



I. General Information

- Jamie Fleischner has taken over for Dan Rose as co-coordinator of MAT135.
- MAT135 has been revised. The topics of absolute value equations and inequalities, radical equations, graph transformations, and graphs of polynomial functions have been added to the course. The text is Algebra for College Students, Dugopolski, 5th Edition. The software ALEKS will be packaged with the text.
- MAT135 will now be the prerequisite for MAT146. Please note that students will need to check with program coordinators or the new catalog to see if MAT135 will take the place of an MAT141 requirement or co-requisite.
- A graphing calculator will be suggested, but not required for this course. Students will need at least a scientific calculator.
- Please turn in a copy of your syllabus and your test deadlines to Jamie or Yvonne within the next week.
- Please state clearly on your syllabus that a **CURRENT STUDENT I.D.** is required to take an exam.
- If you need to have a substitute for a class, please call Richard Porter, department chair, and the LA Division Office and leave a message as soon as possible. Please give the class time and date you need a substitute, the room the class is in, and the section or sections of the course to be covered. If you have already made arrangements to have a substitute, please let Richard and Shana know. If you have an emergency situation, please call both Richard and Shana and leave a message.
- Students who have special needs because of a disability are entitled to receive accommodations. Eligible students at Mercer County Community College receive services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students may contact Arlene Stinson, the Director of Academic Support Services. She can be reached at (609) 570-3525.
- The Learning Center on the West Windsor campus is now located on the second floor in the LB building. The Learning Center at the Kerney Campus is located in KC 311.
- The Library is moving back to its original location.
- For large amounts of copying, please use Océ. If you need help using the program or don't have access to it, please see Jamie (LA121, ext. 3807, or fleischj@mccc.edu) or Yvonne (LA112, ext. 3894, or greenbay@mccc.edu) for help. If you do use the division copiers, please be mindful of not leaving reviews, solutions, quizzes, or other materials in the copy room.

- There is no class on Monday, September 7th. When making your syllabus, please remember that Tuesday, November 24th follows a Thursday schedule, and Wednesday, November 25th is a Friday schedule.
- The last day of classes is December 16, 2009.
- The last day for a “W” grade for 15-week sessions is November 6, 2009. For 10-week sessions, that date is November 20, 2009.
- Please get grades in on time. Final exams will be scheduled on the last day of class.
- Math Department meetings are held on the first Tuesday of every month.

II. Test Information

- For anyone using departmental exams, **PLEASE FILL OUT THE ATTACHED TEST DEADLINE FORM AND RETURN IT TO THE TESTING CENTER**. There are four lines available for test deadlines.
- There are four departmental exams and a departmental final in MAT135.
- The Testing Center has stated that if someone starts using departmental exams, that instructor must stay with the departmental exams for the entire semester. If an instructor chooses to use his or her own exams, that instructor must use his or her own exams for the entire semester.
- There will no longer be room in the Testing Center for faculty to sit with students to go over an exam. Remind students to put their names, your name, and the word “**SAVE**” on scrap paper so that you might collect it to review with them. Please consider this when setting your class policies.
- All exams will remain secure. The Testing Center will not allow an instructor to view an exam. Jamie (LA121) and Yvonne (LA112) will have copies of the exams available for anyone who wants to see them.
- The review sheets focus on the types of questions for each exam and reflect the content, language, and form of the exam questions.
- Any instructor who wants to create supplemental or optional exams for this course should plan on giving the exam during class time. The policy on how an extra or optional exam affects students’ grades should be made clear to the students.
- Any exam submitted to the Testing Center must be submitted at least seven days in advance and must include barcode, numbering, key (if batch graded) and the proper cover sheet.
- **THERE ARE NO RETESTS** of departmental exams in MAT135.
- Please note that formula sheets or other forms of “cheat sheets” **ARE NOT ALLOWED** on exams in MAT135.

- The following are suggested test deadlines. Please note the staggered dates for the 15-week sessions. Because of long lines at the Testing Center this past semester, we have been asked to stagger some of the due dates for exams. Even if you plan to use these deadlines, you must submit a test deadline form to the Testing Center.

15-week sessions		10-week sessions
If your class is on Monday, Wednesday, or Friday	If your class is on Tuesday, Thursday, or Saturday	
Sept. 30	Oct. 1	Oct. 22
Oct. 21	Oct. 22	Nov. 10
Nov. 13	Nov. 14	Nov. 21
Dec. 9	Dec. 10	Dec. 10

Please note that these suggested dates are the last day for students to take the exam.

The links below may give you additional useful information.

ID and Parking Card Information:

http://mlink.mccc.edu/admin_facilities_parkaccess_form.shtml

Library Services: http://mlink.mccc.edu/academic_library.shtml

Academic Integrity Policy: <http://mlink.mccc.edu/omb/OMB210.pdf>

Confidentiality of Student Information: <http://mlink.mccc.edu/omb/OMB501C.pdf>

E-mail use: <http://mlink.mccc.edu/omb/OMB942.pdf>

Student Conduct Code: <http://mlink.mccc.edu/omb/OMB501B.pdf>

Information on Health Plans: http://mlink.mccc.edu/hr_health.shtml

Adjunct Faculty Benefits: http://mlink.mccc.edu/hr_afhb.shtml

Emergency Plan: http://mlink.mccc.edu/admin_erp.shtml

Equipment and Other Requests: http://mlink.mccc.edu/tech_serv_request.shtml

**Mathematics Department
Mercer County Community College
Departmental Test Deadline Form**

Instructor: _____ **Extension** _____

Semester _____ **Session (#of weeks)** _____

Course: _____ **Section(Reference) Number(s):** _____

Date: _____

Test 1 Deadline: _____

Test 2 Deadline: _____

Test 3 Deadline: _____

Test 4 Deadline: _____

Day	Section	Assignment
1	Diagnostic 2.1	Sec.2.1 9,11,23,25,31,33,37,41,45, 51,53,55,59,61,63,75,79,81,83,93,99,105
2	2.2-2.3	Sec. 2.2 13,17,19,23,25,27,31,43,45,53-59,69,71,73,79 Sec. 2.3 7,11,17,19,23,27,29,31,35,41,45,53,55,73, 81,83,93
3	2.4-2.5	Sec. 2.4 15,19,23,27,47,49,51,53,57,59,67,69,79,81,83,87,91,93 Sec. 2.5 13,17,21,23,27,29,31,35,39,41,43,49,51,52,55,57,75-79,83-87
4	2.5-2.6	Sec. 2.6 7-15,21,27-31,37,41,45,47,57-61,65,67,71-75,79,91-95
5	3.1-3.2	Sec. 3.1 23,29,31,35,41,49-57,67-73,77-83,87-91 Sec. 3.2 7-13,21-45, 49,53,55,59,61,69,71
6	3.3 and 3.5	Sec. 3.3 9,13,15,19,27,29,33,37,41,49,51,57,63,65,71,73,79,83,87,93,95,97,103 Sec. 3.5 7-17,25-29,33-39,51-57,69-77,81,83,89-93,97-103,107
7	4.1-4.2	Sec. 4.1 9,11,19,21-24 (all),37,43,53,55,65,67,79,85,87,97,100,105 Sec. 4.2 9,11,19,21,25-33,39,43,47,53,61,65-69,77
8	5.3-5.4	Sec. 5.3 15,19,21,25,27,31-35,41,45-55,69,75,81-87,95,97,101 Sec. 5.4 13-19,25,31-45,53-63,69,71,77-83,89,107-111
9	5.5-5.6	Sec. 5.5 11-19,31,33,39-57,58,61,63,64,67-71,79,83-87,91-99,107 Sec. 5.6 7-19,23,25,77,85,95,117,133
10	5.7-5.8	Sec. 5.7 5-11, 17-37,45-59,71-81,87-91,99-105 Sec. 5.8 7-31,37-41,45-65,71,73,83,89,91,97,99
11	6.1-6.2	Sec. 6.1 7-17,21-31,37-45,49-57,63-71,93,95,97 Sec. 6.2 7-15,19-23,27-41,53-57,71-75,81,83,91,93
12	6.3	Sec. 6.3 11-17,25-35,41-51,59-65,85-91,97-101,105,107,109
13	6.5	Sec. 6.5 7-15,19-23,27-45,49-59,95,97
14	6.6	Sec. 6.6 7-19,25-35,43-55,67-71,75-81,85,87,91
15	6.7	Sec. 6.7 1-5,13-15,23,25,29,31,35,37,41,43,49
16	7.1-7.2	Sec. 7.1 7-17,23-57,61-71,77-111 Sec. 7.2 7-19,23-39,43-79,83-99,119-131

Day	Section	Assignment
17	7.3	Sec. 7.3 5-13,17-29,33-45,49-57,61-99,111,113
18	7.4	Sec. 7.4 1-45,49-97,101-105
19	7.5	Sec. 7.5 5-23,29-43,49-55,65-75,79-87,99,101,103,109
20	7.6	Sec. 7.6 7-27,33-37,45-57,65-77,85-101
21	8.1	Sec. 8.1 5-11,17-21,25-45,51-55,61-65,69-73,79-81,87-91,105
22	8.2	Sec. 8.2 7-11,15-19,23-29,33-43,49-59,77,79,81,83,85
23	8.3-8.4	Sec. 8.3 5-13,19-25,29-39,43-53,59-61,67-75,83,87,90
24	8.4	Sec. 8.4 7-33,37-41,45-49,53-57,61,63,65,67
25	9.1	Sec. 9.1 7-13,19-25,29-47,51-55,75-83,87,89,91
26	9.2	Sec. 9.2 9-27,31-35,37-43,49-51,55-62(all),63-67
27	10.4	Sec. 10.4 5-13,17-31,35-42(all),45,47,48
28	Supplement	Please see supplement provided.
29	Review	REVIEW FOR FINAL EXAM
30	Final Exam	LAST DAY OF CLASS.

MAT135 Suggested Schedule 10-week sections Fall 2009

Day	Sections		Day	Sections
1	Diagnostic: 2.1, 2.2, 2.3		11	7.1,7.2
2	2.4,2.5.2.6		12	7.3,7.4
3	3.1,3.2,3.3		13	7.5,7.6
4	3.5,4.1,4.2		14	8.1,8.2
5	5.3,5.4		15	8.3,8.4
6	5.5,5.6		16	8.4,9.1
7	5.7,5.8		17	9.2,10.4
8	6.1,6.2		18	Supplemental material
9	6.3 and 6.5		19	REVIEW FOR FINAL
10	6.6,6.7		20	FINAL EXAM

Please see previous page for suggested assignments.