

## MATH 2053 Syllabus Fall 2013

**Course Name:** Finite Mathematics (MATH 2053)

**Textbook:** *Finite Mathematics* by Lial, Greenwell, and Ritchey

**Software:** MYLABSPLUS Student Access Kit

**Other Requirements:** Turning Technology Clicker

**Course Coordinator:** Brian Rickard, SCEN 222, brickar@uark.edu

**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.

The software requires that some programs be installed on your computer. This software has been installed in the General Access Computer Labs and on the computers on the second floor of the Science and Engineering Building (SCEN). You are able to work on the course using any of these computers. If you want to work on the course on any other computer you will need to install the necessary programs. This can be done by clicking on the SUPPORT tab on the opening page of the online course then clicking on MYMATHLAB BROWSER CHECK.

### **Accessing your MRTC MATH Course with Single Sign On:**

- Generally, you will access your course through Blackboard (BB) by going to [learn.uark.edu](http://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](http://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

**Class Time and Lab Time:** The course has two components: class setting with your instructor and computer practice lab sessions in the specified computer lab in the SCEN building. The class meets for 50 minutes twice a week with your instructor in a traditional class setting. The lab sessions REQUIRE you to work on the course (doing homework, quizzes, and reviews) for an average of 50 minutes each week. There are 50 points possible for meeting the lab requirement. If you do not meet the lab requirement, points will be prorated based upon the number of minutes completed. NOTE: You can only acquire lab minutes in SCEN 209, 211, and 212. These labs will be clearly marked.

Your minutes for lab time will be monitored by a program called Minute keeper. You must login to Minute Keeper by using your university ID and then you MUST logout when leaving the lab. If you fail to either login or logout, you will NOT receive credit for those minutes in lab. It is your responsibility to remember to login and logout. If you need to leave the lab room for any reason you must logout and then login when you return. The lab supervisors will be monitoring the room when students leave for short periods of time. Also, the use of cell phones and text messaging 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. You are only permitted to work on your Math 2053 course while in the labs. Failure to abide by the rules may result in the loss of all lab minutes for that day.

We highly recommend that you keep track of your time in the labs throughout the semester. Do not ask your instructor or MRTC personnel about how many minutes you have for the semester. They do not have access to that information. **Falsification of lab minutes is considered academic dishonesty and will result in ZERO lab minute points for the semester.**

**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.

**Pre-Class Assignments:** Prior to each class you will have a pre-class assignment composed of videos and problems to prepare you for the class. There will be clicker quizzes at the beginning of each class over these assignments.

**Clicker Quizzes:** Beginning the second week of class, there will be a clicker quiz at the beginning of each class covering concepts from the pre-class assignments or from previous lessons.

**Group Work:** Most days there will be in-class group work that will be graded by the clicker at the end of class.

**Homework:** Before starting homework you must complete the Course Entry Quiz and the Mylabsplus Orientation homework. Several homework assignments will require that you also complete a college algebra review concerning topics related to the current homework. All homework assignments are done on the computer. 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. It is clearly marked in the online course. After the assignment is due the computer will not allow you access to the homework in order to improve your score but you may review your homework at anytime without changing your grade by clicking on the GRADEBOOK navigational tab. Homework will not be accepted late for credit. **Each homework problem will be limited to 10 attempts.**

**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

**Online Quizzes:** There are ten graded online quizzes that you will take either outside of class time or in the testing center using the MYLABSPLUS (MLP) software. You will have 3 attempts for each outside of class quiz and the highest score is counted as your grade for the quiz. There are no make-ups for missed online quizzes. At least one online quiz will be dropped. Some of these quizzes **MUST** be taken in the Testing labs on the assigned dates using the MLP software. You will have only one attempt on these quizzes. Each quiz requires a certain percentage on the homework for the test before you can access it and must be completed by the date and time listed. The required percentage will vary for each quiz. It is your responsibility to check the requirements for each quiz. **It is your responsibility to keep up with the due dates on the online course work.**

**Participation Points:** The Turning technology clickers will be used for attendance, participation, group work, and in-class quizzes. 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. **Falsification of attendance is considered academic dishonesty and will result in ZERO attendance points for the semester.**

**Prerequisite for Each Test:** Each test requires a score of at least 95% on the homework unit for the test before you will be allowed to take the test. The program will not allow you access to the test until you have a 95% on the Homework for the test.

**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.

**Testing:** There are three 120 point tests. **You must score at least 95% on the homework for each test in order to take the test.** You will be allowed 75 minutes for each test. The test is designed to take 50 minutes but 10 minutes is added to compensate for the extra time needed for typing in your answers and another 15 minutes is allowed for possible computer/internet problems. If the internet has a problem during your test that is 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. The tests and final will be taken in the Testing Center, SCEN 203 on the scheduled dates. The tentative testing dates are listed below and if changes are made you will be notified on the homepage of the MLP course. The hours of operation for the Testing Center will be posted outside the Testing Center. There are a limited number of computers in the testing center and they are available as first come first served. You must show your university issued ID in order to take a test.

**Final Exam:** The final exam is **December 19, 2013** and will be taken on the computer in the Testing Center. You will have two hours (this includes the 15 minutes for internet problems noted under the Testing heading) to complete the exam. You must show your university issued ID in order to take the exam.

**Make-Up Tests:** We loathe make-up tests. If you miss a test, please contact your instructor as soon as possible. Most make-up tests will be given at the end of the semester in the Testing Lab (SCEN 203). There will be no partial credit or pink sheets. In addition, the make-up test will be more difficult than taking the regularly scheduled test.

Testing Groups	Group 1	Group 2
	MW 7:30 AM - 8:20 AM	TR 8:00 AM - 9:15 AM
	MW 8:35 AM - 9:25 AM	MW 3:05 PM - 3:55 PM
	MW 10:45 AM - 11:35 AM	MW 4:00 PM - 4:50 PM
	MW 11:50 AM - 12:40 PM	MW 4:10 PM - 5:00 PM
	MW 12:55 PM - 1:45 PM	MW 5:00 PM - 5:50 PM
	MW 2:00 PM - 2:50 PM	MW 5:15 PM - 6:05 PM

	Test Schedule	
	Group 1	Group 2
Test #1	October 7, 8	October 8, 9
Test #2	November 12, 13	November 13, 14
Test #3	December 8, 9	December 8, 10
Final Exam	December 19	December 19

**Testing Lab Academic Policy:** The use of cell phones, including text messaging, and any personal media devices (including iPods, PDAs, personal calculators, etc.) in any of the testing labs is strictly prohibited. Turn off all these devices **BEFORE** entering the Testing Lab and store them with your other belongings. Do not take out or turn on these devices until you have left the Testing Lab. No belongings, including purses or backpacks, may be brought to the testing machines. **The only items allowed at the testing machine are a pen/pencil, the official testing lab calculator, the official testing lab scratch paper and your student ID.** There is space allotted for such materials on the shelves in the Testing Lab or in the lockers outside of SCEN 203. A violation of this policy could result in a non-replaceable zero on the quiz/test/exam being taken. In addition, the student might be required to report to the Office of Community Standards and Student Ethics (OCSSE).

**CALCULATOR POLICY:** For the tests on the computer you will only be allowed to use the calculator on the computer or TI-84, which will be available during the tests. You should be familiar working with either of these calculators as the proctors cannot answer questions about the operation of the calculators during a test. It is strongly recommended that you use the calculator on the computer, a TI-83, or a TI-84 when doing your online homework and quizzes.

**Determination of grades:**

Three tests = 36% of the final grade

Final exam = 24% of the final grade

Preclass, homework, quizzes, labs, and participation = 40% of the final grade

Pre-class Assignment	60
Homework	80
Quizzes	80
Participation	
Lab Minutes	50
Attendance	30
Group Work	60
Clicker Quizzes	40
Tests (3 @ 120pts)	360
Final	240
Total	1000

**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 Honesty Policy:** 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://honesty.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 any member of the class has such a disability and needs special academic accommodations, you can request services from the Center for Educational Access (CEA) at <http://cea.uark.edu>. Reasonable accommodations may be arranged after CEA has verified your disability. Do not hesitate to contact your teacher or the course coordinator 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](http://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.

**Note:** 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.