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

Term:
Dates:
NO REGISTRATION is allowed once classes begin.
WITHDRAWAL: The last day for withdrawing from this course without the payment of full tuition and fees is Jan 16, 2013. The last day to withdraw from this course with a grade of *W* is Mar 28, 2013. Students withdraw from a course by completing the appropriate paperwork online or in the UAB Registrar's Office in the Hill University Center. The signature of the instructor is not required.

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 e-mail or Blackboard Announcement, when changes are made in the requirements and/or grading of the course.

ATTENDANCE 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** unless otherwise indicated.
Students must be available to work on assignments throughout the week. All assignments have strict deadlines, and some have limited availability. See the course schedule for details.

INSTRUCTOR INFORMATION
Instructor: Heather A. Land
UAB Email: hland@uab.edu
UAB phone: 205-934-2154 (Department of Mathematics)

ELECTRONIC OFFICE HOURS - The Course Instructor is available by e-mail (hland@uab.edu), through the Discussion Board (DB) in Blackboard (Bb), or in case of emergency by telephone on weekdays between the hours of 8:00am-5:00pm (CST).

Communication Through UAB E-Mail - If you need to communicate one-on-one with the Course Instructor, please use the UAB email system (hland@uab.edu). Individual meetings through chat or in person should be requested through email.

Communication Through DB - Students may post course-related questions in the Discussion Board. To use this mode of communication please:
1. Go into Bb.
2. Click on the Discussion Board (DB) button, which is located on the left of your Bb screen.
3. Click on Questions for the Instructor.
4. Type your course-related question(s) and click on Enter.
The Course Instructor checks this forum daily and will respond within 24 hours.

Communication Through Telephone - In an emergency you may call the Math Department office and leave a message for the Course Instructor at 205-934-2154.

PREREQUISITES/ ENTRANCE COMPETENCIES –
Grade of C or better in MA 098, or see ACT Math Subscore/GPA Grid in the latest UAB Class Schedule for Math Screening Requirements, or a grade of C or better in MA 096 or MA 097.

STUDENT EXPECTATION 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**.

- Students are expected to submit all individually written Problems to the Course Instructor in Bb per the due dates and in their respective locations (under the Assignments button or in the current Week). **Problems are NOT accepted in e-mail**.

- Students are expected to submit all Homework, Quizzes, and Tests in MyMathLab by the due dates.

- Students are expected to read all sections in the Bb 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 e-mail daily and respond within 48 hours to instructor emails. Regular communication via e-mail 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 e-mail address is listed in Bb by the end of Week 1 as well as to ensure that their UAB e-mail 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 e-mail 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 e-mail account.** The Course Instructor will not accept e-mails sent from e-mails accounts than other UAB.

- Students are expected to follow the instructions for each assignment. Instructions for each assignment can be found in the Course Syllabus and Class Schedule, as well as on each assignment under the Assignments button in Bb. A deduction in points will be applied to submitted assignments which do not comply with the instructions.

- Students are expected to devote an average of 8 to 12 hours per week to the assignments.

- 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. Go to the math department website and click on Student Resources tab for details (http://www.uab.edu/mathematics).

- Students are expected to submit *complete* Problems into Bb under the Assignments button or in the appropriate Week button *before the deadline*. Once a problem is submitted, it will be graded as is. Therefore, students are expected to triple-check their work before submitting it. Bb will not allow a student to return to a Problem once it is submitted. Therefore, the student must submit only completed problems.

- 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 Bb and UAB e-mail as well as through participation in the Discussion Board and submission of assignments. The Course Instructor will communicate on the Bb Announcement page, Discussion Board and/or via UAB e-mail.

- Students are expected to use the UAB e-mail for one-on-one instructor-student conferencing or to schedule an individual chat session or personal meeting. If a student has a question about a particular problem from MyMathLab (homework or quiz), then he should use the Ask My Instructor link to email the instructor.

- Students are expected to review their grades and comments on graded assignments in Bb. The Course Instructor does not use e-mail 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 e-mail the Course Instructor within the same time period if a grade is not showing.

- 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.

CATALOG DESCRIPTION – MA 110 - Finite Mathematics
MA 110 is about developing quantitative reasoning ability rather than acquiring a set of mathematical skills such as algebra or arithmetic. Students will: compute using arithmetic and elementary algebra in a variety of problem situations; identify a problem and translate verbal descriptions into mathematical form; evaluate the reasonableness of quantitative assertions; interpret and construct graphs, tables, and schematic representations of mathematical relationships; understand elementary probability and is able to draw conclusions based on probability; select and use appropriately quantitative evidence and inferences; communicate results of mathematical investigations in a manner appropriate to the audience.

LEARNING OUTCOMES– MA 110 - Finite Mathematics
The learning outcomes are realized in the course in a variety of contexts including consumer mathematics, voting theory, apportionment, counting, probability, and descriptive and inferential statistics. This course satisfies the Core Curriculum requirement in mathematics. Quantitative Literacy is a significant component of this course (QEP).

PURPOSE (COURSE OBJECTIVES) - The student will demonstrate the ability to: compute using arithmetic and elementary algebra in a variety of problem situations; identify a problem and translate verbal descriptions into mathematical form; evaluate the reasonableness of quantitative assertions; interpret and construct graphs, tables, and schematic representations of mathematical relationships; understand elementary probability and draw conclusions based on probability; select and use appropriately quantitative evidence and inferences; communicate results of mathematical investigations in a manner appropriate to the audience.

CREDIT - 3 semester hours.

TEXTBOOK(S) AND/OR OTHER MATERIALS NEEDED
All students are required to purchase the *Thinking Mathematically Package UAB* (ISBN 9780558783983). The package includes a UAB Math 110 Text (softcover) and MyMathLab ACCESS CODE. The UAB Math 110 Text is a customized text that only contains the chapters that are being covered in the course. Purchasing the UAB package is usually the least expensive way to obtain the course materials.

The full textbook, *Thinking Mathematically, 5th edition*, by Robert Blitzer, published by Pearson Prentice-Hall, 2011 is optional. If students prefer a hardcover textbook, they may purchase this edition instead of the softcover UAB edition, but they must still purchase an access code.

If a student is **retaking MA 110**, he should contact the instructor about directions for reenrolling.

BE sure to PURCHASE only ONE TEXT and ONE ACCESS CODE.

A scientific calculator is recommended. **During testing, only the MyMathLab basic calculator or the computer scientific calculator may be used (no personal calculators).**

Getting Started: The first thing students must do is participate in the **Introduction Discussion** in Bb. Then they must READ this syllabus and schedule thoroughly. These documents serve as the contract for the course, and students will need to know the information for their Week 1 assignment in Blackboard (**Bb Scavenger Hunt**).

Next students must register for their online course materials in MyMathLab. **Students cannot complete any homework, quizzes, or tests until they have registered in MyMathLab.**

Go to http://pearsonmylabandmastering.com and click the Register button for students. Follow the instructions provided. Students will need the following:

1. **CourseID** for MA 110-QL, **land79965**

2. A **Pearson account**.*
   During registration, students should SIGN IN (if they have a Pearson MyLab account) *or* CREATE a NEW ACCOUNT.
   > *NOTE*: The **SIGN IN NAME** MUST BE the student's **BlazerID @uab.edu**.
   > For example, the instructor's Sign In Name is hland@uab.edu.

3. **Student Access**. This is the access code that comes bundled with the softcover text, or that can be purchased as a stand-alone item. It comes inside an 8 ½ by 10 inch cardboard package labeled *MyMathLab Student Access Kit*. Students may also purchase student access online with a credit card during the registration process.

   Temporary access to the course materials may be available through the textbook publisher for a *limited amount of time*. If a student gains access to the course materials temporarily, he is still responsible for purchasing permanent access BEFORE the expiration of the temporary account. **No extensions of deadlines are given for failure to establish a permanent account.**

4. The zip code for UAB, which is **35294**.

USEFUL WEBSITES FOR THIS COURSE
UAB Blackboard Learn 9.1: http://www.uab.edu/bblearn
MyMathLab online homework, quizzes, tests: http://pearsonmylabandmastering.com
Current UAB math grade: https://secure.cas.uab.edu/mll/db/
UAB Department of Mathematics (see Student Resources): http://www.uab.edu/mathematics

ONLINE COURSES AT THE UAB COLLEGE OF ARTS AND SCIENCES - All online courses at the UAB College of Arts and Sciences utilize Blackboard Learn 9.1. In every online course, students should read all information presented in the Blackboard course site and should check for updates at least every 24 hours.

Blackboard SITE MAP FOR MA 110
ANNOUNCEMENTS - This is the location for announcements from the Course Instructor. Please check this location daily.

COURSE INFORMATION - The following information can be found here: Instructor information, Syllabus, Schedule and Additional Assignment Information, Rubric for MA 110 Group Problems and Group Discussions, Rubric for Introduction Discussion, Groups of Four Rules, and ProctorU testing information.

ASSIGNMENTS – Under this tab students access the Introduction Discussion, Scavenger Hunt, and the weekly Problems. There is a link to MyMathLab, but students will exit the Blackboard platform to access the homework, quizzes, and tests.

- **INTRODUCTION DISCUSSION** – The Introduction Discussion is required and due by the end of the day on the first Friday of the term. The Introduction Discussion is worth 6 points. Students must answer ALL questions and respond in a *meaningful* way to at least two other students. For scoring information, see Rubric for Introduction Discussion under Course Information in Bb. This assignment gives students an opportunity to meet each other.

- **Bb SCAVENGER HUNT** – The Bb Scavenger Hunt is required and due by the end of the day on the first Saturday of the term. The Scavenger Hunt is worth 8 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 course schedule to use during the assignment. This assignment gives students an opportunity to learn about the course policies and expectations.

- **PROBLEMS/Group Discussions –** There are 14 weekly Problems. Each week students are required to participate in a Group Discussion (according to the Groups of Four Rules) to solve a problem. Then they must submit their solutions as individual papers in Bb by the deadline (end of day Tuesday). Students can earn up to 8 points on each individually submitted Problem and up to 6 participation points on each Group Discussion for a total of 14 points. See the Rubric for MA 110 Problems and the Rubric for Group Discussions under Course Information for details.

  Students will be randomly assigned to different groups each week. To earn full credit for a Group Discussion, students must go to Groups in Bb and **participate in the Group Discussion *in a meaningful way* on both SUNDAY and MONDAY**. Meaningful posts include ideas and questions that are specific to the Problem. No credit for short or one word posts. The Group Discussion will only be available on Sunday and Monday, and participation on both days is REQUIRED. Groups must meet in Bb Groups to receive Group Discussion credit. If a group needs assistance or clarification on a problem, they should ask the instructor to join the discussion.

  On SUNDAY each week, students must **READ the Problem and work on it *before* participating in the Group Discussion**. The Problems are available Sunday, Monday, and Tuesday, but the Group Discussions must be held on Sunday and Monday. Students can only earn the points for the Problems if their individual papers are submitted **by the deadline** in the **proper location** (Click on the appropriate Problem under Assignments or in the appropriate Week in Bb). Problems CANNOT be sent by email. There are no extensions or make ups for missed Problems or Discussions. Students should NOT wait until the deadline to submit their papers because they run the risk of running out of time or having technical problems. NO late submissions are allowed.

This assignment gives students an opportunity to work together to improve their quantitative reasoning ability and conceptual understanding of mathematical ideas.

- **HOMEWORK -** There are 14 homework assignments. Homework is completed and submitted in MyMathLab, but a link to the software is located in Bb. Each HW is worth 8 points. When the homework is submitted or closed in MyMathLab, a score and percentage is given. The UAB score (out of 8 pts) for the homework can be found in Bb under UAB Grade for MA 110 or online at https://secure.cas.uab.edu/mll/db/. ***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 deadlines.**

- **QUIZZES -** There are 14 quizzes. Quizzes are completed and submitted in MyMathLab, but a link to the software is located in Bb. Each quiz is worth 8 points. Once the quiz is submitted in MyMathLab, it is scored and a percentage is given. The UAB score (out of 8 pts) for the quiz can be found in Bb under UAB Grade for MA 110 or online at https://secure.cas.uab.edu/mll/db/. 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 THEMSEVLES without any assistance from another person, but they may use their textbook and notes. 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 a maximum of two times. The higher grade 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.**

- **TESTS -** There are 4 major tests. Tests are completed and submitted in MyMathLab, but a link to the software is located in Bb. Each test is worth 145 points. Once the test is submitted in MyMathLab, it is scored and a percentage is given. The UAB score (out of 145 pts) for the test can be found in Bb under UAB Grade for MA 110 or online at https://secure.cas.uab.edu/mll/db/. Students must take the tests during the scheduled dates and times under supervised conditions.* All tests have a 50 minute time limit and must be taken in one sitting. **Students must use the MyMathLab calculator or their computer** (Windows/Safari) **scientific calculator during testing**. NO personal calculators are allowed. Students may use scratch paper during a test, but no credit is given for work done on the scratch paper. One or more photo IDs will be required for testing.

Four **Practice Tests** are available in MyMathLab. The Practice Tests do not count towards a student's grade, but they are recommended as a way to help them prepare for their tests. Students may take the practice tests as many times as they like.

*Students have **two options for testing.** Students may choose to test using a combination of options, but they are still responsible for meeting ALL deadlines. **No extensions for testing will be given due to failure to schedule or take a test according to the options listed below.**

OPTION 1: Students may take the course tests on campus (HHB 202) under the supervision of the instructor ONLY during the scheduled dates and times. Students who choose this option are required to be ON TIME to the testing sessions and must BRING a valid photo ID. Late students will NOT be able to test in the MLL.

> Test 1, FRIDAY Feb 8 @ 4:40pm
> Test 2, FRIDAY Mar 1 @ 4:40pm
> Test 3, FRIDAY Apr 5 @ 4:40pm
> Test 4, *WEDNESDAY* May 1 @ 4:40pm

OPTION 2: Students may take the course tests using remote proctoring services through ProctorU. Students will find the information regarding ProctorU in Bb under Course Information. They must read the ProctorU handout information carefully *BEFORE* choosing this option for testing. ***Students are responsible for the additional costs involved with this option and are responsible for the technical requirements needed for this option***. The deadline for each test under this option is listed in the Course Schedule and below.

> Test 1, due FRIDAY Feb 8
> Test 2, due FRIDAY Mar 1
> Test 3, due FRIDAY Apr 5
> Test 4, due *WEDNESDAY* May 1

Tests taken with ProctorU can be scheduled any available day and time until the deadline. Students should schedule tests with ProctorU well IN ADVANCE of the deadline (at least one week notice is recommended). Students who wait until the last minute to schedule a test with ProctorU are assuming the risk that some situation may prevent them from taking the test (no test times available, additional fees required, etc). **Failure to schedule a test, power outages, technical issues, and student personal problems are not acceptable reasons for missing a test deadline.**

Make up Policy for Tests: 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 in the Math Department Office in 452 Campbell Hall or from the instructor) and supporting documentation to the Math Department Appeals Committee. 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, the course instructor, the course coordinator, and the Supervisor 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 the appropriate textbook or software (permanent access) are NOT acceptable excuses.

DISCUSSION BOARD - In this section students will find the Introduction Discussion and a link to Questions for the Course Instructor.

- The **Introduction Discussion** is REQUIRED. It is worth 6 points and is due within the first few days of the term (see the Course Schedule for specific dates). Students must answer ALL questions and respond in a *meaningful* way to at least two other students. For scoring information, see Rubric for Introduction Discussion under Course Information in Bb.
- **Questions for the Instructor** is a place where students should ask general course-related questions so everyone can benefit from the information. If a student has a specific or personal question, he should send it to the instructor via e-mail.

GROUPS – Students must go here each week to hold their Group Discussions about the Problem. There are 13 Group Discussions that are worth 6 points each. Participation is REQUIRED on Sunday AND Monday and will be graded according to the Group Discussion rubric (see Rubric for MA 110 online Group Problems under Course Information in Bb).

COURSE TOOLS – Students can send e-mails from this location to the instructor and other classmates, but they cannot receive them there. A link to the Bb My Grade is here, and it's where students can find their grades for Bb assignments (Group Problems, Group Discussions, Introduction Discussion, and the Scavenger Hunt).

UAB GRADE for MA 110 - Students can find a link to the math department database to view their status in the course (after the drop/add period). This is where students can see how many points they have earned towards their final grade.

WEEK 1, 2, 3, …… The current week's objectives and assignments are listed here. *This is the best way to keep up with your assignments.*

MAKE-UP WORK POLICY – In general, NO MAKE-UPS are allowed.
There is no appeal for missed deadlines for 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), 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.
If a major test deadline is missed due to a ***serious, verifiable*** circumstance, the student should go through the appeal process. See the detailed information under Make-Up Policy for Tests.

COURSE GRADES - Students earn their grade in the course by accumulating points earned on their assignments. There is a maximum of 1000 points available. No extra credit is given, so students should earn as many points as possible throughout the semester by completing assignments by the deadline. NO late assignments are accepted or allowed.

All assignment grades will be posted and maintained in the departmental database, which can be accessed in Bb by clicking on **UAB Grade for MA 110** or on any computer at 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 due to different deadlines. Percentages are not rounded. Total points and percentages won't usually match until the end of the semester (after all deadlines have passed). Homework, Quiz, and Test grades are automatically updated and loaded into the database on an hourly basis. All other grades will be manually entered by the instructor as soon as possible after grading (usually within one week).

At the end of the semester, if a student has earned 749 points and has a 74.9%, then he earns a final grade of C, not B, because grades are based on TOTAL POINTS.

See the following tables for point and grade distribution:

Grade Element	Points	Quantity	Total Points
Scavenger Hunt in Bb	8	1	8
Introduction TD	6	1	6
Group Problems	8	13	104
Group Discussions	6	13	78
Homework	8	14	112
Quizzes	8	14	112
Tests	145	4	580
Total points			*1000*

Points Earned	Course Grade
880-1000	**A**
750-879	**B**
620-749	**C**
500-619	**D**
Below 500	**F**

CLASS SCHEDULE – The class schedule can be found in Bb under Course Information and is listed below.

Info:	MA	110	QL	V102	131		
	Sun	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**
Week 1				01/09 FDOC	01/10	01/11	01/12
				Intro TD	Intro TD	Intro TD due	Bb Scav Hunt due
Week 2	01/13 Group Discussion 1	01/14 Group Discussion 1	01/15	01/16	01/17	01/18	01/19
	Problem 1	Problem 1	Problem 1 due				HW1,Q1 due
Week 3	01/20 Group Discussion 2	01/21 Group Discussion 2	01/22	01/23	01/24	01/25	01/26
	Problem 2	Problem 2	Problem 2 due				HW2,Q2 due
Week 4	01/27 Group Discussion 3	01/28 Group Discussion 3	01/29	01/30	01/31	02/01	02/02
	Problem 3	Problem 3	Problem 3 due				HW3,Q3 due
Week 5	02/03 Group Discussion 4	02/04 Group Discussion 4	02/05	02/06	02/07	02/08	02/09
	Problem 4	Problem 4	Problem 4 due			TEST 1 due	HW4,Q4 due
Week 6	02/10 Group Discussion 5	02/11 Group Discussion 5	02/12	02/13	02/14	02/15	02/16
	Problem 5	Problem 5	Problem 5 due				HW5,Q5 due
Week 7	02/17 Group Discussion 6	02/18 Group Discussion 6	02/19	02/20	02/21	02/22	02/23
	Problem 6	Problem 6	Problem 6 due				HW6,Q6 due
Week 8	02/24 Group Discussion 7	02/25 Group Discussion 7	02/26	02/27	02/28	03/01	03/02
	Problem 7	Problem 7	Problem 7 due			TEST 2 due	HW7,Q7 due
Week 9	03/03 Group Discussion 8	03/04 Group Discussion 8	03/05	03/06	03/07	03/08	03/08
	Problem 8	Problem 8	Problem 8 due				HW8,Q8 due
Week 10	03/10 Group Discussion 9	03/11 Group Discussion 9	03/12	03/13	03/14	03/15	03/16
	Problem 9	Problem 9	Problem 9 due				HW9,Q9 due
Week 11	03/17	03/18	03/19	03/20	03/21	03/22	03/23
	spring break	*spring break*	*spring break*	*spring break*	*spring break*	*spring break*	*spring break*
Week 12	03/24 Group Discussion 10	03/25 Group Discussion 10	03/26	03/27	03/28	03/29	03/30
	Problem 10	Problem 10	Problem 10 due				HW10,Q10 due
Week 13	03/31 Group Discussion 11	04/01 Group Discussion 11	04/02	04/03	04/04	04/05	04/06
	Problem 11	Problem 11	Problem 11 due			TEST 3 due	HW11,Q11 due
Week 14	04/07 Group Discussion 12	04/08 Group Discussion 12	04/09	04/10	04/11	04/12	04/13
	Problem 12	Problem 12	Problem 12 due				HW12,Q12 due
Week 15	04/14 Group Discussion 13	04/15 Group Discussion 13	04/16	04/17	04/18	04/19	04/20
	Problem 13	Problem 13	Problem 13 due				HW13,Q13 due
Week 16	04/21	04/22	04/23	04/24	04/25	04/26	04/27
	Problem 14	Problem 14	Problem 14 due				HW14,Q14 due
Week 17	04/28	04/29	04/30	05/01 LDOC	05/02	05/03	05/04
				TEST 4 due			
Week 18	05/05	05/06	05/07	05/08	05/09	05/10	05/11
Week 19	05/12	05/13					
				ALL Assignments are due by 11:59pm Central Time unless otherwise noted.			

MyMathLab Assignments and Corresponding Textbook information:

MyMathLab assignments	Textbook chapter/section	Corresponding Test
HW1, Q1	8.1	TEST 1
HW2, Q2	8.2, 8.3	
HW3, Q3	8.4, 8.5	
HW4, Q4	14.1	TEST 2
HW5, Q5	14.2	
HW6, Q6	14.3, 14.4	
HW7, Q7	11.1, 11.2	TEST 3
HW8, Q8	11.3, 11.4	
HW9, Q9	11.5, 11.6	
HW10, Q10	11.7	
HW11, Q11	12.1	TEST 4
HW12, Q12	12.2, 12.3	
HW13, Q13	12.4, 12.5	
HW14, Q14	12.6	

Assignment Availability and Due Dates:

Assignment	Availability	Due dates/times*
Introduction Discussion	until Due	Fri Jan 11
Bb Scav Hunt	until Due	Sat Jan 12
Group Discussions	Sun, Mon	Mondays
Group Problems	Sun, Mon, Tues	Tuesdays
Homework	until Due	Saturdays
Quizzes	until Due	Saturdays

Tests	On campus *test time*	ProctorU *deadline**
Test 1	FRI Feb 8, 4:40pm	FRI February 8
Test 2	FRI Mar 1, 4:40pm	FRI March 1
Test 3	FRI Apr 5, 4:40pm	FRI April 5
Test 4	WED May 1, 4:40pm	WED May 1

> *ALL Assignments are due by 11:59pm*
> *Central Time* unless otherwise noted.

MATH HELP - Tutoring assistance is available on campus Monday through Friday in the Math Learning Lab (MLL) located in 202 Heritage Hall. The hours of operation and additional information can be viewed on-line at http://www.uab.edu/mathematics/mll.
Students can work on their homework, take quizzes, obtain tutoring assistance, and listen to course video lectures in the MLL. (To watch and listen to computer video lectures, students can bring their own headsets or can check out a headset from the MLL.)

UAB EMAIL - All students are required to obtain and use the UAB e-mail address that is automatically assigned to them as UAB students. All official correspondence will be sent ONLY to the @uab.edu address. All students are responsible for ensuring that the correct e-mail address is listed in Blackboard by the beginning of Week 1. E-mail 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 to do so can result in missing important information that could affect the student's grade.

STUDENT/FACULTY INTERACTION
Interaction will take place via e-mail, telephone (in case of emergency), Discussion Board, and comments on graded assignments under the Assignments button in Blackboard.

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 Blackboard 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 Blackboard Announcement page, Discussion Board, comments on graded assignments under the Assignments button in Blackboard, and/ or e-mail. E-mail will be used for one-on-one instructor-student conferencing. Blackboard will be used for student's deliveries of weekly problems.

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

The Course Instructor will check Blackboard daily and will respond to postings (weekly assignments, examinations, projects, etc.) within one week of receiving.

Students are encouraged to use the Discussion Board feature on Blackboard to ask questions and/or make comments that pertain to this course. This approach will allow all students to benefit from this information.

Comments on graded Group Problems and Threaded Discussions (TDs) will be posted under Course Tools in the Grade center. Scores for Group Problems and TDs will also be posted there and can also be seen under UAB Grade for MA 110. Students are expected to review their grades and comments on the assignment within one week of submitting the assignment.

TECHNOLOGY REQUIREMENTS - Students must have:
- A UAB e-mail account that can be accessed on a daily basis.
- E-mail software capable of sending and receiving attached files.
- Ability to scan a document and create a pdf (for submitting graphs or diagrams).
- Access to the Internet with a 56.9 kb modem or better.
- A personal computer capable of running Blackboard Learn and MyMathLab.
  Go to UAB's Blackboard login page http://www.uab.edu/bblearn/ to find a link to Supported Browsers. Go to http://pearsonmylabandmastering.com to find a link to System Requirements. Students who use older browser versions will have compatibility problems with Blackboard and MyMathLab.
- 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 have access to a working computer and access to the Internet. Students can use UAB computers in the library or in the MLL, a public library, etc. to insure they have access. 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.

TECHNICAL SUPPORT INFORMATION - If technical problems are experienced, students should contact the UAB AskIT HelpDesk at https://ask.it.uab.edu or (205) 996-5555.

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 is located on the fifth floor of the Hill University Center, telephone: 934-4205, e-mail: 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.
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/.

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. Further information will be posted in the Announcements section in Blackboard.

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.