

Spring 2017 Course Guide For MAC 1114

Sections: 2691, 3018, 3019, 074H

Precalculus Trigonometry with Mr. Mahoney

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

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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 which is why the page numbers are jumping all around.

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Instructor Information

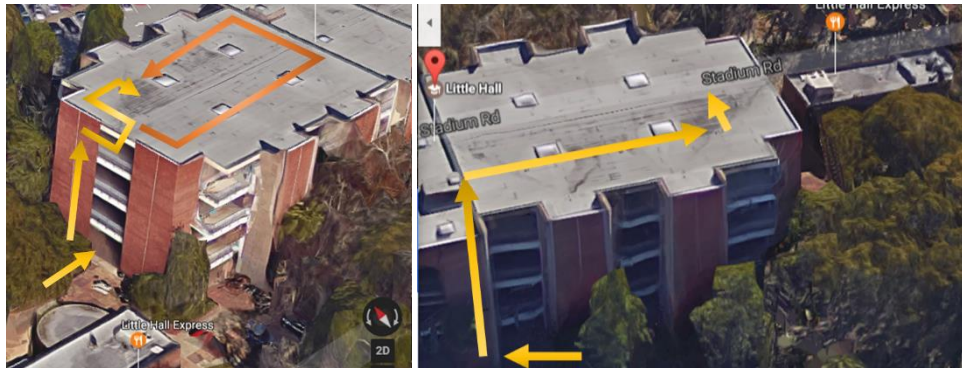
Instructor: Mr. Matt Mahoney (Mr. M)

Office: Little Hall 467

Directions To Office: From Either Stair Case facing Carleton Auditorium walk up to the 4th Floor and ...

... enter the North Door if unlocked, then turn right into the main hallway, my door is the 2nd on the right. **[Gold-ish Arrows in the Left Figure]**

... or enter the South Door, then turn left into the main hallway and walk forward, turn left into the next hallway and walk past the “Blue Room” and the “Elevator”, then turn left into the next main hallway, my door will be the 2nd to last one on the left. **[Bronze-ish Arrows in the Left Figure]**



Take the Elevator (if working) to the 4th Floor. Turn right off the elevator and enter the main hallway. Take the main hallway straight ahead of you and not to your left. Walk down, my door will be the 2nd to last one on the left. **[Right Figure]**

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

Email: gatormm@ufl.edu [See “[How To Communicate](#)” on page 3]

Office Hours: Office hours for the first week will be posted on CANVAS. Office hours for the rest of the semester will be based on a class vote and Mr. M's availability. These final hours will be posted in CANVAS and probably emailed out.

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How To Communicate

We will be using different kinds of communication systems this semester, make sure you are configured to receive all messages and that you use the appropriate form of communication based on your specific needs

Course Announcements will be posted on CANVAS (elearning.ufl.edu) and emailed to your U.F. Email Account using a Class List Serve provided by the University Registrar. Make sure that you can receive emails from gatormm@ufl.edu and LISTSERV@lists.ufl.edu. Mr. M will never use CANVAS MAIL to communicate with you unless it is his only option. Often times Mr. M will update CANVAS pages that will trigger a CANVAS notification. Make sure that your CANVAS notifications are configured to at least receive “Dailey Updates” for “Course Content”, to ensure this check “Notifications” under the “Account” navigation link in CANVAS.

DO NOT USE CANVAS MAIL. Mr. M has had repeated issues with CANVAS’s internal email system. The primary issue is that student are not receiving his replies, so please do not use CANVAS mail. A penalty will be applied to your grade if you initiate a CANVAS mail message.

Send **Questions About Course Policies and Grades** to Mr. M’s U.F. email address using your regular U.F. email address. Most questions about Grades have to be discussed in Mr. M’s office hours.

Submit **Mathematics Questions** on **Piazza** at least while it is still operational. Submitting Mathematics Questions through email, instead of Piazza, may result in a course penalty. See the section “[What is Piazza](#)” and the document “Setting Up Piazza” which will be posted in the “Getting Started” sub-page of our CANVAS site.

What is Piazza?

Piazza is a “FREE” online Q&A discussion board that integrates with CANVAS. Mr. M is using it this semester to reduce the number duplicate emails involving math questions and encourage any student with the answer or an inkling of an answer to a question to reach out and help another student with that question. Some of the good features of Piazza are ...

- Students can post questions “Anonymously”. So nobody has to know that you are the one who asked a particular question.
- Mr. M can post his answer to a student’s question publically so that any student with the same question can see his response.
- Student can collectively answer other student questions, almost like voting, but wordier.
- Mr. M can endorse student’s questions and responses which means other student can see what kind of questions Mr. M thinks are good questions and what kind of student answers are good answers.
- Questions and Answers can be filed in an organized way.

Mr. M is only using Piazza for question involving how to solve problems seen in the notes and homework. For questions involving course policies, extenuating circumstances, and grades please see Mr. M in his office hours or email him using regular email at gatormm@ufl.edu.

PIAZZA WARNING! Piazza is in danger of being dropped from several schools for inaccurately representing how students access their sister service “Piazza Careers” and what student data is shared when student join this free service. **IT IS NOT RECOMMENDED THAT YOU SIGN UP FOR PIAZZA CAREERS.** There is a chance that signing up for this service will allow potential employers in your future to see your class ranking which is sensitive grade information and belongs to you and only you. Please read the document “Setting Up Piazza” which will be posted in the “Getting Started” sub-page of our CANVAS site.

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Class Meeting Times and Locations:

Section 2691 meets from 8:30 a.m. to 9:25 a.m. on Tuesday and Thursday in Little Hall 201

Section 3018 meets from 9:35 a.m. to 10:25 a.m. on Tuesday and Thursday in Little Hall 223

Section 3019 meets from 11:45 a.m. to 12:35 p.m. on Tuesday and Thursday in Little Hall 233

Section 074H meets from 12:50 p.m. to 1:40 p.m. on Tuesday and Thursday in Little Hall 233

In general, you should attend the section you are registered for in order to ensure that every student has a seat. However, sometimes things happen and you can't make it to your class. Feel free to try attend one of the other sections Mr. M teaches.

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.

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, Piazza, Quizlet 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.)
- At least one 3-ring binder (for keeping your stuff in)
- Access to a scanner and/or scanning software. Various computer labs on campus offer free scanning equipment.
- A WebAssign access code. (You can't access WebAssign without out it. You do not need our textbook)
- A free Quizlet account.

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)

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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.

Canvas will display grades as “Percentages” because it is lame. Mr. M tries to manipulate CANVAS so that it is as consistent with his own personal gradebook as much as possible but only so much can be done with something so lame. Be aware that CANVAS can greatly miss predict your final grade.

Letter Assigned	Points Needed	(≈% 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	Sub-Category	Points	Percentage
	Attendance	6 Points	2 %
	WebAssign Assignments	21 Points	7 %
	Participation Assignments:	18 Points	6 %
	Topic Crossword Puzzles		
	Quizlet Screenshots		
	WebAssign Scratchworks		
	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	

How Does Attendance Work? Starting Thursday, January 12 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 0.25 course points. Your total attendance points will be capped at 6 points.

See the section on “[Extenuating Circumstances](#)” on page 13 **Error! Bookmark not defined.** in the event you are experience long term absences that are not within your control.

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How Do WebAssign Homeworks work? For each topic there will be one or two (aiming for one) online WebAssign Homework with 20 to 50 questions in it (Mr. M prefers no more than 40 but it is sometime unavoidable). You should work each question on loose leaf paper, preferably college or wide ruled, kept in a 3 ring binder. You should keep quality scratch work. See the section on Scratchwork Collections for more information.

Short answer questions will allow for 10 submissions. After 5 submissions 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 for some help by posting to our Piazza course.

The number of days that a student will have to work on each WebAssign homework assignment will be proportional to the number of questions on that particular assignment, for example, a 20 question assignment will have a 3 day completion time while a 50 question assignment will have a 6 day completion time. As our course meets 2 days a week with a 5 day gap between every other class, expect to be working on homework over the weekend and working on multiple assignments at once.

Individual WebAssign homework assignments are worth 1 point in the course. Mr. M intends to assign more than 21 homeworks this semester which means there will be more than 21 WebAssign homework points available. However, the maximum number of points you can earn from all assignments in this category is 21 points.

In CANVAS there will be a grade called "WA HW Offset". If a student earns more than 21 WebAssign homework points then that student's "WA HW Offset" grade will be set to a negative number so that CANVAS predicts grades based on your real capped score. Every semester has its unique quirks though, so in the event we only cover enough material to have 20 WebAssign homework assignments or less, all students "WA HW Offset" grade will be set to a positive number such that the proportion of any student's WebAssign homework total, including the offset, out of 21 is the same as that student's WebAssign average on all WebAssign homeworks that were actually assigned this semester.

We will be accessing WebAssign through a CANVAS integration this semester. Very specific instructions will be posted on the "Getting Started" page of our CANVAS site when we're ready to begin using it.

How Do Participation Assignments work? Participation assignments is a broad category of several different kinds of assignments, some of which can be grouped into sub-categories. Most assignments in this category will be submitted electronically. Some assignments will need to be submitted by all students in the course while others will only need to be submitted by a small sample of students in the course.

The individual point values of assignments in this category may vary. The maximum total points you can earn from all assignments in this broad category is 18 points.

There are some specific "Participation Assignments" that everyone will be required to do and do not belong to any particular sub-category. They are the "Getting To Know You" assignment and "Course Guide Quiz" assignment. More information about them will be provided after drop/add ends.

How Do Lecture Note Crossword Puzzles work? You are not required to print out blank lecture notes but you should read them before class if possible and read the filled-in versions Mr. M posts online. 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 class lecture notes.

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On the class period the crossword puzzle is due Mr. M will physically 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. Later, the list of responsible students will be posted to CANVAS. At some point everyone will turn in several crossword puzzles.

Crossword puzzles will be graded for correctness. It is possible to incur “Course” penalties for not following the submission directions of the crossword puzzle. Points from Crossword puzzles add to the total points for “Participation”. In CANVAS, Crossword Puzzle you were not required to turn in will show a score of “-1”. Do not let this freak you out.

Sometime after Mr. M collects a particular crossword puzzle in class he will post a vocabulary set on our Quizlet course whose questions are the same as those of its corresponding crossword puzzle. Quizlet is a free service that focuses on creating dynamic interactive digital flashcards for self-study purposes. All study sets in our Quizlet course will be set to private so that only members of our Quizlet course can access these sets. The link to auto-enroll in our Quizlet course is “<https://quizlet.com/join/2gFtzRS9v>”.

How Do Quizlet Screenshots work?

There will be some Quizlet sets not affiliated with any particular Topic or Crossword Puzzle. All student will be required to complete some of Quizlet study activities with these sets and submit screenshots of their progress. When these assignments become available there will be very specific instructions associated with them whose rules must be followed for student to earn full credit on these assignments. The points you earn from these assignments will be added to the total points for “Participation”. Quizlet course membership will be a minimum requirement of earning any points on “Quizlet Screenshot” assignments.

How Do WebAssign “Scratchwork Scans” work? When you do your WebAssign homework you should work all problems on loose leaf scratch paper, preferably wide or college ruled, that is kept in a 3-ring binder for easy access. Requirements for earning points on any scratchwork collection are:

- 1) The Assignment Title (i.e. Which WebAssign Homework) must be printed in the **Top Left of every Page**.
- 2) Your Signature must be written in the **Top Right of Every Page**.
- 3) Every Question Number is clearly labelled. Questions do not need to be worked in the order they appear in WebAssign.
- 4) The scratchwork for different questions or different attempts on a question should be visually distinct from each other i.e. it should be clear where “Question 1” ends and “Question 2” begins and it should be clear where “Submission 1 on Question 3” ends and “Submission 2 on Question 3” begins.
- 5) Every answer submission (i.e. every time you hit a submit button in WebAssign) is boxed and labeled on your scratchwork as “1st”, “2nd”, “3rd”, etc. along with ...
- 6) ... the date and time each submission was made. This must include the month, day, hour, minute, and second formatted in the short hand form “mm/dd hh:mm:ss”. Most computer system clocks will show the second amount of time but there are also free websites which can also provide you this information.
- 7) If you do not get the answer to a particular question box correct on the first try then you must include some detail about why and/or how you are changing your answer to produce the next answer submission.

Mr. M will not be collecting your physical scratchwork this semester. Instead, you will scan your scratchwork and submit this “scratchwork scan” as a PDF file on CANVAS. The CANVAS link needed to submit the “scratchwork scan” will become functional around the start date of its corresponding WebAssign homework and it will close by the end of the second day after the corresponding WebAssign homework becomes due.

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All students will be eligible to submit a “scratchwork scan” but just like with Crossword puzzles, only a small sample of students will actually be responsible for turning in their “scratchwork scan”. At some point everyone will be required to turn in several “scratchwork scans”. After the CANVAS link needed to submit the scan closes, the names of the students who are required to submit it will be posted on CANVAS. Students not required to submit a “scratchwork scan” will be assigned a grade of “-1”, please do not freak out as this is normal. Students who are required to submit a “scratchwork scan” will be graded on the objectives listed above in addition to the following objective:

- 8) The amount of scratchwork a student has for a WebAssign homework should approximately match the amount of questions that student has completed for that WebAssign homework.

Objectives “1)”, “2)”, “3)”, and “8)” will be checked for an entire “scratchwork scan”. The other four objectives will be checked on one or two specific questions only. Those specific questions will not be posted to CANVAS until after the link needed to submit the scan closes. It is a minimum requirement that “scratchwork scan” are readable and that a student’s handwriting on those scans is legible. If the scan cannot be read by Mr. M. or the handwriting in the scan cannot be read by Mr. M, the scanned scratch work will receive a 0. The points you earn from these “scratchwork scan” will added to the total points for “Participation”.

Mr. M hopes to eventually post a document on the “Getting Started” page and a video tutorial on the “YouTube” page showing students how to use typical scanner equipment and software found in U.F. Computer Labs as well as the CamScanner phone app.

How Do Semester Exams work? This semester we will be having three night-time assembly semester 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. Here are the dates Mr. M requested for the Registrar:

	1 st Choice	2 nd Choice	3 rd Choice
Exam 01	Wednesday, February 08	Thursday, February 09	Friday, February 10
Exam 02	Wednesday, March 15	Friday, March 17	Monday, March 20
Exam 03	Wednesday, April 12	Thursday, April 13	Friday, April 14

Note: We are not guaranteed any of these dates will actually host one of our exams, but Mr. M thought giving students this information is better than nothing.

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 ...

- ... 11 fill-in the blank vocabulary questions based on Crossword Puzzles.
- ... 11 Multiple-Choice questions based on WebAssign Homework problems.
- ... 11 True/False question based on concepts in the notes.

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.

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How Does the Cumulative Final work? The Registrar will be assigning us a block final exam time, it may actually be on Wednesday, April 26 from 10 a.m. to 12 p.m. but at the time this course guide was written the date is not yet confirmed. The final exam this semester will feature at least 75 points and will be the same format as semester exams except for the number of questions in each subsection. 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

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 Circumstances on page 13) that will occur on the date and time of our Exam. 	<p>You will schedule with Mr. M to attempt 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. It is not always possible to take an exam early even if you have a very good reason to do so.</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. This is the only time the Final replaces a semester exam.</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 final exam due to an impending extenuating circumstance (See Extenuating Circumstances on page 13) that will occur on the date and time of our final Exam. • You missed the final exam due to an extenuating circumstance (See Extenuating Circumstances on page 13) 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.

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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 in general? 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.

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.

- Emailing Mr. M using the CANVAS mail tool.
- 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 “Scratchwork Scans” in late with permission to do so (-0.45 points for 1 class day late, -0.9 points for two class days or more.)
- Not properly writing your Name, UFID, and Section number on your turned in Crossword Puzzles (-0.45 points for each offense)
- Turning Crossword Puzzles answers in but not on the Crossword puzzle itself. (-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 additional bonus opportunities that may present themselves.

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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 “WA HW Scratchwork Scan” 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 real 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.

- Mr. M may be doing “Online” post exam reviews, hopefully right after each semester exam. These were relatively successful last semester. 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? Details for how to access and initialize WebAssign will be specified in a separate document on our CANVAS site. This is due in part to us utilizing WebAssign Advanced CANVAS integration this semester.

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	\$102.75
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=1720904)	Cengage	\$50.76

Spring 2016 Course Guide For MAC 1114 w/ Mr. M

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

- (1) Post questions to Piazza, anonymously if you prefer.
- (2) You can try asking for help from Mr. M during his office hours. He likes to help his students succeed.
- (3) 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.
- (4) 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.**
- (5) 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.**
- (6) 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/>

- (7) You can try OAS Academic Tutoring. See their website (<http://oas.aa.ufl.edu/programs/tutoring/>) for more details. **THIS SERVICE IS COMPLETELY FREE.**
- (8) 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.**
- (9) 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.

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

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.

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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?