

UNIVERSITY OF ALABAMA AT BIRMINGHAM
MA 098
COURSE SYLLABUS

Term: Spring 2020

Section: ZN

Instructor: Kent Haines

Instructor email: kenth@uab.edu

Instructor office hours in the MLL: Wednesday 11:30-1pm

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

Class meeting times:

Class Meeting Time/Location: Mondays and Fridays at 9:05am in CH443

Lab Meeting Time/Location: Wednesdays at 9:05am in HHB202.

WITHDRAWAL - The last day to drop this course without the payment of full tuition and fees is January 21, 2020. The last day to withdraw from this course with a grade of *W* is March 13, 2019.

Students will be required to Activate their MyMathLabPlus accounts by the end of the drop/add period. Failure to complete this task 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. Integers. Solving Equations and Problem Solving. Fractions. Decimals. Ratio and Proportion. Percent. Geometry. Polynomials.

LEARNING OUTCOMES - Upon successful completion of MA098:

- Students can perform arithmetic operations with rational numbers.
- Students can identify which set(s) to which a given number belongs (natural number, whole number, integer, rational number, irrational number, or real number).
- Students can solve basic percent problems.
- Students know and use basic geometry knowledge (including area, perimeter, and similar triangles) to solve problems.
- Students can perform arithmetic operations on polynomial expressions, factor polynomials, and solve polynomial equations by factoring.
- Students can identify rational expressions and identify their domains, can multiply, divide, add, and subtract rational expressions, simplify, and solve rational equations.
- Students know the rules of exponents and can apply them to simplify expressions involving integer exponents.
- Students are able to solve quadratic equations by factoring.
- Students can create, interpret, and use linear, quadratic, and rational models to solve problems in a variety of application areas.
- Students can graph a linear equation on the Cartesian Coordinate Plane by identifying at least two coordinate points on the line.

This course is about developing quantitative reasoning ability as well as acquiring specific mathematical skills (algebra, arithmetic, etc.). The above learning outcomes are realized in the course with a variety of learning opportunities (group work, lecture, and computer-aided instruction)

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

- **CLASS meetings** are held on Mondays and Fridays.
 - There are 14 weeks of scheduled Class meetings.
 - Students earn 10 points per week for class meetings.
 - Students must **arrive on time and participate the entire time**.
 - Class meeting format is **group work and lecture**.
 - Rules and standards for group work, report evaluation, and awarding of participation points will be addressed at the first class meeting.
 - **NO LAPTOPS OR OTHER ELECTRONIC DEVICES USED DURING CLASS.**

- **LAB meetings** are held on Wednesdays.
 - There are 14 scheduled Lab meetings.
 - Each Lab meeting is worth 5 points.
 - Students must **sign the roll** as they enter the Lab meeting.
 - Students must **arrive on time and participate the entire time** to earn the points.
 - Students must work on Homework and Quizzes or study the course material.
 - Students should ask for help with the material during this time.
 - Students must take Tests during scheduled Lab meetings. See the class schedule for dates.
 - Note that all computer use in the MLL is monitored.

MATERIALS – You must purchase a **MyMathLabPlus** course **ACCESS CODE** and the **course workbook**. You may purchase the access code and the workbook shrink-wrapped together (this is the least expensive way to purchase the access code and the workbook). You may also purchase the access code and workbook separately.

The workbook is *Review of Basic Algebra, UAB Math 098 Student Workbook*.

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

Students who are **retaking the course** from the previous semester (and had already purchased a MyMathLab Plus access code) should contact the instructor about whether or not a new access code is required.

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

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

Access for a course in MyMathLab Plus

All Homework, Quizzes, and Tests for this course are available only in MyMathLab Plus.

A MyMathLab Plus account has already been established for you and must be activated.

- Log in to **BlazerNet** and click on the MyMathLab Plus link.
- Click on your course.
- Choose one of the following:
 - Access Code (enter your printed code)
 - Buy Now (credit card required)
 - Pay Later (allows temporary access, good for only 14 days, no extensions when it expires)*

***Once Pay Later (Temporary Access) has expired, you will be prompted to choose Access Code or Buy Now. You will no longer have access to your course materials and assignments in MyMathLab Plus until you enter your code or purchase it.** Please note that there will be **NO EXTENSIONS for missed homework, quiz, or test deadlines due to failure to purchase access to your online materials.**

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

STUDENT EXPECTATIONS STATEMENT

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

- Students are required to complete weekly assignments and learning activities by the deadline. All deadlines are based on CENTRAL TIME. **There are NO EXTENSIONS of DEADLINES.** See the class schedule for details.
- Students are expected to maintain an active BlazerNet account.
- Students are expected to read the Schedule and Syllabus for this class.
- Students are expected to check their UAB email daily and respond within 48 hours to instructor emails.
- All students are required to obtain and use the UAB email address that is automatically assigned to them as UAB students. All official correspondence will be sent **ONLY** to the @UAB.edu email address.
- All students are responsible for ensuring that the correct UAB email address is listed in Canvas by the end of Week 1, and that their UAB email account is in proper working order during the entire time they are enrolled at UAB. Email is the only way the Course Instructor can, at least initially, communicate with students. It is the student’s responsibility to make sure a valid email address is provided. Failure on the student’s part to do so can result in the student missing important information that could affect his grade. **Students are responsible for the information that is sent to their UAB email account.** The Course Instructor will not accept emails sent from other accounts.
- **Students are expected to devote an average of 8 to 12 hours per week to this class.**
- **Students are expected to have a back-up plan** in the event their computer has operational problems, there is loss of electricity, or there is loss of Internet access. These are not an excuse for late or incomplete submission of assignments, nor are they acceptable reasons for an assignment deadline extension. UAB’s MLL, most public libraries, school libraries, university libraries, etc. have computers with Internet access and are available for use by the public.
- The **Math Learning Lab (MLL)** in 202 Heritage Hall is available for student use Monday through Friday. Students in this course may use the computers to complete assignments, and they may get assistance from math tutors. Tutors will not solve all of your problems or sit with you for extended periods of time, but they will help guide you so that you can complete your work independently. No appointment is necessary. The hours of operation 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/ml>. Please note that all computer use in the MLL is monitored.
- Students are expected to participate in this course by attending all Class meetings and Lab meetings, and by following the Course Syllabus, Class Schedule, and any additional information provided by the Course Instructor.

- Students are expected to remain in regular contact with the Course Instructor via UAB email as well as through participation in Class and Lab meetings.
- **Students are expected to use their UAB email** for one-on-one instructor/student conferencing or to schedule an individual meeting. If a student has a question about the material, then he should ask for help during the Lab meeting or use the Ask My Instructor link in MyMathLab Plus at other times to email the instructor.
- **Students are expected to review their grades and participation** by clicking on Check Your Grade in MyMathLab Plus (<https://secure.cas.uab.edu/mlldb>) **on a regular basis**. The Course Instructor does not use email to communicate grades or comments about graded assignments.
- Students in this class will be expected to:
 - 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 if they choose to work outside the MLL.

TECHNOLOGY REQUIREMENTS - Students must have:

- Access to BlazerNet. Students will link to Canvas and MyMathLab Plus here.
- A UAB email account that can be accessed on a daily basis.
- Email software capable of sending and receiving attached files.
- Students who work outside of the MLL must have:
 - Reliable access to the Internet with a 56k modem or better.
 - 1 GB RAM or better.
 - 2GHz processor or better.
 - A personal computer capable of running MyMathLab Plus. Students who use older or beta browser versions will have compatibility problems with MyMathLab Plus.
 - Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. It should be continually updated!
 - Not having a computer, computer problems, computer crashes, loss of Internet and/or loss of electricity are NOT acceptable excuses for late work, incomplete work, or a request for an assignment deadline extension. **Students are expected to have a back-up plan** in case any of these occur.

CLASS SCHEDULE - A copy of the class schedule is provided to students. The class schedule identifies the specific dates and times of all assignments and deadlines. It also identifies the chapters and sections of the text that correspond to the homework, quizzes, and tests.

COURSE STRUCTURE - This course is primarily computer-based. Students must have reliable access to **BlazerNet** so they can work on their assignments in MyMathLab Plus. Students who work on the assignments outside of the MLL must ensure that they meet the system requirements.

- **MyMathLab Plus assignments:**

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

- **HOMEWORK** - There are 14 homework assignments that are required, and each is worth 5 points. Homework is completed and submitted in MyMathLab Plus (access code required). Students access MyMathLab Plus through BlazerNet. When the homework is submitted or closed in MyMathLab Plus, a score and percentage are given
- **An unlimited number of attempts can be made on each homework problem** before the deadline, so students should be able to earn 100% on ALL HOMEWORK. If a problem is marked with a red (X) as incorrect, then the student can click on *Similar Exercise* at the bottom of the page and work another problem correctly for full credit (before the deadline). Students can go in and out of the homework as many times as they like before the deadline (all of the work is automatically saved). Students earn

points for homework completed on or before the due date. After the due date, students can review homework assignments and work similar exercises, but they cannot change their score.

All homework is available at the beginning of the term, so students may work ahead as much as they like. **There are NO EXTENSIONS or make ups for missed homework because the work can and SHOULD BE completed IN ADVANCE of the deadlines.**

- **QUIZZES** - There are 14 Quizzes that are required, and each is worth 5 points. Quizzes are completed and submitted in MyMathLab Plus. Students access MyMathLab Plus through BlazerNet. Once a Quiz is submitted in MyMathLab Plus, it is scored and a percentage is given. Students take the Quizzes on their own schedule, but they can only earn the Quiz points if the Quiz is taken on or before the due date. **Students must complete the Quizzes BY THEMSELVES without any assistance from another person.** The Quizzes are timed, and they **must be taken in one sitting within 30 minutes.** Students cannot exit the Quiz or that will count as one of their attempts. Each quiz can be taken twice, and the highest score attained will count.

All Quizzes are available at the beginning of the term, so students may work ahead as much as they like. **There are NO EXTENSIONS or make ups for missed Quizzes because the work can and SHOULD BE completed IN ADVANCE of the deadlines.**

- **TESTS** – There are 5 major Tests that are required, and each is worth 130 points. Tests are completed and submitted in MyMathLab Plus ONLY during the scheduled lab meeting. Once a Test is submitted in MyMathLab Plus, it is scored and a percentage is given. The UAB score (out of 130 pts) for the Test can be found online at <https://secure.cas.uab.edu/mlldb/> and also under Check Your Grade in MyMathLab Plus. Students can only review their tests immediately after submitting.

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

Testing procedures:

- Clear all tables of everything EXCEPT a valid photo ID and a pen/pencil.
 - NO electronic devices of any kind are allowed --- must be turned off and put away.
 - NO paper or notes of any kind are allowed --- must be put away out of sight.
 - A test cover sheet/scratch paper with the test password will be provided.
 - NO handheld calculators of any kind are allowed.
 - Students may only use the computer desktop calculator.
 - Log in to MyMathLab Plus.
 - Click on the appropriate Test.
 - Click on the Start menu and open the calculator.
 - LIFT YOUR KEYBOARD before receiving a test cover sheet.
 - BEGIN your test IMMEDIATELY.
 - **Students who fail to follow the testing procedures or display inappropriate behavior will be asked to leave and will be referred to the appropriate authorities for academic misconduct.**
- **REVIEW FOR TESTS** – There are 5 practice tests (one for each test). Students may earn up to 4 points for each practice test (based upon the highest score earned on each practice test). Students should use the practice tests as a study tool.

The Reviews are NOT timed, and students may go in and out of them until they are ready to submit. Each practice test may be taken an unlimited amount of times.

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

the **system requirements**. Please note that no make ups or extension of deadlines are given for technical problems. **Students can and should complete all HW and Quizzes well in advance of deadlines because these assignments are available from the first day of the term until the deadline.**

Some troubleshooting tips for problems with MyMathLab Plus:

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

COURSE GRADES - Students earn their grade in the course by accumulating points. There is a maximum of 1000 points available. No points are available after Test 5 is taken, so students should earn as many points as possible throughout the semester by completing all assignments by the deadline. NO late assignments are accepted or allowed, and no adjustments will be made.

All assignment grades will be posted and maintained in the math department database, which can be accessed in by going to <https://secure.cas.uab.edu/mlldb/>.

Note that **FINAL GRADES are awarded by TOTAL POINTS EARNED**, NOT by percentages. Percentages give students an idea of how they are doing in the class on a day-to-day basis, but they are constantly changing since they are based on the deadlines as of the current date. Percentages are not rounded. Total points and percentages won't usually match until the end of the semester (after all deadlines have passed).

Homework, Quiz, and Test grades are automatically updated and loaded into the database on a daily basis. All other grades will be manually entered by the instructor as soon as possible after grading (usually within one week).

Grade Element	Points	Quantity	Total Points
Homework	5	14	70
Quizzes	5	14	70
Lab Attendance	5	14	70
Class Participation (per week)	10	14	140
Tests	130	5	650
<i>Total points</i>			<i>1000</i>

Grading scale for MA 098:

Points Earned	Course Grade
900-1000	A
800-899	B
700-799	C
500-699	D
Below 500	F

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

There is no appeal for missed class meetings, lab meetings, homework, or quizzes. **A student missing scheduled class or lab meetings due to university related business or government mandated activities is required to notify the instructor no later than one week prior to the missed meeting date in order to be able to make up the missed meeting.** If a student does not communicate with the instructor one week prior to the missed meeting date, the student will not be able to make up the missed meeting points.

If a student misses **ONE** test during the semester, the student may go to UH4005, the Mathematics Department Office, to request a Missed Test Request Form and **no later than 12pm on the last day of classes** (before final exam week). You will be notified by email of the date and time of the makeup test. Makeup tests are not taken prior to the final exam week. The makeup test grade will be used to replace the missed test grade if the student formally makes a request to do so by completing the Missed Test Request Form. **The student must complete a Replacement Test Grade form in the Math Department office (UH 4005) no later than 12:00pm on the last day of classes.** Note that **only one missed test grade per semester may be replaced** by the makeup test grade. It is strongly encouraged that students complete the test request form within 48 hours of the missed test. **It is the student's responsibility to attend the makeup test session as scheduled by the Mathematics Department.**

USEFUL WEBSITES FOR THIS COURSE

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

UAB MA 098 grade: <https://secure.cas.uab.edu/ml/db/>

UAB Department of Mathematics (see Student Resources): <http://www.uab.edu/mathematics>

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).

STUDENT/FACULTY INTERACTION

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

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

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

Personal communication with the instructor should be done during the Lab meeting or a request for a private meeting should be sent through email.

The Course Instructor will check emails daily and will respond to emails containing questions, comments, and concerns within 24 to 48 hours on weekdays and 48 hours on weekends.

Comments and scores on graded group problems are included in the returned papers. Scores can also be seen on the UAB grade database (<http://www.uab.edu/mathematics>). Students are expected to review their grades to make sure they are recorded properly.

TECHNICAL SUPPORT INFORMATION

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

For help within **Canvas**, students should use the HELP tab at the top right.

If technical problems are experienced with **MyMathLab Plus**, students should log in and click on Help & Support at the top right or go to <http://247pearsoned.custhelp.com/app>. The quickest way to get support is to use the CHAT contact method. Students should also inform the instructor.

Some troubleshooting tips for problems with MyMathLab Plus:

- **Close the browser** and start again by logging into BlazerNet.

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

NON-HARASSMENT, HOSTILE WORK/CLASS ENVIRONMENT – The UAB College of Arts and Sciences expects students to treat fellow students, their Course Instructors, other UAB faculty, and staff as adults and with respect. No form of hostile environment or harassment will be tolerated by any student or employee. In this class we will only use constructive criticism and will work to build a community of lifelong learners.

HONESTY AND PLAGIARISM - The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. To ensure this, **UAB expects all students to abide by the UAB Academic Honor Code:**

The UAB Academic Honor Code

UAB expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter.

Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. *Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.*

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information. *Getting someone to do your HW or to take your quizzes are examples of cheating.*

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or *copying another person's ideas.*

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated.

TURNITIN - UAB reserves the right to use electronic means to detect and help prevent plagiarism. By enrolling at UAB, students agree to have course documents submitted to [www.Turnitin.com](http://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 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.

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-Retaliation Policy. Student Support