

FLEXIBLE LEARNING MAC 1105 SYLLABUS

Updated 06/06/17

COURSE INTRODUCTION

MAC 1105, College Algebra, is a review of Algebra designed to prepare students for MAC 1140 or MAC 1147. This course qualifies for both General Education and Gordon Rule credits.

Prerequisites: None

Credits: 3

Course Content: Solving inequalities, linear, and quadratic equations; complex numbers; polynomials; graphs; rational functions; logarithmic and exponential functions.

CONTACT INFORMATION

Coordinator/Instructor: Mr. Keith Grizzell

E-mail: grizzell@ufl.edu (but please email me through Canvas if possible)

Web: <http://people.clas.ufl.edu/grizzell/>

Canvas: <https://ufl.instructure.com/>

The lectures in Canvas were created by Mrs. Sue-Yen Patane, and this on-line course is based off of her course. However, please address any questions to the coordinator above.

COURSE MATERIALS

Textbook

The textbook is provided as an e-book in MyMathLab, with access included with the purchase of your MyMathLab access code. If you are interested in purchasing a physical copy of the textbook, please contact the course coordinator for information on the correct version to purchase.

Calculator

A scientific calculator is required for some homework and MyMathLab problems but is not allowed on the Quizzes and Exams.

Lecture Note Shells

You can download and print out the lecture note shells from each module's page or from the *Files* tab in the left-hand navigation in Canvas. It is helpful if you have a hard copy of the lecture notes in order to follow the lecture presentations in each module in Canvas.

Canvas

Canvas is the hub of the course. It's where you will access the lecture videos, view your grades, and communicate with your instructor. It is run by UF, and you will need your Gatorlink ID and password to access it. The website:

<https://ufl.instructure.com/>

MyMathLab

Most of your coursework (as well as the e-book) will be in MyMathLab, an online learning site with some content derived from the textbook. You may purchase a MyMathLab access code either directly from MyMathLab or from the UF Bookstore. We strongly recommend you do not purchase MyMathLab access codes online at Amazon.com, eBay, or other resellers, because those codes may have already been redeemed and would therefore be a waste of your money.

Your username in MyMathLab must be your full UF email address, e.g. username@ufl.edu. The MyMathLab Course ID is **grizzell10798**.

If you have chosen a “wrong” username, you can correct it by going to the *Account* link on the top of a MyMathLab course page.

There is a handout in Canvas (in the *Start Here* module) with basic instructions for registering for this course in MyMathLab, and a link to MyMathLab is available there as well.

To convert a temporary MyMathLab account to full status:

1. Log into your current MyMathLab account where you have been using the Temporary Access. **DO NOT CREATE A NEW ACCOUNT.**
2. From within the Pink Box displayed under your course name, choose the option to either “Enter Access Code Now” (if you have purchased your code already from the bookstore) OR “Purchase Access Code Now” (this will allow you to use a credit card or a PayPal account to make your purchase).
3. Once you've entered your access code or purchased it online, your account will automatically be upgraded to full status and you can resume work on assignments in your MyMathLab course.

If you experience a problem with login, registration, or working on MyMathLab assignments (other than mathematical difficulties), please contact Pearson's MyMathLab Technical Support Team by calling 1-800-677-6337.

ProctorU

Your unit exams and final exam will be proctored through the online proctoring service ProctorU. There is a handout in Canvas (in the *Start Here* module) about ProctorU, their computer requirements, and how to register with them. You will need to sign up for each exam at least 3 days in advance in order to avoid a late registration fee. Also, you should be sure of the date and time you want to take each exam before you sign up, since if you need to change it within 72 hours of the exam there will be extra fees involved.

HOW THE COURSE WORKS

The course is divided into 24 Modules, which are assembled into 3 units:

Unit 1: Modules 1–7

Unit 2: Modules 8–15

Unit 3: Modules 16–24

There is also a bonus Module 25 for extra credit.

Timeframe

This is a self-paced course, but you do not have an unlimited amount of time in which to complete it. You are expected to complete approximately 2 modules per week, except perhaps weeks when you have scheduled exams. Thus, with 24 required modules and 4 required exams, that works out to about 15 or 16 weeks as a proper timeframe for the course. You might consider the Unit Exams as milestones, in that each covers approximately one-third of the course, so plan accordingly.

Also, a few words of advice. First, develop a solid plan for completing the first unit within the first four weeks, and then look at how you might modify your strategy for the second and third units after you complete the first unit. Second, don't be afraid to work ahead of your schedule if you have the time, it will give you more flexibility later in case something happens. Finally, do be afraid of falling behind schedule. (Be afraid to the point that you don't ever let yourself fall behind!) It is always a lot more difficult to play catch-up, and you likely won't learn the material as well. Cramming is not good for long-term learning.

Module Activities

For each module, you will have the following activities:

- Reading from the textbook (in Canvas)
- Watching lectures (in Canvas)
- Taking a Warm-up Quiz (in MyMathLab)
- Completing Homework (in MyMathLab)
- Taking a Module Quiz (in MyMathLab)

The order listed above is the suggested order of activities. In any given module, you must take the warm-up quiz before you will be allowed to access the homework, and you must score 80% on the homework to unlock the quiz. Also, you have to take a module's quiz in order to unlock the next module's warm-up quiz.

Important note: A number of modules have more than one page in Canvas (usually because they cover more than one section in the textbook). Watch out for this!

Warm-up Quizzes test you on your knowledge of the material from the lecture and the textbook, which means that you should really learn the material first. Each Warm-up is out of 2 points and you will have 3 attempts to complete it, with your best attempt counting in your grade. You must take the Warm-up Quiz to unlock the Homework.

Homeworks consist of a list of problems for you to solve, and each set is worth 5 points. You must get at least 80% on the homework to unlock the Module Quiz. (Note: 80% on a homework assignment will only give you 4 points instead of the full 5 points for that assignment; to get full credit you must continue working on the assignment until you achieve 100%.) You will have 3 attempts on each problem in the homework; however, if you use all 3 attempts and you wish to receive credit for the problem, you can click on *Similar Exercise* and get a “fresh” problem. You can read more about the online homework assignments in the MyMathLab Tutorial available in MyMathLab.

Module Quizzes are worth 5 points each and cover the same material as the homework, including problems similar to the ones in the homework. They will generally be 5–10 problems with a 30-minute time limit. You can take each Module Quiz twice, and the better of the two attempts will count in your grade. Also, at the end of the semester your 2 lowest Module Quiz scores will be dropped.

Unit Exams

There are 3 Unit Exams and a Final Exam. Each of the unit exams also has a pre-requisite Check-up Exam. The Unit Exams and the Final Exam, as well as the (optional) Make-up Exam, are all proctored through ProctorU. For each exam, you must register to take the exam with ProctorU at least 3 days in advance in order to avoid paying late registration fees. Similarly, if you need to change the date or time of an appointment, you must do so at least 72 hours before your appointment time in order to avoid any penalty fees.

For each proctored exam, you should have only the following items:

- A pencil or a pen
- Your UF Gator1 picture ID card or a government issued picture ID
- Blank scratch paper

When taking a proctored exam, no calculators, cell phones, notes, or books will be allowed, and you will not be allowed to use any other web sites or applications on your computer.

Check-up Exams become available after you complete the last quiz in the corresponding units. You must complete the Check-up Exam for a unit before you will be allowed to take the Unit Exam. Each Check-up Exam is worth 15 points, contains 30–50 multiple-choice questions, and has a 120-minute time limit. You only get 1 attempt. The Check-up Exams are designed to help you review before taking the actual exams. (So, while they are not proctored, you should study for them and try to do each Check-up Exam without consulting your notes as much as possible.)

Unit Exams and the **Final Exam** are proctored through ProctorU. Each Unit Exam is worth 80 points, has approximately 20 multiple-choice questions, and has a time limit of 60 minutes. The cumulative Final Exam is worth 100 points, has approximately 25 multiple-choice questions, and has a time limit of 75 minutes.

Make-up Exams are optional. You will have the opportunity, after completing the Unit 3 Exam, to take a single Make-up Exam to replace one of your Unit Exam scores. The score from the Make-up Exam you take will then replace the corresponding Unit Exam score, but only if the Make-up Exam score is higher. You must sign-up with ProctorU to take a Make-

up Exam just like you do for a Unit Exam, though you do not have to specify which Make-up Exam you will take when you sign up for a time slot. (You will only be allowed to take one Make-up Exam, though, and you should decide which one before your exam session.)

Contract Quiz and Syllabus Test

Before attempting anything else in the course, you are expected to complete the Contract Quiz in Canvas. It is worth 5 points and covers information found in this syllabus. Then, after you have registered in the course in MyMathLab, you must take the Syllabus Test there, worth 6 points, before you will be allowed to proceed to any other assessments. You will have an unlimited number of attempts on the Contract Quiz and 3 attempts for the Syllabus Test.

COURSE GRADE

Your course grade is based on 689 points accumulated as follows:

1	Contract Quiz (in Canvas)	@ 5 points	5 points
1	Syllabus Test (in MyMathLab)	@ 6 points	6 points
24	Warm-up Quizzes	@ 2 points each	48 points
24	Online Homework	@ 5 points each	120 points
22	Online Quizzes	@ 5 points each	110 points
3	Unit Exams	@ 80 points each	240 points
1	Final Exam	@ 100 points	100 points
4	Check-up Exams	@ 15 points each	60 points

Grading Scale

<u>Points</u>	<u>Grade</u>	<u>Percentages</u>
620.10 – 689.00	A	90% – 100%
592.54 – 620.09	A-	86% – 89.99%
564.98 – 592.53	B+	82% – 85.99%
537.42 – 564.97	B	78% – 81.99%
509.86 – 537.41	B-	74% – 77.99%
482.30 – 509.85	C+	70% – 73.99%
454.74 – 482.29	C	66% – 69.99%
427.18 – 454.73	C-	62% – 65.99%
399.62 – 427.17	D+	58% – 61.99%
372.06 – 399.61	D	54% – 57.99%
344.50 – 372.05	D-	50% – 53.99%
0.00 – 344.49	E	0% – 49.99%

Technically, D is a non-failing grade, but many programs and requirements (including Gordon Rule) require a grade of C or better. Please check with your academic advisor if you

are unsure of the grade you need in this course, and always aim much higher. Also, please note that this grading scale is very firm, and it will not be altered to give you your desired outcome, no matter how “close” you are to it.

Confidentiality

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. **Grades are not given out over the phone.**

Make-up Work and Incomplete Grades

Since there are no specific due dates for assignments and exams, there will be no make-ups other than the one optional Make-up Exam for grade improvement. Know that the grade of “I” (Incomplete) is never used to avoid an undesirable grade. If there are extenuating circumstances that cause you to require longer than the initially allotted timeframe for this course, then you might be granted an extension for completing this course, pending review.

ACADEMIC HONESTY

The University of Florida expects students to be honest in all of their work. Please remember to commit yourself to academic honesty with the following pledge:

“We, the members of the University of Florida Community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

Plagiarism

“A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.”

(Source: [Regulations of the University of Florida, UF-4.041](#))

You are strongly encouraged to read through the regulations so that you have a clear understanding of what would be considered a violation.

“For a violation or violations of the Honor Code, a student may receive any of the sanctions that can be imposed for Student Conduct Code violations, including but not limited to conduct probation, suspension and expulsion as well as any educational sanctions. In addition, students may receive the following:

- a) Assignment grade penalty. The student is assigned a grade penalty on an assignment including but not limited to a zero.
- b) Course grade penalty. The student is assigned a grade penalty in the entire course including but not limited to an ‘E’.”

(Source: [Regulations of the University of Florida, UF-4.047](#))

DISABILITY ACCOMMODATIONS

The [Disability Resource Center](#) in the [Dean of Students Office](#) provides students and faculty with information and support regarding accommodations for students with disabilities. Staff at the Disability Resource Center will assist any student who registers as having a disability. Official documentation of a disability is required to determine eligibility for appropriate accommodations. The professional employees at the Disability Resource Program serve as full-time advocates for students with disabilities ensuring students have physical and programmatic access to all college programs. One of the services provided by the Disability Resource Center:

[Testing Accommodations](#) (Click on this link for further information.)

Here is the link to register with the DRC: [DRC-How to Get Started](#)

The Flexible Learning Office needs to be notified of any special accommodations required by the student when they begin their course.

FLEXIBLE LEARNING POLICIES

UF Flexible Learning Contact Information:

Email: learn@dce.ufl.edu

Phone: (352) 392-1711

Toll free: (800) 327-4218

Fax: (352) 392-6950

Website: [UF Flexible Learning](#)

Office Hours: Monday–Friday, except holidays, 8:00am–5:00pm EST

Course Deadline and Extension Policy

Students are allowed 16 weeks, from their date of enrollment, to complete and submit their coursework. If the student has not submitted at least 50% of their coursework and have an extenuating circumstance preventing them from submitting the coursework, a failing grade of “E”, “E0” or “E1” will be issued and recorded to the UF Registrar.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and have an extenuating circumstance, the student may petition the instructor for a course extension before the course expires. Each course extension request will be administratively evaluated. Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an “I” will be assigned as an interim grade. When the course is completed, the instructor will initiate the change of grade. After that, the “I” grade will be changed to the student’s final course grade on their transcript.

Course Cancels and Course Drops:

A Course Cancel:

A tuition refund may be granted after a student submits a written request within 30 days of enrollment to the Flexible Learning Office. This request must be in writing by learn@dce.ufl.edu or sent by fax, 352-392-6950. Refunds will be the amount of tuition, less \$25.00 per course. If a credit card was used, the refund will be credited a back to the card. **No refunds are granted after 30 days.**

Dropping a course: To drop a course, you need to email the Flexible Learning office at learn@dce.ufl.edu with a request to drop within 14 weeks of the date of enrollment. In addition to their own request by email, *UF* students must have advisor approval to drop a flexible learning course. An advisor can email learn@dce.ufl.edu with the student’s name, the course that they want to drop, and confirmation of permission to do so. It is the student's responsibility to verify that all drop requests have been received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript.

Students with disabilities who need to drop a course due to disability-related reasons are permitted to petition for additional drops. Find more information by contacting the [Disability Resource Center](#).

Medical and Retroactive Withdrawals

For Medical Withdrawals: [Dean of Students Office Medical Withdrawal Process](#)

For Retroactive Withdrawals: [Petition Information](#)

The student needs to notify the Flexible Learning Office of their approved medical or retroactive withdrawal by emailing a copy of the approval to learn@dce.ufl.edu.

How to Request a UF Transcript

There are two ways to order a transcript:

1. The online ordering system by going to this link: [Ordering UF Transcripts](#)
2. If you cannot use the online system, please contact the UF Office of the University Registrar for instructions to mail in a request with a check or money order. They can be contacted by phone Monday–Friday, 8:00 a.m. to 5:00 p.m., at 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

Please check your “unofficial transcript” first, before ordering your “official transcript”, to make certain that your grade has been posted.