UNIVERSITY OF ALABAMA AT BIRMINGHAM
MA 110-QL, Finite Mathematics
COURSE SYLLABUS

Term: Summer 2017
Dates: June 6 – Aug 4
Instructor: Heather Land
Instructor email: hland@uab.edu (best way to contact)
Instructor office hours: By appointment
Instructor phone: emergencies only, Department of Mathematics, 205-934-2154

WITHDRAWAL - The last day to drop this course without the payment of full tuition and fees is JUNE 12. The last day to withdraw from this course with a grade of W is JULY 7.

NOTE: For Course Syllabi posted prior to the beginning of the term, the Course Instructor reserves the right to make changes prior to or during the term. The Course Instructor will notify students, via email or Canvas Announcement, when changes are made in the requirements and/or grading of the course.

PREREQUISITES - Undergraduate level MA 094 Minimum Grade of C, or MA 096 Minimum Grade of C, or Undergraduate level MA 097 Minimum Grade of C, or Undergraduate level MA 098 Minimum Grade of C, or Undergraduate level MA 102 Minimum Grade of C, or ACT Math Score 20 and High School GPA 2, or ACT Math Score 21, or SAT Mathematics 480 and High School GPA 2, or SAT Mathematics 500, or 85% on the UAB MA 102/110 Placement Test.

COURSE DESCRIPTION - (3 semester hours) Topics covered in the course include: set theory, logic, counting, probability, descriptive and inferential statistics, and consumer mathematics. This course satisfies the Core Curriculum requirement in mathematics. Quantitative Literacy is a significant component of this course (QEP).

LEARNING OUTCOMES - Upon successful completion of MA110, a student
• is able to compute using arithmetic and elementary algebra in a variety of problem situations;
• is able to identify the problem and translate verbal descriptions into mathematical form;
• is able to evaluate the reasonableness of quantitative assertions;
• is able to interpret and construct graphs, tables, and schematic representations of mathematical relationships;
• understands elementary probability, and is able to draw conclusions based upon probability;
• is able to select and use appropriately quantitative evidence and inferences;
• is able to communicate results of mathematical investigations in a manner appropriate to the audience;
• is persistent in attempting to solve mathematical problems.

This course is more about developing quantitative reasoning ability than acquiring any specific set of mathematical skills (algebra, arithmetic, etc.). The above learning outcomes are realized in the course in a variety of contexts, including consumer mathematics, set theory, counting, probability, descriptive and inferential statistics, and logic.

MATERIALS - All students are REQUIRED to purchase a MyMathLab PLUS ACCESS CODE from Pearson.

The MML PLUS access code should be purchased directly from Pearson within your course account or from a local bookstore. An access code is required to access your online materials for the class that are not in Canvas (textbook, videos, Homework, Quizzes, and Tests).

Students who are retaking MA 110 from the previous semester (and had already purchased a MyMathLab Plus access code) should contact the instructor about whether or not a new access code is required.

ALL students are REQUIRED to PURCHASE a MyMathLab PLUS ACCESS CODE. NO EXTENSIONS of deadlines are given due to failure to purchase the required materials for the class.

Calculator: During testing, only your computer operating system scientific calculator may be used. No downloaded calculators allowed. No graphing or handheld calculators allowed.

Computer: Students are required to have a computer capable of running Canvas, MyMathLab Plus, and the ProctorU app. Note that ALL students must take their Tests on a computer with a webcam and microphone, and they must have reliable, high speed internet. A hard wired connection is strongly recommended for TESTING. Students who use Wifi should plan ahead so they won’t have problems. You should be physically close to the modem and make sure there aren’t a lot of electronic devices using the wifi since that may cause slowness.

Testing fees: Standard testing fees are covered by UAB eLearning as long as a ProctorU testing appointment is scheduled at least 72 hours in advance of the desired test time. All additional fees are the responsibility of the student. Testing appointments not scheduled at least 72 hours in advance with ProctorU will result in fees.

Access for a course in MyMathLab Plus
All Homework, Quizzes, and Tests for this course are available only in MyMathLab Plus. A MyMathLab Plus account has already been established for you and must be activated.

- Log in to BlazerNet and click on the MyMathLab Plus link.
- Click on your course.
- Choose one of the following:
  - Access Code (enter your printed code)
  - Buy Now (credit card required --- this is usually the cheapest way to purchase access)
  - Pay Later (allows temporary access ONLY for 14 days, no extensions when it expires)*

*Once Pay Later (Temporary Access) has expired, you will be prompted to choose
  - Access Code
  - Buy Now

*You will no longer have access to your course materials and assignments in MyMathLab Plus until you purchase or enter your access code.

*Please note that there will be NO EXTENSIONS for missed homework, quiz, or test deadlines due to failure to purchase access to your required online materials.

If you have any questions regarding your MyMathLab Plus account, email the course instructor.

STUDENT EXPECTATIONS STATEMENT
The Course Syllabus and Schedule serve as a Contract by which the student must comply. An excuse of “not knowing” information covered in these documents is not an acceptable excuse for making mistakes in this class.

- Students are required to complete weekly assignments and learning activities by the deadline. All deadlines are based on CENTRAL TIME. There are NO EXTENSIONS of DEADLINES. See the class schedule for details.
- Students are expected to participate in weekly Group Discussions in Canvas.
- Students are expected to submit individually written solutions to weekly Problems in Canvas in the Assignments module. Problems are NOT accepted in email.
- Students are expected to submit all Homework, Quizzes, and Tests in MyMathLab Plus by the due dates. Students access these assignments through a link in BlazerNet.
- All students are REQUIRED to take ALL course Tests using remote proctoring services through ProctorU.
  A testing appointment is required at least 72 hours in advance of the desired appointment time (or fees apply). The standard testing fee is covered by UAB eLearning, but additional fees are the responsibility of the
student. Students who fail to make an appointment at least 72 hours in advance will be subject to fees and run the risk of having limited or no availability.

- Students are expected to maintain an active BlazerNet account.

- Students are expected to **read all sections in the Canvas website** for this course before beginning work on the assignments, and they must visit this site at least once every 24 hours.

- Students are expected to **check their UAB email daily** and respond within 48 hours to instructor emails. **Regular communication via email with the Course Instructor is expected.**

- All students are required to obtain and **use the UAB email address** that is automatically assigned to them as UAB students. All official correspondence will be sent ONLY to the @UAB.edu email address.

- All students are responsible for ensuring that the correct UAB email address is listed in Canvas by the end of Week 1, and that their UAB email account is in proper working order during the entire time they are enrolled at UAB. Email is the only way the Course Instructor can, at least initially, communicate with students. It is the student’s responsibility to make sure a valid email address is provided. Failure on the student’s part to do so can result in the student missing important information that could affect his grade. **Students are responsible for the information that is sent to their UAB email account.** The Course Instructor will not accept emails sent from other accounts.

- Students are expected to follow the instructions for each assignment. Assignments are not accepted after the deadline, and a deduction in points will be applied to submitted assignments which do not comply with the instructions or are incomplete.

- **Students are expected to devote an average of 8 to 12 hours per week to this class.**

- **Students are expected to have a back-up plan** in the event their computer has operational problems, there is loss of electricity, or there is loss of Internet access. These are not an excuse for late or incomplete submission of assignments, nor are they acceptable reasons for an assignment deadline extension. UAB’s MLL, most public libraries, school libraries, university libraries, etc. have computers with Internet access and are available for use by the public.

- The **Math Learning Lab (MLL)** in 202 Heritage Hall is available for student use Monday through Friday. Students in this course may use the computers to complete assignments, and they may get assistance from math tutors. Tutors will not solve all of your problems or sit with you for extended periods of time, but they will help guide you so that you can complete your work independently. No appointment is necessary. The hours of operation are usually Monday through Thursday 9:00am to 7:00pm, and Fridays 9:00am to 2:00pm. Limited hours are available during final exams. The MLL is closed during all holidays and breaks. For more information, go to [http://www.uab.edu/cas/mathematics/mll](http://www.uab.edu/cas/mathematics/mll). Please note that all computer use is monitored in the MLL.

- **Students are expected to submit complete solutions to Problems in Canvas before the deadline.** Once a problem is submitted, it will be graded as is. **No Problems will be accepted any other way.**

- Students are expected to participate in this course by following the Course Syllabus, Class Schedule, and any additional information provided by the Course Instructor.

- Students are expected to remain in regular contact with the Course Instructor via Canvas and UAB email as well as through participation in the Discussion Board and submission of assignments. The Course Instructor will communicate on the Canvas Announcements page and/or via UAB email.

- **Students are expected to use their UAB email** for one-on-one instructor/student conferencing or to schedule an individual meeting. If a student has a question about the HW, then he should use the Ask My Instructor link to email the instructor.

- **Students are expected to review their Canvas grades and comments regularly.** The Course Instructor does not use email to communicate grades or comments about graded assignments. Assignments are usually graded
within one week of the deadline. It is the student’s responsibility to review grades one week after the deadline and email the Course Instructor within the same time period if a grade is not showing.

- **Students are expected to review their overall grades and participation** by clicking on UAB grade for MA 110 in Canvas or MyMathLab Plus, or by going directly to https://secure.cas.uab.edu/mll/db on a regular basis.

- Students in this class will be expected to:
  - Speak and write Standard English.
  - Work cooperatively with others.
  - Possess independent reading and study skills at the university level.
  - Possess basic computer skills.
  - Possess the appropriate computer software and hardware necessary for successful participation in the class.

- Because instructional materials on the course website may be copyrighted, students may not download materials on the site to their desktops, laptops, or PDAs, or alter or distribute any materials on the course site, unless clearly directed to do so.

**TECHNOLOGY REQUIREMENTS** - Students must have:

- Access to BlazerNet. Students will link to Canvas and MyMathLab Plus here.
- A UAB email account that can be accessed on a daily basis.
- Email software capable of sending and receiving attached files.
- **For TESTING, students must use a computer with a microphone and a web cam.** A hard wired connection is strongly recommended.
- Students must test their equipment with ProctorU before each test by going to: http://proctoru.com/testitout.
- Ability to send a clear image or scan a document and create a pdf (for submitting handwritten work).
- High-speed internet access.
- Wired high-speed internet access is strongly recommended for testing.
- 1 GB RAM or better.
- 2GHz processor or better.
- A personal computer capable of running Canvas, MyMathLab Plus, and the ProctorU app.
  - Canvas system requirements: [http://www.uab.edu/elearning/canvas/canvas-computer-requirements](http://www.uab.edu/elearning/canvas/canvas-computer-requirements)
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. It should be continually updated!
- Internet Access: THIS IS AN ONLINE CLASS. **Students must always have access to a working computer and reliable access to the Internet.** Students can use UAB computers in the library or in the MLL, a public library, etc. to ensure they have access, but a private computer with a microphone and web cam is needed for testing. Not having a computer, computer problems, computer crashes, loss of Internet and/or loss of electricity are NOT acceptable excuses for late work, incomplete work, or a request for an assignment deadline extension. **Students are expected to have a back-up plan in case any of these occur.**

**ATTENDANCE/PARTICIPATION POLICY** - Although physical class meetings are not part of this course, participation in all learning activities is REQUIRED and points will be awarded.

- The class week **begins on Sunday** and **ends on Saturday**.
- Students must be available to work on assignments throughout the week.
- **All assignments have strict deadlines**, and some have limited availability. See the class schedule for details.
- Note that ALL MyMathLab Plus HW, Quizzes, and Tests are available from the **beginning of the term until their deadline**, so students can and SHOULD always WORK AHEAD.
CLASS SCHEDULE - A copy of the class schedule is posted in Canvas. The class schedule identifies the specific dates and times of all assignments and deadlines. It also identifies the chapters and sections of the text that correspond to the homework, quizzes, and tests.

COURSE STRUCTURE - This course is computer-based, and students must have reliable access to BlazerNet so they can work on their assignments in Canvas and MyMathLab Plus. Students must also ensure that they meet each of those system’s requirements.

- CANVAS assignments include:
  
  **Introduction Discussion** - The Introduction Discussion is required and due by the end of the day on MON Jan 9. The Introduction Discussion is worth 6 points. Students must upload a photo, answer ALL questions, and respond in a meaningful way to at least two other students. More information about grading the Introduction Discussion can be found in the directions in Canvas. This assignment gives students an opportunity to meet each other.

  - **Syllabus Quiz** - The Syllabus Quiz is required and due by the end of the day on TUES Jan 10. The Syllabus Quiz is worth 10 points. An unlimited number of attempts are available, and the highest score attained will count. Once you begin the assignment, you must complete it. Students should have a copy of their syllabus and class schedule to use during the assignment. This assignment gives students an opportunity to learn about the course policies and expectations.

  - **Group Discussions** – There are 12 Group Discussions that are required, and each is worth 6 points. Group Discussions take place over two days (WED-THURS 8pm). Each week students must participate BOTH DAYS for a total of at least 3 times: ANY TIME on the first day, and BEFORE 8:00PM on the second day. Students will be assigned to different Groups in Canvas to discuss the current Problem. Students must first post their own ideas about the Problem (click in the box that shows an arrow for reply). Then they will be able to see other posts and can discuss the Problem in a meaningful way. Meaningful posts include ideas and questions that are specific to solving the Problem. No credit is given for short or one word posts. Students who do not post the first day will receive a score of 0. Students must NOT share their entire solution because this may lead to plagiarism. Individually written solutions to the Problems must NOT be submitted in the Group Discussion. More information about grading the Group Discussions and Meaningful posts can be found in Canvas in the Course Information module. This assignment gives students an opportunity to work together to improve their quantitative reasoning ability and conceptual understanding of mathematical ideas.

  - **Problems** - There are 12 Problems that are required, and each is worth 8 points. The weekly Problems are only available over two days (MON-TUES and/or THURS-FRI). Each week students are required to solve one or two Problems with the help of their group. Students must READ the Problem and work on it before participating in their Group Discussion. Go to the current week’s Module or Assignments to find the Problems. Each student must submit an individually written solution to each Problem in Canvas by the deadline (TUES and/or FRI). Problems may be submitted using the text editor, or as a file attachment. If students prefer to submit their hand written work, a photo of the hand written work may be uploaded (as long as it is clear and easy to read). If two or more students have an identical Problem, all will receive a score of 0 since the work must be individually written. Problems CANNOT be sent by email and cannot be submitted any way other than through the Problem link in Canvas. There are no extensions or make ups for missed Problems. Students should NOT wait until the deadline to submit their Problems because they run the risk of running out of time or having technical problems. NO late submissions are allowed. More information about grading the Problems can be found in the Course Information Module. This assignment gives students an opportunity to articulate their conceptual understanding of mathematical ideas.

If technical problems are experienced with Canvas, students should follow the instructions at [http://www.uab.edu/online/students/technical-support](http://www.uab.edu/online/students/technical-support). They should also inform the instructor.
• **MyMathLab Plus assignments** include:
  
  o **HOMEWORK** - There are 12 homework assignments that are required, and each is worth 9 points. Homework is completed and submitted in MyMathLab Plus (access code required). Students access MyMathLab Plus through a link in Canvas or BlazerNet. When the homework is submitted or closed in MyMathLab Plus, a score and percentage are given. The UAB score (out of 9 pts) for the Homework will be downloaded the following day and can be seen at [https://secure.cas.uab.edu/mll/db/](https://secure.cas.uab.edu/mll/db/) and also under UAB Grade for MA 110 in MyMathLab Plus and in Canvas.

  *An unlimited number of attempts can be made on each homework problem* before the deadline, so students should be able to earn 100% on ALL HOMEWORK. If a problem is marked with a red (X) as incorrect, then the student can click on **Similar Exercise** at the bottom of the page and work another problem correctly for full credit (before the deadline). Students can go in and out of the homework as many times as they like before the deadline (all of the work is automatically saved). Students earn points for homework completed on or before the due date. After the due date, students can review homework assignments and work similar exercises, but they CANNOT change their score.

  **All Homework is available at the beginning of the term**, so students may work ahead as much as they like. **There are NO EXTENSIONS or make ups for missed homework because the work can and SHOULD BE completed IN ADVANCE of the deadline.**

  o **QUIZZES** - There are 12 Quizzes that are required, and each is worth 9 points. Quizzes are completed and submitted in MyMathLab Plus. Students access MyMathLab Plus through a link in Canvas or BlazerNet. Once a Quiz is submitted in MyMathLab Plus, it is scored and a percentage is given. The UAB score (out of 9 pts) for the Quiz will be downloaded the following day and can be seen at [https://secure.cas.uab.edu/mll/db/](https://secure.cas.uab.edu/mll/db/) and also under UAB Grade for MA 110 in MyMathLab Plus and in Canvas.

  Students take the Quizzes on their own schedule, but they can only earn the Quiz points if the Quiz is taken on or before the due date. **Students must complete the Quizzes BY THEMSELVES without any assistance from another person.** The Quizzes are timed, and they must be taken in one sitting within 30 minutes. Students cannot exit the Quiz or that will count as one of their attempts. Each quiz can be taken twice, and the highest score attained will count.

  **All Quizzes are available at the beginning of the term**, so students may work ahead as much as they like. **There are NO EXTENSIONS or make ups for missed Quizzes because the work can and SHOULD BE completed IN ADVANCE of the deadlines.**

  o **TESTS** – There are 4 major Tests that are required, and each is worth 150 points. Tests are completed and submitted in MyMathLab Plus, but they are proctored remotely through ProctorU, and an appointment is required at least 72 hours in advance or testing fees apply. Students who do not schedule at least 72 hours in advance run the risk of having **limited or even no appointment availability with ProctorU.**

  Students must make sure that they meet the system requirements for ProctorU [http://proctoru.com/testitout](http://proctoru.com/testitout) well IN ADVANCE of testing appointments.

  Students may only review their tests in MyMathLab Plus immediately after submitting. Requests to review the tests again may be made after the deadline has passed.

  Once a Test is submitted in MyMathLab Plus, it is scored and a percentage is given. The UAB score (out of 150 pts) for the Test will be downloaded the following day and can be seen at [https://secure.cas.uab.edu/mll/db/](https://secure.cas.uab.edu/mll/db/) and also under UAB Grade for MA 110 in MyMathLab Plus and in Canvas.
All students are REQUIRED to take ALL course Tests using remote proctoring services through ProctorU. Standard testing fees are covered by UAB eLearning, but fees not covered and all additional fees are the responsibility of the student. Testing appointments must be scheduled at least 72 hours in advance or FEES will apply. Find out more details at http://proctoru.com or in the Canvas Modules.

Students who fail to make an appointment with ProctorU at least 72 hours in advance will be subject to fees and run the risk of having LIMITED OR NO AVAILABILITY.

Students take the Tests on their own schedule at any time with a ProctorU appointment, but they must be taken ON or BEFORE the deadline. All major Tests have a 50 minute time limit and must be taken in one sitting.

Students may only use the following during a Test:

- Their computer operating system scientific calculator (NO downloaded or handheld)
- One sheet of blank, loose scratch paper
- The designated Test formula sheet (pdf) opened in another window (not printed) (found in MyMathLab Plus and in Canvas)
- One or more VALID photo IDs will be required for testing.

ProctorU sends an incident report to the instructor for students who fail to follow the testing procedures or display inappropriate behavior during testing. Those students will be contacted by the instructor and may be referred to the appropriate authorities for a hearing on academic misconduct.

Students must read the ProctorU info in Canvas carefully and make sure they have access to a computer with a MICROPHONE and a WEBCAM well IN ADVANCE of the test deadline. A hard wired connection is strongly recommended. They must schedule an appointment at least 72 hours in advance and should TEST their EQUIPMENT at that time. Students who wait until the last minute to schedule an appointment with ProctorU for their tests may find limited or no availability, and these are not acceptable excuses for missing the test deadline.

More details about the technical requirements for ProctorU are found at http://proctoru.com and http://www.proctoru.com/testitout/.

The deadline for each Test is listed in the Course Schedule and below.

- Test 1, TUES June 20, 8:00pm (last appointment time)
- Test 2, SAT July 8, 8:00pm (last appointment time)
- Test 3, SAT July 22, 8:00pm (last appointment time)
- Test 4, SAT August 5, 8:00pm (last appointment time)

ALL Tests taken with ProctorU require an appointment at least 72 hours in advance. The tests may be taken ANY day and time until the deadline. Failure to take a Test with ProctorU, power outages, technical issues, student personal problems, and failure to purchase an access code are NOT acceptable reasons for missing a Test deadline. If students have problems with ProctorU, they should notify the instructor by email as soon as possible. They should also use the ProctorU chat feature.

- REVIEW FOR TESTS – There are 4 Test Reviews (one for each test), and they count as extra points towards your total points. Each Review is worth 5 points. Reviews are completed and submitted in
MyMathLab Plus (under Quizzes & Tests). Once a Review for a Test is submitted in MyMathLab Plus, it is scored and a percentage is given. The percentage will be converted to points and will be included in the student’s total points.

Students take the Reviews on their own schedule, but they can only earn the points if the Review is SUBMITTED on or before the deadline. **Students must complete the Reviews BY THEMSELVES without any assistance from another person.**

The Reviews are NOT timed, and students may go in and out of them until they are ready to submit. Each Review may be taken an unlimited amount of times, and the highest score attained will count.

The best way to prepare for each test is to complete the Review many times under simulated testing conditions (using only the computer operating system calculator, blank scratch paper, and the Test formula sheet opened in another window).

**MyMathLab Plus** has many **LEARNING AIDS** available to students. Once a student is on the course home page, the left menu has links to:

- **PowerPoint** --- One for each HW
- **Homework** --- Most HW questions have Question Help available for students. Although learning aids are good for helping students gain a better understanding or getting started on a problem, **students should not rely upon them for completing their entire assignment.**
  - Help Me Solve This --- Provides an interactive walk-through for solving the current problem. Students must solve a new problem for credit.
  - View an Example --- A similar problem is shown step-by-step. This can be accessed many times, but the same example is shown each time. Students return to their original problem to solve.
  - Video --- A similar problem is shown.
  - Textbook --- The specific chapter and section is shown.
  - Ask My Instructor --- Sends the instructor a direct link to your question. Students should explain or show their work so the instructor can help them identify their mistakes.
- **Test formula sheets** --- Students will find a test formula sheet for each test that may be opened in another window and used during testing. Students are encouraged to use and become familiar with each formula sheet while completing HW, Quizzes, and Reviews.
- **Review previous work** --- Allows you to view and work within previously submitted work. Scores will not be changed. If all results don’t show, then choose all assignments.
- **eText** --- Select by chapter and section.
- **Videos** --- Video lectures and Interactive concept checks by chapter and section.
- **Study Plan (optional)** --- Recommendations are made based on missed questions on HW and Quizzes. Students can click on View all chapters to see all questions.

**Completing HW, Quizzes, and Tests in MyMathLab Plus** - All HW, Quizzes, and Tests may only be accessed through a link in Canvas or BlazerNet. Before students begin working at home, they must run the MyMathLab Plus browser check and make sure they meet the [system requirements](http://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/). Please note that NO make ups or extensions of deadlines are given for technical problems. **Students can and should COMPLETE all HW and Quizzes well in ADVANCE of deadlines** because these assignments are AVAILABLE from the FIRST DAY OF THE TERM until the DEADLINE. Students who wait until the deadline date to begin these assignments run the risk of not completing them.

Some troubleshooting tips for problems with **MyMathLab Plus:**

- Close the browser and start again by logging into Canvas or BlazerNet.
- Clear the browsing history.
- Try another browser if yours doesn’t work. Install and use only supported browsers.
- You can only ACCESS YOUR COURSE through Canvas or BlazerNet.
• **No other login pages will work.** If you are redirected to another page, close the browser and go to Canvas or BlazerNet.

• If nothing works, contact Pearson’s technical support at [http://247support.custhelp.com/](http://247support.custhelp.com/)

• **Have a back-up plan.** Make arrangements to work in the MLL or elsewhere in advance.

• **Email the instructor** if you have problems.

**COURSE GRADES** - Students earn their grade in the course by accumulating points. There is a maximum of 1000 points available. No points are available after Test 4 is taken, so **students should earn as many points as possible throughout the semester by completing all assignments by the deadline.** NO late assignments are accepted or allowed, and no adjustments will be made.

All assignment grades will be posted and maintained in the math department database, which can be accessed in Canvas or MyMathLab Plus by clicking on **UAB Grade for MA 110** or going to [https://secure.cas.uab.edu/mll/db/](https://secure.cas.uab.edu/mll/db/).

Note that **FINAL GRADES are awarded by TOTAL POINTS EARNED, NOT by percentages.** Percentages give students an idea of how they are doing in the class on a day-to-day basis, but they are constantly changing since they are based on the deadlines and points available as of the current date.

Homework, Quiz, and Test grades are automatically updated and loaded into the database on a daily basis. All other grades will be manually entered by the instructor as soon as possible after grading (usually within one week).

Grading scale for MA 110-QL:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>880-1000</td>
<td>A</td>
</tr>
<tr>
<td>750-879</td>
<td>B</td>
</tr>
<tr>
<td>620-749</td>
<td>C</td>
</tr>
<tr>
<td>500-619</td>
<td>D</td>
</tr>
<tr>
<td>Below 500</td>
<td>F</td>
</tr>
</tbody>
</table>

Point distribution for MA 110-QL:

<table>
<thead>
<tr>
<th>Grade Element</th>
<th>Points</th>
<th>Quantity</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Introduction Discussion</td>
<td>6</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Problems</td>
<td>8</td>
<td>12</td>
<td>96</td>
</tr>
<tr>
<td>Group Discussions</td>
<td>6</td>
<td>12</td>
<td>72</td>
</tr>
<tr>
<td>Homework</td>
<td>9</td>
<td>12</td>
<td>108</td>
</tr>
<tr>
<td>Quizzes</td>
<td>9</td>
<td>12</td>
<td>108</td>
</tr>
<tr>
<td>Tests</td>
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<td>4</td>
<td>600</td>
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<tr>
<td><strong>Total points</strong></td>
<td></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

*Please note that at the end of the semester, if a student has earned 745 points and has a 74.5%, then he earns a final grade of C, not B, because grades are based on TOTAL POINTS.*

**MAKE-UP WORK POLICY – In general, NO MAKE-UPS are allowed.**

There is no appeal for missed deadlines for Discussions, Problems, Homework, or Quizzes. However, if a student has an unplanned, emergency circumstance that temporarily prevents him from participating in the class (such as documented hospitalization due to an accident), then he should contact the instructor as soon as possible. A request for make-up work will be considered. **Travel and/or work-related business do NOT qualify for make-up work.**

**ALL Homework, Quizzes, and Tests are available from the beginning of the term until the deadline, so these assignments should be completed IN ADVANCE.** NO extensions will be given for failure to complete these assignments by the deadline.
If a TEST is missed due to a serious, verifiable circumstance, the student should contact the instructor as soon as possible and go through the appeal process. The student must submit an Appeal Form (available from the instructor or in the math department office) and supporting documentation to the instructor. The Appeal Form with supporting documents attached must be received no later than one week after the missed deadline. The appeal will be reviewed by the Director of Undergraduate Programs, the course instructor, the course coordinator, and the Director of the MLL. The student will receive a prompt reply as to the adjudication of the appeal but should continue working in the course. Failure to schedule or take a test with ProctorU, computer problems, student personal problems, and not having a MyMathLab access code (permanent access) are NOT acceptable excuses.

USEFUL WEBSITES FOR THIS COURSE
BlazerNet (access to Canvas and MyMathLab Plus):  http://www.uab.edu/blazernet
UAB grade for MA 110 (math department database):  https://secure.cas.uab.edu/mll/db/
UAB Department of Mathematics (see Student Resources):  http://www.uab.edu/mathematics

CANVAS SITE MAP FOR MA 110-QL

HOME
- CLICK on the appropriate module to view your objectives and assignments.
- There are links to: Syllabus and Schedule, Other Course Information, and MyMathLab Plus.

SYLLABUS
- Syllabus
- Schedule
- Assignments Summary (calendar)

ANNOUNCEMENTS
- All course announcements are posted here.
- Please check this daily.

MODULES
- One Module for each Test.
- Other Course Information.
  - ProctorU – how it works, technical requirements and issues.
  - Testing – information and formula sheets.
  - Rubrics – for Problems and Group Discussions.
  - Technical help for MMLP.
- Sample Problems, Calculator directions
- Solutions to Problems – will be shared here after the deadline.

ASSIGNMENTS
- Syllabus quiz
- Problems
- Group Discussions and Intro Discussion

DISCUSSIONS
- General questions – students may post general questions here for anyone to respond.
- Introduction Discussion
- Group Discussions

PROCTORU
- Link to ProctorU

UAB GRADE for MA 110
- Link to your current percentage and total points.
- HW, Quiz, and Test scores from MyMathLab Plus are updated every morning.
- Other scores are manually entered by the instructor after grading is complete.

GRADES
- Gradebook ONLY for Canvas assignments.
- Comments on Problems are located here.
- Course grades and total points are found on the UAB Grade for MA 110 menu item in Canvas and in MyMathLab Plus.

PEOPLE
- List of all students and instructors enrolled in the class.
MATH HELP

MyMathLab Plus has many learning aids available to students. On the course home page, the left menu has links to:

- **PowerPoint** --- One for each HW
- **Homework** --- Most HW questions have learning aids available for students. Although learning aids are good for helping students gain a better understanding or get started on a problem, **students should not rely upon them for completing their entire assignment.**
  - Help Me Solve This --- Students work through the problem step-by-step with the computer. Then they must solve another problem for credit.
  - View an Example --- A similar problem is shown.
  - Video --- A similar problem is shown.
  - Textbook --- The specific chapter and section is shown.
  - Ask My Instructor --- Sends the instructor a direct link to your question. Students should explain or show their work so the instructor can help them identify their mistakes.
- **Test formula sheets** --- Students may open each test formula sheet in a new window to use during testing. Students are encouraged to use and become familiar with each formula sheet while completing HW, Quizzes, and Reviews.
- **Review previous work** --- Allows you to view previously submitted work. If all results don’t show, then choose all assignments.
- **eText** --- Select by chapter and section.
- **Videos** --- Video lectures and Interactive concept checks by chapter and section.
- **Study Plan (optional)** --- Recommendations are made based on missed questions on HW and Quizzes. Students can click on View all chapters to see all questions.

The Math Learning Lab (MLL) in 202 Heritage Hall is available for student use Monday through Friday. Students in this course may use the computers to complete assignments, and they may get assistance from math tutors. Tutors will not solve all of your problems or sit with you for extended periods of time, but they will help guide you so that you can complete your work independently. No appointment is necessary. The hours of operation are usually Monday through Thursday 9:00am to 8:00pm, and Fridays 9:00am to 2:00pm. Limited hours are available during final exams. The MLL is closed during all holidays and breaks. For more information, go to [http://www.uab.edu/cas/mathematics/mll](http://www.uab.edu/cas/mathematics/mll). Please note that all computer use in the MLL is monitored.

The University Academic Success Center (UASC) provides students with a host of free services and resources that include Tutoring and Supplemental Instruction. For more information, go to [http://www.uab.edu/students/academics/student-success](http://www.uab.edu/students/academics/student-success).

STUDENT/FACULTY INTERACTION

Interaction will take place via email, telephone (if requested), Announcements, Discussion, and Grades in Canvas. Meetings in person may be scheduled by appointment.

The student will participate in this course by following the guidelines set forth in this Syllabus and the course Schedule, and any additional information provided by the Course Instructor.

Students are expected to remain in regular contact with the Course Instructor and class via Canvas and through participation in the Discussion Board and submission of weekly Problems. Students are expected to work in assigned groups on the weekly problems, but they must submit individually written papers.

The Course Instructor will communicate on the Canvas Announcements page, Discussions, comments on graded assignments in Canvas, and/ or email. Personal communication with the instructor should be done through email.

The Course Instructor will check emails daily and will respond to emails containing questions, comments, and concerns within 24 to 48 hours on weekdays and 48 hours on weekends.

The Course Instructor will check Canvas daily and will respond to postings (weekly assignments, examinations, projects, etc.) within one week of receiving.
Students are encouraged to use the Canvas Discussion feature, **General Questions**, to ask questions that can be answered by the instructor or other students. This approach will allow all students to benefit from this information. All personal questions should be sent directly to the instructor through Canvas or by email.

Comments and scores on graded Problems and Group Discussions will be posted in Canvas. Scores can also be seen under UAB Grade for MA 110. Students are expected to review their grades and comments on Canvas assignments within one week of submitting the assignment.

**TECHNICAL SUPPORT INFORMATION**

If technical problems are experienced with any of the systems, students should **notify the instructor** and contact the appropriate help/support:

If technical problems are experienced with **BlazerNet**, students should contact UAB AskIT at [http://uab.edu/it/home/askit](http://uab.edu/it/home/askit) and also inform the instructor.

For help with **Canvas**, students should use the HELP tab at the top right after they have logged in or go to [http://www.uab.edu/elcarning/canvas](http://www.uab.edu/elcarning/canvas). Students should also inform the instructor.

If technical problems are experienced with **MyMathLab Plus**, students should log in and click on Help & Support at the top right or go to [http://247pearsoned.custhelp.com/app](http://247pearsoned.custhelp.com/app). The quickest way to get support is to use the CHAT contact method. Students should also inform the instructor.

Some troubleshooting tips for problems with MyMathLab Plus:

- **Close the browser** and start again by logging into BlazerNet.
- **Clear the browsing history**.
- **Try another browser** if yours doesn’t work. Install and use only supported browsers.
- You can only ACCESS YOUR COURSE through BlazerNet. **No other login pages will work.**
- If nothing works, contact Pearson’s technical support via CHAT.
- Have a back-up plan. Make arrangements to work in the MLL or elsewhere in advance.
- **Email the instructor** if you have problems. He/she might be able to help.

For technical problems with **ProctorU**, students should go to [http://www.proctoru.com/testitout/](http://www.proctoru.com/testitout/) and also inform the instructor.

**NON-HARASSMENT, HOSTILE WORK/CLASS ENVIRONMENT** – The UAB College of Arts and Sciences **expects students to treat fellow students, their Course Instructors, other UAB faculty, and staff as adults and with respect**. No form of hostile environment or harassment will be tolerated by any student or employee. In this class we will only use constructive criticism and will work to build a community of lifelong learners.

**ADAPTIVE NEEDS (ADA) – ADA CONSIDERATIONS**

The UAB office of Disability Support Services approves special accommodations to students who qualify. The UAB DSS office can be contacted by telephone: 934-4205 or by email: dss@uab.edu. Students who have DSS-approved accommodations must notify the instructor as soon as possible and make arrangements to meet online or in person to discuss the accommodations. No accommodations will be granted until DSS documentation is provided and the student has discussed the accommodations with the instructor. Every reasonable request for accommodation will be met where possible. If a student feels he needs additional consideration, he should contact UAB Disability Support Services at 934-4025 and notify the instructor about the request.

**HONESTY AND PLAGIARISM** - The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. To ensure this, **UAB expects all students to abide by the UAB Academic Honor Code**:
The UAB Academic Honor Code
UAB expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter.

Academic dishonesty includes, but is not limited to, the following categories of behavior:

**ABETTING** is helping another student commit an act of academic dishonesty. *Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.*

**CHEATING** is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information. *Getting someone to do your HW or to take your quizzes are examples of cheating.*

**PLAGIARISM** means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or *copying another person’s ideas.*

**FABRICATION** means presenting falsified data, citations, or quotations as genuine.

**MISREPRESENTATION** is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal if the violation is substantiated.

**TURNITIN** - UAB reserves the right to use electronic means to detect and help prevent plagiarism. By enrolling at UAB, students agree to have course documents submitted to www.Turnitin.com or other means of electronic verification. All materials submitted to Turnitin.com will become source documents in Turnitin.com’s restricted access database, solely for the purpose of detecting plagiarism in such documents. Students may be required by instructors to individually submit course documents electronically to Turnitin.com.

**LIBRARY SUPPORT** - The Libraries at UAB provide access to materials and services that support the academic programs. The following is a link to the main library (Mervyn Sterne Library) [http://www.mhsl.uab.edu/](http://www.mhsl.uab.edu/).

**FACULTY EVALUATION** – At the end of each term, students will be notified of the requirement to fill out a Course Evaluation Form (IDEA Survey). These evaluations are completely anonymous and are online for all students.

**IRB/RESEARCH STATEMENT:**
Federal regulations and university policies require Institutional Review Board (IRB) approval for research with human subjects. This applies whether the research is conducted by faculty or students. At the same time, many class projects are conducted for educational purposes and not as research, and will not require IRB approval. In this course, students work on group problems and may have to ask others for information to be used as data, but this will be done anonymously as part of an educational exercise; therefore, no IRB approval is needed. For more information about UAB OIRB, go to [irb@uab.edu](mailto:irb@uab.edu).