SYLLABUS (MA 105-ZNB)

MA 105 – Pre - Calculus Algebra

Semester: Spring 2021 **Section: MA 106-QL** **Instructor:** Dr. Elena Kravchuk

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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 course and section number 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: Hybrid/Flipped Classroom. This class will be a mixture of in-person and on-campus instruction and remote learning components. Students should be available on the days and hours listed in the Class Schedule. Students will be assigned which days to attend class in person. There will be a significant amount of out-of-classroom learning activities that replace scheduled class meeting time. This course is delivered both in person and via the Canvas Learning Management System, where you will interact with your classmates and your instructor.

Course Description: (3 semester hours). Functions from algebraic, geometric (graphical), and numerical point 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, critical thinking, and lifelong learning and reasoning skills.

Prerequisite: 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).***

Students are required to have the MA 105 student workbook and to bring it to the class meetings.

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 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.

COVID-19 Adjustments for Students: Attendance **will not** be a part of your grade in this course. Students concerned about their attendance as a result of COVID-19 should register with Disability Support Services.

UAB Disability Support Services (DSS) has established a process for UAB students to request temporary adjustments based on the impact of COVID-19. The process is similar to the traditional DSS registration procedures for accommodations based on disability. However, these requests will be referred to as "COVID-19 Related Temporary Adjustments". On the DSS website, there is a section (next to the traditional DSS application process) titled "Request COVID-19 Temporary Adjustments" where students can read the process and click to complete an application.

On the application, the student must complete an attestation and identify which of the following category(s) applies to their situation. Students will be allowed to submit documentation to support their requests.

- I am 65 or older

- My medical provider has determined that I am an individual who is considered high risk according to Centers for Disease Control and Prevention

- I care for or reside with an individual who has been determined to be high risk according to Centers for Disease Control and Prevention

- I have tested positive for COVID-19

- I am requesting adjustments for another reason

Any questions regarding this process should be referred directly to dss@uab.edu. For qualifying students, DSS staff will create a Notification of Temporary Adjustment Letter (PDF format) which will be provided to students. Students will share this letter, as needed, with instructors to request adjustments.

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.

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, MasteirngBiology 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 HHB202.

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. You must score 100% on this quiz in order to continue the course.**

- Students are required to complete weekly assignments. All deadlines are based on Central Time. **There are NO EXTENSIONS of DEADLINES**.

- Students are expected to attend virtual Zoom meeting held according to the class schedule.

- 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. Be sure to include your name, the course and section number in all communications with your instructor.

- 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 devote an average of 8 to 12 hours per week to the assignments.

- Students are expected to participate in **Group Discussions in Canvas.**

- Students are expected to submit **individually written solution to Group 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.

- 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.

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. 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/mll. Please note that all computer use in the MLL is monitored.

The **University Academic Success Center (UASC)** provides students with a host of free services and resources that include Tutoring and Supplemental Instruction. For more information, go to http://www.uab.edu/students/academics/student-success.

Cell Phones: Student cell phones must be TURNED OFF and PUT AWAY **during ALL class and lab meetings.**

Laptops: Student laptops must be PUT AWAY **during ALL class and lab meetings.**

Course Grades: Students earn their grade in the course by accumulating points. There is a maximum of 1000 points available. Student letter grades are awarded as shown in the following tables. Note that grades are awarded by points earned, not by percentages.

Number of Points	Letter Grade
880 to 1001	A
750 to 879	B
620 to 749	C
500 to 619	D
Below 500	F

Grade Element	Points	Quantity	Total Points
Intro Discussion	6	1	6
Lecture Quizzes	2	13	26
Lecture Prep	4	13	52
Project	15	1	15
Homework	5	13	65
Quizzes	10	13	130
Discussion	2	7	14
Problem	6	7	42
Tests	100	4	400
Final Exam	250	1	250
Total points			1000
Bonus			
Review for Final	20	1	20
Practice Test	4	4	16
Test Correction	4	4	16

**Note that 879 points earns you a grade of B, not a grade of A, etc.

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 after Final exam is taken.

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/mll/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).

Class Meetings: There are 13 lecture meetings (on **Thursdays**) which provide support and instruction on a flexible, as-needed basis on a rotating schedule while students work through course curriculum and content online. Face-to-face attendance is optional, students scheduled to participate remotely are supposed to join in-class activity through Zoom. **On Tuesdays, Group Discussions will be held in form of Zoom meetings and participation points will be awarded**. Participation in Zoom meetings is required.

Class Meeting Time/Location: Thursday, 8:00 am – 8:50 am, HHB 102/Zoom,
Tuesday, 8:00 am – 8:50 am, HHB 102/Zoom

In-person attendance dates:

Last Name A – L: 1/21, 2/02, 2/18, 3/02, 3/11, 3/30, 4/08, 4/20
Last Name M - Z: 1/28, 2/11, 2/23, 3/04, 3/18, 4/01, 4/15

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 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.

- **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 7 Group Discussions that are required, and each is worth 2 points. Students will be randomly assigned to either Canvas Groups or Zoom break-out rooms (instructor's choice) to discuss the current Problem (see schedule for dates). **Students must post over one day window 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 7 Problems that are required, and each is worth 6 points. 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 and 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.

  Team Project – There is a team project 15 points worth. Students will be randomly assigned to Canvas Groups to work on the community-based learning project (see schedule for the timeline for fulfilling the project). The proposed project will involve the study of the collected data and the exploration of the graphical representation of the data. This is a unique opportunity to develop a deeper understanding of functions, graphs, and the interpretation of the qualitative information revealed by a particular data set. In addition to providing a group learning experience, this project would provide a link between the community and classroom learning.

MyLab Math 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.

- **Lecture Prep -** There are 13 Lecture Prep assignments (each assignment is up to 4 points worth based on score achieved). Each assignment contains media part (which students are required to work before answering questions.), conceptual questions and introductory problems on topics to be covered at the class meeting to follow. Lecture Prep assignments are due the night before the class meeting (in-person or remote) and must make you "come to class" prepared and ready for the class discussion of the new topics. The concepts are supposed to be mastered further in the **Homework** assigned after the class meeting. An **unlimited** number of attempts can be made on each problem. If you miss a problem, click on *similar exercise* to work another problem correctly for full credit. There is no time limit for this assignment, so you may go in and out of it as many times as you like before the deadline (all your work is automatically saved). You earn points for the work completed on or before the due date. **After the due date, you can review your Lecture Prep work, try similar exercises, but you cannot get credit.**

- **Homework -** There are 13 homework assignments that are required, and each is worth 5 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 5 pts) for the homework can be found in Canvas under UAB Grade for MA 105 or online at https://secure.cas.uab.edu/mll/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 full credit for homework completed on or before the due date. All homework is available at the beginning of the term, so students may work ahead as much as they like. **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/mll/db/.

  Students take the quizzes on their own schedule, but they can earn all quiz points if the quiz is taken on or before the due date. Students must complete the quizzes BY THEMSEVLES 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. Students can get up to 4 extra credit points towards their grade based on score achieved by the due date. Practice tests are highly recommended as a way to help students 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 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**. Students will be offered two options for taking 4 major tests: in the Math Learning Lab HHB 202 **on** scheduled dates (without appointment) or proctored by ProctorU **before or on** scheduled date (appointment has to be scheduled in advance).

  There is a charge for ProctorU 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/mll/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.

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

More details about the technical requirements for ProctorU are found at http://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.

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.

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.

Notebook: Students are required to have a folder in which they can file the workbook, record class meeting notes, file this syllabus, file instructor e-mail messages, and file other course related information.

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/ Lecture Prep**		**Discussion/ Problem**		**Major Tests**
No.	Text sections	Date	No.	Date	No.	Date	
1	F.1, F.2	01/22/21	**1**	01/20/21		**Intro Disc**	Test 1 (HW 1-3)
2	F.4, 1.1, 1.2	01/29/21	**2**	01/27/21		01/22/21	02/04/21
3	1.3, 1.4, Review	02/03/21	**3**	02/01/21			
4	1.5	02/12/21	**4**	02/10/21	**1**	01/26/21	Test 2 (HW 4-6)
5	2.4, 2.5	02/19/21	**5**	02/17/21	**2**	02/09/21	02/25/21
6	1.6, 2.6, Review	02/24/21	**6**	02/22/21	**3**	02/16/21	
7	3.1, 3.6	03/05/21	**7**	03/03/21	**4**	03/09/21	Test 3 (HW 7-9)
8	3.2, 3.3	03/12/21	**8**	03/10/21	**5**	03/23/21	03/25/21
9	3.4, 3.6, Review	03/24/21	**9**	03/17/21	**6**	04/06/21	
10	4.1, 4.2	03/31/21	**10**	03/29/21	**7**	04/13/21	Test 4 (HW 10-13)
11	4.3, 4.4	04/07/21	**11**	04/02/21			04/22/21
12	4.5, 4.6	04/14/21	**12**	04/09/21			
13	4.7, 4.8, Review	04/21/21	**13**	04/16/21			Final (HW 1-13)
							Date 4/27/2021

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

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.

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.