

MATH 1204 Online – College Algebra with Review - Course Syllabus
Summer 2015 May 26th – July 16th

Course Coordinator: Mrs. Audrey Kruse, 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:

- 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. All other calculators must be pre-approved by your teacher. TI-85 or higher calculators, laptops, cell phones, and other mobile devices are NOT acceptable calculators.
- *College Algebra* by Robert Blitzer, 6th Edition, Pearson (optional)

Virtual Office Hours: This course is called “College Algebra with Review”. Since we do not have class time, the review part comes from communicating with me! PLEASE do not suffer in silence if you don’t understand something. PLEASE do not put off asking questions and get further behind. My email comes to my phone so I should get your questions pretty quickly. If they can be answered by email, I will do so. If some face time would be more effective we will schedule a time to meet on Blackboard Collaborate using our webcams.

Grading: * denotes assignments with a required prerequisite.

Homework	05.0%	In-Class Participation	00.0%
Quizzes*	20.0%	Test 1*	17.5%
Lab Minutes	00.0%	Test 2*	17.5%
Project 1	05.0%	Concepts Exam	10.0%
Project 2	05.0%	Final Exam	20.0%

Final grades will be the weighted average of the above categories. Letter grades 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.

Course Material: All material and graded work for this course will be accessed using your account on the MyLabsPlus website. This course is divided into twelve lessons each with a pre-class lesson, a homework assignment and a quiz.

Pre-class Lessons: Start each lesson by reading the pre-class lesson. They give you explanations and examples for each new concept in the course. Remember that since we don’t have any traditional lectures in an online class, you are responsible for absorbing the material on your own. Don’t skip this step and expect to know how to do the homework problems!

Homework: Next open the homework assignment for the lesson. Homework is where the real learning takes place. There are videos on the left and homework problems on the right. You can do the homework set as many times as you want to improve your score. You must earn at least 90% on the homework before the lesson quiz will open for you. Homework assignments will remain open until the very last week of class.

Lesson Quizzes: The last part of each lesson is the lesson quiz. You may take the each quiz as many times as you would like to improve your score until the deadline listed in MLP. Only the highest score for each quiz will

count toward your grade but **no lesson quizzes will be dropped**. Lesson Quizzes 1-5 must be completed with at least 80% accuracy before Test 1 will open in MLP. Lesson Quizzes 1-9 must be completed with at least 80% accuracy before Test 2 will open in MLP.

Concept Quizzes: There are three concept quizzes (one before each test). Concept quizzes are in an open response format and will be hand graded by your instructor. You will have ONE ATTEMPT for each concept quiz and one of them (the lowest score) will be dropped at the end of the session.

Projects: There are two projects in this class that will require you to apply some of the concepts you have been learning. You will receive more details about them by email.

Concepts Exam: This comprehensive exam is in an open response format similar to the concept quizzes and will be hand graded by your instructor. It will be taken on MLP anywhere you can access the internet and will be open book and open note.

Proctored Exams: There will be three proctored exams. 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 120 minutes (Final Exam). Approved calculators are allowed, but proctors and teachers will NOT be able to help you with calculator operations during tests.

You may choose between the following two testing options:

1. Take your tests in the **MRTC Testing Center** (SCEN 203) on the University of Arkansas Fayetteville campus. The advantage of this option is that you will not have to make any special arrangements. HOWEVER, the testing center has limited hours during the summer so you will only be able to use the testing center on the **FIRST DAY** of the testing period for each test. Refer to the Testing Center Guidelines on the Math Department's website <http://mrtc.uark.edu> before taking a proctored exam in the Testing Center. Scan the QR code to see a video of the testing center.



2. Use **B-Virtual proctoring service**. At a time you select, you will take your exam online under the supervision of a proctor who will verify your ID, and supervise you through your webcam and see your computer screen. You will need to register and schedule this service **IN ADVANCE**. The advantage of this option is you can take the test at any time during the testing period for each test. Here are the steps you will need to utilize this service: <http://tips.uark.edu/b-virtual-instructions-for-students/>

Pre-Assessment:

All college algebra students are **REQUIRED** to take a Pre-Assessment at the beginning of the semester. It can be found on MLP and you will have 30 minutes to complete it. The Pre-Assessment has **NO IMPACT** on your grade in the course; it is used for statistical purposes by the university and the state of Arkansas. Please give this your best effort, but don't be concerned if you do poorly!

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.

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.

Inclement Weather Policy:

Class will “meet” regardless of weather conditions. Deadlines **WILL NOT** be extended due to internet problems or power interruptions resulting from severe weather in your area. Be **PROACTIVE**, work ahead, and don’t wait until the last minute to complete coursework!!

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, 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:

I can be contacted through e-mail at any time. I will reply to all emails that are received within 48 hours. Most of the time a response will come much quicker than that, but plan on not hearing from me for 48 hours. **What this means is:** don’t email me on Sunday afternoon about a quiz question expecting to hear back from me that same day! Be **PROACTIVE**, work ahead, and don’t wait until the last minute to get help. You will not be successful in this course if you do everything on Sundays and ignore algebra for the rest of the week...

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.

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.

Calculator Statement: Students taking courses which permit calculator use while testing in the MRTC Testing Center are highly recommended to use either the TI-30XIIS or TI-84 calculator, whichever is appropriate for the course (see specific Course Syllabus), while doing homework.

- These are the only calculator models that the MRTC Testing Center provides to students during tests.
- It is important for students to familiarize themselves with the appropriate calculator because MRTC Testing Center Proctors are specifically forbidden from answering questions related to how to do test problems, including questions on proper calculator use.

Lab Minutes: Students enrolled in courses requiring lab minutes must spend this time in one of the teaching labs located in SCEN 209, 211, and 212. **Students can earn a maximum of 100 minutes per day in the teaching labs.** The total number of lab minutes required can be found on individual course syllabi. The labs hours of operation can be found at mrtc.uark.edu. You must be working on math at all times in the labs when earning lab minutes. **Working on anything other than math in the labs while earning lab minutes is considered academic dishonesty.**

Testing Center: Students enrolled in courses requiring proctored tests in the MRTC Testing Center (SCEN 203) should refer to the Testing Center Guidelines on the Math Department's website <http://math.uark.edu/3747.php> before taking a proctored exam. Timed exams have 10 minutes added to allow for entry of solutions into MLP and an additional 15 minutes added for possible internet issues/slowness. Total allowable test time can be found on individual course syllabi.

Accessing your MRTC MATH Course with Single Sign On Through Blackboard:

- 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. 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.

Accessing your MRTC MATH Course directly using MyMathLab:

- Log into our new mylabsplus site <http://uark.bb.mylabsplus.com>
- Find and click the "Forgot your password?" link
- Enter in the first part of your uark email address in the box labeled "User ID"
- For example, if your email is mathstudent@uark.edu, you would enter "mathstudent"
- You will shortly receive an email message with subject "Password Reset Information" from PasswordReset@ResetCredentials.com. Follow the directions in the email.
- You should now be able to log into your account at <http://uark.bb.mylabsplus.com>

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

- Be sure the website is correct: <http://uark.bb.mylabsplus.com>
- Read the F.A.Q. at <http://mrtc.uark.edu>
- Consult Pearson's support page <http://247support.custhelp.com>
- 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 on TECH SUPPORT link at the top of the page and select one of the means listed

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- 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: Final letter grades are 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 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 accommodation. Do not hesitate to contact your instructor or a member of the MRTC Staff if any assistance is needed in this process.

Copyright Information: Tape-recording and/or any other form of electronic capturing of lectures is expressly forbidden. Transcripts of lectures may be made available on Blackboard or through the ECHO 360 system. Be aware that this is a legal matter involving intellectual property rights as described below:

*State common law and federal copyright law protect our syllabi and lectures. They are our own original expressions and we may record our lectures at the same time that we deliver them in order to secure protection. Whereas you are authorized to take notes in class thereby creating derivative work from our lectures, the authorization extends only to making one set of notes for your own personal use and no other use. **You are not authorized to record our lectures, to provide your notes to anyone else or to make any commercial use of them without expressed, prior permission from the University of Arkansas Math Resource and Teaching Center.***

Persons authorized to take notes for the Center for Educational Access, for the benefit of students registered with the Center, will be permitted to do so, but such use still is limited to personal, non-commercial use. Similarly, you are permitted to reproduce notes for a student in this class who has missed class due to authorized travel, absence due to illness, etc. However, to be clear, any class notes must not be sold or made available for any commercial use.

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 university email. Your instructor will notify you of

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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.

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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