

## NORTHEASTERN ILLINOIS UNIVERSITY

**Math 091: Basic Algebra**

**Standards & Policy**

### **COURSE EVALUATION: GRADING**

*There will be six unit grades consisting of five tests and the homework average. The final grade will be the average of these scores with no test score dropped. The grading scale is:*

*100-90 = A,      89-80 = B,      79-70 = C,      69-65 = D,      64-0 = F.*

*If a student knows that he/she is going to miss an exam, the instructor must be notified in writing at least one week prior to the test date and request an alternate date which must be before the scheduled date. A student must notify the instructor by e-mail within 24 hours of a missed exam in order to receive consideration for an excused absence. The student must document in writing the reason for the test absence. Failure to provide documentation will be recorded as a test grade of zero for that unit. There are no make-up tests. If an excused absence is granted by the instructor, the cumulative exam during the final schedule will replace the missing test score, or the student may drop that test assuming all homework checks have been granted. If a student misses two exams, a withdrawal from class is recommended. Incompletes are only given for serious reasons and requests must be documented. Students must be passing with a grade of 70 or more to receive consideration for an incomplete.*

*If a student writes all five unit tests, the cumulative exam score scheduled during the final exam will replace the lowest remaining unit score if the final exam score is higher.*

### **GETTING HELP**

*Meet with your instructor during his / her office hours. Your instructor is the first and foremost learning resource. The Math Lab is located in the 4<sup>th</sup> Floor of the Library. Michael Martindale is the Lab Supervisor, e-mail: [m-martindale@neiu.edu](mailto:m-martindale@neiu.edu), telephone number: 773- 442-5769. The Lab offers tutoring, instructional software, and math web sites. Thomas Blackburn is Math Development Coordinator, Office: Science S 204 E, e-mail: [t-blackburn1@neiu.edu](mailto:t-blackburn1@neiu.edu), telephone: (773) 442-5766.*

### **WITHDRAWAL FROM CLASS**

*Students are responsible for knowing their current test average and if below 70 at Mid-Term should consider withdrawal from the class. See your Instructor and your Academic Advisor for further information prior to the Withdrawal Date. Only students can withdraw from class by NEIUPORT Registration.*

### **CLASS REQUIREMENTS & MANAGEMENT**

*Students are expected to be on time and prepared for each class. Class attendance is required. Two Final Grade Points may be deducted for each unexcused absence after the fourth absence after a face-to-face meeting with myself regarding attendance. A tardy is an absence. The accumulation of twelve unexcused absences determines a grade of "F" regardless of the grade record. Students are not to leave the classroom without the permission of the instructor except for emergencies, and this must be explained to the instructor after class or the student will be marked absent. Cell phones and other electronic media must be turned off during class and not be on the desk top. Students are required to have Student ID's with them on test days. Visitors are not allowed in class. The instructor reserves the right to assign seats and to limit food or drinks. Students are encouraged to request a conference with the instructor in regard to any aspect of the course. If a student is asked to leave the class by the instructor, the student is suspended from class until a meeting with the instructor, the department coordinator, and student is held.*



NORTHEASTERN ILLINOIS UNIVERSITY

**Developmental Mathematics Program**                      **Math 091: Basic Algebra,**  
**Standards & Policy: El Centro / Mr. Gimbel**

**EL CENTRO TELEPHONE: 773-442-4080 (Carefully Leave Message)**

**REQUIRED TEXTBOOK: INTRODUCTORY ALGEBRA**, by Elayn Martin-Gay, Pearson Prentice Hall,  
Third Edition, ISBN: 0-13-186839-X

**PREREQUISITES**

The prerequisite for Math 091 is either the appropriate score on the NEIU Math Placement Test or a Math ACT scores from 16 to 18. Math 091 prepares you for Math 092, Intermediate Algebra. Be advised that the zero digit in 091 means that this course is not for graduation credit. However, the grade is used in calculating your grade point average.

**COURSE DESCRIPTION**

Math 091, Basic Algebra, seeks to develop an understanding of the structures of elementary algebra such as linear and quadratic equations, operations on polynomials, factoring polynomials, and graphing linear equations in the rectangular coordinate system. The writing of mathematics as a logical process will be emphasized. Students will be able to apply these skills to variety of real world problems.

**CORE ACADEMIC REQUIREMENT**

Students are required to demonstrate the ability to read, understand, write, and process fundamental algebraic structures without the use of technology. This includes the arithmetic of rational numbers, simplifying expressions, operations on polynomials, and solving linear equations and inequalities. . Calculator type and use is limited to specific topics.

**REQUIRED STUDY PRACTICES**

**Two separately bound notebooks are required, one for class notes and handouts, while the other is for homework. Homework must be documented by step by step written solutions. Your notebook also needs to show coherent organization, as well as careful attention to main concepts, definitions, examples, and vocabulary. Bring your notebooks to every class. Both notebooks will be collected on test days. Quality of the class notebook will be reflected by ten test points on each test. Homework notebook will be checked for completeness. If all homework checks are satisfactory, I will then allow the lowest test grade to be dropped for calculation of final grade. A scientific calculator is allowed on the last three unit tests. TI 30X IIS is recommended. Graphing Calculators, TI 82, TI 83, etc. are not allowed.**

