

Spring 2018 MAC 1140 Online Syllabus

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MAC 1140
COURSE POLICIES and SYLLABUS

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MAC 1140 Online: Calendar, Spring 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Introduction Week 1	January 8 Syllabus, CANVAS home page	9 Welcome Quiz*	10 Lecture 1 (L1)	11	12 Lecture 2 (L2) L1 Checkpoint*
Week 2	15 L2 Checkpoint* Webassign 1* MLK DAY	16	17 Webassign 2* Quiz 1* Lecture 3	18	19 Lecture 4 L3 Checkpoint* Webassign 3*
Week 3	22 Lecture 5 Quiz 2*	23	24 Lecture 6	25	26 Lecture 7 Quiz 3*
Week 4	29 Lecture 8	30	31 Study for Exam 1 Quiz 4*	Feb 1	2 Study for Exam 1
Week 5	5 CHECKUP 1 due	6	7 MIDTERM EXAM 1**	8	9 Lecture 9
Week 6	12 Lecture 10 Quiz 5*	13	14 Lecture 11	15	16
Week 7	19 Lecture 12 Quiz 6*	20	21 Lecture 13	22	23
Week 8	26 Lecture 14 Quiz 7*	27	28 Lecture 15	March 1	2 Quiz 8*
UF Spring Break	March 5 -- 9 No new lessons this week! Enjoy your break.				
Week 9	12 Lecture 16	13	14 Study for Exam 2 Quiz 9*	15 Self Evaluation	16 Exam 2 Review
Week 10	19 Checkup 2 due	20	21 MIDTERM EXAM 2**	22	23 Lecture 17
Week 11	26 Lecture 18	27	28 Lecture 19 Quiz 10*	29	30 Lecture 20
Week 12	April 2 Lecture 21 Quiz 11*	3	4 Lecture 22	5	6 Quiz 12*
Week 13	9 Lecture 23	10	11 Lecture 24 Quiz 13*	12	13 UF Drop Deadline Study for Exam 3
Week 14	16 Study for Exam 3 Quiz 14*	17 Checkup 3 due	18	19 MIDTERM EXAM 3**	20
Week 15	23 Study for Makeup Exam	24 MAKEUP EXAM**	25 Review for Final	26 READING	27 DAYS
FINAL EXAM: Monday, April 30, 8AM – 11:59PM (schedule a two hour time block with Proctor U)					

***All dates listed are the final due dates for the quiz, checkpoint or homework. Work must be complete by 11:59PM.**

After week 2, the homework in Webassign and Checkpoints in CANVAS for each lecture are due the date of the next lecture.

****Exams must be scheduled with Proctor U at least 4 days in advance. Available from 8AM – 11:59 PM, in a 90 minute time slot: Exam 1, 2/7; Exam 2, 3/21; Exam 3, 4/19; Makeup, 4/24**

1 Introduction

1a. Course Content

College algebra, functions, coordinate geometry, and exponential and logarithmic functions. This course is designed as a review of algebra to prepare the student for Survey of Calculus, MAC 2233 (primarily for business majors). If you plan to take engineering calculus, MAC 2311, then after completing this course you will need to take MAC 1114, Trigonometry. Or instead of taking MAC 1140 and then MAC 1114, you could take MAC 1147, Precalculus Algebra/Trig, which is a very fast paced course.

A minimum grade of C (not C-) in MAC 1140 satisfies three hours of the general education requirement and also satisfies the pure math portion of the state Writing/Math requirement. Note: A student can receive at most four credits for taking both MAC 1147, and MAC 1140 or MAC 1114, and at most five credit hours for taking MAC 1147, MAC 1140, and MAC 1114. Students who successfully complete MAC 1140 (C or better) can advance directly to MAC 2233.

Students taking this course for general education credit or the pure math portion of the Writing/Math requirement, and who do not need precalculus for their major or as preparation for calculus, might consider taking MGF 1106 or MAC 1105. For more information on math courses and math advisors go to <http://www.math.ufl.edu/>.

1b. Prerequisites

This course assumes prior knowledge of intermediate algebra (Algebra 2). Students should be able to do arithmetic without a calculator.

MAC 1140 begins with a short review of high school algebra topics (appendices A1–A7). **You should already be competent in working this material.**

1c. Required Materials

- The textbook: **Precalculus**, 10th edition, by Larson.
 - You may use either the e-book or the hard copy.
 - The solutions manual is NOT required.

- A valid WebAssign access code.
 - WebAssign provides a two-week grace period to use the online homework system before you must purchase an access code.
 - You can access Webassign directly through the MAC 1140 CANVAS page as a navigation tab on the left of each page. Alternatively, you can use the the UF login link <https://www.webassign.net/ufl/login.html> to login to WebAssign (and then your Gatorlink login info as directed).

There are several purchase options:

- **Recommended: UF All Access Program:** Purchase the e-book and WebAssign access codes together at <https://www.bsd.ufl.edu/G1C0/IPay1f/start.aspx?TASK=INCLUDED> once classes begin. This is the lowest price available (\$62.50) and allow you to pay for those materials through your student account. The deadline for this option is Jan. 26, 2018. See more details in CANVAS.
- You may purchase a WebAssign access code through the UF bookstore or directly from WebAssign (the price is \$96).
- A loose-leaf print version of the textbook is available at the UF bookstore (\$40) for students who wish to have a printed resource. Alternatively, the text may be available online. However, a WebAssign code purchased online instead of the methods above may not work.

1d. Canvas

Canvas is located at <http://elearning.ufl.edu/>; use your Gatorlink username and password to login. You can find lecture videos, check point quizzes, bonus quizzes, your grades, announcements, lecture outlines, free help information, etc., at this site. You are responsible for verifying that your grades are accurate. **You should check Canvas regularly and consult with your instructor if you have any questions about recorded grades. All grade concerns must be taken care of within one week of receiving the score.** Your grade is subject to being raised or lowered if there is a recording error, computational error, bubbling error, padding error, etc.

1e. Lectures

Viewing lecture presentations is an important aspect of the learning process. The lecture provides the main presentation of the course material. Each lecture consists of several videos for a total of approximately 1 hour. Lecture outlines can be printed from Canvas. It is suggested that you read the book, watch the lecture, do the checkpoints as they come up in the lecture, do the corresponding book homework and the WebAssign Homework, and then take the WebAssign Quiz, in that order. The WebAssign Quizzes are due as shown in the various calendars, but you may take them earlier. You may also watch the videos earlier.

1f. Calculator Policy

A basic non-scientific calculator may be used on homework, quizzes, check-ups, and exams. A basic non-scientific calculator has the ability to add, subtract, multiply, and divide, as well as the ability to take square roots (and perhaps buttons for percentages and storing values in memory). It is not the same as a scientific or graphing calculator. You will not be allowed to use a scientific calculator on exams, and any violations of this policy will be considered cheating.

You are encouraged to do most of the arithmetic by hand so that you don't lose your basic arithmetic skills. In future courses you may not be allowed to use a calculator.

1g. Help

USE THE RESOURCES AVAILABLE AS YOU STUDY! We encourage you to seek help from your instructors through email and office hours and from your peers using the discussion board in CANVAS. Contact the Broward Teaching Center, teachingcenter.ufl.edu, for tutoring services and sample exams with solutions.

1h. Success

Success in MAC 1140 depends largely on your attitude and effort. Keeping up with the videos is critical. Most students find it beneficial to work daily on the material as opposed to saving it all for one day/weekend. It is not effective to sit and copy notes without following the thought processes involved in the lecture. For example, you should try to answer the questions posed by the lecturer. Students who actively participate have greater success.

Be aware that much of the learning of mathematics at the university level takes place outside of the classroom. You need to spend time reviewing the concepts of each lecture **before** you attempt homework problems. It is also important to spend some time looking over the textbook sections to be covered in the next lecture to become familiar with the vocabulary and main ideas beforehand so that you will be better able to grasp the material presented in the videos. **You should expect to spend at least 12 hours per week working on this course.**

Please do not wait until the last minute to take an assignment. It is student's responsibility to make sure that their technology is working properly. This is an enveloping statement from the homework all the way to the exams of this online class. It is in student's hands to make sure to have proper internet connection, electricity, time and other acceptable resources. Lost time in a timed assignment or a missing due date due to such an event will be considered final.

1i. Students with Disabilities

Students requesting classroom accommodation must first register with the Disability Resource Center, dso.ufl.edu/drc/. The Dean of Students will provide documentation to the student who must then provide this documentation to the course instructor when requesting accommodation. Students **must** provide documentation at least one week prior to the first exam.

1j. Academic Honesty

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).

2 Testing

You must register with ProctorU for each exam at least 4 days prior to the exam date. It is highly recommended that you reserve your exam time slots for all of your exams early in the semester in order to guarantee you can take the exam at the most convenient time for you. See the course calendar for the dates of the exams.

Students are responsible for material covered in the lecture notes, including practice problems at the end of some lectures, all assigned book homework problems, and all assigned WebAssign material.

For each exam you should have **only** the following items: pencils or pens, your Gator1 picture ID card or a government-issued picture ID, a basic non-scientific calculator, and up to 10 sheets of completely blank, white, scratch paper (no holes, lines, printing, etc.). NO scientific or graphing calculators are allowed. NO CELL PHONES, NO NOTES, NO CALCULATOR MANUALS, NO BOOKS, NO OUTSIDE HELP!

WebAssign exams and all the other assignments should be taken with an internet browser other than the internet explorer or its new name Microsoft Edge. Some features of WebAssign does not work properly with the internet explorer.

The first three exams each consist of 15 questions and have a 90-minute time limit. The final exam consists of 18 questions and has a 2-hour time limit. There is no partial credit unless a question has multiple parts that can be graded separately, in which case each part will be worth a fraction of the questions point-value.

3 Grading

3a. Course Grade

Your course grade is comprised as follows:

Welcome Quiz (in Canvas)	0.8%
Self-evaluation (in Canvas)	0.2%
Lecture Checkpoints (in Canvas)	4.8%
WebAssign Homeworks	8.6%
WebAssign Quizzes (best 11 of 14)	6.6%
Checkups (in WebAssign)	9%
Midterm Exams (in WebAssign: 16% each)	48%
Cumulative Final Exam (in WebAssign)	22%

The course grade is then determined by your final percentage as follows, **with cutoffs strictly enforced**:

Grade	Points
A	90.0% and above
A-	87.0% to 89.9%
B+	84.0% to 86.9%
B	80.0% to 83.9%
B-	77.0% to 79.9%
C+	74.0% to 76.9%
C	70.0% to 73.9%
C-	67.0% to 69.9%
D+	64.0% to 66.9%
D	60.0% to 63.9%
D-	57.0% to 59.9%
E	56.9% and below

For information on dropping courses and withdrawals, go to <https://catalog.ufl.edu/ugrad/current/regulations/info/drops.aspx>

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

3b. Welcome Quiz

The Welcome Quiz is to make sure you understand what is expected of you in this course. You will find this assignment on Canvas. It is due at the beginning of the semester; see the calendar for the due date.

3c. Self-evaluation

The Self-evaluation is a quiz found in Canvas after Exam 2. Its purpose is to let you know your approximate standing in the class. See the calendar for the due date.

3d. Lecture Checkpoints

In each video is a Checkpoint problem that pertains to the concept recently covered. You should work the Checkpoint problem and write your answer down (a, b, c, d, or e), since you will need to enter your multiple-choice answers in Canvas. Checkpoint problems are due by the lecture due date (see the calendar), but is best to do them as soon as possible.

3e. Textbook and Practice Homework

The textbook homework assignments posted in CANVAS represent the minimum number of problems you should do in each section. Some homework problems suggest the use of a graphing calculator; they are designed to help you visualize important concepts and to reinforce the mathematical processes involved. The use of a graphing calculator when doing homework is not required, though a scientific calculator may be required to finish working certain problems. The textbook homework will not be graded, but you are encouraged to ask questions about it as necessary. Your instructors may also post additional problems which provide more practice in applying the concepts of a lecture.

3f. WebAssign Homeworks and Quizzes

WebAssign exams and all the other assignments should be taken with an internet browser other than the internet explorer or its new name Microsoft Edge. Some features of WebAssign does not work properly with the internet explorer.

You have 10 attempts and unlimited time on each WebAssign Homework. You have three attempts and one hour on each WebAssign Quiz. See the calendar for the specific due dates.

The best attempt for each WebAssign Quiz and Homework is the score that is counted. The WebAssign Homeworks and Quizzes are open-book and open-note. You may have a tutor help you with the WebAssign Homeworks, but NOT with the Quizzes. You need to be able to do these problems on your own without any assistance in order to succeed in this course.

3g. Checkups

The Checkups (in WebAssign) are designed to give you feedback on your understanding of the course material prior to the corresponding midterm exam. They will be like a longer WebAssign Quiz. See the calendar for the due dates.

3h. Extra Credit

We encourage you to use the MAC 1140 Discussion Boards regularly to ask and answer questions about course material and homework. You can earn extra credit by posting questions and responding to other students' posts. Questions must be appropriate and relate to course material to earn credit.

For each lecture, watching the lecture videos and then answering the bonus question found in Canvas can earn you bonus points. This must be done by the due date given for each lecture. The bonus question in Canvas will ask about the picture seen in the video.

3i. Make-up Policies and Extensions

ALL WORK MUST BE COMPLETED BEFORE THE FINAL EXAM (except for the Final Exam).

- Extensions: Life happens. While it is a much better strategy to work ahead in case life happens to you, occasionally you may fall behind. So, you will be able to submit assignments in CANVAS (except for bonus) up to two days after the due date and still receive full credit. For WebAssign assignments and quizzes, you will be able to request a 48-hour extension to complete an assignment or quiz. This must be done in WebAssign itself within 24 hours of the original due date; you do not need to contact your instructors in order to take advantage of the extensions. Note that an extension does not grant you any additional time to take a timed assignment once it is started. Also, please note that this is only meant to be used when one of those rare, unexpected emergencies come up. **There is a 2% penalty for those questions done after the original due date.**
- Exams: For each exam, there is a one-day window during which the exam may be taken. You must sign up for a 90 minute time slot in ProctorU to take the exam which is given in WebAssign. There are no extensions for exams.
- Make-up Exams and Checkups: You will have the opportunity to take one make-up exam to replace one (missing or low) midterm exam score for any reason. The date of this make-up exam is before the final exam, as shown in the calendar. There are no extensions or makeups for the checkups since they must be done in preparation for the actual exam.

- **MAKEUP POLICIES FOR EXTENUATING CIRCUMSTANCES:** All makeup work must be approved by the course instructor with documentation provided.

Makeup Homeworks and Quizzes: With the extended availability of online homework and quizzes, and the drops allowed for quizzes, we do not provide makeups for online work. You must start your assignments and quizzes in plenty of time to allow for computer issues.

Exception: if you must miss class for an extended time due to illness or a family emergency, contact the course instructor to discuss an extension of the due dates in WebAssign. You must provide documentation that you cannot work on the course assignments.

If illness or other extenuating circumstances cause you to miss an exam, contact the instructor as soon as possible (no later than 24 hours after the test) for approval to reschedule the exam.

3j. Incomplete Grade

A grade of I (incomplete) will be considered only if you meet the Math Department criteria which are found at math.ufl.edu/departments/incomplete-grades/. An I only allows you to make up your incomplete work, not redo your work. Also, any request for an I must be received before the final exam.

4 Instructor Evaluations

Students are asked to provide feedback on the quality of instruction in this course based on ten criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.