UNIVERSITY OF ALABAMA AT BIRMINGHAM
MA 110-QL, Finite Mathematics
COURSE SYLLABUS
Spring 2018

Instructor: Heather Land
Instructor email: hland@uab.edu
Best way to contact: Canvas message or email
Instructor office hours: By appointment, online or in person
Instructor phone: emergencies only, Department of Mathematics, 205-934-2154

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.

WITHDRAWAL - The last day to drop this course without the payment of full tuition and fees is SEPT 5. The last day to
withdraw from this course with a grade of $W$ is OCT 20.

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.

REQUIRED MATERIALS - All students are REQUIRED to purchase a MyMathLab PLUS ACCESS CODE
from Pearson, which gives them access to the etext, Homework, Quizzes, and Tests.

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.

**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.

**Extended Absences:** Attendance is fundamental to course objectives and to the integrity of this course. Courses in the Mathematics Department require a variety of activities that involve interaction with the instructor and/or interaction with other students. Excessive absences and missed assignments seriously jeopardize a student’s ability to successfully complete the course. In the event of excessive absences, students should be prepared to officially withdraw from the course. In cases involving medical hardships, military duty, or other serious personal situations after the withdrawal date for a course, the student may participate in the Academic Policy Appeal (accessed and submitted through BlazerNet Links/Forms).
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 Fall and Spring hours of operation are usually Monday through Thursday 9:00am to 8:00pm, and Fridays 9:00am to 3:00pm; the Summer hours 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](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](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)
ProctorU requirements: [http://proctoru.com/testitout](http://proctoru.com/testitout)

- 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.

**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 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 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 within 30 minutes.** 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 anytime-THURS before 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 with the other group members.** **Meaningful posts** include ideas and questions that are specific to solving the Problem. Students should REPLY to other group members and try to help them understand. 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 Modules. 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 (WED-THURS). Each week students are required to solve a Problem 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 Module or Assignments to find the Problems. Each student must submit an **individually written** solution to each Problem in Canvas by the deadline (THURS). 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 Modules. 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. They should also inform the instructor.

- **MyMathLab Plus assignments** include:
  - **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/ 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 (click Save). After the due date, students can continue to work on homework, but there will be a deduction of 50% on the late work.

  All Homework is available at the beginning of the term, so students can and should work ahead. HW may be completed after the deadline, but there will be a deduction of 50% on the late work.

  - **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/ 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 full points if the Quiz is taken on or before the due date. After the due date, students may take a quiz, but there will be a deduction of 50%.

    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 has two attempts, and the highest score attained will count.

    All Quizzes are available at the beginning of the term, so students can and should work ahead. Quizzes may be completed after the deadline, but there will be a deduction of 50%.

  - **TESTS** – There are 4 major Tests that are required, and each is worth 150 points. Tests are completed and submitted in MyMathLab Plus any time before the deadline, but they are proctored remotely through ProctorU. 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/ and also under UAB Grade for MA 110 in MyMathLab Plus and in Canvas.
A testing **appointment is required with ProctorU 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**.

All major tests have a 50 minute time limit and must be taken in one scheduled sitting with ProctorU. 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.

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.

There are **NO extensions of deadlines for Tests**. Students who miss ONE Test may take the Makeup Test Comprehensive by the deadline (see schedule for deadline date/time). The Makeup Test Comprehensive is worth 150 points, covers all material, and has a time limit of 2 hrs. Students will not be able to take the Makeup Test Comprehensive until after the Test 4 deadline.

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

**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 government-issued 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.

More details about the **technical requirements for ProctorU** are found at [http://proctoru.com](http://proctoru.com) and [http://www.proctoru.com/testitout/](http://www.proctoru.com/testitout/). If students have problems with ProctorU, they should notify the instructor as soon as possible.

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

- **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.
  - **http://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/**
- **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/
- **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/.
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>
<td>150</td>
<td>4</td>
<td>600</td>
</tr>
</tbody>
</table>

Total points: 1000

*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**

There is no makeup for missed Discussions or Problems. Students may make up the missed points by completing the Reviews for Tests since they count as extra points.

There is no makeup for missed HW and Quizzes. They may be completed after the deadline, but there is a 50% penalty for the late work.

Students who miss ONE Test *for any reason* may take the Makeup Test Comprehensive after the Test 4 deadline but within the two week testing window (see schedule for deadline). Only ONE Test may be made up.

Excessive absences and missed assignments seriously jeopardize a student’s ability to successfully complete the course. In the event of excessive absences, students should be prepared to officially withdraw from the course. In cases involving medical hardships, military duty, or other serious personal situations AFTER the withdrawal date for a course, the student may participate in the Academic Policy Appeal (accessed and submitted through Blazernet Links/Forms).

**USEFUL WEBSITES FOR THIS COURSE**

BlazerNet (access to Canvas and MyMathLab Plus): [http://www.uab.edu/blazernet](http://www.uab.edu/blazernet)

UAB grade for MA 110 (math department database): [https://secure.cas.uab.edu/mll/db/](https://secure.cas.uab.edu/mll/db/)

UAB Department of Mathematics (see Student Resources): [http://www.uab.edu/mathematics](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**
- Test 1 Module
- Test 2 Module
- Test 3 Module
- Test 4 Module
- MyMathLab Plus Info
- ProctorU Info
- Test Info and Formula sheets
- Math Help, Sample problems, Calculator directions
- Scoring and Rubrics

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

**DISCUSSIONS**
- 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 and Discussions 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**
You should **ALWAYS notify your instructor immediately** if you are having difficulty with the material. (S)he can meet with you in person or online to offer help and suggestions.

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 or online 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 left after they have logged in or go to [http://www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/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.

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**

UB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with DSS, please contact their office to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted DSS, please call 205-934-4205 or visit [http://www.uab.edu/dss](http://www.uab.edu/dss) or go to Hill Student Center Suite 409.

Students who have DSS-approved accommodations must notify the instructor as soon as possible and make arrangements to meet 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.

**Title IX Statement**

UB is committed to providing an environment that is free from sexual misconduct, which includes gender-based assault, harassment, exploitation, dating and domestic violence, stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression. If you have experienced any of the aforementioned conduct, we encourage you to report the incident. UB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and supports, please visit [http://www.uab.edu/titleix](http://www.uab.edu/titleix) for UAB’s Title IX Policy, UAB’s Equal Opportunity, Anti-Harassment Policy and Duty to Report and Non-Retaliation Policy.

**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, UB 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.