COURSE INTRODUCTION

MAC 1105, College Algebra, is a review of Algebra designed to prepare students for MAC1140 or MAC1147. This course qualifies for both GenEd and Gordon Rule credits.

Prerequisites: None

Credits: 3

Course Content: Solving inequalities, linear and quadratic equations; complex numbers; polynomials; graphs; rational functions; logarithmic and exponential functions.

This is an **ONLINE COURSE – all content is delivered online**. Students view 25 lectures online, complete online homework and quizzes using publishers' software MyMathLab. Students are required to post questions or answers on the discussion board every week. Three Unit Exams, a MakeUp, and the Final are administered during the term. The course management system used for this class is Canvas.

The course is divided into 25 Modules, which are assembled into 3 units:

Unit 1:	Module 1 – Module 7
Unit 2:	Module 8 – Module 15
Unit 3:	Module 16 – Module 24

Extra Credit: Module 25

Final Exam: Module 1 – Module 24

CONTACT INFORMATION

Canvas: https://ufl.instructure.com/

Course Coordinator: Christie Mauretour & Churni Gupta
    Office: LIT 463
    Virtual Office Hours: Conducted via conferences in Canvas
    E-mail: through Canvas, click Inbox on left sidebar, compose, choose the class, recipient: Christie Mauretour or Churni Gupta

Canvas is your main resource for this course. It is where you will access the materials listed below as well as your grades, emails, and other information. You can access Canvas by going to https://ufl.instructure.com/ and then using your Gatorlink username and password to login.

1. MyMathLab and course textbook:

MyMathLab (MML) is a companion website for the course textbook. **Be sure to allow pop-ups when using MML**. You will complete a majority of course assignments in MML. Access to MML is mandatory. Grades from MML will be imported into the Canvas gradebook. When the grades are updated you will be notified via email.

Steps to acquire MML:

    You MUST follow the steps posted on Canvas under Course Materials link on the home page. Do NOT go to the bookstore or anywhere else to gain access. Follow these steps. It does costs money to access MML. This only needs to be done once.

College Algebra, 11th edition, by Lial. You do **NOT** need to purchase a hard copy of the book, but you may if you wish. You will have access to an electronic version of the text (ebook) through MML.

Once you have acquired MML, to access for the remainder of the course go to Canvas, click the MyLab and Mastering link in sidebar, and then click either MyMathLab All Assignments (to access only assignments) or MyMathLab with Pearson eText Course Home (to access both ebook and assignments).

2. Modules:

The content of this course is presented entirely online via video lectures and textbook readings. **You are responsible for engaging with the content**. The content for this course is divided into 24 modules that are grouped into three units. To access the content, go to Canvas. The 24 modules are on the home page. In each module there are: module learning objectives, assigned textbook readings, video lectures, and links to PDF copies of the corresponding module lecture notes. The lecture notes match up with the video lectures. You should view the entire lecture and read the corresponding textbook sections ***before*** attempting any MML assignments.

3. Discussion Boards:

On Canvas under left sidebar link titled Discussions, you will find your discussion board post assignments. They are due on Sundays. You can see all due dates on either the course calendar or by viewing the assignments in Canvas.

ASSIGNMENTS

Introduction Assignments: After reading the Course Syllabus, you have two introduction assignments to complete in Canvas: **Introduction to Course** discussion board post and an **Introduction Quiz,** which can be found under Quizzes link on left sidebar. The discussion board post is worth 5 points and the introduction quiz is also out of 5 points. After you have gained access to MML, you will complete a

Syllabus Test in MML. The syllabus test is out of 12 points. After completing the introductory part, you are ready to move to the main content: Module 1 – Module 24.

Homework, Quizzes, and Exams in MyMathLab: Each assignment in MyMathLab is numbered according to the Module it covers. For example, M2 corresponds to Module 2. The exception to this are the warmups which are labeled with L. For example, L2 corresponds to Module 2.

Each **Homework** assignment consists of a group of practice problems that correspond to the material in the module. You have three attempts per problem on each assignment and if all attempts are used, you can still receive a credit for the problem by clicking on "Similar Exercise" to get a "fresh" problem up to 3 times. The homework for a module is prerequisite for the module quiz. **You will not be able to take the quiz on the module until you have scored 80% or better on the corresponding module homework.** There are 24 homework assignments worth six points each for a total of 144 points. **The credit for a homework assignment will be given according to the percent value of the work completed.**

Each module has a corresponding **Quiz** in MyMathLab to be taking after you complete the Homework with at least an 80%. Quizzes cover the same material as the homework and will include 5-10 problems similar to the ones in the homework. The quizzes are timed (30-minutes) and you have two attempts for each quiz – your best score counts. There are 24 quizzes each worth 6 points, however, only 20 quiz scores will count towards your grade (your 4 lowest scores will be dropped). Thus, a maximum number of points that can be earned on the module quizzes in MyMathLab is 120.

All MML homework/quizzes open at the start of the semester (5/8) and are due on the same day as the exam that covers said module. For example, Exam 1 covers Unit 1, so all module warm-ups, homeworks, and quizzes from Unit 1 (Modules 1-7) are due at 11:59pm on the day of Exam 1. Similarly for Exam 2 (Unit 2) and Exam 3 (Unit 3). The assignments will be graded by the software and you will see your score immediately after submitting your work.

You will take 3 **Exams** over the course of the semesters. These exams are taken in MyMathLab and are timed (60 minutes). You must register with ProctorU for each exam at least 4 days prior to the exam date. Please see the ProctorU Student Handout for instructions. Each exam contains 20 problems worth 4 points each for a maximum of 80 points. You will see your score immediately after submitting the test and you will be able to review your test any time after the day of the exam by going to MyMathLab Gradebook and clicking on Review next to the exam.

Exam 1 is on Thursday June 1st, 2017
Exam 2 is on Thursday June 29th, 2017
Exam 3 is on Thursday July 27th, 2017

Final Exam: A comprehensive Final Exam will be given in MyMathLab. It consists of 25 multiple choice questions at 4-points each for a total of 100 possible points. The Final Exam is mandatory. You must register for the exam with ProctorU at least 4 days in advance of the Final Exam.

Final Exam is on Friday August 3rd , 2017

CheckUp Exams: There will be three CheckUp exams and a CheckUp Final offered in MyMathLab prior to exam to help you to get ready for the actual exam. Each CheckUp will be available for a week prior to the corresponding exam date and **closed at 11:59 pm of the day before the exam**. Each CheckUp exam is worth 15 points and can be taken only once. A CheckUp exam contains 30-50 multiple choice questions and is timed (120 minutes). A maximum of 60 points total can be earned on the CheckUp Exams. We

recommend taking a CheckUp earlier to have enough time for the review, which you can access by going to the MyMathLab Gradebook and clicking on Review next to the CheckUp.

Reviews: In MML there are also review assignments available these are not required and are not part of your grade.

Extra Credit: Module 25 assignments are purely for extra credit. These assignments will become available on July 28th and will be due at 11:59 pm on August 4th.

If you are experiencing a problem with login, registration, or working on MyMathLab assignments, please contact Pearson's MyMathLab Technical Support Team by calling 1-800-677-6337.

It is not a good idea to wait until the day everything is due to complete your work in MML. Be mindful that you are completing these assignments online and depend on the internet working. Computer/internet issues are rarely an excuse for not completing an assignment. There are numerous places where you have free access to computers as well as a multitude of establishments that offer free WIFI. You might want to do some research and have a backup plan in case of computer/internet issues. If there are technical issues with MML please email MML tech support.

Make up Policy: Due to the amount of time you have to complete the module assignments and CheckUps, make-ups for these assignments will only be provided in the instance of extreme extenuating circumstances. Please contact the course coordinator to discuss the situation.

In the instance an exam is missed for legitimate reasons, please contact the instructor to arrange for a make-up assignment as soon as possible. If you are aware you will miss an assignment before the due date, you must contact the instructor **before the assignment is due or you may face a penalty**. Please click the following link to view acceptable reasons for missing an assignment.

https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

In some instances, you will be required to provide documentation to verify the legitimacy of your reason for missing the assignment.

All students have the opportunity to re-take <u>one</u> of the unit exams on August 4th. The exams are called Make-Up Exams and are completed in MyMathLab. You must register with ProctorU for each exam at least 4 days prior to the exam date. Your score on the make-up exam will replace the corresponding unit exam score if it is higher. **You may only re-take ONE exam, if you take more than one, none of the scores will count.** You do not need to provide documentation or ask permission to take a Make-up Exam.

NOTE: If you have missed a Unit exam for legitimate reasons you will be allowed to make up both the exam you missed AND still have the opportunity to re-take an exam.

All make-up assignments must be completed on August 4th. Please contact the instructor immediately in the instance of extenuating circumstances.

COURSE GRADE

Course Grade: The course grade is based on 750 points accumulated as follows:

1	Introduction Quiz	@ 12 points	12
24	Homework	@ 6 points	144
20	Quizzes	@ 6 points	120
14	Discussion Board Posts	@ 5 points	70
3	Unit Exams	@ 80 points	240
1	Final	@ 100 points	100
4	Check-Up Exams	@ 15 points	60

Total Score: **750 points**

The course grade is the grade satisfying the conditions below and will be strictly adhered to:

Passing Grades		
675 – 750	A	90% –100%
645 – 674	A-	86% – 89.9%
615 – 644	B+	82% – 85.9%
585 – 614	B	78% – 81.9%
555 – 584	B-	74% – 77.9%
525 – 554	C+	70% – 73.9%
495 – 524	C	66% – 69.9%

Non-passing Grades		
465 – 494	C-	62% – 65.9%
435 – 464	D+	58% – 61.9%
405 – 434	D	54% – 57.9%
375 – 404	D-	50% – 53.9%
below 375	E	< 50%

Satisfactory/Unsatisfactory Option:
S   at least 66 %:   Approval of S/U option must be obtained from course coordinator.
U   less than 66 %: Gordon Rule is not fulfilled with S/U option
Grade I: The grade of "I" (Incomplete) is never used to avoid an undesirable grade. It is used only if a student has completed all term assignments and got a passing grade in class but is missing the final exam due to illness or extenuating circumstances. A student must sign a form to receive an "I" in the course.

Calculator Policy: Unless otherwise stated, the use of a calculator on any assignment is **PROHIBITED**.

Academic Honesty

All students are required to abide by the University of Florida Academic Honesty Guidelines. Students are expected to pursue knowledge with integrity. Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanction 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)

Student Code of Conduct: https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

The use of unauthorized aids, including but not limited to calculators, computation knowledge engines or apps, and work from other individuals, on any assignment is **PROHIBITED**. The use of such aids constitutes a violation of academic honesty. Violations will result in a minimum of receiving a zero on the assignment and may result in further action.

YOUR GRADE IS BASED ENTIRELY ON YOUR WORK IN THE COURSE. Basing your grade on any other factors or providing you with points you did not legitimately earn is extremely unethical. It is unethical for you to ask for this and it is unethical to comply.

Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the **course coordinator** when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester within the first two weeks of the semester.

Student Health and other Concerns

In addition to being students you are also human beings with lives outside of school. It is understood that there are times in your life when due to illness or other circumstances your school work may not take top priority or suffer. It is extremely important that you seek the help that you need AND keep your instructors informed of the situation.

Student Heath Care Center: http://shcc.ufl.edu/ , (352) 392-1161

Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/Default.aspx\ , 352-392-1575

Dean of Students at 202 Peabody Hall, http://www.dso.ufl.edu , (352) 392-1261 ext. 213

Any of the above can provide you with help and other resources in addition to providing you with documentation for your instructors. If your instructors are aware of the situation, then they can be flexible with due dates and work with you to achieve an optimal situation. You need to inform your instructors of the situation PRIOR to assignment due dates. In light of extenuating circumstances, it is fair for instructors to allow you to complete assignments after due dates if necessary, but it is not fair to allow multiple attempts on assignments that normally do not allow for this. If you wait until due dates have already passed and assignments are already completed, then your options become limited and the longer you wait in the semester the more limited your options become.

Note: While I will work with you and provide you with extra help and opportunities to succeed in light of any extenuating circumstances, I absolutely will NOT provide you with points you did not legitimately earn or "go easy" on assessing your academic performance. **Personal struggles do not entitle you to a grade you did not earn.** You will still be held to the same academic standards as everyone else in the course. The decision to persevere in the course or not is yours to make.

Extra Help

The Teaching Center Math Lab, located at SE Broward Hall, offers free informal tutoring. (www.teachingcenter.ufl.edu (Links to an external site.))

A list of qualified private tutors for hire is available on the UF math website, search "tutors" (www.math.ufl.edu (Links to an external site.))

The Counseling Center offers information on developing your mathematics confidence. Visit their website for more information (http://www.counseling.ufl.edu/cwc/Developing-Math_Confidence.aspx (Links to an external site.))

Free tutoring is available for all UFO students at https://services.smartthinking.com. Your username is your UF email and the password is "gators". Be sure to change your password once you have logged in.

Other:

https://www.youtube.com/user/khanacademy/about (Links to an external site.)

http://www.purplemath.com/modules/index.htm (Links to an external site.)

MAC 1105 Course Calendar
Key: DP (Discussion Post), E# (Exam #), U# (unit module assignments), CU# (Check-up)

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
Aug.	8/22	23	24	25	26	28 DP
Sept.	29	30	31	9/1	2	4 DP
	5 No Class	6	7	8	9	11 DP
	12	13	14	15	16	18 DP
	19	20	21 CU1	22 **E1, U1**	23	25 DP
Oct.	26	27	28	29	30	10/2 DP
	3	4	5	6	7	9 DP
	10	11	12	13	14 No Class	16 DP
	17	18	19	20	21	23 DP, CU2
	24 **E2, U2**	25	26	27	28	30 DP
Nov.	31	11/1	2	3	4	6 DP
	7	8	9	10	11 No class	13 DP
	14	15	16 CU3	17 **E3, U3**	18	20 DP
	21	22	23 No class	24 No class	25 No class	27
Dec.	28	29	30	12/1	2	4 DP
	5 CU Final	6 **Final Exam**	7 Make-up Exam	8	9	
	12	13	14	15	16	