

## 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 the “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. 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](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 is 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, Online

Fall 2014

**COURSE NAME:** Beginning and Intermediate Algebra (MATH 0003)

**REQUIRED SOFTWARE:** MYLABSPPLUS software

**REQUIRED MATERIALS:** TI-84 or below

**COURSE COORDINATOR:** Gretchen Thompson, SCEN 219; gmthomps@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.

**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 15 graded online quizzes. There are 12 lesson quizzes and 3 Unit Quizzes. The Unit Quizzes are weighted more heavily than the lesson quizzes. You will receive 3 attempts at a lesson quiz. The highest score for the lesson quizzes will be counted as your grade. You will only receive ONE attempt at Unit quizzes. There are no make-ups for any missed quizzes. Your two (2) online lesson quizzes with the lowest score will be dropped at the end of the semester. The quizzes are timed.

**TESTING:** There will be one (1) midterm and a final exam. The prerequisites for the midterm can be found on MLP. These tests can be taken in the Testing Lab, SCEN 203, on one of the scheduled days. The tentative testing dates are below. **Please contact your instructor (gmthomps@uark.edu) immediately if you are not able to test in the testing center at UA!** 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 120 minutes to take the midterm. The midterm is designed for 100 minutes, but 10 minutes additional time is allowed to compensate for the extra time needed for typing in your answers and another 10 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 10 minutes, you will not be given any additional time to complete the test. If the problem lasts

for more than 10 minutes, you will be instructed what to do. The only other thing you need to take the test is an approved calculator and a pencil or pen.

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 email your instructor. You will need to explain which problem has the error with clear explanations.

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

**MIDTERM:** Monday October 27, Tuesday October 28

**FINAL EXAM:** Monday December 15, Tuesday December 16

**MAKE-UP TEST POLICY:** You are not allowed to make-up any tests. There will be an option to make-up one of the 3 unit quizzes at the end of the semester.

**TESTING LAB ACADEMIC POLICY:** See Testing Lab/Center Guidelines

**PARTICIPATION POINTS:** You will receive a participation grade based on your activity in the Journals on Blackboard. To receive a 100% on participation, you must answer ALL journal questions intelligently. Participation counts toward your final grade.

**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%-89.9%; C = 70.0%-79.9%; D = 60.0%-69.9%; F = 0-59.9%

The breakdown of grades for this course is shown below:

<b>Homework</b>	<b>5%</b>
<b>UNIT QUIZZES</b>	<b>15%</b>
<b>Quizzes</b>	<b>5%</b>
<b>Project</b>	<b>5%</b>
<b>Participation</b>	<b>10%</b>
<b>MIDTERM</b>	<b>20%</b>
<b>FINAL EXAM</b>	<b>40%</b>