

MAT.0650 - ELEMENTARY ALGEBRA

SUPPLEMENTAL GUIDELINE

- This is a supplement to the Department Guideline.
- **Instructor:** Tian Cai
 - eMail: tcai@citytech.cuny.edu
 - Office Hour: Thursday 4:00 pm - 5:00 pm; Or by Appointment.
 - Place: N724
 - OpenLab Link: <http://openlab.citytech.cuny.edu/tcaimat0650e630fall12013/>
- **Textbook:** Hutchison's Beginning Algebra, 8th Edition.
 - By Baratto, Stefan; Bergman, Barry; Hutchison, Donald
 - McGraw-Hill
 - ISBN: 978-0-07-777357-1
- **Assessment: Class Average**
 - Course Average = $0.3(\text{Class Average}) + 0.35(\text{Departmental Final Exam}) + 0.35(\text{CEAFE})$
 - * Your Departmental Final Exam Grade and CEAFE Grade are the scores you get in the two corresponding exams.
 - * Your Class Average is determined by policies listed below.
 - Your Class Average(**C**) is determined by attendance grade(**A**), homework grade(**H**), and test grade(**T**).
 - * **A** = The count of attendance.
 - Each attendance is counted as 1 point.
 - Attending late or leaving early will discount the attendance grade of that day to 0.5 point.
 - Attending late AND leaving early on the same day will reduce the attendance grade of that day to 0 point.
 - * **H** = The average of all but one lowest homework grade. Each homework is graded on a 100-point scale.
 - * **T** = The average of the test grades. Each test is graded on a 100-point scale.
 - If you are NOT **Excessively Absent**, your **T** is the average where 1 lowest test grade is dropped.
 - If you **ARE Excessively Absent**, your **T** is simply the average of all your test grades.
 - * **C** is the **Higher** of the following 2 calculations
 - $C_1 = A + 0.2H + 0.55T$
 - $C_2 = A + 0.3H + 0.45T$
 - Please read the Department Guideline for detailed passing and non-passing grading system.
- **Homework Policy**
 - Homework assignments can be found under the “Assignments” tab in OpenLab. That is, <http://openlab.citytech.cuny.edu/tcaimat0650e630fall12013/assignments/>
 - Homework is due by the end of class on Wednesday.
 - Every student is expected to hand in every homework assignment on time. No late homework will be accepted without an appropriate excuse. In such situations, you need to inform me in advance if possible, and bring in a proof.
 - You should not use a calculator in any homework.

- You are encouraged to work in groups for homework assignments. However, each of you has to do your own homework. Copying homework from one another will result in 0 in the homework grade.
- You can also seek help from the services provided by the school. Such as The Learning Center, The Student Services program, or Seek program if you are eligible.

- **Test Policy**

- There are 4 tests throughout the entire semester.
- Every student is expected to sit in every test session. No make-up of any of the 4 tests will be given.
- A test review sheet, which covers all materials of the actual test, will be provided at least one week before the test day. Note that the actual test does NOT contain all the materials at the review sheet.
- No Calculator is allowed in any test.
- Everyone should be carrying your university ID card to any test. You may be asked to show your ID card during your test.
- Every test is started at the beginning of the class. If you are late, you must try your test in the remaining time.

- **Contacting and Visiting Me**

- If you have any concern regarding the policies listed above, please do not hesitate to contact me.
- If you have any difficulty with your class work, you are always welcome to visit me.
- In theory, no appointment will be needed during office hour. However, if you can inform me in advance about your visit and its purpose, I will be greatly appreciated.
- If you need to write me an email, please start the subject line with **MAT.0650**, and use your City Tech email.

- **Important Withdrawal Dates**

- LAST DAY to withdraw without a grade of “W” being assigned, is **Tuesday, September 17**.
- LAST DAY to withdraw **with** “W” grade, is **Thursday, November 7**.
- LAST DAY to withdraw **with** “WF” grade, is **Friday, December 13**.