

PreCalculus Algebra MA 105-QL**COURSE SYLLABUS****Semester:** Spring 2021**Section:** MA 105-QL**Instructor:** Dr. Elena Kravchuk**Instructor e-mail:** kravchuk@uab.edu**Office phone:** 205-934-2154**Office location:** UH 4043
(University Hall)

Preferred Methods of Contact: Email is the preferred method of contact if you have questions. Please expect a response within 24 hours on weekdays and a slower response on weekends (OR Emails received after 5 pm on Friday will be returned Monday morning). Include <insert prefix, course number, and section code> in the subject line of your email for a faster response. I am available to meet with you virtually via Zoom by appointment during my virtual office hours (see below for my scheduled virtual office hours).

Instructional Method: **Online:** This class will be conducted entirely online through the Canvas Learning Management System, Zoom, and other tools. Students will not attend class on-campus. These classes are designated in the Class Schedule with a section number beginning with the letter "Q".

Course Description: (3 semester hours). 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.

Learning Outcomes: Upon successful completion of this course

- Students can apply distance and midpoint formulas for solving geometric problems algebraically. Students recognize and 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.
- Students understand the concept of a relation and a function and the meaning of their domain and range. Students understand the algebra of functions, composite functions, and inverse functions.
- Students can read and interpret data presented in a graphical form, recognizing intervals of increasing or decreasing function value, and identifying maximum or minimum values of a function.
- Students can apply basic graphing principles in graph sketching. Students can graph quadratic functions identifying the vertex, intercepts, axis of symmetry, and can use the graph for solving quadratic inequalities.
- Students can graph polynomial functions when their zeros can be found. Students can use long division and synthetic division to divide polynomials, and understand the Factor and Remainder Theorems.
- Students are familiar with the graphs of basic rational and radical functions. Students can solve polynomial and rational inequalities by doing sign analysis.
- Students recognize the graphs of basic exponential and logarithmic functions, and can find their domain, range, and asymptotes. Students can solve exponential equations. Students can evaluate

logarithms, simplify logarithmic expressions, and use the properties of logarithms to solve logarithmic equations.

- Students can solve real-life applied problems involving polynomial, exponential or logarithmic functions.

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

DATES: January 19 to April 30, 2021

PREREQUISITES - Undergraduate level MA 102 Minimum Grade of C or Math Placement Test 46 or Exception Math Placement E

MATERIALS - *Precalculus Algebra MA 105 package*, which includes a *UAB Math 105 Student Workbook*, by Elena Kravchuk, 2014, Pearson/ Prentice Hall, and MyLab Math **ACCESS CODE (ISBN 9780136949909)**, **is required**. You may not need an access code if you are *retaking MA 105 previously taken in Fall 2020 (contact your instructor about directions for reenrolling)*.

Calculator policy: Scientific calculators may be used for homework and quizzes, but **students may not use personal calculators while taking tests**. Every computer has an on-screen scientific calculator available for your use on when testing. It would be to your advantage if you familiarized yourself with the use of the on-screen calculator *before* you have to take a test. You must use the on-screen calculator on your personal computer when testing remotely with ProctorU.

UAB Policies and Resources:

Add/Drop and Course Withdrawal

Drop/Add: Deadlines for adding, dropping, or withdrawing from a course and for paying tuition are published in the [Academic Calendar](#) available online. Review the [Institutional Refund Policy](#) for information on refunds for dropped courses.

Withdrawal: To avoid academic penalty, a student must withdraw from a course by the withdrawal deadline shown in the academic calendar and receive a grade of W (withdrawn). Failure to attend class does not constitute a formal drop or withdrawal.

UAB United: Safe Entry to Campus

- Please go to the [UAB United website](#) for guidance and resources related to our safe entry to campus in Fall 2020, including information on:
 - [Testing](#)
 - [Academic resources](#) and in-depth information

- [Student Affairs resources](#) to support all students (housing, dining, extracurricular activities, parking, etc.)
- [Health and safety resources and recommendations](#) for on and off-campus
- Information for [graduate students](#), [School of Medicine students](#), [Post-Docs](#) and [International Students](#)

All students should use the [Student COVID-19 Entry Checklist](#) to see what they have to do in order to enter the campus safely. **Non-compliance with the required items will result in students not being able to remain on campus or participate in any in-person classes, meetings, jobs, extracurricular activities, and events.**

Misconduct: The University of Alabama at Birmingham 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. Review the Academic Honor Code and Non-Academic Student Code of Conduct linked below.

- [Academic Honor Code](#)
- [Non-Academic Student Code of Conduct](#)

DSS Accessibility Statement:

Accessible Learning: 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 (205) 934-4205, visit [their website](#), or their office located in Hill Student Center Suite 409.

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.

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 [UAB Title IX webpage](#) for UAB's Title IX, UAB's Equal Opportunity, Anti-Harassment, Duty to Report, and Non-Retaliation policies.

COVID-19 Adjustments for Students: If you need to enter the UAB campus be aware of

Mandatory Masks and Social Distancing Requirements:

In accordance with CDC guidelines and for the health and wellbeing of all faculty, staff and students. Students, faculty and staff are required to wear cloth face coverings or face masks at all times and maintain social distancing (6 feet between individuals in traditional classrooms, or, in instructional laboratories and similar settings) while on the UAB campus. Instructors have the right to ask those who are not complying with these requirements to leave class in the interest of everyone's health and safety. In the event that a student refuses to comply with these requirements, the instructor has the right to cancel class.

Additionally, following other simple practices will promote good health in and out of the classroom, such as frequent and thorough hand washing, wiping down desks and seats with disinfectant wipes whenever possible, not sharing personal items such as pens and cell phones, and avoiding crowded areas and other enclosed spaces.

The UAB Blazer community views the adoption of these mandatory guidelines as a mark of good citizenship and respectful care of fellow classmates, faculty, and staff. Please visit the [UAB United website](#) for further information.

Food may not be consumed during class times in classrooms, but bottled water is permissible.

GuideSafe Event Passport Class Requirement

Faculty are required to verify all students who are present for in-person instruction have a current Event Passport.

The COVID-19 pandemic is an extraordinary situation requiring significant measures to create a safe educational community. UAB is using GuideSafe™ Event Passport to facilitate access to classrooms, meetings, events, or facilities having ten or more people. Attendees, including faculty, staff, and students, will complete [UAB Healthcheck](#), a COVID-19 assessment tool, prior to entering their event. An Event Passport is issued based factors from your daily risk level as assigned by the UAB Healthcheck. After you have completed Healthcheck, press the “Passport” button to get your passport. This passport is good for 24 hours. Remember your passport number to access your passport later in the day. Each user is assigned a unique passport number indicating their status for the upcoming event that will show a “Clear” (Green) screen or “Not Clear” (Red) screen. After the 24-hour passport has expired, you will need to complete Healthcheck again. Each passport will have a time and date to ensure validity. Learn more at [UAB GuideSafe Event Passport](#).

Getting Started: The first thing you must do is access for your on-line course materials.

Access for a Course in MyLab Math

All Homework, Quizzes, and Tests for this course are available only in MyLab Math. You have to register for your MyLab Math course from Canvas.

- Log in to Canvas and enter your course. Do one of the following:
 - Select any Pearson link (HW, Quiz, Lecture Prep) from any module.
 - Select **MyLab & Mastering** on the course navigation, and then select any course link on the Pearson page.
- Enter the username and password for your existing Pearson student account.

○ If you don't have a Pearson account, select **Create** and follow the instructions. You have an account if you've used a Pearson MyLab or Mastering product, such as MyLab Math, MyLab IT, MyLab Spanish, MasteringBiology or MasteringPhysics.

- Select any available access option:
 - Enter a prepaid access code that came with your workbook from the bookstore.
 - Use a credit card or PayPal.
 - Get temporary access by selecting the link near the bottom of the page (good for only 14 days, no extensions when it expires)*.
 - Select **Go to My Courses**.

***Once Temporary Access has expired, you will no longer have access to your course materials and assignments in MyLab Math 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 access to your MyLab Math account, email your course instructor or you may stop by the Math Learning Lab in HHB20 to get help.

TROUBLESHOOTING TIPS:

If you have difficulty accessing your assignments in MyLab Math, try the following steps:

- Close the browser and start over logging into Canvas. You can only access through Canvas.
- Run the Browser check to make sure you have all needed components.
- Try a different browser. Some work better than others (use Google Chrome!)
- Contact Pearson technical support via chat.
- Have a backup plan.
- If the above steps do not work, email your instructor or stop by the Math Learning Lab in HHB202.

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 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. The Course Instructor will not accept e-mails sent from e-mails accounts other than UAB.
- 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 devote an average of 8 to 12 hours per week to the assignments.
- 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 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.
- 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 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 MyLab Math. 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 22**. The Introduction Discussion is worth 4 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.

- **Lectures/Quick Quizzes** – Students are required to watch video recorded lectures before they attempt the HW or Quiz. Students can watch the videos as many times as they need to learn the material, can pause their teacher, rewind their teacher, and make sure they actually learn the important concepts. 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 8 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 8 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 by attaching your file(s), drawings or diagrams (doc, docx, pdf, jpg, png). **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 or Group Discussions. 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:

- **Syllabus Quiz** – is the prerequisite for the graded assignments. 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.
- **Homework** - There are 13 homework assignments that are required, and each is worth 6 points. Homework is completed and submitted in MyLab Math (access code required), but a link to the software is located in Canvas. When the homework is submitted or closed in MyLab Math, a score and percentage are given. The UAB score

(out of 6 pts) for the homework can be found in Canvas under UAB Grade for MA 105 or online at <https://secure.cas.uab.edu/mlldb/>.

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). Each homework assignment contains **media (reading)** which students are required to work before answering questions. All homework is available at the beginning of the term, so students may work ahead as much as they like. Students earn full credit 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.**

- **Quizzes** - There are 13 quizzes. Quizzes are completed and submitted in MyLab Math, but a link to the software is located in Canvas. Each quiz is worth 10 points. Once the quiz is submitted in MyLab Math, 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/mlldb/>.

Students take the quizzes on their own schedule, but they can only earn all 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 MyLab Math. The practice tests count as extra credit (4 points each). They are recommended as a way to help students to prepare for their tests. Students may take the practice tests as many times as they like, the highest score counts. The practice tests are also available in the student workbook for additional practicing.
- **Tests** - There are 4 major Tests and cumulative Final Exam. Tests and Final Exam are completed and submitted in MyLab Math, but a link to the software is located in Canvas. Each test is worth **100 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 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.**

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

Once the test is submitted in MyLab Math, 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 min time limit, Final Exam has a 120 min 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 MyLab Math 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.

Students may test their equipment by going to <https://test-it-out.proctoru.com/>

Test It Out

Test your equipment before you start your exam with ProctorU.
test-it-out.proctoru.com

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.

More details about the technical requirements for ProctorU are found at <http://proctoru.com>.

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.

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/ml/db/>.

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 105-QL:

Grade Element	Points	Quantity	Total Points
Intro Discussion	4	1	4
Lecture Quizzes	2	13	26
Discussions	6	8	48
Group Problems	8	8	64
Homework	6	13	78
Quizzes	10	13	130
Tests	100	4	400
Final Exam	250	1	250
Total points			1000
Bonus			
Review for Final	20	1	20
Bonus Problem	8	1	8
Syllabus Quiz	2	1	2
Practice Tests	4	4	16

Grading scale for MA 105-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 request, complete, and email to instructor a Missed Test Request Form 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.

Course Completion: The course is complete once the student takes the final exam. No other points may be earned after the final exam has been taken.

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. If lab is closed, virtual tutoring is available through Zoom Monday through Friday. See the tutors and hours of availability in Canvas. 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 **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 they receive the notifications from MyMathLab and 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 Syllabus and Course Information.

STUDENT/FACULTY INTERACTION - Interaction will take place via e-mail, Zoom, 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.

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 MyLab Math 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 have a **computer with a microphone and a web cam** for remote testing with ProctorU.
 - 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.
 - 1 GB RAM or better, 2GHz processor or better
- A personal computer capable of running Canvas and MyMathLab. Students who use older or beta browser versions will have compatibility problems with Canvas and MyMathLab.
 - 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 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:

TURNITIN - UAB reserves the right to use electronic means to detect and help prevent plagiarism. By enrolling at UAB, students agree to have course documents submitted to www.turnitin.com or other means of electronic verification. All materials submitted to Turnitin.com will become source documents in Turnitin.com's restricted access database, solely for the purpose of detecting plagiarism in such documents. Students may be required by instructors to individually submit course documents electronically to Turnitin.com.

LIBRARY SUPPORT - The Libraries at UAB provide access to materials and services that support the academic programs. The following is a link to the main library (Mervyn Sterne Library) <http://www.mhsl.uab.edu/>.

FACULTY EVALUATION – At the end of each term, students will be notified of the requirement to fill out a Course Evaluation Form (IDEA Survey). These evaluations are completely anonymous and are online for all students. 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.

Course Netiquette:

There are course expectations concerning etiquette on how we should treat each other online. It is very important that we consider the following values during online discussions and email.

- **Respect:** Each student’s opinion is valued as an opinion. When responding to a person during the online discussions, be sure to state an opposing opinion in a diplomatic way. Do not insult the person or their idea. Do not use negative or inappropriate language.
- **Confidentiality:** When discussing topics be sure to be discreet on how you discuss children, teachers, and colleagues. Do not use names of people or names of facilities.
- **Format:** When posting use proper grammar, spelling, and complete sentences. Avoid using ALL CAPITALS. This signifies that you are yelling. Avoid using shortcuts/text abbreviations such as 'cu l8r' for 'See you later.'
- **Relevance:** Think before you type. Keep posts relevant to the discussion board topic.

DEADLINE DATES

Work should be completed before deadline dates **but cannot be completed after deadline dates.**

Deadlines for homework, quizzes, and tests are INDEPENDENT of one another.

You do not have to complete homework to take quizzes or tests. (However, it is recommended.)

There are no prerequisites for any of the graded assignments.

Once you take the Final Exam the course is complete, and no additional homework assignments or quizzes will count toward your grade. **You must attempt the Final Exam to complete the course** (even if you have 620 points prior to taking the Final exam).

Homework/ Quizzes/ Lecture Quiz			Discussion/ Problem		Major Tests
No.	Text sections	Date	No.	Date	
1	F.1, F.2	01/23/21	Intro	01/22/21	Test 1 (HW 1-3)
2	F.4, 1.1, 1.2	01/30/21			02/12/21
3	1.3, 1.4, Review	02/06/21	1	02/03/21	
4	1.5	02/13/21	2	02/10/21	Test 2 (HW 4-6)
5	2.4, 2.5	02/20/21	3	02/24/21	03/05/21
6	1.6, 2.6, Review	02/27/21			
7	3.1, 3.6	03/06/21	4	03/10/21	Test 3 (HW 7-9)
8	3.2, 3.3	03/13/21	5	03/17/21	03/26/21
9	3.4, 3.6, Review	03/20/21	6	03/24/21	
10	4.1, 4.2	03/27/21	7	03/31/21	Test 4 (HW 10-13)
11	4.3, 4.4	04/03/21			04/23/21

12	4.5, 4.6	04/10/21	8	04/14/21		
13	4.7, 4.8, Review	04/17/21	Bonus	04/21/21		Final (HW 1-13)
						04/28/21

The Syllabus Quiz is the only prerequisite for the graded assignments.

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