

How to Get Started in MATH 108

Always bring this notebook to class *each week* and to the Polya Mathematics Center *every time* you visit the lab.

How To Get Started...

- 1. Attend your first class.
- 2. Register for MyLabsPlus.
 - Go to uidaho.mylabsplus.com
 - Your username will be **your University of Idaho email address**.
 - Your password will be **the last five digits of your student ID**.
 - Enter your access code when prompted.

Students who fail to register for MyLabsPlus within 48 hours of their first class meeting will be automatically dropped from the course.

- 3. Watch the orientation video and complete the orientation quiz.
- 4. Fill out Week 1 notebook pages. Complete Week 1 HW and Quiz.
 - Week 1 HW is due the night before your next class meeting.
(Due: _____)
 - Week 1 Quiz is due the night of your next class meeting.
(Due: _____)
- 5. Attend Polya Mathematics Center for at least 150 minutes.
 - Due the night of your next class meeting. (Due: _____)
- 6. **Bring your notebook to class next week.**

MATH 108
INTERMEDIATE ALGEBRA

Course Syllabus

FALL 2017

1. GOALS OF THE COURSE: The primary purpose of Intermediate Algebra is to improve your skills and competency in algebra so that you will be successful in College Algebra, the other math courses required for your major, and in the courses that use mathematics. Another goal is to help you develop your mathematical learning skills so that you will be more confident in future mathematical courses.

2. LEARNING OUTCOMES: After completing Math 108, the student should be able to:

- Solve linear equations in one variable, radical equations, absolute value equations, rational equations, and quadratic equations
- Graph linear equations and linear functions
- Solve systems of two linear equations and solve word problems using a system of linear equations
- Factor polynomial expressions
- Use the properties of exponents (including rational exponents) to simplify exponential expressions
- Simplify, add, subtract, multiply, and divide rational expressions and simplify complex fractions
- Add, subtract, multiply, and divide complex numbers

3. REQUIRED STUDENT MATERIALS

MATH 108 FALL 2017 COURSE NOTEBOOK: Must be purchased at the U of I Bookstore. Students will be required to bring this course notebook to class and to the Polya Mathematics Center.

MyLabsPlus ACCESS CODE: Students must purchase a MyLabsPlus Access Code at the U of I Bookstore or purchase a code online using a credit card when registering your homework account.

MyLabsPlus TEMPORARY ACCESS: Temporary Access is available to all students who are having difficulty purchasing their Access Code in a timely manner. Temporary Codes only last a short time, so students must make every effort to obtain their normal MyLabsPlus Access Code as quickly as possible. To gain Temporary Access, you must do the following:

1. Go to <http://uidaho.mylabsplus.com> (redirects to <https://uidaho-mlpui.openclass.com/>)
2. Sign in. Your username is your U of I email address; ie, joevandal@vandals.uidaho.edu. Your password is the last five digits of your Student ID number.
3. Click on your course
4. Accept the license agreement and choose Temporary Access
5. Make note of the expiration date of the Temporary Access, and make sure to purchase your regular Access Code before the Temporary Access Code expires.

STUDENT COMPUTER ACCOUNT: All students need a computer account. If you need help with your login information, go to University ITS.

VANDAL CARD: You will need your Vandal card in order to take an exam in the Polya Math Center.

HEADPHONES: Headphones are needed to listen to the video lectures at the computers.

TI 30XIIS CALCULATOR: You will need this calculator to work on some problems from the assignments, quizzes and/or tests. This is the ONLY calculator allowed when testing.

4. GRADE CALCULATION

In-Class Notebook Quiz: Max 50 points

(5 points per class meeting; one class meeting dropped)

- There will be an in-class notebook quiz each week. You will be asked to turn in specific pages of your notebook or you will participate in another in-class activity as determined by your instructor. Make sure to bring your notebook to class. In-class notebook quizzes are worth 5 points. The work that you submit must be completely filled out and correct to earn your 5 points. The only possible scores are 0 or 5 points.
- Notebook pages must be completely filled out prior to the beginning of class. All appropriate work must be shown to obtain credit.
- You must turn in only your own notebook pages. You cannot have another student turn them in if you are absent.
- If you arrive to class after the notebook quizzes have been collected, then you will not be allowed to turn them in, and you will receive 0 points for the notebook quiz for the week.
- Note that it usually takes up to three business days for Notebook Quiz scores to be posted. If your class meets on a Friday, the scores may not be posted until the following Wednesday.

Polya Lab Attendance: Max 45 points (See the page immediately following the syllabus for more details)

(5 points per week; one week dropped)

- Students will earn 5 points/week for attending the Polya Mathematics Center for at least 150 minutes (Note: 149 minutes = 0 points).
- Students who are not working on mathematics while attending the Polya Mathematics Center may be asked to leave and will automatically receive 0 points for the week.

Homework: 90 points

(There are 10 homework assignments; one will be dropped)

- Students will earn up to 10 points for every homework assignment.
- There will be a homework assignment in MyLabsPlus every non-test week, due the night before the student's class meeting. There may be prerequisite questions about course policies and procedures associated with assignments. Prerequisite questions must be answered in order to access graded work.
- **To receive help in the Polya Lab, students must demonstrate that they have first completed the appropriate pages of their course notebook.**

Quizzes: 90 points

(There are 10 quizzes; one will be dropped)

- Students will earn up to 10 points for every quiz. There will be a quiz in MyLabsPlus every non-test week, due the night of the student's class meeting.
- Students must earn at least 90% on the corresponding homework assignment before the quiz becomes available. Students will not be able to open the quiz and will therefore receive 0 points if a 90% is not achieved on the corresponding homework assignment.
- Quizzes may be worked up to 10 times; only the highest score will count.

Tests: 400 points

(4 tests worth 100 points each)

- There will be four tests throughout the semester, each worth 100 points. The last day to take a computer test will be the day **BEFORE** the student's class meeting.
- The computer portion of each test will be proctored in the Polya Lab; written tests will take place in class. You must have a valid photo ID to test in the Polya Lab. If you do not bring a photo ID to your written test, you will be required to sign your test, there will be a **10 point penalty**, AND you must bring a photo ID to the staff at the Polya Lab within two business days. If you do not bring an approved photo ID within two business days, then your written test grade will be recorded as a zero.
- Students must receive at least 60% on the corresponding practice test before their first attempt on each test.
- Students will have the opportunity to take each computer test up to 3 times with only the highest score counting toward the test grade. Students may only take one test per day. If a student takes more than one test per day, then only the **lowest** test score for that day will count.
- Each test has two parts: a computer portion which is taken in the Polya Lab, and a written portion which is taken during your class meeting. Tests are worth 100 points, which are calculated as: 80% of the best computer score + the written score. For example, suppose you took the computer portion of Test 1 three times and received a 60, 75, and 89 out of 100. You then took your written test and received a 19 out of 20. Your total point score for Test 1 would be $0.8 \cdot 89 + 19$, or 90.2.
- Early written tests must be requested by email through Polya Web at least 24 hours or one business day (whichever is greater) before you wish to take the test. Your instructor will determine whether you are eligible to take an early test.
- **Makeup tests will only be given for students with a valid excuse** (see Section 10 below).

Final Exam: 150 points

- There will be one comprehensive final exam worth 150 points during Finals Week.
- Time and location of the final exam will be announced during class.
- Students should not make travel arrangements until after the last day of Finals Week.

Total: 825 points

| Grade Component | Points for Each | Number | Total Points Possible | Notes |
|--------------------------------|-----------------|--------|-----------------------|----------------|
| Homework | 10 | 10 | 90 | Lowest Dropped |
| Quiz | 10 | 10 | 90 | Lowest Dropped |
| Notebook Quiz | 5 | 11 | 50 | Lowest Dropped |
| Polya Time | 5 | 10 | 45 | Lowest Dropped |
| Test | 100 | 4 | 400 | |
| Final | 150 | 1 | 150 | |
| Total Points for Course | | | 825 | |

Students have the opportunity to earn up to 10 points of extra credit: All students are allowed access to this Extra Credit Assignment. The Extra Credit Assignment will be due on the last day of the semester prior to Finals Week.

You should check your in-class notebook quiz scores and Polya time commitment on the course web page each week to verify that they are correct.

Your course grade will be based on the total number of points that you have earned as follows:

743 points guarantees an A

660 points guarantees a B

578 points guarantees a C

495 points guarantees a D

When adding up your points, remember to drop your lowest non-test scores!

5. TIMING

In most three credit college courses the average student spends 9 to 12 hours per week to be successful in the course. In traditional courses, students spend 3 hours in a lecture and 6 or more hours working alone, usually doing homework assignments and studying. In this course, you will spend one hour in a classroom setting (attending a class meeting), and as much time as you need participating in Polya activities per week. We require that 2.5 of those additional hours be spent with us in the Polya Center where some of our best resources are available to you, but you are always welcome to spend more—many of our students report that they like to spend all their math time in the Polya Center where tutors are available. You will receive credit toward your final grade for conscientiously attending class and putting in the 2.5 hours a week in the Polya Center.

6. POLYA MATHEMATICS CENTER HOURS OF OPERATION

| <u>Computer Lab</u> | <u>Testing Available</u> |
|----------------------------|--|
| Monday – Thursday 8a - 11p | Monday – Thursday 9a - 11p* |
| Friday 8a - 5p | Friday 9a - 5p* |
| Saturday 12n - 5p | Saturday 12:30 - 5p* |
| Sunday 12n - 8p | Sunday 12:30 - 8p* |
| | <i>(*Latest start times 90 minutes prior to closing to guarantee test completion. Best testing times are in the morning to ensure a computer.) Sat. & Sun. testing only available the weekend before the test deadlines.</i> |

REVIEW SESSIONS: There are 9 review sessions given each week. See the white board in the Polya Center or the review session schedule for times and locations.

7. COMMUNICATIONS AND EMAIL

Announcements about the course, special sessions, changes in schedules or procedures, and so forth, will be made in your class, on the Polya web page and by e-mail. You are expected to check your University e-mail regularly.

The best way to communicate with your teacher is to speak to them in person during their office hours or when they are working in the Polya Lab. Office hours will be posted once the semester begins.

All emails must be sent through the email form located at: <https://sites.uidaho.edu/polyaweb/Login> . Any emails sent without using this form will not be read.

All emails must follow standard grammar and punctuation rules. Any email which fails to adhere to these standards will be returned to you for revision. **Emails should also follow basic email etiquette.** Any emails that violate the student code of conduct regarding respect of others will be sent to the Dean of Students as appropriate.

8. THE STUDENT WITH SPECIAL NEEDS

We are committed to accommodate students with special needs. Reasonable accommodations are available for students who have documented temporary or permanent disabilities. All accommodations must be approved through Disability Support Services located in the Idaho Commons Building, Room 306 (*will be moving to the Pitman Center Room 127 sometime this fall*) in order to notify your instructor(s) as soon as possible regarding accommodation(s) needed for the course. Contact information:

- (208) 885-6307
- email at dss@uidaho.edu
- website at www.uidaho.edu/dss

9. ACADEMIC HONESTY

Polya students are expected to maintain Academic Honesty in all their work. Collaboration is encouraged on many assignments such as homework, and tutors are available to assist you with this kind of work. However, your teacher may assign other work or quizzes that should be completed independently. Copying another student's work on any assignment, homework or quiz is considered cheating. All tests and the final exam are considered individual work and must be completed without unauthorized assistance of any kind, including the help of other students, tutors, notes, or any calculator other than the TI 30xiIS. All test materials and scratch paper are to be turned in with the test paper and attempting to bring test work out of the testing area and/or share that work with other students is considered cheating.

The University of Idaho has defined acceptable behavior in the Student Code of Conduct Article II.A-1 – Academic Dishonesty [*rev. 7-98, 7-05, 7-14, ed. 7-09*]. The following summarizes relevant points related to your math course:

- **Because academic honesty and integrity are core values at a university, the faculty finds that even one incident of academic dishonesty may merit expulsion.**
- **Cheating on classroom or outside assignments, examinations, or tests is a violation of this code.**
- Plagiarism, falsification of academic records, falsification of records and the acquisition or use of test materials without faculty authorization are considered forms of academic dishonesty and, as such, are violations of this code.
- Instructors and students are responsible for maintaining academic standards and integrity in their classes. Consequences for academic dishonesty may be imposed by the course instructor. Such consequences may include but cannot exceed a grade of "F" in the course.

(The full text of the Student Code of Conduct may be found at <http://www.uidaho.edu/DOS/judicialaffairs/studentcodeofconduct/Student%20Code%20of%20Conduct>)

10. ASSIGNMENT/TEST EXTENSIONS

Make up work for assignments missed because of absence will not be allowed unless an arrangement with the instructor is made prior to the absence, or in cases of medical or family emergency, in which case documentation of the emergency will be required. Documentation must be provided within **two business days** of the assignment's due date, not to exceed the Friday before final exam week. Bring appropriate documentation to your instructor during their office hours. **IF YOU ARE HEALTHY ENOUGH TO BE ON CAMPUS ON THE DAY THAT A TEST OR NOTEBOOK QUIZ IS DUE, THEN A DOCTOR'S NOTE WILL NOT BE ALLOWABLE AS AN EXCUSE.**

A valid doctor's note will be written on letterhead from the doctor's office, will be dated and signed, contain the dates for which the student is excused, and will contain a disclaimer indicating that schools are authorized to verify the information contained in the note.

If ongoing illness or other circumstances fitting the catalog definition of an excused absence prevent you from bringing documentation for your absence within two business days, then each additional delay must also be documented and the documentation for the delay must be presented with the documentation for the original absence. (See University Catalog under General Requirements and Academic Procedures, section M for details about absences.)

Field trips and official student travel require preparation and notification in advance of departure. See the catalog for details.

Note that students will be granted only one extension per semester **without documentation** on a weekly homework assignment and its accompanying weekly computer quiz. Use your extension wisely. Proper documentation will always be required to make up a test or an in-class notebook quiz. **IF YOU ARE HEALTHY ENOUGH TO BE ON CAMPUS ON THE DAY THAT A TEST OR NOTEBOOK QUIZ IS DUE, THEN A DOCTOR'S NOTE WILL NOT BE ALLOWABLE AS AN EXCUSE.** The deadline to request an extension is 4pm the Friday before finals week, and extension due dates will not exceed 5:00 pm on the Friday before finals week for Tests, or 11:59 pm the Friday before finals week for MyLabsPlus homework or quizzes, unless warranted by extenuating circumstances at Instructor discretion.

Problems with your personal computer or internet connection are not grounds for an extension. When using a personal computer, it is highly recommended to use Firefox as your browser. Chrome is NOT recommended. If an extension is granted, the length of the extension will be determined by the number of days listed on the documentation.

SUMMARY OF EXPECTATIONS FOR STUDENT PERFORMANCE

- Purchase notebook on or before the first day of class
- Register for software on or before the first day of class
- Complete every page of the notebook
- Complete homework as outlined in the course calendar
- Check your University of Idaho email at least one time every day
- Be on time and prepared for class and pay attention **for the entire class period**
- Bring the course notebook to class, with appropriate pages completed for the day
- **Accurately** complete notebook materials
- Attend the Polya Mathematics Center for 150 minutes (2 ½ hours) each week
- Take each computerized test three times (or until at least 90% is achieved on one of the attempts)
- Take each written test during the designated course period
- Keep track of my grades by using the grade summary sheet distributed on the first day of class
- Maintain Academic Honesty in all my work
- Fill out grade sheet at the beginning of each week

SUMMARY OF EXPECTATIONS FOR INSTRUCTOR

- Be on time and prepared for class
- Be prepared to present upcoming material and answer student questions
- Respond to emails during business hours (Note: It may take more than one day to research and respond to an email. I will check my email at least once during each business day.)
- Establish office and Polya hours
- Be available during designated office and Polya hours
- Grade notebook quizzes and make them available for student pickup (may not be available immediately)
- Help students with math in the Polya center

Fall 2017 Copy of Initial Class Meeting Contract

1. I am expected to purchase a MyLabsPlus Student Access Kit and a Course Notebook. The access kit can be purchased online or at the UI Bookstore, but the notebook can be purchased **ONLY** at the UI Bookstore.
2. I am expected to log into my MyLabsPlus account within 48 hours of my first class meeting. If I do not log in within 48 hours I will **AUTOMATICALLY BE DROPPED FROM THE COURSE**.
 - Go to <http://uidaho.mylabsplus.com>.
 - Sign in.
 - My username will be **my University of Idaho email address**. For example, “joevandal@vandals.uidaho.edu”, or “vand1234@vandals.uidaho.edu”.
 - My password will be **the last five digits of my student ID number**. For example, if my student ID is “123-45678”, then my password will be “45678”.
 - Click on my course.
 - Accept the license agreement, and then enter my access code (or purchase it).
 - **TO COMPLETE REGISTRATION, CLOSE THE BROWSER AND LOG BACK IN.**
3. I am expected to fill out each page of my course notebook while working through my homework assignments. I will not receive assistance in the Polya Lab until I have completed the appropriate notebook pages.
4. I am expected to complete an in-class notebook quiz or turn in specific pages from my notebook each week. In order to receive credit for the notebook quizzes:
 - I must attend class **for the entire class period**
 - I must bring the course notebook to class
 - Notebook material that I turn in must be **accurate**
 - Cheating on notebook quizzes will result in an F for the course. Cheating includes, but is not limited to: copying from another student during class; allowing someone else to copy your work; turning in someone else’s work and claiming it as your own; turning in someone else’s work when they are not physically in class; and asking someone else to turn in your work for you.
If I attend class but do not accurately complete the notebook quiz, I will receive 0 points for my notebook quiz for the week.
5. I am expected to attend the Polya Mathematics Center for 150 minutes (2 ½ hours) each non-test week. I am expected to bring my course notebook to the Lab.
6. I am expected to complete one homework assignment and one quiz in MyLabsPlus each non-test week. I am expected to fill out all appropriate pages of my course notebook **BEFORE** attempting the corresponding homework problems. I understand that I can earn a 100% on every homework assignment, since exercises can be attempted as many times as I want. I must earn **at least a 90%** on my homework assignment before I can attempt the corresponding quiz. Each quiz can be taken up to ten times; only the highest quiz score will count.
7. I am expected to take each computerized test three times (or until at least 90% is achieved on one of the attempts) and take one final exam. I am expected to take each written test during the designated course period.
8. I am expected to keep track of my grades by using the grade summary sheet found in my notebook.

9. I understand that written work can be picked up from the Polya Lab, room 223A during the posted office hours or during my instructor's office hours. If I am unavailable during those times, I am expected to email Polya Web at least 24 hours or one business day in advance to schedule an appointment to pick up written work.
10. I am expected to maintain Academic Honesty in all my work. **If I cheat I will receive an automatic grade of F in the course.**

I understand the expectations for this course. I also understand that over 99% of past students who met all of the above expectations passed the course with a grade of A, B, or C.

(Print Name)

(Signature)

How Math 108 Polya Time Works

At the beginning of the semester, everyone must log at least 150 minutes each week in the Polya Center in order to get points for Polya attendance.

HOWEVER, when you get an A on your exam, then your required Polya time will be reduced to 100 minutes per week until the next exam.

If, and only if, you get your time reduced by achieving a high exam score, you can then get your time for a given week completely excused by getting an A on that week's MyLabsPlus homework and quiz!

Start at 150 minutes of required Polya time...

Get an A
on exam

Time is reduced to 100 minutes
(every week until next exam)

Get an A
on Week
X's quiz

Week X's Polya time is excused!

For example, if you get an A on your Test 1, your Polya time for Week 4 and Week 5 is reduced to 100 minutes. If you get an A on your Week 4 Quiz, your Week 4 time is excused completely. However, this does NOT excuse your Week 5 time. You will need to get an A on your Week 5 Quiz to have your Week 5 time excused.

This all resets with the next test, so you would need to get an A on Test 2 to continue qualifying for reduced or excused Polya time.

Frequently Asked Questions

Polya Time FAQ

What if I earn only half of my Polya time? Do I get half of the points?

- Nope, it's all or nothing. You've got to earn your full amount of required Polya time to be awarded points. So if your required time is 150 minutes, and you earn 149 minutes, you earn zero points.

What do you mean “do well” on exams and assignments?

- This usually means a 90% on your most recent exam (including both the computer and written portion) and a 90% on your quiz for that week. If this threshold gets raised or lowered, your teacher will announce it in class.

How do I know if my time has been reduced or excused?

- Log in to the PolyaGrades website to check.

My time wasn't properly reduced/excused!!!

- Don't panic! Remember that the grades database only gets updated about once a day, so there will be a delay in adjusting your time. Check back again the next day, and if it's still not right, email us through the PolyaGrades website.

If I “do well” on Exam 1, but then “not so well” on Exam 2, what happens?

- Your time requirement is determined by your performance on your most recent exam only. So in this example, your time commitment would go back up to 150 minutes per week (but it will go back down to 100 minutes if you do well on Exam 3).

If I “do well” on both Exams 1 and 2, does that mean my time gets reduced again to only 50 minutes?

- Nope, the lowest your time commitment can go is 100 minutes (unless, of course, it's excused entirely in a given week by doing well on that week's assignments and having done well on the most recent exam).

If I earn a bunch of extra minutes this week, do the extras transfer over to next week?

- Nope, sorry. No rollover minutes in Polya!

I finished my homework and quiz for the week, but I haven't earned all my Polya time. Now what?

- Work ahead! If you find yourself in the position where you're finishing your work early, we encourage you to work ahead. You can (and many people do) finish the entire course as quickly as you want. Talk to your teacher for more details.

I was planning to get my time excused by doing well on the assignments, but then I had a personal emergency. Now I can't finish my homework, which means I can't take my quiz, which means I can't get my time excused!

- If you have a legitimate excuse, talk to us (via the PolyaGrades email form or your teacher's office hours). But, the best advice we can give is don't procrastinate, and don't assume you can get it all done at the last minute! You should plan on spending between 6 and 9 hours each week filling out your notebooks and working on your assignments and quizzes. Also, remember that we drop one homework, one quiz, one in-class-quiz, and one Polya time specifically to deal with emergencies.

Technical FAQ

I am unable to log in to MyLabsPlus. What should I do?

- In the event that you are unable to log in at the <https://uidaho-mlpui.openclass.com/> site (although you know your username and password are correct), try logging in using the “alternate” login page. A link to this page will be posted on the Polya website at <http://www.webpages.uidaho.edu/polya>.

I can log in, but MyLabsPlus isn't working properly on my computer. What should I do?

- If MyLabsPlus isn't working properly on your computer, here are some things you can try:
 - Log out of MyLabsPlus, restart your browser, and log back in.
 - Delete your browser's cookies, restart your browser, and try again. (Consult the help file for your specific browser for instructions on how to do this.) This solves 99% of MyLabsPlus problems.
 - Try a different browser. (If Internet Explorer isn't working, try using Firefox or Chrome.)
 - Try logging in using the alternate login page as described earlier.
 - Call the MyLabsPlus Support team at 888-883-1299. They are open 24 hours a day, 7 days a week.

I can log in to MyLabsPlus and my Homework and Quizzes work, but the eText does not work.

- Try using the “alternate” link to the eText. This link will be posted on the MyLabsPlus announcements page.

I was unable to finish my assignment due to technical problems with my computer or internet connection.

Can I get an extension?

- In the unlikely event that the MyLabsPlus servers or the Polya computer lab are down for an extended time, we will grant extensions for everyone as appropriate. However, problems with your personal computer or internet connection are not grounds for an extension.

General FAQ

How do I email Polya staff when I have questions or concerns?

- All email must be sent through the email form located at: <https://sites.uidaho.edu/polyaweb/Login> . Any emails sent without using this form will not be read.

I'm going to be gone for a sporting event/class field trip. What do I do to get my Homework/Test extended?

- Please bring documentation to the Polya Lab during normal business hours. Once you do this, we can extend your Homework, Quizzes, and/or Tests.

I'm going to be missing a class. What do I do about making up the Notebook Quiz?

- Present your completed notebook to your instructor **before** you leave. He/She will check your notebook for completion. If everything for that week is filled out, he/she will give you credit for the Notebook Quiz.

I was too sick to do my Homework. How can I make it up?

- Send an email to the Polya Lab requesting an extension. If you have a doctor's note or any other form of documentation, please bring it to the Polya Lab during normal business hours.

I lost my Vandal Card. What do I do?

- If you need to scan into the lab to earn your Polya Time, you won't be able to. We drop one week of Polya Time at the end of the semester, so missing one week won't hurt your grade. It is best to purchase a new Vandal Card as soon as you can from the Vandal Card Office.

Can I use my driver's license to take a test?

- Yes. Any valid form of Government issued identification with your name and a photo will work.

I didn't reach 90% on my Homework. How do I take the Quiz?

- Send an email asking to use your one free extension to finish the Homework.

Why did I get a 0 on my Notebook Quiz?

- If it has been less than a few days since your class met, then chances are your Notebook Quiz has not yet been graded. Otherwise, you probably answered the question incorrectly.

I got an A on my Test and my assignments. Why does it still say I have 100 minutes of Polya Time left?

- If you got an A on your test, and an A on the current week's Quiz, then your time for that week is excused. The scanner's computer may still say you have 100 minutes left, regardless if your time is excused. A more accurate way to check your time is to log onto the "check time/grades" site to verify if your time has been excused or the requirement has been set to 100 minutes.

How come my test grade doesn't coincide with the grade it shows online?

- Your overall test score is made up of two parts. The computer portion is 80% of your test score, and the written portion is 20% of your test score. If your test score is lower than what you received, it is probably because your written test score has not yet been entered.

I made a typo on my Test. Can I get points for it?

- Make sure you actually made a typo. For example, typing parentheses instead of brackets, or forgetting a negative sign is not considered a typo.
- MyLabsPlus is very specific about the answer format. If your answer is not in the specified format, it will be marked incorrect. So, for example, if you typed a double comma or you put a comma in the denominator, please email us. We will verify your mistake was actually a typo, and may award points at our discretion.

I want to work ahead. What should I do?

- Start working ahead on your own! If you get to the point where you're ready to take a Test, come into the lab and take it. Email the Polya Lab when you're ready to take the written portion. Once you're a few weeks ahead, contact your instructor, and they will let you know at what point you can stop attending class, and how they will handle your Notebook Quizzes. Your instructor may fill out an "early finisher" contract with you, and two "early finish" calendars are included in this notebook beginning in a couple more pages to help you plan.

Early Completion Schedule I (Finish by Midterm)

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------|--------------------|---------------------------------|------------------------|------------------------|------------------------|---------------------|----------|
| August | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | Classes Begin | Week 1 HW Due | Week 1 Quiz Due | Week 2 HW Due | Week 2 Quiz Due | |
| August/ September | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| | Practice Test 1 | Test 1A | Test 1B | Test 1C | Week 4 HW Due | Week 4 Quiz Due | |
| September | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Week 5 HW Due | Labor Day Week 5 Quiz Due | Practice Test 2 | Test 2A | Test 2B | Test 2C | |
| September | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | Week 7 HW Due | Week 7 Quiz Due | Week 8 HW Due | Week 8 Quiz Due | Practice Test 3 | Test 3A | |
| September | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | Test 3B | Test 3C | Week 10 HW Due | Week 10 Quiz Due | Week 11 HW Due | Week 11 Quiz Due | |
| September/ October | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | Practice Test 4 | Test 4A | Test 4B | Test 4C | Week 13 HW Due | Week 13 Quiz Due | |
| October | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | Week 14 HW Due | Week 14 Quiz Due | Practice Final Exam | Practice Final Exam | Practice Final Exam | FINAL EXAM | |

Early Completion Schedule II (Finish by Fall Break)

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|----------|
| August | 20 | 21 Classes Begin | 22 Week 1 HW Due | 23 Week 1 Quiz Due | 24 Week 2 HW Due | 25 Week 2 Quiz Due | 26 |
| August/ September | 27 | 28 Practice Test 1 | 29 Practice Test 1 | 30 Test 1A | 31 Test 1B | 1 Test 1C | 2 |
| September | 3 | 4 LABOR DAY | 5 | 6 Week 4 HW Due | 7 Week 4 Quiz Due | 8 | 9 |
| September | 10 | 11 | 12 Week 5 HW Due | 13 Week 5 Quiz Due | 14 Practice Test 2 | 15 Practice Test 2 | 16 |
| September | 17 | 18 Test 2A | 19 Test 2B | 20 Test 2C | 21 | 22 | 23 |
| September/ October | 24 | 25 | 26 Week 7 HW Due | 27 Week 7 Quiz Due | 28 | 29 | 30 |
| October | 1 | 2 Week 8 HW Due | 3 Week 8 Quiz Due | 4 Practice Test 3 | 5 Practice Test 3 | 6 Test 3A | 7 |
| October | 8 | 9 COLUMBUS DAY | 10 Test 3B | 11 Test 3C | 12 | 13 | 14 |
| October | 15 | 16 Week 10 HW Due | 17 Week 10 Quiz Due | 18 | 19 | 20 Week 11 HW Due | 21 |
| October | 22 | 23 Week 11 Quiz Due | 24 Practice Test 4 | 25 Practice Test 4 | 26 Test 4A | 27 Test 4B | 28 |
| October/ November | 29 | 30 Test 4C | 31 | 1 | 2 Week 13 HW Due | 3 Week 13 Quiz Due | 4 |
| November | 5 | 6 | 7 | 8 | 9 Week 14 HW Due | 10 Week 14 Quiz Due | 11 |
| November | 12 Practice Final Exam | 13 Practice Final Exam | 14 Practice Final Exam | 15 Practice Final Exam | 16 Practice Final Exam | 17 FINAL EXAM | 18 |

Early Completion Contract

I, _____ would like to finish Math 108 early. I understand that in order to do so I must meet the following requirements.

1. Maintain a grade of _____(overall).
2. Complete all homework and quiz assignments.
- 3. Complete any examples in the notebook associated with problems for which I need to use the “Help me solve this” button.**
4. Meet with my regular instructor according to the following schedule:

5. My regular instructor may excuse or credit Polya time and notebook quizzes for the time that I am working ahead as I finish weekly work and meet with him/her according to the schedule set out in item 4, above.
6. Take the final exam by the “early finisher” deadline specified in the course calendar online and in class announcements/emails.

I understand that if I do not finish the course early or if my grade drops below a ____ (overall), I will rejoin the regular class and take the regular Common Final on the evening designated by the University. If I rejoin the regular class, I will complete the notebook, Polya time, and other regular weekly tasks according to the regular schedule.

(Print Student’s Name)

(Student Signature)

(Print Instructor’s Name)

(Instructor’s Signature)

Early Completion Contract

I, _____ would like to finish Math 108 early. I understand that in order to do so I must meet the following requirements.

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(Print Student’s Name)

(Student Signature)

(Print Instructor’s Name)

(Instructor’s Signature)

Math 108 Grade Summary

Keep track of your grades by filling in this grid. See a sample Grade Summary on the next page.

In Class Notebook Quizzes (NBQ)

| <i>Week</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| NBQ 0 | 5 | |
| NBQ 1 | 5 | |
| NBQ 2 | 5 | |
| NBQ 4 | 5 | |
| NBQ 5 | 5 | |
| NBQ 7 | 5 | |
| NBQ 8 | 5 | |
| NBQ 10 | 5 | |
| NBQ 11 | 5 | |
| NBQ 13 | 5 | |
| NBQ 14 | 5 | |

Polya Lab Attendance (PA)

| <i>Week</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| Week 1 | 5 | |
| Week 2 | 5 | |
| Week 4 | 5 | |
| Week 5 | 5 | |
| Week 7 | 5 | |
| Week 8 | 5 | |
| Week 10 | 5 | |
| Week 11 | 5 | |
| Week 13 | 5 | |
| Week 14 | 5 | |

Homework (HW)

| <i>Homework</i> | <i>Possible</i> | <i>Earned</i> |
|-----------------|-----------------|---------------|
| HW 1 | 10 | |
| HW 2 | 10 | |
| HW 4 | 10 | |
| HW 5 | 10 | |
| HW 7 | 10 | |
| HW 8 | 10 | |
| HW 10 | 10 | |
| HW 11 | 10 | |
| HW 13 | 10 | |
| HW 14 | 10 | |

Quizzes

| <i>Quiz</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| Quiz 1 | 10 | |
| Quiz 2 | 10 | |
| Quiz 4 | 10 | |
| Quiz 5 | 10 | |
| Quiz 7 | 10 | |
| Quiz 8 | 10 | |
| Quiz 10 | 10 | |
| Quiz 11 | 10 | |
| Quiz 13 | 10 | |
| Quiz 14 | 10 | |

Tests

| <i>Exam</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| Test 1 | 100 | |
| Test 2 | 100 | |
| Test 3 | 100 | |
| Test 4 | 100 | |
| Final | 150 | |

Grading Scale

(after dropping lowest NBQ, PA, HW and Quiz)

- A: 743-825 pts
- B: 660-742 pts
- C: 578-659 pts
- D: 495-577 pts
- F: Below 495 pts

| TOTALS | <i>Possible</i> | <i>Earned</i> |
|---------------------|-----------------|---------------|
| NBQ (Drop one) | 50 | |
| PA (Drop one) | 45 | |
| HW (Drop one) | 90 | |
| Quiz (Drop one) | 90 | |
| Tests | 400 | |
| Final Exam | 150 | |
| Extra Credit | | |
| Total Points | 825 | |

Math 108 Grade Summary Example

This person earned an “A” for the course without ever getting an “A” on any tests.

In Class Notebook Quizzes (NBQ)

| <i>Week</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| NBQ 0 | 5 | 5 |
| NBQ 1 | 5 | 5 |
| NBQ 2 | 5 | 5 |
| NBQ 4 | 5 | 5 |
| NBQ 5 | 5 | 5 |
| NBQ 7 | 5 | 0 |
| NBQ 8 | 5 | 5 |
| NBQ 10 | 5 | 5 |
| NBQ 11 | 5 | 5 |
| NBQ 13 | 5 | 5 |
| NBQ 14 | 5 | 5 |

Polya Lab Attendance (PA)

| <i>Week</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| Week 1 | 5 | 5 |
| Week 2 | 5 | 0 |
| Week 4 | 5 | 5 |
| Week 5 | 5 | 5 |
| Week 7 | 5 | 5 |
| Week 8 | 5 | 5 |
| Week 10 | 5 | 5 |
| Week 11 | 5 | 5 |
| Week 13 | 5 | 5 |
| Week 14 | 5 | 5 |

Homework (HW)

| <i>Homework</i> | <i>Possible</i> | <i>Earned</i> |
|-----------------|-----------------|---------------|
| HW 1 | 10 | 10 |
| HW 2 | 10 | 9.4 |
| HW 4 | 10 | 8 |
| HW 5 | 10 | 0 |
| HW 7 | 10 | 9 |
| HW 8 | 10 | 9.5 |
| HW 10 | 10 | 10 |
| HW 11 | 10 | 10 |
| HW 13 | 10 | 10 |
| HW 14 | 10 | 8 |

Quizzes

| <i>Quiz</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| Quiz 1 | 10 | 9 |
| Quiz 2 | 10 | 9 |
| Quiz 4 | 10 | 8.5 |
| Quiz 5 | 10 | 9 |
| Quiz 7 | 10 | 9.5 |
| Quiz 8 | 10 | 9 |
| Quiz 10 | 10 | 9 |
| Quiz 11 | 10 | 0 |
| Quiz 13 | 10 | 9.5 |
| Quiz 14 | 10 | 10 |

Tests

| <i>Exam</i> | <i>Possible</i> | <i>Earned</i> |
|-------------|-----------------|---------------|
| Test 1 | 100 | 89 |
| Test 2 | 100 | 86 |
| Test 3 | 100 | 88 |
| Test 4 | 100 | 84 |
| Final | 150 | 125 |

Grading Scale

(after dropping lowest NBQ, PA, HW and Quiz)

- A: 743-825 pts
- B: 660-742 pts
- C: 578-659 pts
- D: 495-577 pts
- F: Below 495 pts

| TOTALS | <i>Possible</i> | <i>Earned</i> |
|---------------------|-----------------|---------------|
| NBQ (Drop one) | 50 | 50 |
| PA (Drop one) | 45 | 45 |
| HW (Drop one) | 90 | 83.9 |
| Quiz (Drop one) | 90 | 82.5 |
| Tests | 400 | 347 |
| Final Exam | 150 | 125 |
| Extra Credit | | 10 |
| Total Points | 825 | 743.4 |