THE FINAL EXAM IN ONE SITTING.**

**Student’s Computer/Laptop/Internet Service Responsibilities:**

Students must be sure that they have good access to and are working on a reliable computer (desktop or laptop), . . . **that is the Student’s responsibility.** Students must make sure that they have good access to a reliable internet connection, again **this is**

the Student's responsibility. If your computer, laptop or internet service that you are working on "crashes" or "breaks down", that is NOT an excuse for missing homework exercises or missing an exam at the scheduled time. The student must find another avenue (use another computer or laptop, etc. . . ) as soon as possible to continue (IMMEDIATELY) and complete the required material in the course on time. Remember, there are no "make-up exams" under any conditions.

**Other:**

The Drop deadline is Friday, April 2<sup>nd</sup>, 2010 COB.

**If needed, Addendum(s) will follow the Class Policy.**

Class preparation is crucial, please be prepared and ready to focus on your goals for this course.