

**UNIVERSITY OF ALABAMA AT BIRMINGHAM**  
**MA 094 (QL)**  
**COURSE SYLLABUS**

**Term: Fall 2021**

**Section: QL**

**Instructor:** Laura Stansell

**Instructor email:** [stansell@uab.edu](mailto:stansell@uab.edu)

**Instructor office hours:** Available upon request

**Instructor phone:** Department of Mathematics, 205-934-2154

**EQUIPMENT STATEMENT FOR Precalculus COURSES:** All students must have the required equipment for remote testing with ProctorU. Students may test their equipment by going to <https://test-it-out.proctoru.com/>. A webcam is required.

**Note that the following cannot be used for testing with ProctorU:** Chromebooks, Tablets, Linux operating systems, Virtual machines, Windows 10 in S mode, Surface RT.

**WITHDRAWAL** - The last day to drop this course without the payment of full tuition and fees is August 30, 2021. The last day to withdraw from this course with a grade of *W* is October 15, 2021.

**Students in this course are required to begin Homework 1 in MyMathLab during the Drop/Add period of the term. Failure to begin Homework 1 by the end of the Drop/Add period will result in administrative withdrawal from the course. Students adding the course after the first day of class are required to contact the course instructor within 24 hours of enrollment for specific instructions.**

**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.

**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)

**MATERIALS:** The MyMathLab access code is required and is available through Canvas with the First Day Access Program. Use the *Course Materials* link in Canvas to see your access code for MyMathLab.

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas. UAB will bill you at the discounted price as a course charge for this course. The charge should show as **Book Charges First Day** on the student's account in Banner.

It is **NOT recommended that students Opt-Out**, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. For more information and FAQs go to [customercare.bncollege.com](http://customercare.bncollege.com).

#### **Accessing MyMathLab the first time to set up your account:**

**TO SET UP YOUR MYMATHLAB ACCESS for this course, you must go to your Canvas course and click on "MyLabs & Mastering" on the left side of your Canvas home page. This must be done in Canvas. The access code is available under the *Course Materials* link in Canvas** All Homework, Quizzes, and Tests for this course are available only in MyMathLab, but **you must access MyMathLab through the MyLabs and Mastering link in Canvas.**

### **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. All official correspondence will be sent ONLY to the @UAB.edu email address.
- 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.
- **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.
- The **Math Learning Lab (MLL)** is located in HHB202. For more information on tutoring (including remote Zoom tutoring), go to <http://www.uab.edu/cas/mathematics/ml>.
- **Students are expected to review their grades and participation** by clicking on Check Your Grade in MyMathLab (<https://secure.cas.uab.edu/ml/db>) **on a regular basis.**

### **TECHNOLOGY REQUIREMENTS - Students must have:**

- A UAB email account that can be accessed on a daily basis.
- Email software capable of sending and receiving attached files.
- Updated virus protection software, installed and active, to prevent the spread of viruses via the Internet and email.
- Equipment required by ProctorU (this includes a webcam). Please follow the instructions on the ProctorU handout for testing your equipment well in advance of the deadlines.
- Equipment that fully supports the Canvas Learning Management System.

**CLASS SCHEDULE** – See Canvas for all assignment deadlines.

**COURSE STRUCTURE** - This course is primarily computer-based. Students must have reliable access to **BlazerNet** so they can work on their assignments in MyMathLab and Canvas. All assignments are shown on your Canvas course calendar.

**MATH REFLECTION ASSIGNMENT:** This is a single written assignment worth 2 points that is due at the beginning of the semester (see Canvas for details).

**HOMEWORK:** There are 12 homework assignments that are required, and each is worth 16 points. Homework is completed and submitted in MyMathLab. ***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. **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.**

**After the due date, students can review homework assignments and work similar exercises, but they can get only 50% credit for the work.**

**QUIZZES:** There are 12 Quizzes that are required, and each is worth 16 points. Quizzes are completed and submitted in MyMathLab. Once a Quiz is submitted in MyMathLab, 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 THEMSEVLES 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 five major tests. Tests are completed and submitted in MyMathLab. Each test is worth 110 points. Once the test is submitted in MyMathLab, it is scored and a percentage is given. The UAB score (out of 110 pts) for the test can be found online at <https://secure.cas.uab.edu/ml/db/> or by clicking on "Check Your Grade" in MyMathLabPlus. Students must take the tests during the scheduled dates and times under supervised remote proctoring as described in this syllabus. 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. **Students are required to have a government issued photo ID during testing (UAB student ID, driver's license, etc).**

**Although students take tests with ProctorU, we reserve the right to require a student to retake a test with ProctorU if any testing inconsistencies or questions of academic integrity arise during the testing session or after the review of the recording by the instructor. Students will be responsible for payment of any fees to retake a test. Academic misconduct undermines the purpose of education and can generally be defined as all acts of dishonesty in an academic or related matter and will not be tolerated.**

**Practice Tests** are 5 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. Once a Review for a Test is submitted in MyMathLab, 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 practice tests on their own schedule. A practice test is due on the same date as the associated test. **Students must complete the Reviews BY THEMSEVLES without any assistance from another person. The practice tests 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.

**REQUIREMENT for Taking Tests:**

Students will take the course tests using remote proctoring services through ProctorU. You will find the information regarding ProctorU on Canvas. Please read the ProctorU handout information carefully before testing. Students are responsible for the technical requirements needed. The deadline for each test is posted on the course schedule. Do not wait until the test due date to take and/or schedule your test. If you choose to wait until the due date to take your test, you are assuming the risk that some situation may prevent you from taking your test. Power outages, technical issues, and student personal problems are not acceptable reasons for missing a test deadline.

**NOTE THAT STUDENTS ARE RESPONSIBLE FOR PROCTORU TESTING FEES THAT ARE NOT COVERED BY UAB eLearning.** UAB eLearning will NOT cover late fees or convenience testing fees but may cover regular test fees. Please see the ProctorU Student Information document posted in Canvas under the ProctorU Module.

**PROBLEMS/Group Discussions:** There are 4 problems and 4 discussions that will be completed in Canvas over the course of the semester.

**For each discussion:** Students are required to participate in a Group Discussion in Canvas (according to the Group Discussion Scoring Guidelines posted on Canvas) to solve a problem. Students will earn 0 to 8 points on each discussion. Students are expected to fully participate in each discussion. It is important that students read the requirements for participating in discussions posted in Canvas. Each discussion is open for two days. See your course schedule for details.

**For each Individual Submission Problem:** Students will submit their solutions to a problem in Canvas by the deadline (see Course Schedule). Students can earn up to 8 points on each individually submitted Problem. Partial credit may be given for the individual paper submitted according to the Rubric posted in Canvas. (Students will find that the discussion the week prior to each problem will be helpful in solving the individual submission problems.)

There are no extensions or make ups for missed Problems or Discussions. NO late submissions or email submissions are allowed.

**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 the Final Exam 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. Note that **FINAL GRADES are awarded by TOTAL POINTS EARNED**, NOT by percentages

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/mlldb/>.

See the following tables for point and grade distribution:

Grade Element	Max Pts per Assignment	No. of Assignments	Total Points
Math Reflection Assignment	2	1	2
Homework (MyMathLab)	16	12	192
Quizzes (MyMathLab)	16	12	192
Problems (Canvas)	8	4	32
Discussions (Canvas)	8	4	32
Tests (MyMathLab)	110	5	550
<b>Total</b>			1000
Practice Tests (Extra points)	5	5	25 Extra Points

Points Earned	Course Grade
900-1000	A

<b>800-899</b>	<b>B</b>
<b>700-799</b>	<b>C</b>
<b>500-699</b>	<b>D</b>
<b>Below 500</b>	<b>F</b>

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

If a student misses **ONE** test during the semester, the student may complete a **Missed Test Request Form** by emailing the course instructor to request the form and returning the completed form by email to the course instructor no later than 12pm on the last day of classes (before final exam week). **Completing the Missed Test Request Form allows students to request that the Test 5 score earned will also be used to replace ONE missed test during the term. Note that only one missed test grade may be replaced.** It is strongly encouraged that students complete the test request form within 48 hours of the missed test.

**Students with Covid-related reasons for missing a class meeting must go through UAB's Student Health Service's process for an excused absence due to isolation or quarantine. You should log into your UAB Student Health Patient Portal to begin this process. Students must present their written excuse provided by Student Health to their instructor to schedule makeup work OR the student may choose to use the extra points earned from the course practice tests to replace the missed attendance points. If a student misses work for any other reason, the student may earn back the missed points through the course practice test activities.**

**The course practice tests provide up to 25 extra points by the end of the semester. These points may be used to replace missed assignments worth up to 25 points.**

**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 through the Registrar's Office. 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).

**More than two weeks of missed course participation is considered too much to be successful in the course.**

**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.

**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:**

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

**Title IX Statement:** The University of Alabama at Birmingham is committed to providing an environment that is free from sexual misconduct, which includes gender-based assault, harassment, exploitation, dating and domestic violence, stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression. If you have experienced any of the aforementioned conduct we encourage you to report the incident. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and

supports, please visit <http://www.uab.edu/titleix> for UAB's Title IX Policy, UAB's Equal Opportunity, Anti-Harassment Policy and Duty to Report and Non-Retaliatiion Policy.