Instructor Information

Instructor:  Rachel Caruthers  
Office:  LRS 237  
Mailbox:  LRS Faculty Offices  
Hours:  Tues/Thurs 1:30pm – 4:00pm  
Phone:  501-812-2351  
Email:  rcaruthers@uaptc.edu  (Best and Fastest way to contact me!)

*All emails and telephone calls will receive a response within two business days.

Chair:  Denise Hammett  (501)812-2874  denisehammett@uaptc.edu  
Dean:  Dr. Marico Bryant  Howe  (501)812-2342  mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

In Person

Instructor is physically in the classroom and delivering content in a face-to-face format for ALL meetings of the class. We may make use of computers, internet or other electronic media in the classroom on any given day. Students may be directed to online material provided by the publisher, or to other internet accessible sources as part of their course work.

Class Days and Meeting Times:

Lab Time – Tues/Thurs - LRS 227 – 12:15pm to 1:05pm

Catalog Description

1 Credit Hour (2 contact hours per week)

This course is a corequisite support course for students enrolled in MATH 1302. As the support course for the credit-bearing course, MATH 1302, the grade earned in MATH 0102 does not apply toward graduation requirements and is not included in the cumulative grade point average computation.

A TI-83 or TI-84 graphing calculator is required for this course and the course requires an online learning component.

Corequisite: (Students are required to concurrently enroll in MATH 0102 and MATH 1302 when the student has one of the following)

• A score of 18-21 on the Mathematics section of the ACT,
• A score of 63-96 on the Accuplacer Elementary Algebra Placement Test,
• A score of 35-49 on the COMPASS Algebra Placement Test,
• A grade of “C” or better in MATH 0302
**Purpose:** The purpose of this support course is to review (or teach) concepts that require understanding and mastery prior to material that is to be taught in the main math course. It is imperative that students learn these skills to be successful in the main math course.

**Course Materials**

Required Materials: **No additional resources are required for the support course.** This course uses the same materials as MATH 1302 and those materials are listed below.

MyLabsPlus Access Code ISBN: 9780558926809  (There is an etext pre-loaded).  **Or**


Calculator: A TI-83 or 84 calculator is required for the course. No other brands of calculator will be supported and no Texas Instrument models other than 83’s and 84’s will be discussed. TI-89 models and TI-Nspires cannot be used.

(Please note, you do not need to purchase the physical textbook unless you prefer to have an actual book versus an etext book which can be viewed in the MyLabsPlus software. So, you can purchase the MyLabsPlus Access Code listed above or you can purchase the actual book which comes with an Access Code. You will need the calculator mentioned above.)

*If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account. This will allow you to purchase your book early and will alleviate you getting behind this semester.*

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at [http://www.uaptc.edu/footer-navigation/tutoring-center](http://www.uaptc.edu/footer-navigation/tutoring-center)

MLP Technical Support: If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8pm  (All times are Eastern Standard Time)

**Do not contact the UA-PTC IT services department for assistance with MLP issues. Please be sure to contact the 1-800 number that was provided above.**

**Student MyLabsPlus Access**

MyLabsPlus Web Address:  [http://pulaskitech.mylabsplus.com/](http://pulaskitech.mylabsplus.com/) or you can also access the MLP link in UA-PTC’s Portal.

- **Student MyLabsPlus Username:** The first two letters of your first name, your entire last name, and the last four digits of your student ID.
  
  **Your MLP Username:** ______________________________

- **Student MyLabsPlus Password**: Ptcmmmdyyyy (this is the letters “Ptc” and your birthdate)
  
  *If you have previously used MLP with UAPTC, you will need to use that password instead.

  **Your MLP Password:** ______________________________
Once you login in to MyLabsPlus,

1. You will be prompted to accept the terms of the Pearson User License Agreement and Privacy Policy. Click I Accept once you have read the terms of use.

2. You will be prompted to enter the access code that you received with your book. If you have already purchased the book, chose “Access Now”.

3. If you do not have a code, you will choose “Pay Later”. This will give you 14 days of Temporary Access, which will begin on the day you registered in the course. This means that the temporary code could expire at different times for each student since it is based upon the date each student registers into the system. You will need to purchase your book before the temporary access code expires or you will be locked out of MyLabsPlus and you will not have access to your work which could result in zeros on assignments that were missed. DO NOT LOSE YOUR ACCESS CODE ONCE YOU HAVE PURCHASED IT. YOU WILL NOT BE ABLE TO ENTER IT UNTIL THE TEMPORARY ACCESS CODE EXPIRES.

If you have trouble logging in, entering your code or experience issues with not being able to access the course, please contact the Chair of the department. Her name is Denise Hammett and her email is dhammett@uaptc.edu. Please send as much information as you can about the situation including screen shots along with a good working phone number, your username and birthdate.

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla
Department / Program Learning Outcomes

The Mathematics department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and mathematical thought
2. Academic Integrity
3. Independent thinking and learning
4. Quantitative and technological literacy on a collegiate level

Student Learning / Course Outcomes

The overarching goal of College Algebra Support is to provide students with the additional resources to be successful in College Algebra where students will demonstrate:

- The ability to perform and solve basic function operations and algebraic problems using appropriate vocabulary
- Critical thinking to formulate decisions and problem solving based on reasoning and analysis
- The appropriate use of technology to supplement and enhance conceptual understanding, visualization, and inquiry
- The ability to synthesize information from a variety of sources to solve problems and interpret results

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.
Departmental Attendance Policy
All students must sign the roster every day. This is a record of your presence and will be referred to if a discrepancy is found. Thus, if a student does not sign the attendance sheet s/he will be marked ‘absent’. Students are expected to stay the full class time, unless otherwise discussed and previously approved by the instructor.

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.
Attendance is taken starting the first day of the semester and throughout the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences. Instructors set the attendance policy for courses and students’ must follow those policies.

Any student who does not attend class before the roster certification date will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Students who were dropped because they had not attended class, will not be allowed back into the course during that specific term; refunds are automatically added to the student’s account for being reported as Never Attending a class. Instructors set the policies for counting students as “no shows” in the online environment and it is the students’ responsibility to follow those policies to remain in the course.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive tardiness and/or absences are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. More importantly, students who are absent miss important information from lectures, class discussions, handouts and assessments, and can easily fall behind on the material. As mastery is a basis for progression, students will need to be present each day.

Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor.

If the student misses lecture, that student should get the missed material from a fellow student, go over it, then approach the instructor before/after class or during office hours to ask any questions concerning the missed material.

The instructor may also have scheduled class activities, tests, or quizzes for a set amount of time. If a student missed the beginning of such, the instructor is under no obligation to give them longer than the set amount of time the instructor scheduled.

Drop Date (Dropping this support course means also dropping the co-requisite main math course!). The last day to drop a course or withdraw from the college is Friday, November 16th. This course is part of a pilot program and for students to drop this course requires the instructor’s permission. Students need to discuss their unique situation with their instructor, their advisor and their financial aid advisor (if applicable) prior to dropping. Once the decision has been made that dropping the course is the best course of action, then the student can request to drop or withdraw by visiting the student services office on any
campus or by submitting a written, faxed request. **Once the drop form has been received by the registrar’s office, an email will be sent to the instructor and only after the instructor gives permission will the student be dropped.** Faxed requests can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which course you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: [http://www.uaptc.edu/catalog](http://www.uaptc.edu/catalog)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraphs below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Classroom Policies**

Students should feel free to ask questions and participate in classroom discussions, but at the same time refrain from “off topic” talking or disruptions. The instructor reserves the right to stop any behavior which hinders the learning process. In extreme cases, disruptive students may be asked to leave class and not return.

The instructor reserves the right to implement a seating chart (assigned seating).

The instructor reserves the right to not grade any work that is not reasonably neat or legible. This is part of being professional and communicative as following our learning outcomes.

**Email Policy:** Due to UA-PTC’s board policy and privacy issues, please only send emails from your Pulaski Technical College email account. UA-PTC employees (and students) can only receive and send official email through UA-Pulaski Technical College’s email accounts.

Students should include their first and last name, course ID (______________________), and purpose in the subject line of the email.

**Timely Response:** Instructors will normally answer emails and voice mails within 24 hours, except for weekends and times when the college is closed.

**Campus Visitors Policy:** Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled course is being taught. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent.
**Incompletes:** The requirements for awarding a grade of incomplete, “I” can be found in the Academic Catalog.

**Math Department Chair:** Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact after an agreeable resolution has not been found through consultation with the instructor. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

**Cell Phones:** Please turn cell phones on vibrate mode during class time. Texting during class or doing other things on your phone or tablet or smart watch during class not related to the course is not a good idea as concepts being taught will be missed. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

**Homework:** Most, it not all, homework will be worked in MyLabsPlus. MyLabsPlus will keep track of your homework grade which will be used in calculating your total grade. To be successful in the class, all homework needs to be worked. **You are allowed to rework the homework assignments for extra practice and for a higher score (up to 100%) as many times as you like until the due date.** Please be responsible and do assignments by the Due Date shown in MyLabsPlus. **Once the Due Date has passed, you can complete assignments but you will be assessed a 10% penalty. All assignments will close and can no longer be worked on after Sunday, December 9th.**

**Attendance:** Instructors may lower your support homework average 1% for each unexcused absence and only the instructor of the course can approve an excused absence. To have an absence excused, the student must submit a written (or email) request to the instructor either before the absence or within 2 days after the absence. It is the student’s responsibility to avoid absences and to communicate with the instructor when an unavoidable absence is necessary. The instructor and not the student determines what constitutes an excusable absence. Arriving late, leaving during class, or leaving before the end of class may be counted as an unexcused absence and is determined solely by the instructor. Additionally, being in the classroom, but not participating, can also be counted as an unexcused absence. The student should avoid making appointments of any type that would require being absent. Excused absences are only those absences that were absolutely unavoidable and should be rare in occurrence. Remember, instructors determine what constitutes an excused absence and not the student!

A late penalty of 10% may be deducted from the homework score per day after the due date.

**Stuff Happens!**
Servers go down; computers don’t work as anticipated; life throws us curveballs. Be prepared!

Do not wait until the last minute…you may experience completion difficulties! Work ahead of schedule and have a backup plan at a different location in case something happens at your usual location or to your computer; occasionally use your backup plan to make sure it works! Remember that you can use the open labs at PTC and the public libraries have computers.
We do not anticipate difficulties with the MLP server, however if the server goes down unexpectedly, the instructor will try to be lenient about a specific assignment due date, but you should never wait until the day an assignment is due.

Procrastination is the enemy!

Grading Policy

The grade earned in the main math course will also be the grade earned in the support course. Your overall average for the support and main course will be found in MyLabsPlus for the main course. The support course in MyLabsPlus will only show the Support homework average and may not include deductions for unexcused absences. Deductions for unexcused absences will be made by the instructor when the instructor enters the Support Homework Average into the overall grade in the main course in MyLabsPlus.

Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%  B
- 70 to 79%  C
- 60 to 69%  D
- 0 to 59%  F

<table>
<thead>
<tr>
<th>Support Homework: 10%</th>
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</thead>
<tbody>
<tr>
<td>College Algebra Homework: 10%</td>
</tr>
<tr>
<td>Activities: 5%</td>
</tr>
<tr>
<td>CA Regular Tests: 50%</td>
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<tr>
<td>CA Final Exam: 25% (Student will receive an F for the course for failure to take final exam).</td>
</tr>
</tbody>
</table>

Course Average will be calculated as follows:

\[(\text{Support Homework Avg} \times 0.10) + (\text{CA Homework Avg} \times 0.10) + (\text{Activities} \times 0.05) + (\text{CA Regular Tests Avg} \times 0.50) + (\text{CA Final Exam Avg} \times 0.25)\]

Homework – Homework will be assigned for each section discussed. Homework problems will be found in MyLabsPlus. Homework should be worked out on paper and kept in an organized notebook so you will have something to review when needed. Answers obtained for the homework problems need to be entered in MyLabsPlus. You’ll have aids you can click on to help you work the problems if you have trouble or need help. **MyLabsPlus will keep track of your homework percentage.** The instructor will periodically (minimally at midterm and end of term) update the homework average from the support course into the main course average.
* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Academic Dishonesty** (Copyright © 2012 by Jim Vander Putten):

The following definitions are the most common forms of academic dishonesty.

1. **Cheating:** Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes the following classes of dishonesty:
   a. Copying from another student’s paper.
   b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the professor.
   c. Collaboration with another student during the examination.
   d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of a coming examination, or the use of any such material.
   e. Substituting for another person during an examination or allowing such substitution for oneself.
   f. Bribery of any person to obtain examination information.

2. **Collusion:** Collusion is defined as obtaining from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit, to the extent that the work reflects the ideas of the party consulted rather than those of the person in whose name the work is submitted.

3. **Duplicity:** To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

4. **Plagiarism:** To adopt and reproduce as one’s own, to appropriate to one’s own use, and incorporate in one’s own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student or students involved will be that the instructor will assign a grade of F for the examination or assignment involved. The offense may also be reported to the Dean of Students following UA-PTC policy. A ‘zero tolerance’ policy regarding academic dishonesty is in effect for this course.
**Electronic Equipment:** The use of non-calculator electronic devices (such as cell phones, tablets, smart watches, iPad, iPod, etc.) is strictly prohibited during proctored assessments (in-class quizzes, tests, and final exam) and will be considered an act of academic dishonesty. The use of such devices during prohibited times may result in a ‘F’ (zero) on the assignment, and will be reported to the Dean of Students, and may be recorded on your Academic Records at Pulaski Technical College.

Please refer to the UA-PTC Student Handbook referenced above for specific rights and responsibilities surrounding any allegation of academic dishonesty.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at UA - Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu
Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
## Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
<th>Material Covered</th>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
<th>Material Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug</td>
<td>T-14</td>
<td>No Class</td>
<td>10</td>
<td>Oct</td>
<td>T-16</td>
<td>4.4, 4.5, 5.1</td>
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<td></td>
<td></td>
<td>TR-16</td>
<td>Syllabus &amp; 2.1</td>
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<td>TH-18</td>
<td>7.4, 8.6</td>
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<td>2</td>
<td>Aug</td>
<td>T-21</td>
<td>R.6, 1.1, 1.4</td>
<td>11</td>
<td>Oct</td>
<td>T-23</td>
<td>2.2, 4.2, 5.4, 6.4, 5.5, 6.6</td>
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<td>TH-23</td>
<td>R.2, R.6, 4.2</td>
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<td>TH-25</td>
<td>Calculator Review</td>
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<td>TH-30</td>
<td>2.6, 3.7</td>
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<td>Nov</td>
<td>TH-1</td>
<td>Review for Test #3</td>
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<td>4</td>
<td>Sept</td>
<td>T-4</td>
<td>4.2, 4.8</td>
<td>13</td>
<td>Nov</td>
<td>T-6</td>
<td>Wrap Up/Review</td>
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<td>TH-6</td>
<td>Review for Test #1</td>
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<td>TH-8</td>
<td>R.7,5.1</td>
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<tr>
<td>5</td>
<td>Sept</td>
<td>T-11</td>
<td>Wrap up/Review</td>
<td>14</td>
<td>Nov</td>
<td>T-13</td>
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<td>Sept</td>
<td>T-18</td>
<td>1.4, 6.1, 2.5</td>
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<td>M-19</td>
<td>Thanksgiving Break</td>
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<td>F-23</td>
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<td>T-27</td>
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<td>TH-27</td>
<td>6.8, 8.1</td>
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<td>TH-29</td>
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<td>4.3, 4.8, 4.6, 4.7</td>
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<td>Dec</td>
<td>T-4</td>
<td>Wrap Up/Review</td>
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<td>TH-4</td>
<td>Review for Test #2</td>
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<td>Review for Final Exam</td>
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<td>9</td>
<td>Oct</td>
<td>T-9</td>
<td>Wrap up/Review</td>
<td>17</td>
<td>Dec</td>
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<td>Finals Week</td>
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<td>TH-11</td>
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<td>December 8th – 14th</td>
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</table>
**Final Exam Schedule:** There is no final exam in the support course. Your final exam in your CA course is scheduled for Tuesday December 11\textsuperscript{th} at 10:30am-12:30pm

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

**Due Dates:** MLP Support Homework will be due at midnight one week after the material is covered. (For example, if section 2.1, covered on Aug 16\textsuperscript{th}, would be due Aug 23\textsuperscript{rd}.)
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Rachel Caruthers’ College Algebra Support class at UA - Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

As a student in this course, I understand:

1) My attendance and professionalism for the duration of each class is expected.
2) My attention and participation is required for the duration of each class.
3) The Instructor determines what constitutes an excused absence.
4) Unexcused absences may lower my support homework average by 1% for each occurrence.
5) The grade I earn in the main course, with the support homework included, is the grade that will be reported for this course.
6) Dropping this course also means dropping the main math course.
7) An instructor approval is required to drop this course.

________________________________________________________________________

Semester

Date

Print name

Signature

UA-PTC Email address

Telephone