

**UNIVERSITY OF ALABAMA AT BIRMINGHAM**  
**MA 110, Finite Mathematics**  
**COURSE SYLLABUS for QL section**  
**Spring 2020**

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

**PREREQUISITES** – UAB MA 094 Minimum Grade of C, or UAB MA 098 Minimum Grade of C, or UAB MA 102 Minimum Grade of C, or ALEKS Math Placement Assessment score 30-45.

**COURSE DESCRIPTION** - (3 semester hours) Topics covered in the course include: set theory, probability, descriptive and inferential statistics, and consumer mathematics. This course satisfies the Core Curriculum requirement in mathematics. Quantitative Reasoning is a significant component of this course.

**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, and computer-aided instruction).

WITHDRAWAL - The last day to drop this course without the payment of full tuition and fees is JAN 21. The last day to withdraw from this course with a grade of *W* is MAR 13. Go to <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy> to see more details about the UAB Add/Drop and Withdrawal Policy.

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

**REQUIRED MATERIALS –**

- **Knewton alta Access** –Students must purchase an access code from UAB Barnes & Noble or directly from Knewton (within Canvas).
- **How to register for Knewton alta:**
  - Log in to Canvas.
  - Work through the Modules in order.
  - When you click on HW1, it will take you to a pre-created account.
  - Click Purchase.

- Select Plan or Enter Code (purchased from UAB Barnes & Noble)
  - *You may also select Courtesy Access (only good for 14 days).*
  - Note that once Courtesy Access expires, you will no longer have access to your HW, Quizzes, and Tests. No extensions of deadlines are given for failure to purchase your required access to Knewton.
- **Testing with ProctorU:**
    - NO paper allowed.
    - May use an **8 1/2 x 11 white board** (dry-erase).
    - **REQUIRED:**
      - **Webcam and microphone**
      - **Strong internet connection**
      - **Mirror or reflective device**
      - **Valid government-issued valid ID**
      - **Private room**
    - *Note that the following **Cannot be used for testing with ProctorU:** Chromebooks, Tablets, Linux operating systems, Virtual machines, Windows 10 in S mode, Surface RT.*

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

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

**Extended Absences:** Attendance is fundamental to course objectives and to the integrity of this course. Courses in the Mathematics Department require a variety of activities that involve interaction with the instructor and/or interaction with other students. Excessive absences and missed assignments seriously jeopardize a student's ability to successfully complete the course. In the event of excessive absences, students should be prepared to officially withdraw from the course. Go to <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy> to view the UAB Add/Drop and Withdrawal Policy.

## **STUDENT EXPECTATIONS STATEMENT**

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

- Students are required to go to Canvas and complete each Module.
- Students are required to complete weekly assignments and learning activities by the deadline. All deadlines are based on CENTRAL TIME. **There are NO EXTENSIONS of DEADLINES.**
- Students are expected to submit ALL assignments by the due dates.
- Students are expected to participate in weekly Group Discussions in Canvas.

- Students are expected to submit individually written solutions to Problems in Canvas. Problems are NOT accepted late or by in email.
- Students are expected to maintain an active BlazerNet account.
- Students are expected to read all sections in the Canvas website for this course before beginning work on the assignments, and they must visit this site at least once every 24 hours.
- Students are expected to **check their UAB email daily** and respond within 48 hours to instructor emails.
- All students are required to obtain and use the UAB email address that is automatically assigned to them as UAB students. All official correspondence will be sent ONLY to the @UAB.edu email address.
- All students are responsible for ensuring that the correct UAB email address is listed in Canvas by the end of Week 1, and that their UAB email account is in proper working order during the entire time they are enrolled at UAB. Email is the only way the Course Instructor can, at least initially, communicate with students. It is the student's responsibility to make sure a valid email address is provided. Failure on the student's part to do so can result in the student missing important information that could affect his grade. **Students are responsible for the information that is sent to their UAB email account.** The Course Instructor will not accept emails sent from other accounts.
- Students are expected to follow the instructions for each assignment. Assignments are not accepted after the deadline, and a deduction in points will be applied to submitted assignments which do not comply with the instructions or are incomplete.
- **Students are expected to devote an average of 8 to 12 hours per week to this class.**
- **Students are expected to have a back-up plan** in the event their computer has operational problems, there is loss of electricity, or there is loss of Internet access. These are not an excuse for late or incomplete submission of assignments, nor are they acceptable reasons for an assignment deadline extension. UAB's MLL, most public libraries, school libraries, university libraries, etc. have computers with Internet access and are available for use by the public.
- The **Math Learning Lab (MLL)** in 202 Heritage Hall is available for student use Monday through Friday. Students in this course may use the computers to complete assignments, and they may get assistance from math tutors. Tutors will not solve all of your problems or sit with you for extended periods of time, but they will help guide you so that you can complete your work independently. No appointment is necessary. The hours of operation in the Fall and Spring are usually Monday through Thursday 9:00am to 8:00pm, and Fridays 9:00am to 3:00pm, and in the Summer the hours are usually Monday through Thursday 9:00am to 7:00pm, and Fridays 9:00am to 2:00pm. The MLL is closed during all holidays and breaks, and also during final exams (except for testing). For more information, go to <http://www.uab.edu/cas/mathematics/ml>. Please note that all computer use in the MLL is monitored.
- Students are expected to participate in this course by following the Course Syllabus, Class Schedule, and any additional information provided by the Course Instructor.
- Students are expected to remain in regular contact with the Course Instructor via UAB email or Canvas. The course instructor will communicate on the Canvas Announcements page and/or via email.
- **Students are expected to use their UAB or Canvas email** for one-on-one instructor/student conferencing or to schedule an individual meeting. If a student has a question about the material, then he should ask for help by email. He may also come to the Math Learning Lab whenever it is open and ask the tutors for help.

- **Students are expected to review their Canvas grades and comments regularly.** The Course Instructor does not use email to communicate grades or comments about graded assignments. Assignments are usually graded within one week of the deadline. It is the student's responsibility to review grades one week after the deadline and email the Course Instructor within the same time period if a grade is not showing.
- **Students are expected to review their progress and overall grade** by clicking on **UAB grade for MA 110** in Canvas or by going to <https://secure.cas.uab.edu/mlt/db> **on a regular basis** (after the first two weeks of class). **Scores are uploaded regularly** by the instructor.
- Students in this class will be expected to:
  - Speak and write Standard English.
  - Work cooperatively with others.
  - Possess independent reading and study skills at the university level.
  - Possess basic computer skills.
  - Possess the appropriate computer software and hardware necessary for successful participation in the class.
- Because instructional materials on the course website may be copyrighted, students may not download materials on the site to their desktops, laptops, or PDAs, or alter or distribute any materials on the course site, unless clearly directed to do so.

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

- BlazerNet.
  - <https://uab.edu/blazernet>
  - For trouble with BlazerNet go to BlazerID Central: <https://idm.uab.edu/bid/reg>
- Canvas
  - Link from BlazerNet or <http://www.uab.edu/elearning/canvas>.
  - Canvas help: Log in and click on the Help? button on the left.
- Knewton alta
  - Link from Canvas in Modules.
  - Knewton help: Use Chat or click Help
- ProctorU
  - Link from Canvas navigation within course.
  - ProctorU help: Click Support or Chat
- **Chrome is the recommended browser.**
- A UAB email account -- accessed on a daily basis.
- Email software capable of sending and receiving attached files.
- For TESTING with ProctorU, students must use a computer with a microphone and webcam. A strong internet connection is required.
- Students must test their equipment with ProctorU before each test by going to: <http://proctoru.com/testitout>.
- Ability to send a clear image or scan a document and create a pdf (for submitting handwritten work).
- Students must have:
  - Reliable access to the Internet with a 56k modem or better.
  - 8 GB RAM or better.
  - Intel i5 processor or better.
  - A personal computer capable of running Knewton alta and ProctorU:
    - <https://www.knewton.com/how-do-i-use-alta/>
    - <https://support.knewton.com/learning-with-knewton-s-alta>
    - [www.ProctorU.com/tech.php](http://www.ProctorU.com/tech.php)
    - <https://test-it-out.proctoru.com/>
  - Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. It should be continually updated!

- Not having a computer, computer problems, computer crashes, loss of Internet and/or loss of electricity are NOT acceptable excuses for late work, incomplete work, or a request for an assignment deadline extension. **Students are expected to have a back-up plan** in case any of these occur.

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

**COURSE STRUCTURE** – The course is set up as Weekly Modules in the UAB Learning Management System (LMS), CANVAS. Students must work through the Modules in order and complete all items. In order to do this, they must have reliable access to BlazerNet, Canvas, and Knewton alta\*.

- All information and assignments are in CANVAS, but **\*paid access to Knewton alta is REQUIRED**. Students use Knewton alta software (within Canvas) to access most of the course material: instructional materials, HW, Quizzes, and Tests.
  - **Knewton alta Access** –Students must purchase an access code from UAB Barnes & Noble *or* directly from Knewton (within Canvas).
    - Log in to Canvas.
    - Work through the Module items in order.
    - Click on HW1 (takes you to a pre-created account).
    - Click Purchase.
    - Select Plan or Enter Code (purchased from UAB Barnes & Noble)
    - *You may also select Courtesy Access (only good for 14 days).*

Note that once Courtesy Access expires, you will no longer have access to your HW and Quizzes. No extensions of deadlines are given for failure to purchase your required access to Knewton.

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

Note that no make ups or extension of deadlines are given for technical problems. Students should go to the Technical Resources Module in Canvas to find technical help. They should also contact the instructor immediately.

## **Canvas ASSIGNMENTS:**

**Introduction Discussion** – This assignment allows students the opportunity to meet their classmates.

- Available in the Week 1 Module.
- Worth up to 6 points.
- No late submissions.

**Syllabus Quiz** -- This assignment gives students an opportunity to demonstrate understanding about the course policies and expectations.

- Available in the Week 1 Module.
- 0 minute time limit.
- Worth up to 4 points.
- Unlimited number of attempts.
- Highest score attained will count.

- Once you begin the assignment, you must complete it in one sitting.
- No late submissions.

**Reading Quizzes (RQuiz)** – These assignments require students to read the powerpoints (in each Week's Resources) and test their understanding so they will be prepared for the lessons and activities.

- Available in the Weekly Modules.
- Read the powerpoint(s) in Canvas before you take the RQuiz.
- One or two RQuizzes per week (see schedule).
- 15 minute time limit.
- Worth up to 4 points each.
- Two attempts allowed.
- Highest score attained will count.
- May review after the second attempt.
- No late submissions.

### Tests

- Taken with ProctorU by appointment.
- Appointment must be made at least 72 hrs in advance or fees apply (and there may be limited/no availability).
- [Check your computer](#) with ProctorU **before each test**.
- Make sure you meet the ProctorU technical requirements:  
<https://support.proctoru.com/hc/en-us/categories/115001818507>
- Valid ID required – have two available.
- 50 minute time limit.
- Worth up to 150 points each.
- One attempt allowed.
- May review immediately after submission.
- Only allowed items:
  - Computer operating system calculator (NO downloaded or handheld)
  - **8 ½ x 11 whiteboard** (NO paper)
  - All Tests formula sheet open in another window (not printed)
  - Excel
- Prepare by going to the **Test Review Center** (available 14 days before the test deadline).
- If a student misses **one** Test, he may request to replace the missed grade by taking the Makeup Test during final exam week. The student must email a request form to the instructor no later than 12:00pm on the last day of classes. The Makeup Test is a 2 hour comprehensive test that covers all material. **Note that only ONE missed test may be replaced.**

Students who have technical issues with ProctorU should use: Need Help? Chat Now! at the bottom right.

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

**Discussions** – These assignments give students an opportunity to work together in a group to improve their quantitative reasoning ability and conceptual understanding of mathematical ideas.

- Available on three consecutive days in the Weekly Modules.
- Must post over two different days.
- Discuss your thoughts and ideas for solving the Problem --- one per post.
- Do not post an entire solution to the Problem (this may lead to plagiarism).
- Posts must be relevant, meaningful, and not repetitive.
- Reply to other group members to help them understand.
- No credit is given for short, repetitive, or one word posts.
- Worth up to 6 points each.
- See the rubric for details.
- No late submissions.

**Problems** – These assignments give students an opportunity to articulate their conceptual understanding of mathematical ideas.

- Available on three consecutive days in the Weekly Modules.
- Due the third day before 11:59pm central time.
- Each student submits a unique, individually written solution.
- If two or more students submit identical solutions, all will receive a score of 0.
- All submissions must be made in Canvas in the Problem.
- To submit: Click Submit Assignment (upper right) and select File Upload or Text Entry or Office 365, then click Submit Assignment.
- Verify that the upper right corner shows: *Submission* ✓ *Submitted!*
- You may submit more than once as needed (all submissions will be saved).
- If you submit multiple times, please indicate which one(s) to grade.
- Only files allowed: pdf, doc, docs, jpeg, xls, jpg, png.
- Worth up to 5 points each.
- See the rubric for details.
- No late submissions.

### **Knewton alta assignments in Canvas (*Access code REQUIRED*):**

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

When alta identifies a knowledge gap from your past, it will give you instructional support and a few extra questions until you've shown that you understand the concept, and can demonstrate proficiency by completing the assignment. Because alta is adapting to your personal learning, some of you will complete the HW assignment quickly, and some of you may take longer. (You'll see this in your progress bar.)

***Guessing is highly discouraged.*** *Guessing will only mess with alta's ability to recommend the right content for you and could create a longer assignment experience.*

- Available in the Weekly Modules, but students may work ahead one week.
- Multiple HW assignments are due each week.
- Each HW corresponds to one lesson that is listed in its title. For example, HW1, 1.4.1.



- View Related Instruction before you begin answering questions.
- Click on More Instruction within a question if you aren't ready to answer and need help.
- Do not guess (makes HW longer).
- Length and time varies.
- Adaptive based on mastery.
- Worth up to 8 points each.
- May be completed late for a 50% penalty on the late work.
  - All late HW must be completed by noon on Friday of final exam week in order to count towards your final grade.
- If you are struggling and need help, reach out to the instructor.

### Quizzes

- Available in the Weekly Modules.
- One Quiz most weeks that covers multiple lessons.
- 15 minute time limit.
- Worth up to 5 points each.
- Two attempts allowed.
- Highest score attained will count.
- May review after the deadline.
- No late submissions.

**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 in Canvas, but the total points and overall grade will be maintained at UAB Grade for MA 110 (beginning a few days after the drop/add period ends). Go to Canvas and click on **UAB Grade for MA 110**, or go to <https://secure.cas.uab.edu/mlldb/>.

The instructor will enter scores at UAB Grade for MA 110 regularly after deadlines.

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-QL:

Grade Element	Points	Quantity	Total Points
Honor Code statement	1	1	1
Syllabus Quiz	4	1	4
Intro Discussion	6	1	6
Discussion	6	9	54
Problem	5	9	45
RQuiz	4	20	80
Homework	8	20	160
Quizzes	5	10	50
Tests	150	4	600
<b>Total points</b>			<b>1000</b>
<i>Bonus</i>	<i>10</i>	<i>2</i>	<i>20</i>

Grading scale for MA 110:

Points Earned	Course Grade
880-1000	<b>A</b>
750-879	<b>B</b>
620-749	<b>C</b>
500-619	<b>D</b>



Below 500	F
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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 assignments and deadlines except for HW. HW may be completed after the deadline for a 50% penalty on the late work as long as it is completed by noon on the Friday of final exam week. Two bonus assignments are available that are worth up to 10 points each to help students make up missed points.

Since this is an online class, all students must be able to maintain access to Canvas and their assignments during the term.

If a student misses **one** Test, he may request to replace the missed grade by taking the Makeup Test during final exam week. The student must email a request form to the instructor no later than 12:00pm on the last day of classes. The Makeup Test is a 2 hour comprehensive test that covers all material. **Note that only ONE missed test may be replaced.**

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 Knewton): [uab.edu/blazernet](http://uab.edu/blazernet)

Canvas Login/UAB eLearning: <http://www.uab.edu/elearning/canvas>

UAB Grade for MA 110: <https://secure.cas.uab.edu/ml/db/>

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

## MATH HELP

You should ALWAYS let your instructor know if you are having difficulty with the material. (S)he can offer suggestions and help.

### In Canvas

- **Powerpoints** for each HW are located in the Weekly Modules. They show the learning objectives and instruction, and prepare you for the Reading Quiz.
- **All Tests formula sheet** --- This formula sheet may be opened in another window and used during testing. You are encouraged to use and become familiar with each formula sheet while completing your assignments.

### In Knewton (through link in Canvas)

- Each HW has **Related Instruction**, which includes text and videos.
- **Test Review Center** (available 14 days before each Test).

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.

The **Vulcan Materials Academic Success Center (VMASC)** 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 via Canvas Announcements, email, or by appointment.

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 participate in all activities, and to remain in regular contact with the Course Instructor.

Personal communication with the instructor should be done through Canvas or email. Students may also request a private meeting in person or by phone or in Zoom.

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 Canvas gradebook. Scores can also be seen at UAB Grade for MA 110. Students are expected to review their grades to make sure they are recorded properly.

## **TECHNICAL SUPPORT INFORMATION**

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

For help within **Canvas**, students should use the HELP? tab at the bottom left navigation after they have logged in. They should also inform the instructor.

If technical problems are experienced with Knewton alta, students should log in and click on Chat or go to Help under their profile. They should also inform the instructor.

**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 <https://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 <https://www.uab.edu/titleix> for UAB's Title IX Policy, UAB's Equal Opportunity, Anti-Harassment Policy and Duty to Report and Non-Retaliation Policy.

**HONESTY AND PLAGIARISM** - The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. To ensure this, **UAB expects all students to abide by the UAB Academic Honor Code and the Non-Academic Student Code of Conduct.** Some of the honor code is shown below, but go to <http://www.uab.edu/students/one-stop/policies> to read the entire text of both policies.

### **The UAB Academic Honor Code**

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

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

**ABETTING** is helping another student commit an act of academic dishonesty. ***Allowing someone to sign the roll for you or copy your quiz answers are examples of abetting.***

**CHEATING** is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information. ***Getting someone to do your work or using a cell phone or unauthorized materials during a test 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 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](mailto:irb@uab.edu).