UNIVERSITY OF ALABAMA AT BIRMINGHAM
MA 110, Finite Mathematics
COURSE SYLLABUS for campus sections
Spring 2019

Instructor information:
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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). Consists of one scheduled 50 minute class meeting per week, plus one 50 minute scheduled lab meeting per week, plus 50 minutes of individually scheduled lab time per week.

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 –
• Digital Access REQUIRED: MyLab Math Plus Navigating Through Math (Collins)
  o Purchase from UAB Barnes & Noble
  or
  o Purchase directly within your MyMathLab Plus account (link in BlazerNet)
    ▪ Log in to BlazerNet.
    ▪ Click on MyMathLab Plus (middle of student page).
    ▪ Click on your course.
    ▪ Choose one:
- Access Code (enter your printed code)
- Buy Now (credit or debit card required)
- Pay Later* (temporary access, good for only 14 days, no extensions when it expires)

- Digital Access includes:
  - Etext
  - Workbook pdf
  - All Assignments

- Temporary access is available for 14 days, but you must purchase access after that time, or you will no longer have access to your course materials and assignments.

- No extensions of deadlines are given for failure to purchase Digital Access.

- Students who are retaking MA 110 from Fall 2018 do not have to purchase access again.

If you have any questions regarding your MyMathLab Plus account, email the course instructor.

ATTENDANCE/PARTICIPATION POLICY - Participation in ALL Class meetings and learning activities is REQUIRED, and points will be awarded.

Students who miss class or lab due to official university business must present official documentation IN ADVANCE and must make arrangements to complete the missed work IN ADVANCE of the absence.

- CLASS meetings
  - 23 scheduled Class meetings.
  - Earn up to 5 points for each Class meeting.
  - Arrive ON TIME.
  - SIGN THE ROLL.
    - It is ACADEMIC MISCONDUCT to sign the roll for someone else or to leave early without notifying the instructor. Students who commit/are suspected of academic misconduct will be required to attend a hearing with the appropriate authorities.
  - Be PREPARED to ask questions from the Lesson (SWYK due the day before).
  - PARTICIPATE the entire time.
    - Students who arrive late, leave early, or do not participate fully face a deduction of points or no points at the discretion of the instructor.
  - NO PHONES, NO laptops, NO electronic devices allowed unless specified by the instructor.
    - Students who use electronic devices during class face a deduction of points or no points at the discretion of the instructor.
  - Format: Lesson review, discussions, group problem solving and presentation.
    - Students are assigned to groups and work together to solve a problem.
    - Students must submit an individually written report/solution to the problem.
      - 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.

- Individually scheduled Lab time in the Math Learning Lab (MLL), HHB202
  - 50 minutes weekly.
  - Work on assignments.
  - Practice using the computer calculator.
  - Get help from the math department tutors.
  - MLL schedule and info: http://www.uab.edu/cas/mathematics/mll
• **Testing in the MLL (HHB202)**
  - 4 Tests are taken in the MLL during class time.
  - See schedule for dates.
  - Students are REQUIRED to use the computer calculator for all Tests (no handheld calculators).
  - The test formula sheet may be opened in another window.
  - Excel may be used during testing.

**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 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 be PREPARED for each class meeting:
  - This requires approximately 2 hrs per week.
  - Read the Lesson in the etext.
  - Complete the available Now Your Turns.
  - Take a Show What You Know (SWYK) quiz.
    - A SWYK is due the day before each class.
    - Students must earn more than 0% to earn points for SWYK.
  - Ask questions from the Lesson.
  - The HW and Quiz for each Lesson is due later in the week.

- Students are expected to participate fully and submit individually written work in ALL classes.

- Students are expected to follow the learning path for each Lesson.
  - 20 Lessons
  - Learning path for each lesson:
    - Navigate to learn
      - Read the etext.
      - Answer the available Now Your Turn questions (required to do the SWYK).
    - Show What You Know (SWYK) is a quiz that determines your personalized homework.
    - Homework (HW) is personalized and based upon your results from SWYK.
    - Take a Quiz to test mastery of ALL material from the lesson.
  - 4 Tests are taken during the scheduled dates in HHB 202.

- 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. 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.

• 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 or Canvas email as well as through participation in Class and Lab meetings.

• 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 grades and participation by clicking on UAB grade for MA 110 in MyMathLab Plus (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.
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 email, Canvas, and MyMathLab Plus here.
  - BlazerID Central: [https://idm.uab.edu/bid/registration](https://idm.uab.edu/bid/registration)
- **Canvas.**
  - Link from BlazerNet or [http://www.uab.edu/elearningcanvas](http://www.uab.edu/elearningcanvas).
  - Canvas help: Log in and click on the Help? button on the left.
- **MyMathLab Plus.**
  - Link from BlazerNet or Canvas.
  - System requirements: [https://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/](https://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/)
  - 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.
    - 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 etext that correspond to the MyMathLab Plus assignments.

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 and Lab meetings:
  - **Earn up to 5 points**
    - 1 point for attendance --- being ON TIME (signed the roll), in your seat, ready to begin work, not using electronic devices, participating
    - Up to 4 points for your individually written solution --- graded
  - **NO attendance points are awarded for late arrivals** or early departures.
  - Students who are late may not be able to earn points for the Group work at the instructor's discretion.
  - Students are REQUIRED to participate in:
    - **Class Discussions** about the material and assignments.
    - **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 a 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 (MMLP) assignments -- paid Access required**
  All MMLP assignments (except Tests) are available from the first day of class until the deadline, so students can and should work ahead so they don’t miss deadlines. HW and Quizzes may be completed after the deadline (through the last day of classes), but there will be a deduction of 50% on the late work. SWYK and Reviews may be completed after the deadline, but no points will be awarded.

  - Find your MMLP assignments:
    - MyMathLab Plus link in BlazerNet (middle of student page) or
    - MyMathLab Plus module in Canvas.
  - **1 Syllabus Quiz**
    - Found under Tests, Review Tests, Syllabus Quiz
    - Worth up to 5 points.
    - 30 minute time limit.
    - Taken in one sitting.
    - Complete by the deadline for full credit.
    - Submissions after the deadline have a 50% penalty.
    - Can be taken an unlimited amount of times.
    - Highest score counts.
  - **20 Lessons** – each contains a required SWYK, HW, and Quiz
    - Each lesson correlates to one section of the etext (see list on schedule and also in the name of the assignment).
      - For example, Lesson 1 (1.1) is from Chapter 1, section 1.
      - SWYK 1(1.1), HW 1(1.1), and Quiz 1(1.1) are the assignments.
    - Go the MMLP home page and **follow the learning path**:
      - START HERE
      - Choose Lesson
      - **Navigate** – prerequisite for SWYK
        - Read and work in your interactive etext.
        - Complete the available Now Your Turns.
          - See schedule for list of required NYT.
        - No points.
        - Not timed.
      - **20 Show What You Know (SWYK)** – prerequisite for HW
        - Worth 2 points each (if score is greater than 0%).
        - Preparation for class.
        - Not timed.
        - Does not have to be taken in one sitting, but you must submit before the deadline to earn points.
        - May be accessed after the deadline, but no points awarded.
        - Can only be taken once.
        - Used to create your personalized HW.
      - **20 Homework (HW)**
        - Worth up to 8 points each (based on score).
Personalized based upon your SWYK score.
  - Automatic credit may be awarded.
  - Not timed.
  - Does not have to be taken in one sitting.
  - Redo missed HW questions for full credit before the deadline.
    - Click on similar exercise.
  - Complete by the deadline for full credit.
  - Work done after the deadline has a 50% penalty (through the last day of classes).

- **20 Quizzes**
  - Covers all the material in each section.
  - Worth up to 8 points each (based on score).
  - 30 minute time limit.
  - Taken in one sitting.
  - Two attempts allowed.
  - Highest score counts.
  - Complete by the deadline for full credit.
  - Quizzes submitted after the deadline have a 50% penalty (through the last day of classes).
  - No help from another person during a Quiz.

- **4 Review for Tests**
  - Worth up to 5 points each (extra points).
  - Not timed.
  - Does not have to be taken in one sitting.
  - Can be taken an unlimited amount of times.
  - Highest score counts.
  - Best way to prepare for each Test if you simulate testing conditions.

- **4 Tests**
  - Worth 130 points each.
  - 50 minute time limit.
  - **Taken only during the scheduled class time in HHB 202.**
  - ID required.
  - Only allowed items: computer calculator, excel, Test formula sheet (opened in another window).
  - Instructor provides scratch paper.
  - If a student misses one Test, he may take the Makeup Test comprehensive during the scheduled final exam time. Only one missed test may be replaced.

**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.
- Cell phones must be silenced and put on the FLOOR.
- Hat/Hoods must be removed.
- 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 scientific calculator.

- 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.**

**Completing HW, Quizzes, and Tests in MyMathLab Plus** - All SWYK, HW, Quizzes, and Tests may only be accessed in MMLP through a link in BlazerNet or Canvas. Before students begin working at home, they must run the browser check and make sure they meet the system requirements.

Note that no make ups or extension of deadlines are given for technical problems. Students who experience computer problems should contact the instructor immediately and always have a back-up plan (use the computers in the Math Learning Lab or use another computer).

Students can and should **complete all SWYK, 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:
- Use Chrome or Firefox.
- 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.
- You can only ACCESS YOUR COURSE through the link in BlazerNet or Canvas. **No other login pages will work.**
- If nothing works, contact Pearson’s technical support at [http://247support.custhelp.com/](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.

**MyMathLab Plus** has many learning aids available to students. Once a student is on the course home page, the left menu has links to:

- **START HERE** --- As you navigate and work through the assignments, you will notice that **Now Your Turn** and **HW** usually have Question Help available.
  - 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 video example 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.

- **Multimedia Library** --- Choose your Chapter and section, and select all media types.
- Video --- Concept and Walkthrough videos for different learning objectives.
- Animation --- Simulations that are available for selected topics.
- Multimedia Textbook --- Links to each section.
- Test formula sheets --- You will find a test formula sheet for each test that may be used during testing. You are encouraged to use and become familiar with each formula sheet while completing SWYK, HW, Quizzes, and Review Tests.
- Review submitted work --- Allows you to view previously submitted work. If all results don’t show, then choose all assignments.
- Study Plan --- Optional extra practice. Recommendations are made based on missed questions on HW and Quizzes. Students can click on View all chapters to see all questions.
- HTML eText --- An accessible version of the etext.

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 MyMathLab Plus or Canvas by clicking on UAB Grade for MA 110, or by going to https://secure.cas.uab.edu/mll/db/.

All MMLP assignment scores are given in percent form, but the actual points earned are posted at UAB Grade for MA 110 (link in MMLP and Canvas) beginning a few days after the drop/add period ends. The scores are downloaded once per day, and points are updated by 9am the following day.

All Class points are entered manually by the instructor, usually within one 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.

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>5</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Class</td>
<td>23</td>
<td>5</td>
<td>115</td>
</tr>
<tr>
<td>SWYK</td>
<td>2</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Homework</td>
<td>8</td>
<td>20</td>
<td>160</td>
</tr>
<tr>
<td>Quizzes</td>
<td>8</td>
<td>20</td>
<td>160</td>
</tr>
<tr>
<td>Tests</td>
<td>130</td>
<td>4</td>
<td>520</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
<tr>
<td>Review for Tests</td>
<td>5</td>
<td>4</td>
<td>20 (extra points)</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**

There is no makeup for missed Class meetings. 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 and Quizzes. They may be completed after the deadline (through the last day of classes), but there is a 50% penalty for 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.

Students who must miss class or lab due to **official university competition or performance** must present official documentation IN ADVANCE 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.

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, via email, by telephone (only in case of emergency), and through Canvas 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 meetings, and to remain in regular contact with the Course Instructor.

Personal communication with the instructor should be done during office hours or before/after class if (s)he is available. 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](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 MyMathLab Plus, students should log in and click on Help & Support at the top right or go to [http://247pearsoned.custhelp.com/app](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:

- Use Chrome or Firefox.
- **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 the link in BlazerNet or Canvas. **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**

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](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](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 to copy your work 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 to help during 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.