UNIVERSITY OF ALABAMA AT BIRMINGHAM  
MA 110, Finite Mathematics  
COURSE SYLLABUS for QL section  
Spring 2019

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Office hours: flexible times in person or online, contact for appt

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).

WITHDRAWAL - The last day to drop this course without the payment of full tuition and fees is JAN 14. The last day to withdraw from this course with a grade of W is MAR 1.

NOTE: For Course Syllabi posted prior to the beginning of the term, the Course Instructor reserves the right to make changes prior to or during the term. The Course Instructor will notify students, via email or Canvas Announcement, when changes are made in the requirements and/or grading of the course.

REQUIRED MATERIALS –

• Knewton alta Access --- Spring 2019, access is complimentary for this term only.
  o Go to  https://knerd.me/xnqqpt
  o Use this code: 5GFM-Q57T-3D99

• For Testing with ProctorU:
8 1/2 x 11 dry-erase board – to use for working out problems during testing (no paper allowed)

Webcam and microphone

Mirror or reflective device

ATTENDANCE/PARTICIPATION POLICY – Although physical class meetings are not part of this course, participation in all learning activities is REQUIRED and points will be awarded.

- The class week begins on Monday and ends on Sunday.
- Students must complete each Module.
- Students must be available to work on assignments throughout the week.
- All assignments have deadlines, and some have limited availability.

Extended Absences: Attendance is fundamental to course objectives and to the integrity of this course. Courses in the Mathematics Department require a variety of activities that involve interaction with the instructor and/or interaction with other students. Excessive absences and missed assignments seriously jeopardize a student’s ability to successfully complete the course. In the event of excessive absences, students should be prepared to officially withdraw from the course. In cases involving medical hardships, military duty, or other serious personal situations after the withdrawal date for a course, the student may participate in the Academic Policy Appeal (accessed and submitted through BlazerNet Links/Forms).

STUDENT EXPECTATIONS STATEMENT
The Course Syllabus and Schedule serve as a Contract by which the student must comply. An excuse of “not knowing” information covered in these documents is not an acceptable excuse for making mistakes in this class.

- Students are required to go to Canvas and complete each Module.

- 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 assignments by the due dates.

- Students are expected to participate in weekly Group Discussions in Canvas.

- Students are expected to submit individually written solutions to Problems in Canvas. Problems are NOT accepted late or by email.

- Students are expected to maintain an active BlazerNet account.

- Students are expected to read all sections in the Canvas website for this course before beginning work on the assignments, and they must visit this site at least once every 24 hours.

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

- 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. The MLL is closed during all holidays and breaks, and also during final exams (except for testing). 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 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 or Canvas. The course instructor will communicate on the Canvas Announcements page and/or via email.

• **Students are expected to use their UAB or Canvas 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 class or lab meetings, or use the Ask My Instructor link in MyMathLab Plus at other times to email the instructor. He may also come to the Math Learning Lab whenever it is open and ask the tutors for help.

• **Students are expected to review their Canvas grades and comments regularly.** The Course Instructor does not use email to communicate grades or comments about graded assignments. Assignments are usually graded within one week of the deadline. It is the student's responsibility to review grades one week after the deadline and email the Course Instructor within the same time period if a grade is not showing.

• **Students are expected to review their progress and overall grade by clicking on UAB grade for MA 110 in Canvas or by going to [https://secure.cas.uab.edu/mll/db](https://secure.cas.uab.edu/mll/db) on a regular basis** (after the first two weeks of class). **Scores for assignments** are entered manually by the instructor once per week.

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

- Because instructional materials on the course website may be copyrighted, students may not download materials on the site to their desktops, laptops, or PDAs, or alter or distribute any materials on the course site, unless clearly directed to do so.

TECHNOLOGY REQUIREMENTS - Students must have access to:
- BlazerNet.
  - Students will link to email and Canvas.
  - For trouble with BlazerNet go to BlazerID Central:  https://idm.uab.edu/bid/reg
- Canvas
  - Link from BlazerNet or http://www.uab.edu/elearning/canvas.
  - Canvas help: Log in and click on the Help? button on the left.
- Knewton alta
  - Link from Canvas or https://knerd.me/xnqgpt
- A UAB email account that can be accessed on a daily basis.
- Email software capable of sending and receiving attached files.
- For TESTING, students must use a computer with a microphone and a web cam. A hard wired connection is strongly recommended.
- Students must test their equipment with ProctorU before each test by going to: http://proctoru.com/testitout.
- Ability to send a clear image or scan a document and create a pdf (for submitting handwritten work).
- Students must have:
  - Reliable access to the Internet with a 56k modem or better.
  - 2 GB RAM or better.
  - 2GHz processor or better.
  - A personal computer capable of running Knewton alta and ProctorU:  
    - https://www.knewton.com/how-do-i-use-alta/
    - https://support.knewton.com/learning-with-knewton-s-alta
    - https://test-it-out.proctoru.com/
  - 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.

COURSE STRUCTURE - This course is primarily computer-based. Students must have reliable access to Blazernet, Canvas, and Knewton alta so they can work on their assignments. Students must ensure that they meet those system requirements.

- CANVAS assignments include:
  - Syllabus Quiz - The Syllabus Quiz is required and is worth up to 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 within 30 minutes. Students should have a copy of their syllabus and class schedule to use during the assignment. This assignment gives students an opportunity to learn about the course policies and expectations.
- **Group Discussions** – There are 10 Group Discussions that are required, and each is worth up to 6 points. Group Discussions are only available over two days (see schedule for dates). Students must post a minimum of 3 times in a meaningful way (1 pt for each post), and they must post over both days (3 pts or 0 pts). Students who only post on one day can only earn a maximum of 3 pts. Group Discussions take place over two days (see schedule for dates), and students may post any time the first day, but must post before 8pm the second day. Students will be assigned to a Discussion Group in Canvas to discuss the current material and/or Problem. Students must post their own ideas (click on your group, then in the box that shows an arrow for reply). They will be able to see other posts and can DISCUSS the material/Problem in a meaningful way with the other group members. **Meaningful posts** include ideas that are specific to solving the Problem. Students should REPLY to other group members and try to help them understand. NO CREDIT is given for short, repetitive, or one word posts. **Students must NOT share their entire solution because this may lead to plagiarism.** Individually written solutions to the Problems must NOT be submitted or shared in the Group Discussion. More information about Meaningful posts can be found in Canvas Modules. This assignment gives students an opportunity to work together to improve their quantitative reasoning ability and conceptual understanding of mathematical ideas.

- **Problems** - There are 10 Problems that are required, and each is worth up to 8 points. The Problems are only available over two days. Students are required to solve the Problem with the help of their group. Students must **READ the Problem and work on it before participating in their Group Discussion.** Go to the current Module to find the Problems. Each student must submit an **individually written** solution to each Problem in Canvas by the deadline. Problems may be submitted using the text editor, or as a file attachment. If students prefer to submit their hand written work, a photo of the hand written work may be uploaded (as long as it is clear and easy to read). **If two or more students have an identical Problem, all will receive a score of 0 since the work must be individually written.** Problems CANNOT be sent by email and cannot be submitted any way other than through the Problem link in Canvas. **There are no extensions or make ups for missed Problems.** Students should NOT wait until the deadline to submit their Problems because they run the risk of running out of time or having technical problems. NO late submissions are allowed. More information about grading the Problems can be found in the Modules. This assignment gives students an opportunity to articulate their conceptual understanding of mathematical ideas.

If technical problems are experienced with Canvas, students should click on the Help? Tab in Canvas or go the eLearning page: [http://www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas). They should also inform the instructor.

- **Knewton alta assignments – Access code required**

Knewton alta is designed to work the way you learn—by completing assignments. All of your course material (including text instruction like what you might find in a book) plus videos, animations and worked examples, are presented to you in alta at the moment you need it. Once you begin an assignment, alta recognizes pretty quickly what you know or don’t know and will adapt the assignment dynamically to your specific learning level.

When alta identifies a knowledge gap from your past, it will give you instructional support and a few extra questions until you’ve shown that you understand the concept, and can demonstrate proficiency by completing the assignment. Because alta is adapting to your personal learning, some of you will complete the assignment quickly, and some of you may take longer. (You’ll see this in your progress bar.)
**Guessing is highly discouraged.** Guessing will only mess with alta’s ability to recommend the right content for you and could create a longer assignment experience.

All Knewton alta assignments are available from the first day of class until the deadline, so students can and should work ahead so they don’t miss deadlines. Only HW may be completed after the deadline, but there will be a deduction of 50% on the late work.

- **Find your Knewton alta assignments:**
  - Link in the Canvas Modules or
  - Go to https://knerd.me/xnqgpt

- Based upon 25 Topics
  - Each Topic is numbered in the Knewton alta system.
  - Two Topics are covered per week.
    - There are 2 HW per week (1 for each Topic).
    - There is 1 RQuiz and 1 Quiz that combines the two Topics of the week.
      - For example, Week 1 has 4 Knewton alta assignments:
        - RQuiz1 (1.5 & 1.6)
        - HW1 (1.5)
        - HW2 (1.6)
        - Quiz1 (1.5 & 1.6)

- Go to Knewton alta and **follow the Learning path:**

  - **Review the Instructional content for the 2 weekly Topics/HW.**
    - Click on each of the two weekly Topics/HW (see schedule).
      - Listed below each RQuiz.
    - Click on View related instruction for each Learning objective.
    - Read information and watch videos.
    - Take notes.
    - Prepares you for the Readiness Quiz.

  - **RQuiz – Readiness Quiz**
    - One each week.
      - Two Topics combined, 13 total.
      - Review the Instructional content BEFORE you start.
      - Click on both HWs below the RQuiz.
      - Click on View Related Instruction for each Learning objective.
      - Take notes.
    - Prepares you for the Discussion and HW.
    - Worth 4 points (must earn a score higher than 0) or 0 pts.
    - No time limit.
    - Taken in one sitting.
    - One attempt.
    - See your percent after submission.
May review after the deadline.
No late submissions.

**Homework (HW)**
- Two each week.
  - One for each Topic, 25 total.
- Adaptive based upon mastery.
  - Length varies.
  - Review the Instructional content before you start.
  - Do not guess (makes HW longer).
- Worth up to 6 points each based on score.
- Do not have to complete it in one sitting, but must submit by the deadline.
- May be completed late for a 50% penalty.

**Quiz**
- One each week.
  - Two Topics combined, 13 total.
  - Worth up to 8 points based on score.
  - 30 minute time limit.
  - Taken in one sitting.
  - Two attempts.
  - Highest score counts.
  - See your percent after submission.
  - May review after the deadline.
  - No late submissions.

**3 Tests**
- Worth up to 180 points each based on score.
- 50 minute time limit.
- Taken with ProctorU, appointment required.
- Appointment required at least 72 hrs in advance or fees apply.
- Valid ID required.
- Only allowed items:
  - Computer operating system calculator (no downloaded or handheld)
  - Excel
  - 8 ½ x 11 whiteboard (for working, no paper allowed)
  - Test formula sheet open in another window (not printed)
- If a student misses one Test, he may take the Makeup Test comprehensive after the Test 3 deadline. Only one missed test may be replaced.

Even though students take their Tests with ProctorU, we reserve the right to require a student to re-take 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.

Note that no make ups or extension of deadlines are given for technical problems. Students should go to the Technical Resources Module in Canvas to find technical help. They should also contact the instructor immediately.
COURSE GRADES - Students earn their grade in the course by accumulating points. There is a maximum of 1000 points available. Students should earn as many points as possible throughout the semester by completing all assignments by the deadline.

All assignment scores will be posted and maintained (beginning a few days after the drop/add period ends) at UAB Grade for MA 110, which can be accessed in Canvas by clicking on UAB Grade for MA 110, or by going to [https://secure.cas.uab.edu/mll/db/](https://secure.cas.uab.edu/mll/db/).

All points earned for assignment scores will be posted once per week at UAB Grade for MA 110 (link in Canvas) at the end of the second week of the term. The instructor will enter scores once per week.

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.

<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>8</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Intro Discussion</td>
<td>6</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Group Discussion</td>
<td>6</td>
<td>10</td>
<td>60</td>
</tr>
<tr>
<td>Problem</td>
<td>8</td>
<td>10</td>
<td>80</td>
</tr>
<tr>
<td>RQuiz</td>
<td>4</td>
<td>13</td>
<td>52</td>
</tr>
<tr>
<td>Homework</td>
<td>6</td>
<td>25</td>
<td>150</td>
</tr>
<tr>
<td>Quizzes</td>
<td>8</td>
<td>13</td>
<td>104</td>
</tr>
<tr>
<td>Tests</td>
<td>180</td>
<td>3</td>
<td>540</td>
</tr>
</tbody>
</table>

Total points: 1000

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

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

There is no makeup for missed HW, but they may be completed after the deadline for a 50% penalty on the late work.

Students who miss ONE Test for any reason may take the Makeup Test Comprehensive during the scheduled final exam time. Only ONE Test may be made up. The Makeup Test Comprehensive is a 2 hour cumulative test that covers all material.

Excessive absences and missed assignments seriously jeopardize a student’s ability to successfully complete the course. In the event of excessive absences, students should be prepared to officially withdraw from the course. In cases involving medical hardships, military duty, or other serious personal situations AFTER the withdrawal date for a course, the student may participate in the Academic Policy Appeal (accessed and submitted through Blazernet Links/Forms).
USEFUL WEBSITES FOR THIS COURSE
BlazerNet (access to Canvas and MyMathLab Plus): uab.edu/blazernet
Canvas Login/UAB eLearning: http://www.uab.edu/elearning/canvas
UAB grade for MA 110: https://secure.cas.uab.edu/mll/db/
UAB Department of Mathematics (see Student Resources): http://www.uab.edu/cas/mathematics/resources

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.

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. The MLL is closed during all holidays and breaks, and also during final exams (except for testing). For more information, go to http://www.uab.edu/cas/mathematics/mll. Please note that all computer use in the MLL is monitored.

The University Academic Success Center (UASC) provides students with a host of free services and resources that include Tutoring and Supplemental Instruction. For more information, go to http://www.uab.edu/students/academics/student-success.

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 bottom left after they have logged in. They should also inform the instructor.

If technical problems are experienced with Knewton alta, students should log in and click on 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
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 (DSS) for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with DSS, please contact their office to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted DSS, please call 205-934-4205 or visit http://www.uab.edu/dss or go to Hill Student Center Suite 409.

Students who have DSS-approved accommodations must notify the instructor as soon as possible and make arrangements to meet to discuss the accommodations. No accommodations will be granted until DSS documentation is provided and the student has discussed the accommodations with the instructor. Every reasonable request for accommodation will be met where possible. If a student feels he needs additional consideration, he should contact UAB Disability Support Services at 934-4025 and notify the instructor about the request.

Title IX Statement
UAB 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-Retaliation Policy.

HONESTY AND PLAGIARISM - The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. To ensure this, 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.