

# MATH 1204 ONLINE College Algebra with Review Course Syllabus and Handout

## Fall 2014

**Instructor:** Dr. Cleaveland

**Office:** SCEN 220

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**Office:** MWF: 9:30 am – 11:30 am and by appointment

**MLP Software:** You must purchase the MLP student access kit on the first day of class. Assignments have due dates and assignments are not accepted late. The student access kit can be purchased at one of the bookstores in town or directly from Pearson website when you first log into the course. NOTE: if you have taken this course in the last 12 months, you may not be required to purchase a new code. If your old code works the course should appear when you log into the website: [uark.bb.mylabsplus.com](http://uark.bb.mylabsplus.com).

**Course Entry Quiz:** After registering in MLP you need to take and make a 100% on the Course Entry Quiz. This quiz is a pre-requisite for your assignments in MLP.

**Pre-Assessment Quiz:** This quiz is required by the university. You need to take it seriously and do your best but do not get stressed if you do not do well. It probably means that you are in the correct course. If you do very well, it might be possible to move you to Math 1203 (which meets 3 days a week). This quiz is a pre-requisite for your assignments in MLP also.

**Blackboard:** This course will utilize Blackboard. You can use Blackboard to sign into MLP and for collaboration sessions. Collaboration Sessions will be used for required meetings, office hours and study sessions.

**Calculators:** For tests/exams only TI-84/83 calculators will be allowed and the memory must be cleared. It is strongly recommended that you use a TI-84/83 calculator on all assignments.

**MLP Homework Assignments:** The homework assignments are divided into weekly assignments that are due at the end of each week unless otherwise stated/listed.

**MLP Quizzes:** There will be periodic quizzes in MLP covering each week. You will have 3 attempts to complete each quiz. Since you have multiple attempts, partial credit will not be given. The best score counts toward your final grade. At least 2 quizzes will be dropped. You will receive a zero on any quiz that is not taken by the due date. There are no late quizzes. There will be weekly CONTENT quizzes due on Sunday evening but you will have only one attempt to complete this type of quizzes.

**Tests:** There will be a total of 4 tests/exams with different point values. The midterm is worth 100 points, the comprehensive final exam is worth 200 points and the two checkpoint tests are worth 50 points each. The midterm and final exam will require the use of the remote proctoring company. More information about scheduling these two tests/exams will be provided later.

The tentative test dates: Checkpoint 1 on Sept. 18, 19 or 20

Midterm\* on Oct. 16, 17 or 18

Checkpoint 2 on Nov. 13, 14 or 15

Final Exam\* on Dec. 14, 15 or 16

\* These tests/exams must be scheduled with the remote proctoring service. Using the remote proctoring service will require the use of a webcam, a microphone and a broadband internet connection.

There will be no make-ups or retakes on any of the tests/exams. If there are any conflicts with the testing dates, you must contact me at least one week before the test.

**Additional Class Assignments/Notes:** Each week there will be at least one set of “lesson notes” that you will need to read/study because you will be quizzed over the material in the CONTENT quiz due on Sunday night. There may also be other types of assignments due throughout the semester. Another important reason to check your email and MLP announcements frequently.

**Discussion Quiz:** Most weeks you will have a discussion quiz where you will be asked to write about a question that shows your understanding of some content/topic in the course. You will not be “solving” a mathematical problem but discussing/explaining a subject. This quiz will generally be due on Thursday nights.

**Project:** There will be one group project due near the end of the semester. You will be put into groups and the group will determine which project (from a list provided), how to divide up the work based on a given set of conditions.

**Required Meetings with you Instructor:** Each student is required to have a meeting with me before each of the 4 tests. We can meet in my office, SCEN 220, during normal office hours and by appointment OR we can setup a meeting online using the Collaborate software in Blackboard. You are not limited to only the required 4 meetings. You are invited and encouraged to contact me as soon as a problem arises through email or scheduling a one on one meeting in my office or on Collaborate. These meetings are important. They give us an opportunity to discuss any problems with the course material/content, any misconceptions and your progress in the course.

**Due Dates and Schedule:** It is your responsibility to check the due dates for assignments in MLP. The due date for each MLP assignment will be listed including the time. Failure to adhere to the dates will result in scores of zeros on the assignments.

**Communication:** Emails and announcements will be the tool used to communicate with students. You need to check your university email account and the MLP announcement page at least twice a day, preferably once early in the day and then again in the evening for updates and reminders from your instructor.

When emailing me, please add the word ONLINE in the subject line of the email and your full name. Since I have many students in different classes it is important that I know which course you are registered in. During the school hours, I check my email frequently and then again once in the evening. On the weekends I may only check email once a day. I will try to reply to your email as soon as possible.

**Caution about Procrastination:** Things can and do go wrong. It is best not to wait until the last minute to complete assignments. Examples: many students will be logged into MLP on Sunday night and MLP or your internet goes down/slows; you may miss calculate the amount of time needed to complete an assignment. These are common problems that students request extensions for. It is not guaranteed that you will be given an extension. You should be working on the course throughout the week. Try to pace yourself.

Note the instructor reserves the right to make changes to the syllabus/handout as needed. If changes are made, you will be notified of the changes by email and announcements in MLP.

## OFFICIAL MRTC MASTER SYLLABUS

**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 MYLABSPPLUS (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](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

**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](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.

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.