

SYLLABUS (MA 107-QL)

MA 107 – Pre - Calculus Algebra/Trigonometry

Semester: Spring 2020

Section: 107-QL

Instructor: Dr. Elena Kravchuk

Instructor e-mail: kravchuk@uab.edu Office phone: 205-934-2154 Office location UN 4043
(University Hall)

Course Description: (4 semester hours). The course will cover: functions from algebraic, geometric (graphical), and numerical points of view, including polynomial, rational, logarithmic, and exponential functions; inverse functions; quadratic and rational inequalities; complex and real roots of polynomials; applications and modeling, both scientific and business.; trigonometric functions (circular functions) and their inverses, graphs and properties; right triangle trigonometry and applications; analytic trigonometry, trigonometric identities and equations; polar coordinates; laws of sine and cosines; conic sections.

Learning Outcomes:

Upon successful completion of MA 107, a student

- understands functions from an algebraic, geometric (graphical), and numerical viewpoints, in particular polynomial, rational, exponential, logarithmic, and trigonometric functions and their inverse functions;
- can apply distance and midpoint formulas for solving geometric problems algebraically;
- recognizes and is able to graph equations of circles, and can identify the center and radius of a circle given the standard equation or the general equation of a circle;
- is able to solve rational and polynomial inequalities;
- is able to apply trigonometric principles to solve problems involving triangles;
- can interpret the plane from the viewpoint of both rectangular coordinates and polar coordinates and knows how to move between these representations;
- understands conic sections, their definitions, and their graphs;
- is able to translate verbal descriptions into mathematical form in the solution of problems;
- is able to construct and interpret tables, graphs, and algebraic representations of functions, and move among them;
- is able to draw relevant conclusions from algebraic models and applications, and communicate them in appropriate ways to an audience.

In addition to developing specific algebraic skills relevant to an understanding of functions, these learning outcomes promote students' development of quantitative literacy.

DATES: January 13 to May 1, 2020

NO LATE REGISTRATION is allowed in this course.

WITHDRAWAL: The last day for withdrawing from 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, 2020**. Students withdraw from a course by completing the appropriate paperwork online or in the UAB Registrar's Office in the Hill University Center. The signature of the instructor is not required.

Prerequisite: Undergraduate level MA 102 Minimum Grade of B or MA 105/107 Math Placement 75 or MA 106 Math Placement 75 or MA 125 Math Placement 75 or MA 126 Math Placement 75 or Math Placement Test 61.

Materials: *Precalculus Algebra & Trigonometry MA 107 package*, which includes a *UAB Math 107 Student Workbook*, by Elena Kravchuk, 2014, Pearson/ Prentice Hall, and MyMathLabPlus **ACCESS CODE, is required**. You may not need an access code and can purchase the UAB MA 107 workbook as a stand-alone item if you are *retaking MA 107 previously taken in Fall 2019 or later*.

Disability Support Services (DSS). 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.

Calculator policy: Scientific calculators may be used for homework and quizzes. **Students may not use personal calculators during testing.** You must use the on-screen calculator on your personal computer when testing remotely with ProctorU.

Access for a Course in MyMathLab Plus

All homework assignments, quizzes (except the Syllabus Quiz), and tests for this course will be available 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 or access to your account, email your course instructor or you may stop by the Math Learning Lab in HHB202.

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.

ATTENDANCE 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 Sunday and ends on Saturday** unless otherwise indicated.

Students must be available to work on assignments throughout the week. All assignments have strict deadlines, and some have limited availability. See the course schedule for details.

ELECTRONIC OFFICE HOURS - The Course Instructor is available by e-mail, through the Discussion Board in Canvas, or in case of emergency by telephone on weekdays between the hours of 8:00am-5:00pm (CST).

Communication Through UAB E-Mail - If you need to communicate one-on-one with the Course Instructor, please use the UAB email system (kravchuk@uab.edu). Individual meetings through chat or in person should be requested through email.

Communication Through Discussion Board - Students may post course-related questions in the Discussion Board. To use this mode of communication please:

1. Go into Canvas.
2. Click on the *Discussions* button, which is located on the left of your Canvas screen.
3. Click on *General Questions for the Instructor*.
4. Type your course-related question(s).

The Course Instructor checks this forum daily and will respond within 24 hours.

Communication Through Telephone - In an emergency you may call the Math Department office and leave a message for the Course Instructor at 205-934-2154.

STUDENT EXPECTATION 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. **To emphasize the importance of knowing the syllabus you must take a Syllabus Quiz before beginning any other assignments.**

- Students are required to complete weekly assignments and learning activities by the deadline. All deadlines are based on CST (Central Standard Time). **There are no extensions of deadlines.**
- Students are expected to follow the instructions for each assignment. Instructions for each assignment can be found in the Course Syllabus and Class Schedule, as well as on each assignment under the Assignments button in Canvas. A deduction in points will be applied to submitted assignments which do not comply with the instructions.
- Students are expected to participate in weekly **Group Discussions in Canvas.**
- Students are expected to submit **individually written solution to weekly Problems in Canvas under the Assignments button or in the appropriate Module before the deadline.** Once a problem is submitted, it will be graded as is. Therefore, students are expected to triple-check their work before submitting it. Canvas will not allow a student to return to a Problem once it is submitted. Therefore, the student must submit only completed problems. **Problems are NOT accepted in e-mail.**
- Students are expected to submit all **Homework, Quizzes, and Tests in MyMathLab Plus by the due dates.**

- 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 e-mail daily and respond within 48 hours to instructor emails. Regular communication via e-mail with the Course Instructor is expected.
- 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 e-mail address is listed in Canvas by the end of Week 1 as well as to ensure that their UAB e-mail 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 e-mail address is provided. Failure on the student's part to do so can result in the student missing important information that could affect the grade. **Students are responsible for the information that is sent to their UAB e-mail account.** The Course Instructor will not accept e-mails sent from e-mails accounts other than UAB.
- Students are expected to devote an average of 8 to 12 hours per week to the assignments.
- 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. The hours of operation are Monday through Thursday 9:00am to 7:00pm, and Fridays 9:00am to 2:00pm. Limited hours are available during final exams. The MLL is closed during all holidays and breaks. Go to the math department website and click on Student Resources tab for details (<http://www.uab.edu/mathematics>).
- 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 Canvas and UAB e-mail as well as through participation in the Discussion Board and submission of assignments. The Course Instructor will communicate on the Canvas Announcement page, Discussion Board and/or via UAB e-mail.
- Students are expected to use the UAB e-mail for one-on-one instructor/student conferencing or to schedule an individual chat session or personal meeting. If a student has a question about a particular problem from MyMathLab (homework or quiz), then he should use the Ask My Instructor link to email the instructor.

- **Students are expected to review their grades and comments on graded assignments in Canvas within one week of submitting for grading. The Course Instructor does not use e-mail to communicate grades or comments about graded assignments. Assignments are graded within one week of being submitted into Canvas by the student. It is the student's responsibility to review grades within one week of submitting an assignment and e-mail the Course Instructor within the same time period if a grade is not showing.**
- 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.

COURSE STRUCTURE - This course is computer-based, and students must have reliable access to **BlazerNet** so they can work on their assignments in Canvas and MyMathLab Plus. Students must also ensure that they meet each of those system's requirements.

CANVAS ASSIGNMENTS include:

- **Introduction Discussion** – The Introduction Discussion is required and due by the end of the day on **Friday, Jan 17**. The Introduction Discussion is worth 6 points. Students must upload a photo, answer ALL questions, and respond in a *meaningful* way to at least two other students. More information about grading the Introduction Discussion can be found in the directions in Canvas. This assignment gives students an opportunity to meet each other.
- **Syllabus Quiz** – is required and due by the end of the day on **Wednesday, Jan 15**. The Syllabus Quiz is worth 4 points. An unlimited number of attempts are available, and the highest score attained will count. Once you begin the assignment, you must complete it. 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.
- **Lectures/Quick Quizzes** – Students are required to watch video recorded lectures before they attempt the HW or Quiz. Every lecture is concluded by a short quiz (Quick Quiz). The combined credit for lecture and lecture quick quiz is 2 points (partial credit could also be awarded).
- **Group Discussions** – There are 10 Group Discussions that are required, and each is worth 6 points. Students will be randomly assigned to a different Group each week in Canvas to discuss the current Problem (see schedule for dates). **Students must post over BOTH DAYS for a total of at least 3 times**. Meaningful posts include ideas and questions that are specific to solving the Problem. No credit is given for short 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 in the Group Discussion. More information about grading the Group Discussions can be found in Canvas in the Course Information module. 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 8 points. Each week students are required to solve a 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 week’s Module to find the Problem. Each student must submit an individually written solution to each Problem in Canvas in the appropriate week Module by the deadline (see schedule for dates). Problems may be submitted using the text editor, but if students prefer to submit their hand written work, a photo of the hand written work may be uploaded. **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 the current week’s Module. **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 Course Information Page. This assignment gives students an opportunity to articulate their conceptual understanding of mathematical ideas.

MyMathLab Plus ASSIGNMENTS include:

- **Homework** - There are 14 homework assignments that are required, and each is worth 8 points. Homework is completed and submitted in MyMathLabPlus (access code required), but a link to the software is located in both Canvas and BlazerNet. When the homework is submitted or closed in MyMathLabPlus, a score and percentage are given. The UAB score (out of 8 pts) for the homework can be found in Canvas under UAB Grade for MA 105 or online at <https://secure.cas.uab.edu/ml/db/>.

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 can get only 50% credit for the work.**

All homework is available at the beginning of the term, so students may work ahead as much as they like. **There is a set of prerequisite media (reading) assignments for each homework assignment.** 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. Quizzes are completed and submitted in MyMathLab Plus, but a link to the software is located in Canvas and BlazerNet. Each quiz is worth 10 points. Once the quiz is submitted in MyMathLab Plus, it is scored and a percentage is given. The UAB score (out of 10 pts) for the quiz can be found in Canvas under UAB Grade for MA 105 or online at <https://secure.cas.uab.edu/ml/db/>.

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, but they may use their textbook and notes. 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 a maximum of two times. The higher grade 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. **However, students can get 50% credit for the late submission.**

- **Practice Tests (Review for test)** are available in MyMathLabPlus. The practice tests do not count towards a student's grade, but they are recommended as a way to help them prepare for their tests. Students may take the practice tests as many times as they like. The practice tests are also available in the student workbook.
- **Tests** - There are 4 major Tests and cumulative Final Exam. Tests and Final Exam are completed and submitted in MyMathLab Plus, but a link to the software is located in Canvas and BlazerNet. Each test is worth **80 points**, and Final exam is worth 250 points. **All students are REQUIRED to take ALL course Tests and Final exam using remote proctoring services through ProctorU.** There is a charge for this service (\$92.50 total, \$17.50 per test and \$22.50 for Final exam) and an appointment is required. Students who fail to make an appointment at least 3 days in advance will be subject to additional fees. **NOTE THAT STUDENTS ARE RESPONSIBLE FOR PROCTORU TESTING FEES THAT ARE NOT COVERED BY UAB eLearning. UAB eLearning will NOT cover late fees or convenience testing fees but may cover regular test fees. Please see the ProctorU Student Information document posted in Canvas under the Course Information module.**

Once the test is submitted in MyMathLab Plus, it is scored and a percentage is given. The UAB score (points) for the test can be found in Canvas under UAB Grade for MA 105 or online at <https://secure.cas.uab.edu/ml/db/>.

Tests have a 50 minute time limit, Final Exam has a 120 minute time limit, and they must be taken in one sitting. Students must use the computer scientific calculator during testing. No personal calculators are allowed. Students may use scratch paper during a test, but no credit is given for work done on the scratch paper. One or more photo IDs will be required for testing.

Students take the Tests on their own schedule, but they must be taken on or before the deadline. Students will be able to review their tests in MyMathLab Plus after the deadline has passed or after all students have taken the test.

Students must read the ProctorU info page in Canvas *carefully* and **make sure they have access to a computer with a microphone and a webcam well IN ADVANCE of the test deadline.** They must schedule an **appointment at least 3 days in advance** and should **test their equipment** at that time. More details about the technical requirements for ProctorU are found at <http://proctoru.com>.

The deadline for each Test is listed in the Course Schedule and below.

Test 1, Fri, **February 7**, 9:00 pm

Test 2, Fri, **March 6**, 9:00 pm

Test 3, Fri, **April 10**, 9:00 pm

Test 4, Tue, **April 28**, 9:00 pm

Final Exam, Thu, **April 30**, 9:00 pm

ALL Tests taken with ProctorU require an appointment at least 3 days in advance. The tests may be taken ANY day and time until the deadline. Failure to take a Test with ProctorU, power outages,

technical issues, student personal problems, and failure to purchase an access code are NOT acceptable reasons for missing a Test deadline. If students have problems with ProctorU, they should notify the instructor by email as soon as possible.

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.**

TECHNICAL SUPPORT INFORMATION

If technical problems are experienced with **BlazerNet** or **Canvas**, 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 (Google Chrome works better than others).
- 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 Final exam is taken, so students should earn as many points as possible throughout the semester by completing all assignments by the deadline. NO late assignments are accepted or allowed, and no adjustments will be made.

All assignment grades will be posted and maintained in the math department database (MADDIE), which can be accessed in Canvas by clicking on **UAB Grade for MA 105** or 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.

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).

Point distribution for MA 107-QL:

Grade Element	Points	Quantity	Total Points
Intro Discussion	6	1	6
Syllabus Quiz	4	1	4
Lectures	2	14	28
Discussions	6	10	60
Group Problems	8	10	80
Homework	8	14	112
Quizzes	10	14	140
Tests	80	4	320
Final Exam	250	1	250
Total points			1000

Grading scale for MA 107-QL:

Number of Points	Letter Grade
880 to 1000	A
750 to 879	B
620 to 749	C
500 to 619	D
Below 500	F

*Please note that at the end of the semester, if a student has earned 745 points and has a 74.5% score, he earns a final grade of a "C", not a "B", because letter grades are based on **TOTAL NUMBER of POINTS**.*

MAKE UP POLICY: If a student misses 1 test deadline (not including the Final Exam), the Final Exam grade will be used to replace the missed test grade if the student formally makes a request to do so. The student must complete a Missed Test Request Form in the math department office (UH 4005) no later than 12:00 pm on the last day of classes. Note that only one missed test grade may be replaced with the Final Exam grade. All students are required to Take the Final Exam.

Failure to schedule or take a test with ProctorU, computer problems, student personal problems, and not having the appropriate software (permanent access) are NOT acceptable excuses.

There is no appeal for missed deadlines for Group Problems, Homework, or Quizzes. However, if a student has an unplanned, *emergency* circumstance that temporarily prevents him from participating in the class (such as documented hospitalization), then he should contact the instructor as soon as possible. A request for make-up work will be considered. Travel and/or work-related business do NOT qualify for make-up work.

CANVAS SITE MAP FOR THE COURSE

Home: This is the entry page for the course.

Announcements: This is where the instructor will post announcements. Please check it daily.

Course Information: All information about the course policies, expectations, and grading can be found here. Make sure you read everything carefully.

Modules: Go to the current week to find a list of objectives and links to assignments that are due (the Course Home page).

Syllabus: This is where the Syllabus is posted.

Assignments: There are links to all assignments here. You will have multiple assignments due each week, and the best way to keep up with them is by viewing the current Week in **Modules**. Each Week contains a list of the objectives and links to the assignments.

Discussions: You must go into the Discussions to complete your Introduction Threaded Discussion. The **Intro TD** is REQUIRED. It is worth 6 points and is due **Jan 17**. General questions for the instructor should be posted also here so everyone can benefit from the information.

People: Find your current group members each week and participate in a Group Discussion on scheduled days to solve the week's Group Problem. There are 10 Group Discussions that are worth 6 points each. Participation is required and will be graded according to the Group Discussion rubric (see Rubric for MA 105 online Group Problems under Course Information).

Grades: You can find a link to your Canvas Gradebook.

UAB Grade for MA 107: You can check your status in the course anytime (after the drop/add period) by clicking on the link.

Quizzes: Under this tab students access the Syllabus Quiz and Lecture Quick Quizzes.

MyMathLab Plus: There is a link to BlazerNet to log in to MyMathLabPlus to complete homework, take quizzes, and tests, but students will exit the Canvas platform to access them.

ProctorU: There is a link to login to ProctorU to schedule an appointment, test the equipment, and take tests remotely.

MATH 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 are Monday through Thursday 9:00am to 7:00pm, and Fridays 9:00am to 2:00pm. Limited hours are available during final exams. The MLL is closed during all holidays and breaks. Go to the math department website and click on student Resources tab for details (<http://www.uab.edu/mathematics>). Please note that all computer use is monitored in the MLL.

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>.

UAB EMAIL - All students are required to obtain and use the UAB e-mail address that is automatically assigned to them as UAB students. All official correspondence will be sent ONLY to the @uab.edu address. All students are responsible for ensuring that the correct e-mail address is listed in Canvas by the beginning of Week 1. E-mail 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 to do so can result in missing important information that could affect the student's grade.

CLASS SCHEDULE – The class schedule can be found in Canvas under Course Information.

STUDENT/FACULTY INTERACTION - Interaction will take place via e-mail, telephone (in case of emergency), Announcements, Discussion Board, and comments on graded assignments under the Assignments button in Canvas.

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

Students are expected to remain in regular contact with the Course Instructor and class via Canvas through participation in the Discussion Board and submission of weekly problems. Students are expected to work in assigned groups on the weekly problems, but they must submit individually written papers.

The Course Instructor will communicate on the Canvas Announcement page, Discussion Board, comments on graded assignments under the Assignments button in Canvas, and/ or e-mail. **Personal communication with the instructor should be done through email.** Canvas will be used for student's deliveries of weekly problems.

The Course Instructor will check e-mails daily and will respond to e-mails containing questions, comments, and concerns within 24 to 48 hours on weekdays and 48 hours on weekends. The Course Instructor will check Canvas daily and will respond to postings (weekly assignments, examinations, discussions, etc.) within one week of receiving.

Students are encouraged to use the *Discussions* feature **General Questions for the Instructor** on Canvas to ask questions and/or make comments that pertain to this course. This approach will allow all students to benefit from this information.

Comments and scores on graded Problems and Group Discussions will be posted in Canvas. Scores will also be seen under UAB Grade for MA 105. Students are expected to review their grades and comments on Canvas assignment within one week of submitting the assignment.

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.
- For TESTING, students must use a **computer with a microphone and a web cam.**
- Ability to send a clear image or scan a document and create a pdf (for submitting handwritten work).
- Access to the Internet with a 56k modem or better.
- 64 Mb RAM or better.
- A personal computer capable of running Canvas and MyMathLab Plus. Students who use older or beta browser versions will have compatibility problems with Canvas and MyMathLab Plus.

- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. It should be continually updated!
- Internet Access: **THIS IS AN ONLINE CLASS. Students must have access to a working computer and reliable access to the Internet.** Students can use UAB computers in the library or in the MLL, a public library, etc. to ensure they have access, but a private computer with a microphone and web cam is needed for testing. 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.

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.

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 of the requirement to fill out a Course Evaluation Form (IDEA Survey). These evaluations are completely anonymous and are online for all students. Further information will be posted in the Announcements section in Canvas.

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 e-mail or Canvas Announcement, when changes are made in the requirements and/or grading of the course.

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, Antiharassment Policy and Duty to Report and Non-Retaliation Policy.