UNIVERSITY OF ALABAMA AT BIRMINGHAM  
MA 110 MW campus sections, Finite Mathematics  
COURSE SYLLABUS  

Term: Fall 2017  
Instructor: Laura J. Griffin  
Instructor email: lauraj31@uab.edu  
Instructor phone: Department of Mathematics, 205-934-2154  
Instructor office hours in the MLL: TBA  

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.  

PREREQUISITES - Undergraduate level MA 094 Minimum Grade of C, or Undergraduate level 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 set theory, logic, counting, probability, descriptive and inferential statistics, and consumer mathematics) and a variety of learning opportunities (group work, discussion, lecture, and computer-aided instruction).  

ATTENDANCE/PARTICIPATION POLICY - Participation in ALL Class meetings, Lab meetings, and learning activities is REQUIRED and points will be awarded. No participation points are awarded for late arrivals or absences (excused or unexcused). Students who miss class or lab due to official university business must present notification IN ADVANCE and make arrangements to complete the missed work IN ADVANCE of the absence.  

- CLASS meetings are held on Mondays (see class schedule for location).  
  - There are 12 scheduled Class meetings.  
  - Each Class meeting is worth 11 points.  
  - Students must arrive ON TIME and participate the entire time to earn points.  
    - Students who are late will not earn points.  
    - Students who leave early will not earn points.  
  - The use of electronic devices is NOT allowed during class.  
  - Class meeting format is group work combined with short lessons and discussions.
Students are assigned to groups and work together to solve a problem. An individually written report/solution to the problem is completed by each student and turned in for evaluation.
- Do NOT allow another person to copy your work.
- Two or more students who have identical papers will receive a 0.

Rules and standards for group work, report evaluation, and awarding of participation points will be addressed at the first class meeting.

- **LAB meetings** are held on Wednesdays in HHB202.
  - There are 12 scheduled Lab meetings.
  - Each Lab meeting is worth 5 points.
  - Students must be ON TIME and SIGN THE ROLL as they enter the Lab meeting.
  - By signing the roll, you are agreeing that you
    - Are ON TIME.
    - Signed your own name.
    - Intend to STAY the ENTIRE TIME.
    - Will WORK on COURSE MATERIALS the ENTIRE TIME.
  - It is ACADEMIC MISCONDUCT to sign the roll for someone else or to leave early.
  - Students must arrive ON TIME and participate the entire time to earn the points.
  - The use of electronic devices is NOT allowed during lab.
  - Students must use the desktop computer only.
    - Students should use the computer calculator and become familiar with it since that is the only calculator that may be used during a Test.
  - Students must work on Homework and Quizzes or study the course material.
  - Students should ask the instructor for help with the material during this time.
  - Students must take Tests during scheduled Lab meetings. See the class schedule for dates.
    - Students who are late on Test dates may not be allowed to test and won’t earn the lab points.
  - Note that all computer use in the MLL is monitored.

**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).

**MATERIALS** — All students are REQUIRED to purchase a MyMathLab PLUS ACCESS CODE, which gives them access to the online course materials for this class (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 (textbook, 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.

The printed textbook is OPTIONAL: *Mathematical Ideas, 13th edition*, by Miller/Heeren/Hornsby, published by Pearson, 2016. Students who prefer a printed textbook may purchase the *UAB MA 110Mathematical Ideas package* from a local bookstore (hole punched text that includes an access code), or they may purchase the printed textbook as a stand-alone item anywhere, but they must still purchase a MyMathLab PLUS Access Code.

ALL students MUST PURCHASE a MyMathLab PLUS ACCESS CODE. NO EXTENSIONS of deadlines are given due to failure to purchase the required materials.
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, good for only 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.

Calculator: Students will need a calculator for class meetings (scientific is preferred). During testing, only the desktop computer (Windows 7) calculator may be used. NO handheld calculators are allowed. Students should use the computer calculator during ALL lab meetings and become familiar with it BEFORE they must take a test since no help will be given during the Test.

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 class.
  - Students are expected to submit individually written solutions to weekly Problems in class. Problems are NOT accepted late.
  - 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 Canvas or BlazerNet.

- Students are expected to maintain an active BlazerNet account.

- Students are expected to read the Schedule and Syllabus for this class in Canvas.

- Students are expected to check their UAB email daily and respond within 48 hours to instructor emails.

- 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 in the Fall and Spring are usually Monday through Thursday 9:00am to 8:00pm, and Fridays 9:00am to 3:00pm, and in the Summer the 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 in the MLL is monitored.

- Students are expected to participate in this course by attending all Class meetings and Lab meetings, and 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 UAB email as well as through participation in Class and Lab meetings.

- **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 material, then he should ask for help during the Lab meeting or use the Ask My Instructor link in MyMathLab Plus at other times to email the instructor.

- **Students are expected to review their grades and participation** by clicking on UAB grade for MA 110 in MyMathLab Plus ([https://secure.cas.uab.edu/mll/db](https://secure.cas.uab.edu/mll/db)) on a regular basis. The Course Instructor does not use email to communicate grades or comments about graded assignments. Class Problems are usually graded and returned within one week.

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

**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.
- Students who work outside of the MLL must have:
  - o Reliable access to the Internet with a 56k modem or better.
  - o 2 GB RAM or better.
- 2GHz processor or better.
- A personal computer capable of running MyMathLab Plus:
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. It should be continually updated!
- 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 primarily computer-based. Students must have reliable access to **Canvas** and **BlazerNet** so they can work on their assignments in MyMathLab Plus. Students who work on the assignments outside of the MLL must ensure that they meet the system requirements.

- **Group Work** during Class Meetings:
  - Earn up to 11 points
    - 3 points for attendance --- being ON TIME and in your seat, ready to begin work, not using electronic devices, participating
    - Up to 8 points for your written solution --- graded
  - **NO attendance points are awarded for late arrivals** or early departures.
  - Students who are late may not be able to participate in the Group work at the instructor’s discretion.
  - During class meetings, students are REQUIRED to participate in:
    - **Group Discussions** – Students will be assigned to a Group to discuss/solve the current Problem. Students must actively participate in solving the Problem with their group. This assignment gives students an opportunity to work together to improve their quantitative reasoning ability and conceptual understanding of mathematical ideas.
    - **Solving Problems** - Students must READ the Problem and work on it together. Each student must submit an *individually-written solution* to each Problem during class. Individual papers are graded according to an 8 point rubric (see in Canvas Course Information) and usually returned within one week. Note that if two or more students have turned in an identical paper, all will receive a score of 0 since the work must be *individually written*. This assignment gives students an opportunity to articulate their conceptual understanding of mathematical ideas.

- **MyMathLab Plus assignments:**
  - **Syllabus Quiz** – There is one Syllabus Quiz that is required, and it is worth 4 points. The Syllabus Quiz must be completed and submitted in MyMathLab Plus (access code required). Students access MyMathLab Plus through Canvas or BlazerNet. Once the Syllabus Quiz is submitted in MyMathLab Plus, it is scored and a percentage is given. The UAB score (out of 4 pts) for the Quiz can be found online 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.
    - The Syllabus Quiz is timed, and it **must be taken in one sitting within 30 minutes**. An unlimited number of attempts are allowed on the Syllabus Quiz, and highest score attained will count.
  - **HOMEWORK** - There are 12 homework assignments that are required, and each is worth 8 points. Homework is completed and submitted in MyMathLab Plus (access code required). Students access MyMathLab Plus through Canvas or BlazerNet. When the homework is submitted or closed in MyMathLab Plus, a score and percentage are given. The UAB score (out of 8 pts) for the homework can be found online 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.
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 12 Quizzes that are required, and each is worth 9 points. Quizzes are completed and submitted in MyMathLab Plus. Students access MyMathLab Plus through 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 can be found online 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 the Canvas Course Information Module.

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 has two attempts, 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.

- **Tests** – There are 4 major Tests that are required, and each is worth 150 points. Tests are completed and submitted in MyMathLab Plus ONLY during the scheduled lab meeting. 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 can be found online 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. Students can only review their tests immediately after submitting.

All major Tests have a 50 minute time limit and must be taken during the scheduled lab meeting.

**Testing Procedures:**

- Clear all tables of everything EXCEPT a valid photo ID and a pen/pencil.
- NO electronic devices of any kind are allowed --- must be turned off and put away.
  - NO cell phones, smart watches, etc.
- NO paper or notes of any kind are allowed --- must be put away out of sight.
  - A test cover sheet/scratch paper with the test password and formula sheet will be provided.
- NO handheld calculators of any kind are allowed.
  - Students may only use the computer scientific calculator (Windows 7).
- Log in to MyMathLab Plus.
  - Make sure all HW, eText, notes, etc. are closed.
  - Click on the appropriate Test.
  - Click on the Start menu and open the scientific calculator.
  - LIFT YOUR KEYBOARD before receiving a test cover sheet.
  - Write your name and sign the cover sheet.
  - BEGIN your test IMMEDIATELY.
Students who fail to follow the testing procedures or display inappropriate behavior will be asked to leave and will be referred to the appropriate authorities for a hearing on academic misconduct.

- REVIEW FOR TESTS – There are 4 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. 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 (test deadline). **Students must complete the Reviews BY THEMSEVLES 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 and RESOURCES 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.
  - 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 will be provided by the instructor to be 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 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.

Completing HW, Quizzes, and Tests in MyMathLab Plus - All HW, Quizzes, and Tests may only be accessed through Canvas or BlazerNet. Before students begin working at home, they must run the browser check and make sure they meet the system requirements. Please note that no make ups or extension 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.**

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.
  o 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 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 MyMathLab Plus by clicking on UAB Grade for MA 110 or by 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).

Point distribution for MA 110:

<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>4</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Class Participation</td>
<td>11</td>
<td>12</td>
<td>132</td>
</tr>
<tr>
<td>Lab Attendance</td>
<td>5</td>
<td>12</td>
<td>60</td>
</tr>
<tr>
<td>Homework</td>
<td>8</td>
<td>12</td>
<td>96</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>
<tr>
<td><strong>Total points</strong></td>
<td></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Grading scale for MA 110:

<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>

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 Class meetings, Lab meetings, or deadlines for Homework and Quizzes. However, if a student has an unplanned, emergency circumstance that temporarily prevents him from participating in the class, 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.

Students who must miss class or lab due to official university competition or performance must present notification IN ADVANCE and MAKE ARRANGEMENTS to complete the missed work IN ADVANCE of the absence. Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with
a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity. If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

**ALL Homework and Quizzes 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 go to the Math dept. office (CH452) to obtain and submit an Appeal Form. The Appeal Form, along 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.

**USEFUL WEBSITES FOR THIS COURSE**

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

Canvas (access to MyMathLab Plus):  [http://www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas)

UAB grade for MA 110:  [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)

**MATH HELP**

You should always **meet with your Instructor immediately** if you are having difficulty with the material. (S)he can offer suggestions and help.

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.
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  - 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 will be provided by the instructor to be 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 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 in the Fall and Spring are usually Monday through Thursday 9:00am to 8:00pm, and Fridays 9:00am to 3:00pm, and in the Summer the 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/ml](http://www.uab.edu/cas/mathematics/ml) . 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.

**STUDENT/FACULTY INTERACTION**
Interaction will take place during Class meetings, during Lab meetings, via email, by telephone (only in case of emergency), and through Announcements.

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

Students are expected to attend all Class and Lab meetings, and to remain in regular contact with the Course Instructor.

Personal communication with the instructor should be done during the Lab meeting or during office hours. A request for a private meeting at other times should be sent 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.

Comments and scores on graded Problems are included in the returned papers. Scores can also be seen under UAB Grade for MA 110. Students are expected to review their grades to make sure they are recorded properly.

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

For help within Canvas, students should use the HELP tab at the top right after they have logged in. They 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. 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.
  - Chrome is recommended.
- 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.

**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 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 and the Non-Academic Student Code of Conduct. Some of the honor code is shown below, but go to http://www.uab.edu/students/one-stop/policies to read the entire text of both policies.

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 sign the roll for you or copy your quiz answers 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 or tests 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/.
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.