

**Technical Math for Allied Health MATH 114**  
**Sections 01, 02, and 04**  
**Syllabus Fall 2013**

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**Website:** [www.stlmath.com](http://www.stlmath.com)

**Office hours (CM 239):** 12:00 – 1 pm Monday  
8:00 – 10:15 am Tuesday  
1:05 – 2:00 pm Tuesday  
11:40 – 1:00 pm Friday

**Office hours (CM 233, Math Resource Center):** 10:15 am – 12:15 Tuesday

**Online Office Hours (email):** 8:00 – 8:30 am Monday, Wednesday, & Friday  
2:15 – 2:35 pm Monday, Wednesday, & Friday

We will cover the material in class with a mix of lecture and worksheets. Please feel free to ask questions and pose comments in class.

My lessons contain lots of examples similar to the homework problems. You will save yourself much stress by studying the notes before you start your homework. Do the homework promptly and thoroughly. Practice will help you immensely.

**Website ([www.stlmath.com](http://www.stlmath.com)):**

My Website has many resources for you. You should use it when you miss class or when you need clarification of an announcement or policy. If I refer to “the Website”, I am referring to [www.stlmath.com](http://www.stlmath.com). You can access everything you need from here including the following.

- Daily Log, a day-by-day account of class activities and announcements
- Class notes, which I distribute and we complete in class
- Tentative exam schedule, a list of the exams, the sections they cover, and tentative dates
- Syllabus
- Handouts and worksheets
- Solutions to some of the worksheets
- Archived worksheets that may help you review or extend certain topics

### Textbook and Calculator:

- We will use a math department-created book called *Math for Health Sciences*. We will cover all ten modules in the book.
- **You need a five function calculator.** Make sure it does square roots. If you are not sure about your calculator, show it to me and we will see if it will work. Regardless of calculator type, I am willing to help you with it, but there are no guarantees. **Please bring your calculator to class every day. You need to get your calculator as soon as possible.** You may also want to bring the manual if you do not know how to work it. It is not acceptable to attempt this class without a calculator.
- You **cannot use a graphing calculator** on any quizzes or exams in this course.

### Course Grade:

- We will have a homework assignment for each of ten modules. Every other week, there will be “homework quizzes” which cover material similar to the homework. On alternating weeks, there will be “flashcard quizzes” which will test your knowledge of abbreviations and measurement conversions.
- There are two exams: a midterm and a final exam. The breakdown of book material on each exam and tentative dates are below. The final exam chances and how your course grade is figured are explained later.

Exam	Sections covered	Tentative date
Midterm Exam	Modules 1 - 6	week of October 14
Final Exam (First Chance)	All Modules 1 - 10	week of December 9
Final Exam (Second Chance)	All Modules 1 - 10	week of December 16

- On the Midterm exam, you will be allowed to have a “cheat sheet” with 20 of your own ‘hard-for-me-to-remember’ flash card facts written down. A ‘cheat sheet’ form will be provided to you ahead of time for this purpose.
- On the Final exam, you will be allowed to have a “cheat sheet” with 10 of your own ‘hard-for-me-to-remember’ flash card facts written down. A ‘cheat sheet’ form will be provided to you ahead of time for this purpose.
- A tentative calendar schedule is attached. Changes to the schedule will be announced in class.

- **Your course grade depends upon whether or not you pass the Final Exam.**
- **If you pass the Final Exam (75% or better) the first time you take it**, your course grade will be calculated using the following category weights and letter grade assignments:

Attendance	10% of total
Homework Quizzes	20% of total
Flashcard Quizzes	20% of total
Midterm Exam	20% of total
Final Exam	30% of total

The grade scale is A – 90%, B – 80%, C – 70%, D – 60%.

- **If you fail the Final Exam (70% or less) the first time you take it, and you were passing the course with a 70% or better prior to attempting the first Final Exam**, you can elect to take the Final Exam a second time, in which case your semester grade will be calculated as follows:
  - You will receive a course grade of “C” if you pass the 2<sup>nd</sup> chance Final Exam with an 80% or better.
  - You will receive a course grade of “D” or “F” if you score 75% or less on the 2<sup>nd</sup> chance Final Exam. This is explained fully later.

### MATH 114 First Final Exam Departmental Policy

- The Final exam will be administered the **second to last week** of the semester – week of December 9 - so that students who do not pass the Final exam the first time with a **75%** or higher can take a second chance exam the last week of the semester.
- In the case that the **student passes the first Final exam with a grade of 75% or higher**, his/her overall course grade will be calculated based on the regular grading scale. (The student may receive any of A, B, C, D, or F.) In the case that a student fails the first Final exam, see the second chance exam policy below.

### MATH 114 Second Chance Final Exam Departmental Policy

- **If the student has at least a 70% overall in the course prior to taking the first Final exam**, but does not pass the first Final exam, then the student can opt to take the second chance Final exam.
- For students who take the Second Chance Final exam, it will be given the last week of class (week of December 16)
- In order to pass this exam the student must earn a grade of **80%** or higher
- If the 2<sup>nd</sup> chance Final exam is passed with an 80% or higher the student will then receive a grade of “C” for the course regardless of the student’s overall course average.
- In the case that the student does not pass the second chance Final exam, the student will receive a grade of “D” or “F” as **calculated based on the course average utilizing the first Final exam grade**.

Attendance	10% of total
Homework Quizzes	20% of total
Flashcard Quizzes	20% of total
Midterm Exam	20% of total
Final Exam	30% of total

A course grade of “D” will be assigned to students with averages equal to or above 60%. A course grade of “F” will be assigned to students with averages below 60%.

### **Attendance and makeup policies:**

· Attendance is mandatory. You are expected to come to class prepared. Poor attendance is a sure way to flunk. Attendance will be taken daily. You should work hard on all (graded and ungraded) worksheets and assignments. They are carefully designed to help you tackle hard concepts.

· **When you miss class or come late, it is your responsibility to find out what you missed by going to the Daily Log on the Website [www.stlmath.com](http://www.stlmath.com).** Of course, make sure you understand the material covered that day. Get any handouts and work the problems that we did in class. It is your responsibility to print out any handouts from the Website. Printers are available in computer labs around campus. When this is possible, the item will be underlined. Click on it to open it, and then print it. All handouts are also available from my office door.

· If you miss the midterm exam or any quiz, I will automatically send a make-up copy to the Assessment Center at the end of the day. You will have **three school days** (not including day of exam) to take the exam or quiz. If you need an extension, talk to me in person or on the phone. If you have not taken it or talked to me within the three day period, you will receive a 0. You do not need to give me an excuse for your absence. **You cannot make up the final exam.**

· You will make up quizzes and exams in the **Assessment Center** which is located in **Haskell Hall HK B-25**. (It is located in the basement of Haskell Hall.) The **Assessment Center's hours of operation** are 8:00 am – 4:15 pm Monday, Thursday & Friday and 11:00 am – 7:15 pm Tuesday and Wednesday. Simply stop by with enough time to finish your exam or quiz during their hours. Their phone number is 468-5230 or 468-5231 in case you want to call. You must show a **photo ID** to take your exam. Make sure you take your calculator. If you would prefer to make up your exam in Edwardsville, Jerseyville, or Carlinville, tell me three days in advance and we can make arrangements.

### **Miscellaneous details:**

· The handouts on the Website are in PDF format; you will need the Adobe Acrobat Reader to read these. The Reader is available online at [www.adobe.com](http://www.adobe.com) -- just follow the links to download the latest Acrobat Reader. It is free of charge. There are optional worksheets listed at the bottom of the "Assorted Handouts and Tutorials" portion of the Website. Use them for extra practice.

· If you need to contact me, email, phone, or talk to me after class. Do not email me just to tell me you are not coming to class; I do not need to know. Do not email me to ask what you missed in class; get that information from the Daily Log on the Website. Email is inherently insecure; meaning if someone wanted to, they could read our emails. I will not email you grade information for this reason. You can also come personally to my office and I will be happy to discuss your grade with you.

- The **Math Resource Center (MRC)** is available for individual or group tutoring. The MRC is under reconfiguration. I will distribute a handout that explains later.
- The last day for a full refund is September 8 for sections 114\_02 (12:15 Tuesdays) and 114\_04 (2:00 Tuesdays). The last day for a full refund is September 9 for section 114\_01 (12:00 Wednesdays).
- The last day to withdraw is November 26 for sections 114\_02 and 114\_04. The last day to withdraw is November 30 for section 114\_01.
- If you need an accommodation based on the impact of a disability, please inform me as soon as possible. An appointment will be arranged where we will discuss the course format, anticipate your needs and explore potential accommodations. Your instructor relies on Mary Hough, Special Learning Needs Counselor, for assistance in verifying the need for accommodations and accommodation strategies. If you have not previously contacted her, please contact her at 468-4128 or 468-4121. L&C provides the screenwriter, Read and Write Gold (RWG), on all lab computers. If you need a screen-reader on your home computer, please contact Marty Buck at 468-4217 to discuss ways to get RWG at a reduced rate. There are a number of free screen-readers available. <http://www.thefreecountry.com/utilities/free-screen-readers.shtml>.

### MATH 114 Modules Tentative Schedule

Week of ...	Module Number	Topic(s) of the Week	Homework, Handout, and Quiz Schedule
Aug. 26		Syllabus and Course Policies	Review Problems from MATH 111
Sep. 2	1	Percentages, Simple Interest, Discounts	Bring Homework #1 Attempted FCQuiz 1(Cards 1-50)
Sep. 9	2	Percent Increase and Decrease, Geometry	Bring Homework #2 Attempted HWQuiz 1 (module 1)
Sep. 16	3	Averages, Ratios, Proportions	Bring Homework #3 Attempted FCQuiz 2(Cards 1-75)
Sep. 23	4	Solutions, Percent Concentration	Bring Homework #4 Attempted HWQuiz 2 (modules 2 and 3)
Sep. 30	5	Converting within a system— Household/Metric/Apothecary	Bring Homework #5 Attempted FCQuiz 3(Cards 1-100)
Oct. 7	6	Converting between the systems	Bring Homework #6 Attempted HWQuiz 3 (modules 4 and 5) Midterm Review
Oct. 14		Midterm Review	FCQuiz 4(Cards 1-125)
Oct. 21		<b>Midterm Exam (Modules 1-6)</b>	
Oct. 28	7	Calculating Dosages with tabs/caps/mL/mEq/U	Bring Homework #7 Attempted FCQuiz 5(Cards 1-150)
Nov. 4	8	By Weight and BSA Calculations	Bring Homework #8 Attempted HWQuiz 4 (modules 6 and 7)
Nov. 11	9	IV Flow Rates I	Bring Homework #9 Attempted FCQuiz 6(Cards 1-175) Exit Exam Review
Nov. 18	10	IV Flow Rates II and Infusion Times	Bring Homework #10 Attempted HWQuiz 5 (modules 8 and 9)
Nov. 25 and Dec. 2		Exit Exam Review	FCQuiz 7(Cards 1-175)
Dec. 9		<b>Exit Exam Chance 1 (Modules 1-10)</b>	
Dec. 16		<b>Exit Exam Chance 2 (Modules 1-10)</b>	

FCQuiz = Flashcard Quiz (40 abbreviations/conversion factors)

HWQuiz = Homework Quiz (3 or 4 problems directly from the homework listed)