

# MGF 1106 MATH FOR LIBERAL ARTS, I

## SYLLABUS

**COURSE INTRODUCTION:** MGF 1106, Mathematics for Liberal Arts I, is a general education/math course which is not intended to prepare you for Precalculus or Calculus. This course qualifies for both GenEd and Gordon Rule credits.

**PREREQUISITES:** None

**CREDITS:** 3

**COURSE CONTENT:** Introduction to sets, logic, number theory, probability, statistics, the algebra of equations and inequalities, and linear programming.

**COURSE OVERVIEW:** This is an **ONLINE COURSE – all content is delivered online**. Students view 24 lectures online, complete online homework and quizzes using publisher's software MyMathLab. Three Unit Exams, and the Final are administered during the term on MyMathLab via ProctorU. The course management system used for this class is Canvas.

### **CONTACT INFORMATION:**

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

<b><u>Course Coordinator:</u></b>	Dr. Matthew Peace
Office:	Canvas
Office Hours:	By appointment.
Office Phone:	(386) 754 – 4213
E-mail:	<a href="mailto:mpeace@ufl.edu">mpeace@ufl.edu</a>

### **COURSE MATERIALS:**

**Textbook:** Title: A Survey of Mathematics with Applications  
Author: Angel/Abbot/Runde  
Publisher: Pearson Education  
Edition: 11<sup>th</sup> edition

The actual text is not required but the MyMathLab Access Code is. There is a full e-copy of the text within MyMathLab. The license is available online when you register in MyMathLab.

The MyMathLab access code can be purchased either directly from MyMathLab in the course 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.

**IMPORTANT: MyMathLab has a free trial option that will allow you to immediately start working on your homework even if you do not have funds to purchase access. Please use this trial while you wait for financial aid or other funds to come in.**

**Student Guide & Lecture Notes:** contains the most important information about the course and is available for download and print on each module page. It is important that you should have a hard copy of the lecture notes in order to follow the online lecture presentations.

### **COURSE PLATFORM:**

**Canvas** is the hub of the course. It's where you will access the lecture videos, view your grades, or post your course questions in the Discussion Boards. It is run by UF, and you will need your GatorLink ID and password to access it. The website address <https://ufl.instructure.com>

**MyMathLab** is where the actual Math is done. Here you'll do your homework, quizzes, CheckUp exams, and Exams. It is run by Pearson, the publisher of your textbook. **To access MyMathLab, click on the MyLab and Mastering tab in the left navigation bar in Canvas.** You will need to register upon first entering the site.

### **CANVAS ASSIGNMENTS:**

- How to get started – Introduction Assignments:** You should log in to Canvas and click on the StartHere page. Begin with viewing the Introduction video and reading the Course Syllabus. You have one assignment to complete in Canvas: an **Introduction to Course Discussion Board Post**. This discussion is to help us all feel more connected as a class. It is worth 1% of your final grade. Your next step is taking the **Syllabus Quiz in MyMathLab**. The syllabus quiz is also worth 1% of your final grade. You should complete all introductory material within the first week of the course.
- After completing the introductory part, you are ready to move to the main content: Module 1 – 24.
- Modules in Canvas:** The links to Modules are arranged according to units in Canvas. Unit 1 covers Modules 1 – 8, Unit 2 covers Modules 9 – 15, and Unit 3 covers Modules 16 – 24. On a module page, you will find complete information on the content and things you need to do. **The homework, quizzes, and exams are given in MyMathLab.**
- Viewing lecture presentations is an important aspect of learning process. You will access the lecture videos from the corresponding Module in Canvas. It is important that you should have a hard copy of the lecture notes to follow the presentations. The lecture notes could be printed out from the corresponding Module or under the Files tab in Canvas or purchased at Target Copy (see Course Materials above). You should view the entire lecture, read the textbook, and then take the **WarmUp quiz in MyMathLab**.

### **MYMATHLAB ASSIGNMENTS:**

Each assignment in MyMathLab is numbered according to the Lecture/Module. For example, L2 corresponds to Lecture/Module 2.

- Warm Up Quizzes:** A **WarmUp** Quiz tests you on the knowledge of the material from the lecture and textbook. It means that you should really learn the material. **WarmUp quizzes are worth 7% of your final grade and you have 3 attempts to complete each one** – the best attempt counts. The WarmUp is a prerequisite to the corresponding homework. The prerequisites show up in MyMathLab when you point the cursor at the flag by the assignment on the assignments page.

- 2. Homework Assignments:** All Homework assignment consists of a list of problems and are worth 17% of your final grade. **The credit for a homework assignment will be given according to the percent value of the work completed.** The “passing score” for proceeding to the Module quiz is 80%. NOTE: 80% on a homework assignment will not give you the full credit on the assignment, but it will allow you to proceed. To earn full credit on your homework, you should strive to earn a 100% on each homework assignment. Each module homework assignment has a different number of problems.

You will have at most 3 attempts on each problem in the **homework**; however, if all attempts are used and you wish to receive a credit for the problem, you can click on “Similar Exercise” and get a “fresh” problem an unlimited number of times.

- 3. Module Quizzes:** You will take a Module Quiz in MyMathLab after you complete at least 80% on the Homework. **All 24 quizzes total 17% of your final grade.** Quizzes cover the same material as the homework and will include problems similar to the ones in the homework. There will be 5 – 10 problems given for a 30-minute period of time and the better of two attempts will count.
- 4. CheckUp Exams:** There will be three CheckUp Unit Exams and a CheckUp Final offered online to help you to get ready for the actual exams. Each CheckUp must be taken before the actual Unit Exam. The CheckUp Exams are designed to help you to actively review the material. All 4 CheckUp exams total 8% of your final grade and can be taken only once. A CheckUp exam contains 30-50 questions for a 120 minute time interval. We recommend taking a CheckUp early enough to have time for review, which you can access by going to the MyMathLab Gradebook and clicking on Review next to the CheckUp.

If you are experiencing a problem with login, registration, or working on MyMathLab assignments, please contact Pearson’s MyMathLab Technical Support Team by visiting <https://support.pearson.com/getsupport/s/contactsupport>.

### **SUMMARY OF MODULE ASSIGNMENTS:**

You are supposed to work on each Module in the following way:

- 1. Click on the Module in Canvas**
  - Read the objectives covered
  - Look through To Do List
  - View the lecture presentation
  - Read the corresponding sections in the textbook.
- 2. Click on the MyLab and Mastering tab in Canvas to access MyMathLab**
  - Take the WarmUp Quiz on this lecture
  - Complete your homework
  - Take the Module Quiz. (To work in the right order in MyMathLab, click on “MyMathLab All Assignments” and then on “Show All” to see all open assignments.)
  - At the end of each unit, take the Unit Checkup Exam.

### **UNIT EXAMS AND FINAL EXAM:**

- 1. You will take your exams at the day and time of your choice.** Unit exam duration is 60 minutes. You must register with ProctorU for each exam at least 3 days prior to the exam date.
- The unit tests are offered in MyMathLab. Each Unit Exam contains 20 problems. **The three unit exams total 34% of your final grade.** You will see your score and be able to immediately review your exam

after submitting the test. Make sure to review your results then as you will not be able to review your test again.

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

- a) A pencil or a pen.
  - b) Your UF Gator1 picture ID card or a government issued picture ID
  - c) Blank scratch paper
- NO CALCULATORS! NO CELL PHONES! NO NOTES! NO BOOKS!**

4. **Final Exam:** On the day and time of your choosing, a comprehensive 75-minute Final Exam will be given. It consists of 25 questions and is worth 15% of your final grade. The Final Exam is mandatory. You must register with ProctorU at least 72 hours in advance of the Final Exam.

**COURSE GRADE:** The course grade is based on a weighted average as follows:

Category	Category Percentage of Final Grade
Introduction Posting on Canvas	1%
Syllabus Quiz in MyMathLab	1%
24 Warmup Quizzes in MyMathLab	7%
24 Online Homework Assignments in MyMathLab	17%
24 Online Quizzes in MyMathLab	17%
4 Checkup Exams in MyMathLab	8%
3 Unit Exams in MyMathLab	34%
1 Final Exam in MyMathLab	15%

---

**Total:** **100%**

The course grade is the grade satisfying the conditions below and will be strictly adhered to:

Passing Grades	
A	90% – 100%
A-	86% – 89.9%
B+	82% – 85.9%
B	78% – 81.9%
B-	74% – 77.9%
C+	70% – 73.9%
C	66% – 69.9%

Non-passing Grades	
C-	62% – 65.9%
D+	58% – 61.9%
D	54% – 57.9%
D-	50% – 53.9%
E	< 50%

**CALCULATOR POLICY:** A scientific calculator may be required for some homework and MyMathLab problems but is **not allowed** on the Exams.

## **MGF 1106: SUGGESTED PACE:**

### **Unit 1 (L1-L8):**

Week 1: Introduction, Module 1  
Week 2: Modules 2 and 3  
Week 3: Modules 4 and 5  
Week 4: Modules 6 and 7  
Week 5: Module 8, Unit 1 Exam

### **Unit 2 (L9-L15):**

Week 6: Modules 9 and 10  
Week 7: Modules 11 and 12  
Week 8: Modules 13 and 14  
Week 9: Module 15, Unit 2 Exam

### **Unit 3 (L16-L24):**

Week 10: Modules 16 and 17  
Week 11: Modules 18 and 19  
Week 12: Modules 20 and 21  
Week 13: Modules 22 and 23  
Week 14: Module 24, Unit 3 Exam

### **End of Course:**

Week 15: Review for the Final Exam  
Week 16: Final Exam

### **For each module you have the following assignments:**

1. Read module objectives
2. Read the textbook section(s)
3. Watch module lesson video(s)
4. On MyMathLab complete:
  - a. Warm Up Quiz
  - b. Homework Assignment
  - c. Module Quiz

### **After completing all the modules for the unit:**

1. Read the exam review notes on Canvas.
2. Watch the exam review video(s) in Canvas.
3. On MyMathLab complete the Check-Up Exam
4. Schedule your Exam with ProctorU at least three days in advance
5. Take your Unit Exam.

## Academic Honesty:

An online environment naturally is more flexible for you as you work, but that extra freedom requires greater vigilance to avoid misrepresenting your work. Keep in mind that the same tools that allow a student to bootleg work also allow the professor to catch him or her in the act. Ignorance is not a defense for cheating.

## 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. For more information, visit the [Student Honor Code and Student Conduct Code: Scope and Violations](#)

“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](#)

## HELP:

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- [learning-support@ufl.edu](mailto:learning-support@ufl.edu)
- (352) 392-4357 - select option 2
- [e-Learning at UF](#)

The ticket number received from LSS when the problem was reported to them MUST accompany any requests for make-ups due to technical issues. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at [Distance Learning and getting help](#) for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit [Distance Learning Student Complaint Process](#) to submit a complaint.

#### Netiquette: Communication Courtesy:

All members of the class are expected to follow rules of common courtesy in all electronic communications. It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate. These guidelines for online behavior and interaction are known as netiquette.

#### Security:

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

#### General Guidelines:

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons like :) or ☺
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)

#### Email Netiquette:

When you send an email to your instructor, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipient can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

Students who violate these rules will be warned. Repeated violations may result in removal from the course.

#### Technology Requirements:

Students must use their Gatorlink email account for this course. Students are recommended to check

their email account DAILY for the duration of the course. Access to and on-going use of a computer with Internet access is required for all students. Competency in the basic use of a computer is required. At times, computers crash and Internet connections fail. It is in your best interest NOT to wait until the last minute to complete assignments.

Online Course Evaluation: Students are expected to provide feedback on the quality of instruction in this course by completing online in Canvas at the midpoint in the semester and near the end of the semester.

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 Center 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 includes:

- Testing Accommodations:  
[disability.ufl.edu/students/accommodated-testing-request](https://disability.ufl.edu/students/accommodated-testing-request)

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 \(DRC\)](#).

The Flexible Learning Office needs to be notified of any special accommodations required by the student when they begin their course by emailing the Accommodations Letter to [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu).

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:

The request to cancel a course must be submitted in writing and emailed to [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu) within 10 days of enrollment date. It is the student's responsibility to verify that all cancellation requests have been received by the Flexible Learning office within the allotted time. No refunds are granted after 10 days.



#### Course Drop:

The request to drop a course must be submitted in writing and emailed to [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu) 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. 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.

#### Full Term Withdrawals:

All full-term withdrawals must follow University of Florida policies/ procedures. An approved withdrawal form must be submitted to the [Dean of Student Affairs](#), for review and final approval. Students must also notify the Flexible Learning of this request by [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu).

It is the responsibility of the student to notify Flexible Learning of their approved medical or retroactive withdrawal, so the students' record is updated. [Email](#) to our office a copy of the approval.

Medical Withdrawals: [Medical Withdrawal Process](#)

Retroactive Withdrawals: [retroactive withdrawal process](#)

#### UF Official Transcripts:

Flexible Learning *advises* that you review your "unofficial transcript" first to ensure your grade(s) is/are posted, prior to ordering the "official transcript".

Two ways to order a transcript:

1. [Order UF Official Transcripts here](#)
2. If you are unable to order your official transcript online, please contact the [UF Office of the University Registrar](#). In addition, on more information on mailing in a transcript request form by remitting a check or money order.
3. The Registrar's Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. and their phone number is 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

#### UF Flexible Learning Contact Information:

Email: [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu)  
Phone: (352) 294-6300  
Website: [UF Flexible Learning](#)

#### Office Hours:

Monday-Friday, except Holidays  
8:00am-5:00pm EST