

Fall 2016 Course Guide For MAC 1114

Sections: 2859, 3054, 3055, and 3056

Precalculus Trigonometry with Mr. Mahoney

Hello. You should read this whole document and randomly review it throughout the semester from time to time!

Table of Contents / Hyper Links

You can use the following table to quickly navigate to the specific sections of the syllabus. In the PDF version of this document, click on the links should take you directly to that section. The table entries are in alphabetical order. The course guide itself is not.

Question And Hyperlink	Page #	Question And Hyperlink	Page #
Can I use a calculator for the course?	4	What additional resources does the course have?	9
How are Letter Grades assigned?	4	What are Exam Achievement Bonuses?	8
How can I be successful in the course?	3	What are "Extenuating Circumstances"?	11
How can I optimize communication with Mr. M?	2	What are some specific Penalties?	8
How do Bonus and Penalties work?	7	What are the minimum recommended materials?	3
How do I get started with the course?	3	What are the Negative Grades and Offset Grades?	9
How do I get started with WebAssign?	9	What are the other Bonuses?	8
How do I type "pretty math" with regular text?	4	What can I earn course points from?	4
How Do Lecture Note Crossword Puzzles work?	5	What if I cheat?	11
How Do Semester Exams work?	6	What if I have an Exam Conflict?	6
How Do WebAssign Homeworks work?	6	What if I have course accommodations?	11
How Do WebAssign Scratch Work Collections work?	5	What if I miss or am going to miss an Exam?	7
How Does Attendance Work?	5	What if I want to take an Incomplete?	11
How Does the Cumulative Final work?	6	What is MAC1114 about?	2
How Should I set up my Grades screen in CANVAS?	9	What is my instructors contact information?	2
		Where can I get help with the course?	10

Fall 2016 Course Guide For MAC 1114

What is my instructors contact information? Here is a helpful table with a ton of information.

Instructor: Mr. Matt Mahoney (Mr. M)

Office: Little Hall 467

Office Phone: (352) 294-2346 [Please don't use.]

Email: gatormm@ufl.edu [Please use.]

When emailing Mr. M please put MAC1114 in the Subject of the mail. Mr. M is also a MAC2312 lecturer this semester. With around 350 students I may not be able to tell which course you are in by context.

If emailing Mr. M from CANVAS please include your regular email address in the body of your email. Mr. M usually replies to CANVAS emails outside of CANVAS but sometimes CANVAS doesn't deliver Mr. M's replies. If you haven't heard back from Mr. M within 48 hours don't hesitate to send a second email or come see him directly.

Office Hours: 3rd Period (9:35 a.m. to 10:25 a.m.) Monday, Wednesday, and Friday, at least for the first week. If they change then updated hours will be on our CANVAS page.

Class Meeting Times:
Section 2859 meets Tuesday and Thursday at 8:30 a.m. in Little Hall 235
Section 3054 meets Tuesday and Thursday at 9:35 a.m. in Matherly Hall 113
Section 3055 meets Tuesday and Thursday at 10:40 a.m. in Matherly Hall 118
Section 3056 meets Tuesday and Thursday at 11:45 a.m. in Matherly Hall 114

Webpage: <http://elearning.ufl.edu/> and then Click on the blue LOG IN TO E-LEARNING button.
(It takes you into CANVAS! We may be accessing WebAssign through CANVAS also.)

How can I optimize communication with Mr. M? Please make sure that the following email addresses are not sent to the "spam" or "trash" folders for any of your email clients. You may receive important emails from any of these addresses and you want to make sure you get them: gatormm@ufl.edu, LISTSERV@lists.ufl.edu, and notifications@instructure.com.

It is also wise to check on your CANVAS Notification settings (In Canvas click on Account from the left side bar, then click on Notification from the menu that popped up). You want to make sure that the settings selected work for you personally but won't delay important information on its way to you.

What is MAC1114 about? This course is a 2 Credit course which when combined with credits from MAC 1140 allows a student to enroll in MAC2311. The course uses the same text as MAC1147 and MAC1140: *Precalculus UF Custom Edition*, 9th edition, by Larson. **You do not need the textbook for this course.** This course has two main objectives: (1) To cover the core topics of a college trigonometry course and (2) To prepare students to take Calculus I regardless of whether they intend to take it or not.

- We will cover Trigonometry in this course.
- We will review (or for some students introduce) topics from the MAC1140 course.
- We will introduce some Calculus 1 concepts.

Fall 2016 Course Guide For MAC 1114

What are the minimum recommended materials I need for the course? Mr. M recommends you obtain ...

- Pencils, Colored Pencils, Pens, and/or a Multi-colored Pens for taking notes, taking exams, and doing homework.
- Internet Access (To view the color version of the course notes online, download and print the crossword puzzles, and access WebAssign and CANVAS)
- Loose Leaf Paper (for working out organized WebAssign Homework Scratch Work)
- Computer paper and/or printer access (for printing out Crossword Puzzles or blank lecture notes though a course pack from Target Copy is in the works.)
- At least one 3-ring binder (for keeping your WebAssign Scratch Work, Crossword Puzzles, and filled-in notes or course packs in)
- A WebAssign access code. (You can't access WebAssign without it. You do not need our textbook)

How do I get started with the course? Here is how to get started with MAC1114

- (1) Read the complete course guide (the file you're looking at right now)
- (2) Get all the materials you think you will need for the course (See [Recommended Materials](#) on page 3)
- (3) Read the Topic 01 notes online and fill-in a printed copy of the Topic 01 notes (either with Mr. M on the first class or after from your own personal set of notes)
- (4) Ask Mr. M any questions you have from Topic 01 or the Course Guide either in person or through email. You might be able to find some of your answers on a CANVAS Discussion post.
- (5) Complete the crossword puzzle for Topic 01's notes
- (6) Start the WebAssign Homework for Topic 01. (Get into the habit of doing good scratch work, thinking critically, and asking for help when you need it). The discussion board may have some solutions to homework questions posted on it.

How can I be successful in the course? Follow these steps:

- (1) Read the blank color lecture notes (Topics) posted on our CANVAS page before coming to class.
- (2) Bring printed copies of the blank lecture notes to class and fill your copy in as Mr. M fills them in. There may not be a lot of time in class for Mr. M to answer specific question you have so please write them down and remember to ask Mr. M after class, in an email, or in his office hours.
 - There may be a course pack available at Target Copy, see CANVAS for more details
 - Student Government offers free printing for students up to a certain number of pages.
- (3) Complete the Vocab. Crossword puzzle that accompanies each topic and are posted in CANVAS.
- (4) Attempt the WebAssign Homework that accompanies each topic and work each question on paper in an organized manner. While you should do the questions on your own w/ minimal help, it is okay to ask for help and you are strongly encouraged to ask for Mr. M's help specifically.
- (5) Rinse and Repeat!

Fall 2016 Course Guide For MAC 1114

Can I use a calculator for the course? Use of any calculator is not allowed on exams. Some WebAssign questions will need decimal approximations for answers and this can be accomplished by using either a sufficiently powerful calculator or typing the exact expression for the answer into a “Google Search Engine” search box.

How do I type “pretty math” with regular text? The following table shows how to type common mathematical expressions into “Google Search” or any other advanced calculator:

If it looks like:	π	$a \cdot b$	$\frac{a}{b}$	$x^{p/q}$	\sqrt{x}	$ x $	$f(x)$
You should type:	pi	a*b; * is “Shift+8”	a/b	x^(a/b); ^ is “Shfit+6”	sqrt(x)	abs(x)	f(x)

How are Letter Grades assigned? You will earn points and your course points will be added up at the end of the term and rounded to the nearest whole point value. There are officially 300 points in the class but there are **A LOT OF** bonus point opportunities as well as penalties. **Note:** Canvas will display grades as “Percentages” because it is lame.

Letter Assigned	Points Needed	(\approx % of total Points)	GPA points earned per credit
A	270 to 300	(90 %)	4.00
A-	261 to 269	(87 %)	3.67
B+	249 to 260	(83 %)	3.33
B	240 to 248	(80 %)	3.00
B-	231 to 239	(77%)	2.67
C+	219 to 230	(73 %)	2.33
C	210 to 218	(70 %)	2.00
C-	201 to 209	(67 %)	1.67
D+	189 to 200	(63 %)	1.33
D	180 to 188	(60 %)	1.00
D-	171 to 179	(57 %)	0.67
E	0 to 170		0.00

For information about UF grades and grading policies go to:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

What can I earn course points from? The 300 course points are accumulated as follows:

Category	Points	Percentage
Attendance	6 Points	2 %
WebAssign Scratch Work Collections	9 Points	3 %
Lecture Note Cross-Word Puzzles	9 Points	3 %
WebAssign Assignments	21 Points	7 %
Semester Exam 01	60 Points	20 %
Semester Exam 02	60 Points	20 %
Semester Exam 03	60 Points	20 %
Cumulative Final	75 Points	25 %
[Bonus And Penalties]	[-9 to +18 Points]	[-3% to + 6%]
Total	300 Points	

Fall 2016 Course Guide For MAC 1114

How Does Attendance Work? Starting Tuesday August 30 an attendance sheet will be passed around towards the end of class. You must remember to sign the attendance sheet. For every day you sign the attendance sheet you will receive 0.12 course points. For every consecutive pair of days you have a signature you will earn another 0.12 course points. Some students are confused by this policy. Here is a helpful table:

Student:	Day 03	Day 04	Day 05	Day 06	Day 07	Total Points
Heuy	Attended	Attended	Attended	Attended	Attended	1.08
Dewey	Attended	Missed	Attended	Missed	Attended	0.36
Louie	Attended	Attended	Missed	Missed	Attended	0.48

Observe that Dewey and Louie have significantly less points than Heuy because of their absences. Since Louie attended two days consecutively he has slightly more points than Dewey.

See the section on "[Extenuating Circumstances](#)" on page 11 in the event you are experience long term absences that are not within your control. Your total attendance points will be capped at 6 points.

How Do WebAssign Scratch Work Collections work? When you do your WebAssign homework you should work all problems on loose leaf scratch paper that is kept in a 3-ring binder for easy access. The name of the assignment should be at the top left of each page. Your homework numbers should be labeled. Your scratch work should be readable. You should indicate on your scratch work what you submitted as an answer to WebAssign. All your submission should be indicated on your scratch work even if there is 10 of them. There should be notes suggesting how or why you changed your answer.

The class period after a WebAssign Homework is due, Mr. M will collect the scratch work for one or two problems from a small sample of randomly chosen students. You will not know if you are in this randomly chosen sample until right before the scratch work is collected on the day it is collected. At some point everyone will turn in several scratch work samples.

When you turn in your scratch work write you Name, Section, and UFID at the top right of every sheet you turn in. Paper clipped appreciated. Scratch Work will be graded with a score out of "10" based on organization, properly labeling your question numbers and submissions, and showing consistency with your official online answer. Mr. M will make comments on your solution techniques but correctness of work is not part of this assignments grade.

Your average Scratch Work score will be multiplied by 0.9 to produce your official Scratch Work points. In CANVAS, Scratch Works you were not required to turn in will show a score of "-1" . Do not let this freak you out.

How Do Lecture Note Crossword Puzzles work? After we finish each topic there will be a cross-word puzzle made available on CANVAS. Print out this Crossword Puzzle and complete it before the next class period after it is made available. You are encouraged to work in groups of your choosing on this. To complete the crossword puzzle re-read the classes lecture notes.

On the class period the crossword puzzle is due Mr. M will collect the crossword puzzles of a small sample of randomly chosen students. You will not know if you are in this randomly chosen sample until right before the crossword puzzle is collected on the day it is collected. At some point everyone will turn in several crossword puzzles.

Crossword puzzles will be graded with a score out of "10" based on correctness. It is possible to incur penalties for not following the submission directions of the crossword puzzle. Your average Crossword Puzzle score will be multiplied by 0.9 to produce your official Crossword Puzzle points. In CANVAS, Crossword Puzzle you were not required to turn in will show a score of "-1" . Do not let this freak you out.

Fall 2016 Course Guide For MAC 1114

How Do WebAssign Homeworks work? For each topic there will be one or two (aiming for one) online WebAssign Homework with 20 to 40 questions in it. You should work each question on loose leaf paper kept in a 3 ring binder. You should keep quality scratch work. Short answer questions will allow for 10 submission, after 5 submission you'll be able to practice another version, and after 8 submission you'll be able to use any help features that may accompany that question. See individual assignment summaries for details. If you are having trouble getting the answer to a question after three honest attempts please ask Mr. M for some help.

WebAssign Homework is automatically graded with a score out of "10" based on correctness. The assignment will be made available for a full 3 days. Your average WebAssign Homework score will be multiplied by 2.1 and capped to 21 to produce your official WebAssign Homework points.

How Do Semester Exams work? This semester we will be having night-time assembly exams. At the time this course guide was being made we are waiting for the Registrar to give us our Rooms and Dates. Semester exams will be from 8:30 p.m. to 10:00 p.m. You should arrive at the exam room early in order to be properly seated. When you turn in your exam there will be an attendance sheet to sign and indicate your Exam Form.

Mr. M's semester exams feature at least 60 points and usually consist of ...

... 0 to 2 short answer/free response problems.

... 8 to 11 fill-in the blank vocabulary questions based on Crossword Puzzles.

... 8 to 11 True/False question based on concepts in the notes.

... 6 to 11 Multiple-Choice questions based on WebAssign Homework problems.

Exams this semester will be using a "Multi-Bubble" scantron format which means that in order to submit an answer on the test you will have to bubble in multiple circles per question on your scantron. Semester exam grades will be capped at 60 points.

How Does the Cumulative Final work? The Registrar will be assigning us a block final exam time but at the time this course guide was written the date is not yet known. The final exam this semester will feature at least 75 points and will not have any free response on it but otherwise is the same format as semester exams. The final exam will be capped at 75 points.

What if I have an Exam Conflict? Notify Mr. M **AS SOON AS POSSIBLE** if you have an exam conflict. If your conflict is a regularly scheduled course (even if it is an exam) then your other course is responsible for accommodating your absence due to our evening exam. If your conflict is a second assembly exam (meaning it is not at the regularly scheduled course time) then the course with the lower course number is responsible for accommodating your absence. In that situation it will most likely be our course because the course number is 1114. When this happens we will follow the policy outlined in the "Missing an Exam" section.

See catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx for additional details on competing assembly exams

Fall 2016 Course Guide For MAC 1114

What if I miss or am going to miss an Exam? Find your case below:

<ul style="list-style-type: none"> • You will be missing a semester exam due to a competing assembly exam with higher course number. • You will be missing a semester exam due to an impending extenuating circumstance (See Extenuating Circumstance on page 11) that will occur on the date and time of our Exam. 	<p>You will schedule with Mr. M to take your exam early, specifically within the 48 hours prior to our regularly scheduled exam time. You will have to conform to Mr. M's schedule. You will need to sign an additional agreement to not reveal details of the exam to other students.</p>
<ul style="list-style-type: none"> • You will miss a semester exam due to any other reason not listed in the top row. • You missed a semester exam due to any reason, even the ones listed in the top row. 	<p>Your final exam grade will act as your make up exam. Your grade on the final will be multiplied by 0.8 to generate the "EMC Replacement Exam" and this grade will replace your 0 on the exam you missed.</p>
<ul style="list-style-type: none"> • You will be missing the final exam due to a competing assembly exam with higher course number. • You will be missing the exam due to an impending extenuating circumstance (See Extenuating Circumstance on page 11) that will occur on the date and time of our final Exam. • You missed the final exam due to an extenuating circumstance (See Extenuating Circumstance on page 11) that did occur and prevented you from attending the exam. 	<p>Contact Mr. M as soon as possible to schedule a make-up Final or to take the Final exam early (within 48 hours prior to its official start time).</p>

It is important to realize that there are no separate "make up exams" for individual semester exams. The final exam is the "make up" exam for any missed semester exam for any reason, good or bad, reasonable or unreasonable.

Do not plan to miss your final exam (or any semester exam) for a vacation or to leave home early. While Mr. M sympathizes with your situation you will not be accommodated and you will endure the consequences of missing that exam.

You will need to provide confirmable proof of a competing assembly exam or extenuating circumstance.

Do not plan to miss more than one exam. If you miss more than one exam for any reason, see Mr. M A.S.A.P.

How do Bonus and Penalties work? Mr. M loves to give out bonus points but also loves to take points of way for not following directions. Regardless of how many bonus points you can earn or how many penalties you can earn your bonus/penalty points will be capped at -9 from below and 18 from above. Notice that this enough points to drop you a letter grade or raise you up two letter grades. All bonus points and penalties will add together before the "-9 to 18" capping takes effect, so if you get a penalty you can cancel it out by earning a bonus. There are three general categories of bonus/penalty points.

Fall 2016 Course Guide For MAC 1114

What are some specific Penalties? Here are some specific penalties you can experience. This is not an exhaustive list. The best way to avoid penalties is by reading and clearly following directions.

- Not bubbling or miss bubbling your UFID on your Exam Scantrons (−0.5 points per offense)
- Not bubbling or miss bubbling your FORM code on your Exam Scantron (−0.5 points per offense)
- Not properly signing the attendance sheet when you turn in your Exam (−0.5 to −1 points per offense)
- Turning Crossword Puzzles or Scratch Work in late with permission to do so (−0.3 points for 1 class day late, −0.9 points for two class days or more late)
- Not properly writing your Name, UFID, and Section number on your turned in Crossword Puzzles (−0.3 points for each offense)
- Turning Crossword Puzzles answers in but not on the Crossword puzzle itself. (−0.9 points for each offense)
- Submitting a Crossword Puzzle and Scratch Work electronically (as a scan) without explicit approval from Mr. M (−0.9 points for each offense)

What are Exam Achievement Bonuses? Most classes have a “final replaces the lowest test” policy but Mr. M no longer does because he is doing this instead. Each achievement bonus below is worth 2.25 bonus points.

- **Everyone Has a Bad Day:** Earn this bonus achievement by obtaining a higher percentage grade on your final exam than your semester exam with the lowest percentage grade. (**Note:** If you miss an exam, your lowest exam grade is the lowest of the exams you didn't miss)
- **No Average Joe:** Earn this bonus achievement by obtaining a higher percentage grade on your final exam than your average semester exam's percentage grade. (**Note:** If you miss an exam, your average exam grade is the average of the exams you didn't miss)
- **King of The Hill:** Earn this bonus achievement by obtaining a higher percentage grade on our final exam than your semester exam with the highest percentage grade.
- **Uphill Battle:** You earn this bonus achievement if your Exam 1, Exam 2, Exam 3, and Final Exam percentage grade form an increasing sequence like “70% on Exam 1, 73% on Exam 2, 73% on Exam 3, and 76% on Final”. (**Note:** As long as you miss ONLY ONE exam this semester you can still earn this bonus based on the exams you did take.)

What are the other Bonuses? In addition to the Exam Achievement there are Overflow bonuses and some additional bonus opportunities. This is not a complete list.

- If you complete any WebAssign homework question prior to the last 48 hours it is available then your score on that question will be increased by an additional 5%. If you do this on every W.A. Homework you average score will be 10.5 and your WebAssign Homework course points would be 22.05. Your WebAssign Homework course points will be capped to 21 but any amount you earn over 21 will be carried on as the **WA HW Overflow Bonus**.
- Each semester exam is capped to 60 and the final is capped to 75 but there will be more than 60 and 75 points on those exams respectfully, any amount you earned over the cap will be carried on as an **Exam Overflow Bonus**.
- If you actually attend class every day you will earn 6.6 attendance points but this is capped to 6, so any excess you earn above 6 will be carried on as the **Attendance Overflow Bonus**
- **Getting To Know You Bonus:** This is a bonus assignment that changes form from semester to semester but basically involves students submitting their UFID card's photo. Mr. M does not always offer it each semester.
- **Darts And Laurels Bonus:** This is a bonus assignment that changes form from semester to semester but basically involves the entire class being award the same amount of bonus points based on how many student

Fall 2016 Course Guide For MAC 1114

complete the online instructor evaluations at <https://evaluations.ufl.edu> which are usually available during the last two or three weeks of the semester.

How Should I set up my Grades screen in CANVAS? Always arrange your Grades in CANVAS by “Assignment Group” instead of “Due Date” the default. If you have “Calculate based only on graded assignments” checked then the final “percentage” grade CANVAS is predicting could be higher than final actual grade since low scores on future assignments are not being added in yet. If you have “Calculate based only on graded assignments” unchecked then the final “percentage” grade CANVAS is predicting will probably be lower than final actual grade since there a lot of scores on future assignments that CANVAS is assuming are 0 when in reality they will not be.

What are the Negative Grades and Offset Grades in CANAS? Mr. M does not use CANVAS to calculate your final grade. Mr. M actually maintains a relatively sophisticated Excel Sheet which he uses to permanently record your individual grades and calculate your final grade. Mr. M’s spreadsheet does have to the ability to somewhat predict your final grade.

Mr. M uses CANVAS to post your grades online and provide you the ability to use CANVAS’s “What-If” feature to predict your final grade. CANVAS is not as sophisticated as a typical spreadsheet program like Excel and Calc. so Mr. M has to assign some negative grades to make CANAS’s grade prediction sync up with your real grade.

- If you see a “-1” grade posted under “Lecture Note Crossword Puzzles” or “WebAssign HW Scratch Work” then it is indicated you were not responsible for turning in that assignment. That entry should be grayed out (meaning CANVAS is dropping it from grading totals). This “-1” grade DOES NOT affect your actual final grade.
- If you see an “Offset” grade with a negative value remember that an “offset” grade is a negative score that is added in so that the total points for a grade or grade category does not exceed its capped value. Remember that several grades are capped in the course and that CANVAS does not have automatic way of capping grades. These negative grades DO NOT affect your actual final grade.
- If you see a negative grade in “Bonuses and Penalties” and it is not an “Offset” grade, then that is one of the course penalties you can obtain. Negative Penalty grades DO AFFECT your actual final grade.

What additional resources does the course have? Mr. M loves experiment with new LMS plug-ins/apps/LTI tools. The list is ever changing.

- There will be a (Free) quizlet account associated with our course. You can use the Quizlet sets posted there to check your answers on Crossword Puzzles (after their due date) and study for your semester exams and final.
- Mr. M is going to be experimenting with the CANVAS discussion board this semester. There may be bonus points and penalties associated with using it. Stay tuned for more details as the semester progresses.
- Mr. M is not planning on doing any live exam reviews in class this semester. Mr. M is working on doing “Online” exam reviews (possibly one before and one right after each semester exam). These reviews will be hosted in the “Conferences” section of CANVAS (which can accommodate up to 50 people) and will be recorded for later viewing. If Mr. M actually does this the review recording will be posted on Conferences in CANAS (its secretly Big Blue Button) and YouTube.

How do I get started with WebAssign? You access WebAssign in one of the following two ways:

- (1) Go to the web address www.webassign.net/ufl/login.html, click on the red “LOG IN @ UNIVERSITY OF FLORIDA” button, and enter your Gatorlink username and password.
- (2) You’ll access it through CANVAS. (More information on this will be made available if available)

Fall 2016 Course Guide For MAC 1114

WebAssign allows students to use the service free for 14 days before presenting an access code. At some point you'll have to purchase an access code. The following table lists just some options for students:

Pre-Calculus & College Algebra (Enh WebAssign Access Code)	U.F. Bookstore	\$96.00
Semester Access Directly From WebAssign	WebAssign	\$94.00
Semester Access from Cengage the Publisher (follow the link: http://services.cengagebrain.com/course/site.html?id=1615777)	Cengage	\$50.76

Where can I get help with the course? This is not a complete list!

- (1) Always try asking for help from Mr. M first. He likes to help his students succeed.
- (2) Try making some friends in the course (they don't even have to be in your specific section) and form a study group. You can even try out option (3) through (9) with them if you want.
- (3) You can try the new "Teaching Center at Little Hall" satellite location which is in Little Hall Room 215 (it appears to be pretty swanky too) between the hours of 10 a.m. and 4 p.m. on Monday through Friday. In addition to being staffed by the Teaching Center's awesome undergraduate tutors it will also be staffed by two Mathematics Graduate students during most hours of operation. **THIS SERVICE IS COMPLETELY FREE.**
- (4) You can try the Teaching Center's original walk-in tutoring service, the "Math Study Center" (a.k.a. the Broward Math Lab) in South East Broward Hall Basement. These are the same undergraduate students mentioned in (3) above. **THIS SERVICE IS COMPLETELY FREE.**
- (5) You can try the Teaching Center's Private Appointment service. These are the same undergraduate students mentioned in (3) above. **THIS SERVICE IS COMPLETELY FREE.**

To get more information about location and all services provided by the Teaching Center go to their website at: <https://teachingcenter.ufl.edu/>

- (6) You can try OAS Academic Tutoring. See their website (<http://oas.aa.ufl.edu/programs/tutoring/>) for more details. **THIS SERVICE IS COMPLETELY FREE.**
- (7) You can try hire a private tutor from a list of Mathematics Graduate Students. The list can be found as a link on this webpage: <http://math.ufl.edu/courses/>. These are the same graduate students mentioned in (3) above, but in (3) they are offering help for free. **YOU WILL PAY MONEY FOR THIS.**
- (8) You can try to hire a private tutor off campus from one of the many tutoring companies. Those most popular one among students at the moment is Study Edge. **YOU WILL PAY MONEY FOR THIS.**

Warning! –It is actually not in a paid tutors financial interests to have you become an independent learner. They need you to need them in order to pay their bills. Paid tutors will almost always make you feel great about a tutoring session. Make sure that when you leave a paid tutoring session that you are able to demonstrate success on a problem on your own. If you continue to use a paid tutoring service your exam grades should be rising and/or staying high and if they are not, they are not the right tutor for you.

- (9) The UF Counseling Center provides information about Test Anxiety and Math Confidence, as well as Group Workshops.

Fall 2016 Course Guide For MAC 1114

What if I have course accommodations through DSO? Students requesting classroom accommodation must first register with the Disability Resource Center. The Dean of Students Office will provide documentation to the student who must then provide this documentation to me, Mr. M, at Little 467, when requesting accommodation. Submitting the letter though electronic means is fine. Please remember to get Mr. M your accommodation letter A.S.A.P. As soon as our exam dates are known please sign up for accommodated testing with the DRC.

What if I am experiencing “Extenuating Circumstances”? Mr. M will allow for the following situations when dealing with an exam you will miss, a final exam you did miss, or continuous absence affecting multiple assignments. These situations must be **well documented**, meaning that Mr. M should have some form of paperwork which verifies that your individual situation is indeed one of the extenuating circumstances given below. The documentation should include a contact number that Mr. Mahoney can use to validate your documentation. The following list shall here forth be known as the “recognized extenuating circumstances” for the entirety of this document.

- Death or Immediate Hospitalization of a Biological Parent or Parent by Marriage.
- Death or Immediate Hospitalization of a Legal Guardian [if not your Parent].
- Death or Immediate Hospitalization of a Sibling.
- Death or Immediate Hospitalization of a Child or Legal Dependent.
- Death or Immediate Hospitalization of a spouse or life-partner.
- The birth of your child or legal dependent [which usually involves some form of Immediate Hospitalization].
- Attendance at a University Sponsored Event such as a Performance, Conference, or Athletic Competition.
- A Court Imposed Legal Obligation.

What if I cheat? All students are required to abide by the Academic Honesty Guidelines which have been accepted by the University. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust, and respect. Students are expected to pursue knowledge with integrity. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to act with integrity. Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions in paragraph XIV of the Student Code of Conduct. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Guidelines (University of Florida Rule 6C1-4.017).

What if I want to take an Incomplete? A grade of I (incomplete) will be considered only if you meet the Math Department criteria which is found at www.math.ufl.edu. If you meet the criteria you must see Mr. M before finals week to be considered for an I. An I grade only allows you to make up your incomplete work, not redo your work. As Mr. M is an adjunct instructor he cannot guarantee that he will be present 6 weeks into the following semester, therefore Mr. M will only agree to an incomplete if a student is willing and capable of completing their incomplete work between the end of the current term and the start of the next.

CONGRADULATIONS! You’ve now read the entire Course Guide. Right?