Instructor: __________________    Section: ________________

This handout details the policies and grading standards governing this course.

Who should take MTH 030

- MTH 030 is intended for students who are majoring in STEM disciplines, *(science, technology, engineering, mathematics), business, psychology or education (SLS).* Liberal arts majors do not need to take MTH 030 and should see a math advisor to register for the right course. Some Nursing students (who are not college-ready in mathematics and have a low p-score) may need to take MTH 030 before taking MTH 113 (see a Math advisor).

- MTH 030 is a pre-requisite for (MTH 121, designed for Business students), (MTH 122, designed for Psychology majors) or (MTH 123, designed for students majoring in STEM disciplines, Business, and SLS majors)

- Many students are eligible to take MTH 035 simultaneously with MTH 123 instead of taking MTH 030 and MTH 123 sequentially.

You are eligible to do this if

- You received an S grade in MTH 020.
- Or you satisfied the CUNY college-readiness requirement in Math upon entering CSI, by any criterion such as Regent Scores, SAT/ACT scores, etc. and have a high-school GPA at least 80.
- Or if you did not satisfy CUNY college readiness in Math requirement but have a p-score ≥ 75.

**Note that if you received a P in MTH 020, then you have to take MTH 030 before you can take MTH 121, MTH 122 or MTH 123.**

- If you have any questions with regard to your placement, please contact the math advisor Anthony Conte by email at Anthony.Conte@csi.cuny.edu

Who can enroll in MATH 030

The student must be either **college-ready** in Mathematics (see criteria for CUNY college readiness at [https://www.cuny.edu/academics/testing/testing-faqs/](https://www.cuny.edu/academics/testing/testing-faqs/) or have a **p-score of at least 60**.

You are **exempt from Mth 030** if

- You are college-ready in Mathematics and have a high school GPA of ≥ 85
- Or if you are not college-ready and have a p score of ≥ 80.
COURSE MATERIALS

- **Calculator** (No Graphing or Programmable Calculators. Cell phones, laptops, tablets, or other devices may NOT be used as calculators)

- **MyMathLab Student Access Kit** which includes E-Text, Intermediate Algebra by George Woodbury, 1st edition. Students will be given the course ID by their instructor.

Note: This is a mandatory component since all assessments in the FALL 2020 will be online on MyMathLab.

You can purchase the MyMathLab Student Access Kit online at the CSI bookstore or at Pearson. You can then register for MyMathLab at www.mymathlab.com. Your instructor will give you a handout of registration instructions.

○ **WARNING**: The Pearson Educational Corp. (publisher of MyMathLab) does not guarantee any MyMathLab Student Access Kit that is not purchased from their website, listed above, or from the college bookstore. If you purchase an Access Kit through another website and it turns out to be invalid or already used by another person in a previous semester, you have to seek a refund or replacement from the seller, not from Pearson Corp. or CSI.

○ **IMPORTANT**: If you decide to buy a used book from friend or online source, please be aware that used books do not include the MyMathLab Student Access Kit because the access code number cannot be reused by another person. **Note that a CD with the title “Pass the Test” is bound into the front of the textbook; this CD is NOT the MyMathLab Student Access Kit!**

○ Copies of the textbook are on Reserve in the library, but you must buy your own MyMathLab Student Access Kit

- You will receive the following materials from your Instructor:
  - **Course Outline**
  - **Course Orientation**
  - **Instructions for registering on MyMathLab**

- All other materials such as Review Sheets should be printed from the following website:
  https://www.math.csi.cuny.edu/Courses/Remediation/Mth030/
ATTENDANCE

- CSI policy on attendance states that “students are expected to attend all sessions.” A student with more than seven hours of unexcused absences (in a course meeting four hours per week) will be given a grade of WU (Withdrawn Unofficially), subject to the discretion of the instructor. Per Department of Mathematics guidelines, an absence may be excused if it is due to a documented illness, accident, or other severe personal problem. An unexcused lateness counts as one-half an absence.
- All classes and assessments in the Fall 2020 will take place online; students are expected to log into class on time and remain in the class session the entire time
- All students should purchase access codes to MyMath Lab with the e-book to be able to take MTH 030 in the Fall 2020.

BEHAVIOR

- No cell phones or beepers are permitted to be on in the virtual classroom unless a student has an emergency and speaks to the instructor at the beginning of class.
- Inappropriate behavior in the classroom will not be tolerated. Any ongoing rude or disruptive behavior in the classroom will be reported to the administration of the department or the College and appropriate disciplinary action will be taken.

CLASS EXAMS and Quizzes

- There will be one midterm exam during class time, eleven 15 or 20 minute-long weekly assessments and a two-hour departmental final exam during the final exam week. All assignments and exams will take place online on MyMathLab.

- No make-up exams are usually permitted. With a really valid reason, make-up exams may be arranged with the instructor but they are at the discretion of the instructor. If a make-up exam is allowed, it must be completed before the regular exam has been returned to the rest of the class.
STUDENT ORIENTATION FOR MTH 030  
INTERMEDIATE ALGEBRA  
AN ONLINE COURSE IN FALL-2020  
MyMathLab is a mandatory course material

**HOMEWORK**: It is mandatory to do the homework regularly and on time before the respective weekly assessment.

- The software program MyMathLab is required for the online homework which is part of the course grade. Your instructor will check your completed homework on the day of the mid-term exam and if you have scored 70% or more on the homework pertaining to the respective material tested, your instructor will add 5 points to your exam score.

- The homework assignments for each class lecture (see your Course Outline) and the eleven weekly assessments must be completed as soon as assigned by your instructor. They will be graded online. Your homework and the weekly assessment average are single scores that will count as a part of your course grade. (See the following section on “Course Grade.”)

- You should keep track of your homework scores. Your instructor will explain to you how to do this.

- Homework assignments that are due before the mid-term exam will be “closed” after the exam. They will be reopened at the end of the semester for the final review.

- It will be useful to work out the homework in a note book, so that you can study the problems before the exams.

**Free tutoring help will be offered online through Blackboard Collaborate Ultra. You can find more information at**
[https://www.csi.cuny.edu/students/academic-assistance/tutoring](https://www.csi.cuny.edu/students/academic-assistance/tutoring)

**COURSE GRADE**

There are four scores a student will receive for his/her course work

1. Midterm Exam – 25% of course grade  
2. Practice HW Problems – 10% of the course grade  
3. Weekly Assessments – 30% of the course grade  
4. Final Exam: score range – 35% of the course grade

The lowest score among the weekly assessments will be dropped. There will be a total of eleven short 15 or 20-minute in-class weekly assessments administered every week different from the mid-term exam week. These will be based on the class material and HW of the previous week.
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The overall course average as a percent will be calculated as follows and will be used to assign the letter grade in the end

\[
\text{COURSE AVG} = 0.25 \times \text{Midterm Exam} + 0.10 \times \text{HW practice problems} + 0.30 \times \text{Weekly Assessments} + 0.35 \times \text{Final Exam}, \text{ where each component is a percent score, i.e. out of 100.}
\]

The only grades given in this course are the following:

- **P = 70% or better overall course average and a 55% or better score on the Final exam.**

- **INC = Incomplete grades are granted only to students (with an current average of 70% or better) in the event of emergency circumstances that prevent them from completing the requirements of the course. Documentation must be provided and is subject to verification by the department.**

- **F = Overall course average below 70% or a score less than 55% on the Final exam.**

- **WU = Students who attended a minimum of one class, completely stopped attending at any time before the final exam week, and did not officially withdraw. It should never be given in place of an ‘F’ grade.**