

Official Master Syllabus for MRTC Courses

Welcome! We are glad that you are taking a course in the Math Resource and Teaching Center (MRTC). Here is the information you need to be successful in our classes. If you have questions or concerns, please ASK!

Textbook and Software: Some homework, quizzes, and tests/exams are accessed with Pearson Math Software MYLABSPLUS (MLP). An electronic version of the textbook is available within MLP. You may purchase the University of Arkansas MLP access kit from a local bookstore or online when you access the MLP portion of your class.

Accessing your MRTC MATH Course with Single Sign On:

- Generally, you will access your course through Blackboard (BB) by going to learn.uark.edu. Log in using your university email login and password. There will be an option (a button or link) that will directly sign you in to MLP and allow you to work on your homework, quizzes, or tests/exams.
 - If there is ever a time when Blackboard is NOT working and you need “the back door access to MLP,” go to uark.bb.mylabsplus. Your login is your university email without the @uark.edu part. The first time you do this, you will click on “forgot password” and the directions for resetting your MLP password will be sent to your uark email.
- The MLP software is installed in the General Access Computer Labs (GACL) and on the computers on the second floor of the Science and Engineering Building (SCEN). Using other computers will require you to install the necessary MLP programs by clicking on the SUPPORT tab on the opening page of the online course then clicking on MYMATHLAB BROWSER CHECK.

Problems with Software: If you cannot access your MLP course:

- Check your browser- click on SUPPORT then MYMATHLAB BROWSER CHECK near the top of the page
- Delete your cookies
- Try a different browser
- Try a different computer- Firefox is Recommended
- Contact Pearson Tech Support by clicking on TECH SUPPORT link at the top of the page and select one of the means listed
- Call Pearson Helpline at 888-883-1299

Communication: Check the MLP Announcement Page and your university email account twice a day for important class information. Outages and other problems will also be reported via Twitter at @UarkMRTC

Course Entry Quiz: You must score 100% on this course entry quiz before you can work in MLP. If you have questions about the quiz content, contact your instructor immediately.

MLP Gradebook: The MLP Gradebook can take up to 12 hours to update your scores. Therefore you must have the required prerequisite homework completed at least 12 hours before you plan to take a quiz or test/exam. Grades in the MLP Gradebook are approximations of your actual grade. Official grades will be kept in the MLP Gradebook, NOT the Blackboard (BB) Gradebook.

Grading Scale: The final letter grade is based on the following percentage scale:

A = 90.0%-100%; B = 80.0%-89.9%; C = 70.0%-79.9%; D = 60.0%-69.9%; F = 0-59.9%

Academic Integrity: “As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.” Each University of Arkansas student is required to be familiar with and abide by the University's Academic Integrity Policy which may be found at <http://provost.uark.edu/>. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

Accommodations: Under University policy and federal and state law, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If you have such a disability and need special academic accommodations, please report to Center for Educational Access (CEA). Reasonable accommodations may be arranged after CEA has verified your disability. You must submit your paperwork to your instructor or Dr. Cleaveland (SCEN 220) as soon as possible. To receive accommodation this must be done at least a week before you take a test/online quiz/exam. Do not hesitate to contact your instructor or a member of the MRTC Staff if any assistance is needed in this process.

Inclement Weather: Instructors make every effort to hold class. If you feel that travel is too hazardous due to weather conditions, inform your instructor by email. If the university is officially closed, class is canceled. Your instructor will notify you of schedule changes for the study and testing labs in SCEN by email, announcements in MLP/BB, and via Twitter at @UarkMRTC

Emergency Procedures: Many types of emergencies can occur on campus. Instructions for specific emergencies such as severe weather, active shooter, or fire can be found at emergency.uark.edu.

Severe Weather (Tornado Warning):

- Follow the directions of the instructor or emergency personnel
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD):

- CALL- 9-1-1
- AVOID- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- DENY- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it's safe.
- DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

We reserve the right to make changes to the syllabus. You will be notified of changes in class, on the MLP/BB Announcement pages, and/or via university email.

**Extended syllabus for Beginning and Intermediate Algebra, MATH 0003
FALL 2013**

COURSE NAME: Beginning and Intermediate Algebra (MATH 0003)

REQUIRED SOFTWARE: MYLABSPPLUS software

REQUIRED MATERIALS: TI-84 or below

COURSE COORDINATOR: Joshua Girshner, SCEN 224; jgirshne@uark.edu

PURPOSE: To provide the essential prerequisite skills to take College Algebra.

TEXTBOOK AND SOFTWARE: The homework, online quizzes, tests and exam will all be completed using MYLABSPPLUS (MLP) that correlates to the textbook, Introductory and Intermediate Algebra by Akst and Bragg. An electronic version of the textbook is available (no additional cost) through the required MLP.

You are able to work on the course in the General Access Computer Labs and on the computers on the second floor of the Science and Engineering Building (SCEN). If you want to work on the course on any other computer, you will need to install the necessary programs by clicking on the SUPPORT tab on the opening page of the online course then clicking on MYMATHLAB BROWSER CHECK.

CLASS TIME AND LAB TIME: The course has two components: class sessions with your instructor and lab sessions in SCEN 206, 209, and/or 212. The class meets for 50 minutes three (3) times per week with your instructor. Your instructor will be there every day; you are expected to do the same. The lab sessions REQUIRE you to work on the course (doing homework, quizzes and reviews) for a total of at least 60 minutes each week. It is recommended that you try to go to SCEN 212 first as it is designated for Algebra. There will be approximately 14 weeks of lab minutes required (this includes the first week of school). Lab minutes are part of your grade. If you do not meet the lab requirement, points will be prorated based upon the number of minutes completed.

Lab minutes are monitored by a computer program. You MUST login to the software by using your university ID and then you MUST logout when leaving the teaching lab. Always check the monitor to make sure you have logged in or out correctly. If you fail to login, you will NOT receive credit for those minutes in lab. If you fail to logout, you will not receive credit for any minutes for that lab session. It is your responsibility to remember to login and to logout. If you need to leave the teaching lab room for any reason you MUST logout and then you will have to login again. The lab supervisors will be monitoring the room when students leave for short periods of time. Also, the use of cell phones, text messaging or any activity other than working on this math course is not permitted in the labs. If you need to use the phone, you MUST LOGOUT and leave the room to talk/text message on the phone. When you return you must log in again. You are only permitted to work on your Math 0003 course while in the labs. Failure to abide by these rules is a violation of the Academic Integrity Policy.

It is strongly suggested that you keep track of your minutes in the labs. Your instructor is not able to determine how many minutes you have acquired. Roughly 8 weeks into the course, a report becomes available and your total minutes earned at that point will be entered into your MLP Gradebook. Your instructor will not have access to another report until the semester concludes.

HOMEWORK: Homework assignments are done on the computer and are graded by the computer. **Each quiz has a prerequisite homework completion score required before you can begin the quiz. The prerequisites can be seen at any time by “hovering” over the green flag next to the quiz in MLP.**

The computer grades the homework and posts your score immediately in the Gradebook. If you believe an error was made in the grading, please notify your instructor as soon as possible. You may work on each assignment to improve your grade until it is due by clicking on the navigational tab HOMEWORK on the

opening page of the course. Each assignment has a due date and time. It is clearly marked in the online course and in the Calendar in the software.

ONLINE QUIZZES: There are 12 graded online quizzes. Quiz #2 will be taken during class time, in the testing center. You will only receive ONE attempt at quiz #2. The other 11 of these online quizzes will be taken outside of class time at “home”. You will have 3 attempts for each quiz taken at “home” with only the highest score counted as your grade for the quiz. There are no make-ups for any missed quizzes. Your two (2) online quizzes with the lowest scores will be dropped at the end of the semester. The quizzes are timed.

TESTING: There will be 3 unit tests. The prerequisites for each test can be found on MLP. These tests must be taken in the Testing Lab, SCEN 203, on one of the scheduled days. The tentative testing dates are below. The hours of operation for the testing lab will be posted outside the testing lab. There are a limited number of computers in the testing lab and they are available as first come first served. You must show your university issued ID in order to take a test. Only one attempt is allowed for each test. You will have up to 75 minutes to take the test. Each test is designed for 50 minutes, but 10 minutes additional time is allowed to compensate for the extra time needed for typing in your answers and another 15 additional minutes is allowed for possible computer/internet problems during the test. If there are computer/internet problems during your test that are less than 15 minutes, you will not be given any additional time to complete the test. If the problem lasts for more than 15 minutes, you will be instructed what to do. You **MUST** show your university issued ID in order to take the test. The only other thing you need to bring is an approved calculator and a pencil or pen. Scrap paper will be provided if you ask for it.

After submitting the test your test score will be displayed and you will be allowed to review the test by clicking on REVIEW TEST. While reviewing the test you will be able to see the correct answer and your answer. If you feel a mistake was made in the grading or that you MIGHT deserve partial credit, you may request a "pink slip" from the proctor. You will need to complete this form with clear explanations. Your scrap paper, calculator and pink slip must be turned in before you leave the room.

TENTATIVE DEADLINE FOR TEST DATES IN BOLD WITH EARLY DATES IN PARENTHESES:

Test #1: (Thursday, September 19), **Friday, September 20**

Test #2: (Thursday, October 24), **Friday, October 25**

Test #3: (Thursday, November 21), **Friday, November 22**

FINAL EXAM: (Monday, November 25), (Tuesday, November 26), **Sunday, December 8**

FINAL EXAM: You will receive up to three (3) attempts at the final exam on the specific dates shown above. The final exam must be taken on the computer in the testing center. NOTE: the exam times for this course are not based on the time the class meets. Only the highest score will count if you choose to make multiple attempts. You must show your university issued ID in order to take the exam.

MAKE-UP TEST POLICY: You really do NOT want to miss a test. However, if you must, email your instructor as soon as possible. Most make-up tests will be given at the end of the semester. There will be no partial credit or pink slips. Taking a make-up test at the end of the semester will be more difficult than taking the regularly schedule test.

TESTING LAB ACADEMIC POLICY: See Testing Lab/Center Guidelines

PARTICIPATION POINTS: Attendance is required for the traditional class meetings and roll will be taken. Participation counts toward your final grade. If you are absent, it is your responsibility to check the due dates for any online course work that is due in addition to anything that your instructor may have assigned. You can expect a variety of participation work that will be graded and count toward your final grade. Any graded work distributed and/or collected during class time that you miss due to an absence might result in the loss of participation points.

SPECIAL NOTE ABOUT FRACTIONS VERSUS DECIMALS FOR ANSWERS: If the answer is NOT an integer AND the program does NOT indicate that it will accept a decimal then the answer should be written as a FRACTION IN REDUCED FORM. In general all answers should be integers or fractions unless otherwise specified.

DETERMINATION OF YOUR GRADE: Your grade is determined by your scores on the three tests and the final exam and the remaining percentage is determined by your scores on the homework assignments, quizzes, lab points and participation grades. Your instructor will upload the participation grades into the software at the end of the semester. The final letter grade is based on the following percentage scale:

A = 90.0%-100%; B = 80.0%-89%; C = 70.0%-79%; D = 60.0%-69%; F = 0-59.9%

The breakdown of grades for this course is shown below:

Lab Minutes	05%
Homework	05%
Quizzes	10%
Test 1	12%
Test 2	12%
Test 3	12%
Project	12%
In-Class Grade	12%
FINAL EXAM	20%