UNIVERSITY OF ALABAMA AT BIRMINGHAM
MA 094 (Tues/Thurs)
COURSE SYLLABUS

Term: Fall 2016
Section: ZNB
Instructor: Heather Land
Instructor email: hland@uab.edu
Instructor office hours in the MLL: TR 4-5, other times by appointment
Instructor phone: Department of Mathematics, 205-934-2154

Class meeting times:

Class Meeting Time/Location: Tuesdays 5:00-6:15pm, in CH443
Lab Meeting Time/Location: Thursdays 5:00-6:15pm, in HHB202

WITHDRAWAL - The last day to drop this course without the payment of full tuition and fees is September 6, 2016. The last day to withdraw from this course with a grade of W is October 21, 2016.

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 - None. (see ACT Math Subscore/GPA Grid in the latest UAB Class Schedule for Math Screening Requirements).

COURSE DESCRIPTION - (3 semester hours). Whole numbers, fractions, decimals, ratios, proportions, percent, integers, basic geometry, and basic algebra including linear equations and applications.

Ma094 is designed to prepare students for Ma110, Finite Mathematics. Students preparing to take Ma102 should take Ma098. Ma094 may also be taken as a preparation course for Ma098. However, Ma094 is not a preparation course for Ma102.

LEARNING OUTCOMES - Upon successful completion of MA094:
   • Students can perform arithmetic operations with integers, fractions, and decimals.
   • Students can apply knowledge of arithmetic operations.
   • Students can solve basic percent problems.
   • Students can solve basic problems involving proportions.
   • Students know and use basic geometry knowledge to solve problems.
   • Students can apply knowledge of percent, proportion, and geometry to solve problems.
   • Students can simplify basic algebraic expressions
   • Students are able to solve linear equations by using the properties of equality.
   • Students can apply knowledge of solving linear equations to solve problems.

   This course is about developing quantitative reasoning ability as well as acquiring specific mathematical skills (algebra, arithmetic, etc.). The above learning outcomes are realized in the course with a variety of learning opportunities (group work, 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 Tuesdays.
     o There are 12 scheduled Class meetings.
     o Students earn 10 points per week for class meetings.
     o Students must arrive on time and participate the entire time.
Class meeting format is **group work and lecture**.

- 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 Thursdays.
  - There are 12 scheduled Lab meetings.
  - Each Lab meeting is worth 5 points.
  - Students must **sign the roll** as they enter the Lab meeting.
  - Students must **arrive on time and participate the entire time** to earn the points.
  - Students must work on Homework and Quizzes or study the course material.
  - Students should ask for help with the material during this time.
  - Students must take Tests during scheduled Lab meetings. See the class schedule for dates.
  - Note that all computer use in the MLL is monitored.

**MATERIALS** – You must purchase a MyMathLabPlus course ACCESS CODE and the course workbook, *MyWorkbook with Chapter Summaries* by Denise Heban (fifth ed). You may purchase the access code and the workbook shrink-wrapped together (this is the least expensive way to purchase the access code and the workbook). You may also purchase the access code and workbook separately.

The MML PLUS access code may be purchased directly from Pearson within your course account or from a bookstore.

Students who are **retaking the course** 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 MUST PURCHASE a MyMathLab PLUS ACCESS CODE.** NO EXTENSIONS of deadlines are given due to failure to purchase the required materials.

**Calculator:** Students will need a calculator for class meetings. During testing, only the computer desktop calculator may be used and no graphing or handheld calculators are allowed.

**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)
  - 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 or Buy Now. You will no longer have access to your course materials and assignments in MyMathLab Plus until you enter your code or purchase it. Please note that there will be **NO EXTENSIONS for missed homework, quiz, or test deadlines due to failure to purchase access to your online materials.**

If you have any questions regarding your MyMathLab Plus account, email the course instructor. Please note that there will be **NO EXTENSIONS for missed homework, quiz, or test deadlines due to failure to purchase access to your online materials.**

**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 maintain an active BlazerNet account.

• Students are expected to read the Schedule and Syllabus for this class.

• 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 devote an average of 8 to 12 hours per week to this class.**

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

• The **Math Learning Lab (MLL)** in 202 Heritage Hall is available for student use Monday through Friday. Students in this course may use the computers to complete assignments, and they may get assistance from math tutors. Tutors will not solve all of your problems or sit with you for extended periods of time, but they will help guide you so that you can complete your work independently. No appointment is necessary. The hours of operation are usually Monday through Thursday 9:00am to 7:00pm, and Fridays 9:00am to 2:00pm. Limited hours are available during final exams. The MLL is closed during all holidays and breaks. Go to the math department website and click on Student Resources tab for details ([http://www.uab.edu/mathematics](http://www.uab.edu/mathematics)). 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 Check Your Grade 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.

• 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:
  - Reliable access to the Internet with a 56k modem or better.
  - 1 GB RAM or better.
  - 2GHz processor or better.
  - A personal computer capable of running MyMathLab Plus. Students who use older or beta browser versions will have compatibility problems with 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 provided to students. 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 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.

- MyMathLab Plus assignments:

  Before beginning your first assignments in MyMathLabPlus, there is a required Syllabus Quiz. Students are required to earn 100% on this quiz to gain access to the homework and quiz sets.

  - HOMEWORK - There are 12 homework assignments that are required, and each is worth 5 points. Homework is completed and submitted in MyMathLab Plus (access code required). Students access MyMathLab Plus through BlazerNet. When the homework is submitted or closed in MyMathLab Plus, a score and percentage are given.

  - 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 5 points. Quizzes are completed and submitted in MyMathLab Plus. Students access MyMathLab Plus through BlazerNet. Once a Quiz is submitted in MyMathLab Plus, it is scored and a percentage is given. Students take the Quizzes on their own schedule, but they can only earn the Quiz points if the Quiz is taken on or before the due date. Students must complete the Quizzes BY THEMSELVES without any assistance from another person. The Quizzes are timed, and they must be taken in one sitting within 30 minutes. Students cannot exit the Quiz or that will count as one of their attempts. Each quiz can be taken twice, and the highest score attained will count.
All Quizzes are available at the beginning of the term, so students may work ahead as much as they like. There are NO EXTENSIONS or make ups for missed Quizzes because the work can and SHOULD BE completed IN ADVANCE of the deadlines.

- **TESTS** – There are 4 major Tests that are required, and each is worth 175 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 175 pts) for the Test can be found online at https://secure.cas.uab.edu/mll/db/ and also under Check Your Grade 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 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 will be provided.
- NO handheld calculators of any kind are allowed.
  - Students may only use the computer desktop calculator.
- Log in to MyMathLab Plus.
  - Click on the appropriate Test.
  - Click on the Start menu and open the calculator.
  - LIFT YOUR KEYBOARD before receiving a test 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 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 (scheduled test time). 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.

**Completing HW, Quizzes, and Tests in MyMathLab Plus** - All HW, Quizzes, and Tests may only be accessed through 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.
- **Try another browser** if yours doesn’t work. Install and use only supported browsers.
- You can only ACCESS YOUR COURSE through BlazerNet. **No other login pages will work.**
- If nothing works, contact Pearson’s technical support via CHAT.
- Have a back-up plan. Make arrangements to work in the MLL or elsewhere in advance.
• Email the instructor if you have problems. He/she might be able to help.

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 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 as of the current date. 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 a daily basis. All other grades will be manually entered by the instructor as soon as possible after grading (usually within one week).

** Test Review points are extra points.

<table>
<thead>
<tr>
<th>Grade Element</th>
<th>Points per element</th>
<th>Quantity</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>175</td>
<td>4</td>
<td>700</td>
</tr>
<tr>
<td>Homework</td>
<td>5</td>
<td>12</td>
<td>60</td>
</tr>
<tr>
<td>Quiz</td>
<td>5</td>
<td>12</td>
<td>60</td>
</tr>
<tr>
<td>Lab Attendance</td>
<td>5</td>
<td>12</td>
<td>60</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10</td>
<td>12</td>
<td>120</td>
</tr>
<tr>
<td><strong>Total Course Points</strong></td>
<td></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Number of Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>500-699</td>
<td>D</td>
</tr>
<tr>
<td>Below 500</td>
<td>F</td>
</tr>
</tbody>
</table>

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. Students who must 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.

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 Precalculus Programs, the course instructor, the course coordinator, and the Director of the MLL. The student will receive a prompt reply as to the adjudication of the appeal but should continue working in the course. **Failure to purchase a MyMathLab access code (permanent access) is NOT an acceptable excuse for missing a test deadline.**
USEFUL WEBSITES FOR THIS COURSE
BlazerNet (access to Canvas and MyMathLab Plus):  http://www.uab.edu/blazernet
UAB MA 098 grade:  https://secure.cas.uab.edu/mll/db/
UAB Department of Mathematics (see Student Resources):  http://www.uab.edu/mathematics

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 a request for a private meeting 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 group problems are included in the returned papers. Scores can also be seen on the UAB grade database (http://www.uab.edu/mathematics). 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.

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

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:

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 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.