

## MATH 1203 – College Algebra Course Syllabus (MLP)– Fall 2015

**Course Coordinator:** Mrs. Audrey Kruse, [akruse@uark.edu](mailto:akruse@uark.edu)

### **Course Description:**

This course entails exploration of College Algebra material using a real world application and math modeling approach through the exploration of functions. The focus of the course is to build confidence in problem solving and to increase number sense by using technology and exploratory learning.

### **Textbook/Required Materials:**

- *College Algebra* by Robert Blitzer, 6th Edition, Pearson (optional)
- University of Arkansas MyLabsPlus (MLP) Student Access Kit (**You MUST purchase your access code for MLP immediately, so you do not get behind in the course.**)
- TI-84 or below (or similar) calculator. The TI-84 is highly recommended.
- You can immediately gain access to your class by selecting the “Temporary Access” option. Keep in mind that your course will “LOCK” after 14 days and you will need to purchase your access at that time before continuing any work.

### **Calculators:**

Each student will need a calculator for in-class work and tests. For exams taken in the testing center you may use your own approved calculator or one supplied by the testing center. **TI-85 or higher calculators, laptops, cell phones, and other mobile devices are NOT acceptable calculators.**

### **Grading:**

Homework	05.0%	In Class Participation	05.0%
Quizzes*	15.0%	Test 1*	15.0%
Lab Minutes	05.0%	Test 2*	17.5%
Project 1	05.0%	Concepts Exam	07.5%
Project 2	05.0%	Final Exam	20.0%

\* denotes assignments with a required prerequisite.

The final grade will be the weighted average of the above categories. Letter grades will follow a 90-80-70-60 scale. **There is no bonus, no rounding, and no curve in this course.** No considerations will be given to students scoring below a 70% on the final. The grading scale is subject to change at the discretion of the course coordinator.

NOTE: The instructor reserves the right to make changes to the syllabus as needed. If changes are made, you will be notified of the changes in class or by your university e-mail address.

### **Quizzes:**

All quizzes will be taken on the MyLabsPlus website. There are a total of 12 lessons in this course with each lesson having 2 associated quizzes for a total of 24 online quizzes. You must earn a 90% or better on a lesson homework in order to access that lessons quizzes. Quizzes are due on Sunday night at midnight with extensions granted in only the most extreme circumstances at the discretion of the course coordinator. At least 2 of your lowest scoring quizzes will be dropped at the end of the semester.

### **Exams:**

All tests will be taken in the MRTC Testing Center (CHPN 327) on the MyLabsPlus website. Refer to the Testing Center Guidelines on the Math Department's website <http://math.uark.edu/3747.php> before taking a proctored exam. Exams are timed with 10 minutes added to allow for entry of solutions into MLP and an additional 15 minutes added for possible internet issues/slowness. These combine to give a total possible exam time of 75 minutes (Test 1, Test 2) and 100 minutes (Final Exam). The Concepts Exam is taken on paper, in class, during class time, on the date specified on your course calendar.



### **Pre-Assessment:**

All college algebra students are REQUIRED to take the Pre-Assessment at the beginning of the semester. After you have bought the MLP access code and accessed your MLP course, you need to go to the testing center (CHPN 327) to take the Pre-Assessment. The Pre-Assessment will be taken on the computer using your MyLabsPlus account. You will be allowed 30 minutes to complete this assessment. The hours for the testing center are posted outside CHPN 327.

### **Lab Minutes:**

Lab minutes are a required portion of this course. You can earn minutes by swiping your university ID in the mathematics teaching lab located on the third floor of Champions Hall. You must earn *at least* 250 lab minutes by October 16<sup>th</sup>, and *another* 250 by December 1<sup>st</sup> in order to receive full credit for lab minutes. That is 500 TOTAL lab minutes, you can earn a MAXIMUM of 100 minutes per day in the lab. Any minutes over 100 in a single day will not contribute to your required 500.

### **Calculator Policy for the Testing Center:**

You may use a TI-84 (or below) calculator with the cover removed. All other calculators must be pre-approved by your teacher. Proctors and teachers will NOT be able to help you with calculator operations during tests. YOU must clear the calculator memory BEFORE and AFTER the test.

### **Make-Up Policy:**

Homework on MyLabsPlus may be made up at any time for full credit up until the final day as indicated on the course calendar for your class. MyLabsPlus quizzes and tests will not have any make-up work allowed except for extenuating circumstances. Any requests for test make up will have to be submitted in writing along with any accompanying documents supporting the need for a make-up exam. Special considerations are entirely at the discretion of the instructor of the class and the course coordinator.

NOTE: The instructor reserves the right to make changes to the syllabus as needed. If changes are made, you will be notified of the changes in class or by your university e-mail address.

### **Technology Use Policy:**

This course has an online component and you are expected to ensure that you can access all course material on a regular basis either from the university or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins, and upload files. **If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time!**

### **Netiquette Policy:**

Netiquette is online etiquette. It is important that all participants in courses involving an online component be aware of proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the University values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see The Core Rules for Netiquette (<http://www.albion.com/netiquette/corerules.html>) by Virginia Shea.

### **Communication:**

All course instructors have posted office hours and can be contacted through e-mail or MyLabsPlus. If you need to meet with your instructor outside of office hours it will be up to you to make an appointment with that instructor.

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## **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!

**Vision:** The MRTC's vision is a society where people effectively use mathematics and statistics to improve and enrich their communities.

**Mission:** The mission of the MRTC is to emphasize relevance, cultivate understanding, and promote utilization of mathematics and statistics by providing an engaging and collaborative educational environment for our diverse community of learners.

**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 bookstores or online when you access the MLP portion of your class.

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

- You will find a single-sign-in line to MLP on your course's Blackboard page.
- 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 address **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.

NOTE: The instructor reserves the right to make changes to the syllabus as needed. If changes are made, you will be notified of the changes in class or by your university e-mail address.

**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 - Firefox is recommended
- Try a different computer
- Contact Pearson Tech Support by clicking the SUPPORT tab on the page at [uark.bb.mylabsplus.com](http://uark.bb.mylabsplus.com)
- Call Pearson Help Line at 888-883-1299

**Communication:** Check the MLP Announcement Page, your university email account and/or Twitter at @UarkMRTC regularly.

**Course Entry Quiz:** You must score 100% on this course entry quiz before you can work in MLP.

**MLP Gradebook:** Grades in the MLP Gradebook are approximations of your actual grade. 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, test or exam.

**Grading Scale:** 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%

**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 that they have an equal opportunity to perform in class. If you have such a disability and needs special academic accommodations, please report to Center for Educational Access (CEA). Reasonable accommodations may be arranged after CEA has verified your disability. You must meet with your instructor or Dr. Cleaveland (SCEN 220) at least a week before you take a test/online quiz/exam to receive any accommodations. 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, alternate methods of instruction will be communicated to you through an MLP announcement and/or by university email.** 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).

**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 its safe.
- DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

**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

***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***

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If changes are made, you will be notified of the changes in class or by your university e-mail address.