SYLLABUS!

COURSE INTRODUCTION

MGF 1106, Mathematics for Liberal Arts I, is a general education/math course which is not intended to prepare you for Precalculus or Calculus. This course qualifies for both GenEd and Gordon Rule credits.

Prerequisites: None

Credits: 3

Course Content: Introduction to sets, logic, number theory, algebra, linear programming, probability, and statistics.

This is an **ONLINE COURSE – all content is delivered online**. Students view 24 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 24 Modules, which are assembled into 3 units:

Unit 1:	Module 1 – Module 8
Unit 2:	Module 9 – Module 15
Unit 3:	Module 16 – Module 24
Final Exam:	Module 1 – Module 24

CONTACT INFORMATION

Canvas: https://ufl.instructure.com

Course Coordinator: Ms. Larie Ward
Office Hours: Tuesdays and Thursdays from 1:00 p.m. until 3:00 p.m. via Conferences in Canvas
Office Phone: (912) 243 – 9999 (will be installed 8-25-15)
E-mail: larie@ufl.ed

MGF 1106 Course Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
8/24 Classes begin	8/25 **L1**	8/26	8/27 **L2**	8/28
8/31	9/1 **L3**	9/2	9/3 **L4**	9/4 **1. Intro** **2. L1 – L3**
9/7 No Class	9/8 **L5**	9/9	9/10 **L6**	9/11 **3. L4–L5**
9/14	9/15 **L6**	9/16	9/17 **L7**	9/18 **4. L6 – L7**
9/21	9/22 **L8**	9/23 **Checkup 1	9/24 **EXAM 1 (L1 – L8)**	9/25 **5. Exam 1, L8**
9/28	9/29 **L9**	9/30	10/1 **L10**	10/2 **6. L9 – L10**
10/5	10/6 **L11**	10/7	10/8 **L12**	10/9 **7. L11 – L12**
10/12	10/13 **L13**	10/14	10/15 **L14**	10/16 **8. L13 – L14**
10/19	10/20 **L15**	10/21 Checkup 2	10/22 **EXAM 2 (L9 – L15)**	10/23 **9. L15, Exam 2**
10/26	10/27 **L16**	10/28	10/29 **L17**	10/30 **10. L16 – L17**
11/2	11/3 **L18**	11/4	11/5 **L19**	11/6 **11. L18 – L19**
11/9	11/10 **L20**	11/11 No Class	11/12 **L21**	11/13 **12. L20 – L21**
11/16	11/17 **L22**	11/18	11/19 **L23**	11/20 **13. L22 – L23**
11/23	11/24 **L24**	11/25 No Class	11/26 No Class	11/27 No Class
11/30	12/01	12/02 Checkup 3	12/03 **EXAM 3 (L16 – L24)**	12/04 **13. L24, Exam 3**
12/07	12/08 **MakeUp Exam**	12/09 **Final Exam**	12/10 No Class	12/11 No Class

*L1 … L24 mark the due dates for Modules 1 – 24

**Check-Up Exams are closed at midnight on the day preceding the Exam

Discussion Board posts are numbered. They open on Saturdays and close on Fridays.

COURSE MATERIALS

Textbook:
Title:	A Survey of Mathematics with Applications
Author:	Angel/Abbot/Runde
Publisher:	Pearson Education
Edition:	9th edition

MyMathLab
You are required to use MyMathLab to do your homework, quizzes and exams.
IMPORTANT: The MyMathLab software has A Survey of Mathematics with Applications textbook (e-book) built in it.
You have TWO options of viewing the textbook:
1. You can access the A Survey of Mathematics with Applications e-book available in MyMathLab.
2. A hard copy of the textbook can be purchased at the Campus bookstores:
     A Survey of Mathematics with Applications Print Upgrade
     ISBN: 9781323028544

Student Guide & Lecture Notes: contains the most important information about the course and is available for purchase at Target Copy: 1412 W University Ave, Gainesville, FL 32603. It includes:

- ☐ Syllabus
- ☐ Course Calendar
- ☐ Learning Objectives
- ☐ Textbook Homework
- ☐ Sample Exams
- ☐ Lecture Notes

As an alternative to buying the student guide and lecture notes from Target Copy, you can download and print them out from each module page or from the Files tab in the left-hand navigation in Canvas. It is important that you should have a hard copy of the lecture notes in order to follow the online lecture presentations.

TECHNOLOGY

Canvas is the hub of the course. It's where you will access the lecture videos, view your grades, or post your course questions in the Discussion Boards. It is run by UF, and you will need your gatorlink ID and password to access it. The website address https://ufl.instructure.com/

MyMathLab is where the actual Math is done. Here you'll do your homework, quizzes, CheckUp exams, and Exams. It is run by Pearson, the publisher of your textbook. **To access MyMathLab, click on the Modules tab in the left navigation bar in Canvas, then click on the Homework link**. You will need to register upon first entering the site.

LECTURE PRESENTATIONS

Viewing lecture presentations is an important aspect of the learning process. You will access the lecture videos from the corresponding Module in Canvas. It is important that you should have a hard copy of the lecture notes to follow the presentations. The lecture notes could be printed out from the corresponding Module or under the Files tab in Canvas or purchased at Target Copy (see Course Materials above). You should view the entire lecture, read the textbook, and then take the **WarmUp quiz in MyMathLab**.

DISCUSSION BOARDS

Each week you will be required to post a comment or a specific question you found challenging or interesting from the modules covered that week. The deadlines for the discussion board posts can be found in the Calendar and Due Dates. There is a maximum of 5 points to be earned from the discussion boards each week for a total of 70 points.

ASSIGNMENTS

How to get started – Introduction Assignments: You should log in to Canvas and click on the Start Here page. Begin with viewing the Introduction video and reading the Course Syllabus. You have two assignments to complete in Canvas: an **Introduction to Course Discussion Board Post** and an **Introduction Quiz**. The discussion board post is worth 5 points and the introduction quiz is also out of 5 points. Your next step is taking the **Syllabus Test in MyMathLab**. The syllabus test is out of 7 points. The **deadline for all Introduction assignments** is Friday, August 26th, as shown in the calendar. After completing the introductory part, you are ready to move to the main content: Module 1 – Module 24.

Modules in Canvas: The links to Modules are arranged according to units in Canvas. Unit 1 covers Modules 1 – 8, Unit 2 covers Modules 9 – 15, and Unit 3 covers Modules 16 – 24. On a module page, you will find complete information on the content and things you need to do. **The homework, quizzes, and exams are given in MyMathLab**.

You are supposed to work on each Module in the following way: click on the Pages tab in Canvas, click on the Unit containing the Module you will be working on, and then select the appropriate Module. In Canvas, read the objectives covered, look through To Do List, view the lecture presentation, and read the corresponding sections in the textbook. Then click on the Modules tab in Canvas and select Homework to access MyMathLab, take the WarmUp Quiz on this lecture, complete your homework, and then take the Module Quiz. (To work in the right order in MyMathLab, click on "MyMathLab All Assignments" and then on "Show All" to see all open assignments.)

WarmUp & Homework in MyMathLab: Each assignment in MyMathLab is numbered according to the Lecture/Module. For example, L2 corresponds to Lecture/Module 2.
A **WarmUp** Quiz tests you on the knowledge of the material from the lecture and the textbook. It means that you should really learn the material. **Each WarmUp is out of 2 points and you have 3 attempts to complete it** – the best attempt counts. A maximum of 48 points can be earned on the WarmUps. The WarmUp is a prerequisite to the corresponding homework. In MyMathLab the prerequisites show up when you point the cursor at the flag next to the assignment on the assignments page.

Each **Homework** assignment consists of a list of problems and is worth 5 points. **The credit for a homework assignment will be given according to the percent value of the work completed.** The "passing score" for proceeding to the Module quiz is 80%.
NOTE 80% on a homework assignment will not give you the full credit of 5 points for this assignment but only 4 points. To get the full credit, you have to complete 100%.

There will be 24 homework assignments offered. Thus, a maximum of 120 points can be earned on the homework. **The warmup assignments and homework stay open all semester: you are allowed to work for a credit after the deadline up to December 9th at 11:59 pm, even if they say past due.** However, we recommend completing at least 80% of the homework before the due date in order to take a 5-point Module Quiz. **A 5-point Module Quiz will be closed for good after the deadline.**

NOTE: <u>If you missed a due date for a Module</u>, go to the next Module so that you do not fall behind in the course. You can return to the previous Module later and work on the WarmUp and homework.

MyMathLab homework/quizzes open TWO WEEKS before the deadline. They will be graded by the software and you will see your score immediately after submitting your work. You will have 3 attempts on each problem in the **homework**; however, if all attempts are used and you wish to receive a credit for the problem, you can click on "Similar Exercise" and get a "fresh" problem up to 3 times.

<u>Module Quizzes:</u> You will take a Module Quiz in MyMathLab after you complete at least 80% on the Homework. **Each quiz is worth 5 points**. Quizzes cover the same material as the homework and will include problems similar to the ones in the homework. There will be 5 – 10 problems given for a 30-minute period of time and the <u>better</u> of two attempts will count. We offer 24 quizzes; however, only 20 quizzes will count towards your grade (your 4 lowest scores will be dropped). Thus, a maximum total score earned on the Module Quizzes in MyMathLab is 100 points.

<u>Makeup Policy on Quizzes</u>: If you have a <u>legitimate documented reason</u> for not meeting the deadline on a MyMathLab Module Quiz or Discussion Quiz, you have to contact Ms. Ward 48 hours <u>prior</u> to the event in order to make up the missing Module (see the contact information on the first page of the current syllabus).

<u>We do not accept any late excuse documentation</u>. Quizzes, Homework, and Exams will not be reopened, reviewed, offered, or graded after December 9th. You have to immediately report to Ms. Larie Ward (larie@ufl.edu**) any problem with your assignments.**

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.

UNIT EXAMS AND MAKE UP

1. **You will take your exams on the dates indicated in the Calendar.** Unit exam duration is 60 minutes. You must register with ProctorU for each exam at least 4 days prior to the exam date.

2. The unit tests are offered in MyMathLab. Each Unit Exam contains 20 four-point problems. A maximum of 80 points can be earned on a unit exam or Make Up. 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 <u>MyMathLab Gradebook and clicking on Review next to the exam</u>.

3. **Make up Policy for Unit Exams:** Each unit test will be offered at the end of the semester on December 9th, as indicated in the Calendar. On that day, you may take <u>one</u> of the three unit tests. If all three unit tests were taken, you may "retake" <u>one</u> test and the **better grade** on that unit (retake or original) will count. No document/signing up is required for the Makeup on December 9th. **Caution**: If you take more than one Makeup exam, none of your Makeup exam scores will count towards your grade.

   If you miss a Unit test due to <u>legitimate documented circumstances</u> and wish to make it up before December 9th to save the MakeUp for another test, contact Ms. Ward immediately. <u>Late excuse</u> <u>documentation will not be accepted</u>.

For each exam, you should have <u>only</u> the following items:
   a) **A pencil or a pen.**
   b) **Your UF Gator1 picture ID card or a government issued picture ID**
   c) **Blank scratch paper**
NO CALCULATORS! NO CELL PHONES! NO NOTES! NO BOOKS!

<u>**Final Exam**</u>: On **Saturday**, **December 9th**, a comprehensive 75-minute Final Exam will be given. It consists of 25 multiple choice, 4-point questions for a total of 100 possible points. <u>The Final Exam is mandatory</u>. You must register for the exam with ProctorU at least 4 days in advance of the Final Exam.

<u>**CheckUp Exams**</u>: There will be three CheckUp Unit Exams and a CheckUp Final offered online to help you to get ready for the actual exam. Each CheckUp will become available a week prior to the actual exam date and **closed at the midnight of the day preceding the exam**. The CheckUp Exams are designed to help you to actively review the material. Each CheckUp exam is worth 15 points and can be taken only once. A CheckUp exam contains 30-50 multiple choice questions for a 120 minute time interval. 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.

COURSE GRADE

<u>**Course Grade**</u>: The course grade is based on 750 points accumulated as follows:

1	Introduction Quiz	@ 5 points	5
1	MyMathLab Syllabus Test	@ 7 points	7
24	WarmUp Quizzes	@ 2 points	48
24	Online Homework	@ 5 points	120
20	Online Quizzes	@ 5 points	100
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 <u>strictly</u> 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%

<u>**Satisfactory/Unsatisfactory Option:**</u>
S   at least 66 %:   Approval of S/U option must be obtained from Ms. Ward by September 11th.
U   less than 66 %:   Gordon Rule is <u>not</u> fulfilled with S/U option.

Grade I: The grade of "I" (Incomplete) is <u>never</u> used to avoid an undesirable grade. It is used <u>only</u> 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 with Ms. Ward to receive an "I" in the course.

Calculator Policy: A **scientific calculator may be required** for some homework and MyMathLab problems but is **not allowed** on the Exams.

Make up policy: All make ups in the course are given only on legitimate and documented reasons. NO late documentation will be accepted. NO makeups will be given at the end of the term.

SPECIAL ACCOMMODATIONS

Students with learning disabilities requesting accommodations on homework, quizzes, and exams must first register with the Dean of Students Office. The Dean will provide the student with documentation, which must be turned in to the course coordinator Ms. Larie Ward **during the first two weeks of the semester**.

ACADEMIC HONESTY

The University of Florida expects students to be honest in all of their university classroom work. Please remember to commit yourself to academic honesty with the 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."
The Math Department expects you to follow the academic honesty guidelines. Matters of violations of academic honesty are adjudicated by the Student Honor Code.

HELP

Please refer to the **UF Computing Help Desk** with all problems relating to the **computer usage.**

In addition to participating in the discussion boards, attending your instructor's office hours, and using tutorial features in MyMathLab, the following aids are available:

(a) <u>Smart Thinking</u>: 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.

(b) <u>Private Tutors</u>: If, after availing yourself of these aids, you feel you need more help, you may obtain from the Mathematics Department Office (358 Little) a list of qualified tutors for hire. This list is also posted on the department web page www.math.ufl.edu

ONLINE COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are available near the end of the semester.